

# **FULL COUNCIL**

Minutes of a Meeting of Stirchley and Brookside Parish Council held on:-  
Tuesday 27<sup>th</sup> March 2018 at The Sambrook Centre, Stirchley at 6:00pm

**Present:** Councillors: Mrs J Loveridge (Chair), M Randle (Vice-Chair), T Bate, R Breeze, ARH England, J Loveridge, S Parr, S Roberts, G Sinclair, and A Watkin.

**Also Present:** Mrs G Bailey (Parish Clerk/RFO), Mrs S Middleton (Deputy Clerk/Community & Facilities Manager) and Mr C Corbett (Committee Secretary – taking the minutes)

## **Public Open Session**

There were no members of the general public present.

### **FC/17/89 APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Cllr Mrs L Hogger (previous appointment), and Cllr C Turley (Leave of Absence) and were accepted by the Council.

### **FC/17/90 MINUTES**

It was proposed by Cllr R Breeze and seconded by Cllr M Randle and unanimously **RESOLVED that the minutes of the last meeting of the Council held on 30<sup>th</sup> January 2018 be approved and signed by the Chair.**

### **FC/17/91 MATTERS ARISING**

Minute FC/17/70 – there had been more incidents of ASB that had been reported to police.

### **FC/17/92 PARISH CLERK'S REPORT**

The Council received the Parish Clerk's Report that highlighted various matters including maintenance works to the Parish Vehicle. Changes to Committee paperwork, business rates and grants from the Small Group Community Facility Fund.

The paperwork changes included the proposal to have the staff salary information considered by the Audit Sub Cttee and not tabled at Council and P&R meetings. It was considered that the move be explored further with amended formats for the report etc.

The Business Rates issue with being charged for audit services by a private company was of some surprise by Members and was thought should be challenged as the service had not been specifically requested by the Parish.

The Clerk also presented an Update Report on matters raised since the agenda was published. Youth Services had been discussed and a number of initiatives had been suggested. It may also be possible in the future to train local people to become Youth Workers to assist in local projects.

Furthermore the report commented upon the proposed Working Together to make a Difference Conference planned for June and would be useful for all available councillors to attend. Also, the Deputy Clerk had secured various SALC training courses to be run locally at that Sambrook Centre.

**FC/17/93**    **MONTHLY FINANCIAL REPORTS**

The monthly receipts and payments report, the monthly investment report and the monthly payroll report were presented to the Council for approval.

It was proposed by Cllr J Loveridge and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Monthly Financial Reports, as presented to the Council, be approved.**

**OFC/17/94**    **GENERAL DATA PROTECTION REGULATIONS**

The Council considered a report on the General Data Protection Regulations that were to come into effect from 25<sup>th</sup> May 2018 regarding the processing of personal data. The report outlined the requirements of a Parish Council and the need to appoint a Data Protection Officer. Work would need to be undertaken to make the web site compliant with the new regulations and the costs of the process were included within the report.

Members agreed that the Parish Council, as a corporate body, was responsible for the implementation of the new Regulations and compliance with data protection law.

It was proposed by Cllr A England and seconded by Cllr J Loveridge and unanimously **RESOLVED that :-**

- **The Full Council, as a Corporate Body, were responsible for compliance with data protection law**
- **The audit work to the web site, at a cost of £150, be approved**
- **The Policy & Resources Committee be responsible to agree and publish the Data Protection Policy, the General Privacy Notice and the Consent Form.**
- **The Full Council appoint the Data Protection Officer.**

**FC/17/95**    **REVIEW OF THE FINANCIAL REGULATIONS**

Members considered the annual review of the Financial Regulations and made one amendment by deleting Para 8.3, as it had not been enacted in recent years

It was proposed by Cllr R Breeze and seconded by Cllr S Parr and unanimously **RESOLVED that, subject to the deletion of para 8.3, the Financial Regulations of the Parish Council be approved.**

**FC/17/96**    **REVIEW OF POLICIES**

The Council conducted an annual review of the Scheme of Delegation and the Procedure for Co-option. Members were happy with the current content of the policies and did not make any amendments.

It was proposed by Cllr A England and seconded by Cllr T Bate and unanimously **RESOLVED that the Scheme of Delegation and the Procedure for Co-option be endorsed.**

**FC/17/97**    **CONSIDERATION OF A CASUAL VACANCY**

Following the recent resignation of Cllr Robert Fagan, the Council was required to declare a casual vacancy and also consider the subsequent vacancy on the Policy & Resources Committee.

The vacancy was formally declared and the Clerk was requested to notify the Democratic Services Office at T&W Council. It was considered that the vacancy on the Policy & Resources Committee be left open until the impending AGM in May.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr M Randle and unanimously **RESOLVED that the casual vacancy, following the resignation of Cllr Robert Fagan, be formally declared and reported to Telford & Wrekin Council: and that the vacancy on the Policy & Resources Committee be held open until the AGM in May.**

**FC/17/98 REFURBISHMENT WORKS AT THE SAMBROOK CENTRE**

The Parish Clerk presented a report on the current position of the refurbishment works at the Sambrook Centre. The contract works of the render to the building, the ventilation etc, electrical works and roofing were remaining to complete.

Works to the electrical distribution board had been completed together with the solar panel infrastructure. External lighting would be undertaken when the rendering was complete and quotes had been sought for internal lighting and ceiling.

The Clerk reported that she had obtained quotes for guttering etc and fascia board painting from Lyndale Roofing and Granville construction. Members supported the local firm, Granville Construction. It was proposed by Cllr T Bate and seconded by Cllr M Randle and unanimously **RESOLVED that the works for replacement guttering and downpipes be awarded to Granville Construction.**

The Community Payback Team had painted the library area to the praise of the Clerk and works were in hand to create two new rooms available for community hire.

The new Rainbow Room, previously the library store, had been repainted by Leah Moore to make a welcoming community room with informal furniture and tea making facilities.

The “Snug” (previous FairShare office) needed to be decorated to make a useable room and suitable for counselling sessions or contact. The hire rate was suggested as the same as the Chat Room and a quote had been received for the painting etc from Paul Gallaher. It was proposed by Cllr R Breeze and seconded by Cllr M Randle and unanimously **RESOLVED that the hire rate for the “Snug” be the same as the Chat Room ie Voluntary/Community £5, Agency £9.50 and Private bookings £10.80 per hour – and that the painting of the room be undertaken by Paul Gallaher for £250.**

The Clerk highlighted a number of further costs for the internal area of the Centre that needed to be completed, with a budgeted level of some £1500. It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and unanimously **RESOLVED that the internal works, as identified in the report, be approved up to a budget level of £1500.**

**FC/17/99 “EqualiTeas” EVENT**

To consider a request for financial aid in staging an “EqualiTeas” workshop event at Brookside Central on 20<sup>th</sup> June 2018, a UK wide event to celebrate our right to vote and encourage non-traditional voters to participate in the democratic process.

Members considered the request for funding but did not consider it appropriate to give financial aid to the T&W proposal.

It was proposed by Cllr R Breeze and seconded by Cllr G Sinclair and **RESOLVED that the request for financial aid for the EqualiTeas event not be supported.**

**Note: Cllrs J Loveridge, Mrs J Loveridge, A England and S Roberts abstained from voting.**

**FC/17/100 FAIRSHARE CREDIT UNION**

Consideration was given to a recommendation of the Policy & Resources Committee of 27<sup>th</sup> February 2018, that Council allocate an amount, of a minimum of £30,000, to a loan to the Fairshare Credit Union.

During a robust debate, Members expressed some concern regarding Fairshare current financial position and suggested that the Clerk undertaken certain enquiries to establish assurances regarding the financial risk. Members were also of the opinion that any such loan to the Credit Union would be of overall benefit to the Community.

It was proposed by Cllr ARH England and seconded by Cllr T Bate and unanimously **RESOLVED that, subject to satisfactory financial checks by the Parish Clerk, Council allocate an amount, of a minimum of £30,000, to a loan to the Fairshare Credit Union.**

**FC/17/101 SHROPSHIRE PLAYING FIELDS ASSOCIATION**

The Council considered a request from the Shropshire Playing Fields Association for funds towards its operation contained within a letter from SPFA Secretary (circulated with the agenda). Members considered the worth of the Association and were pleased to give support.

It was proposed by Cllr ARH England and seconded by Cllr M Randle and unanimously **RESOLVED that an amount of £30 be allocated to the Shropshire Playing Fields Association.**

**FC/17/102 MINUTES OF COMMITTEES**

The minutes of the Policy & Resources Committee held on 27/02/18 and the Audit Sub-Committee held on 20/03/18, were received for information.

**FC/17/103 PARISH PLAN**

Members considered a report from the Parish Clerk regarding a proposal to develop a Parish Plan.

The Clerk reminded Members that they had already agreed the need for a Parish Plan and that the item currently before them was to agree a way forward. It was suggested that a workshop be organised to scope out the project.

One option would be to employ a consultant to facilitate the workshop and conduct analysis and an action plan. Another option was to consider an offer from Harvey Unwin to volunteer to facilitate the workshop at no cost to the Parish Council.

It was proposed by Cllr ARH England and seconded by Cllr J Loveridge and unanimously **RESOLVED that the offer to volunteer to undertake the workshop from Harvey Unwin be accepted and that the Clerk agree a suitable date in Late July for the Workshop.**

**FC/17/104 Correspondence**

No correspondence requiring action.

**FC/17/105 Councillor Reports**

The committee received Councillors reports as follows:-

- a. Cllr T Bate – Brookside Central becoming a corporate hub rather than a Café..
- b. Cllr A England – potential for the PET team to fill potholes in the Parish.

Meeting finished at \_\_\_\_\_ pm

Chair .....

Date.....