

**SHREWSBURY TOWN COUNCIL**  
**Meeting of Council**  
**Held at Livesey House, 7 St Johns Hill, Shrewsbury at**  
**6pm on Monday 24 June 2024**

**PRESENT**

Councillors D Vasmer (Mayor), E Addams, R Dartnall, M Davies, P Gillam, N Green, K Halliday, P Moseley, A Mosley, K Pardy, A Phillips & R Wilson.

**IN ATTENDANCE**

Helen Ball (Town Clerk), Amanda Spencer (Deputy Town Clerk), Andy Watkin (Head of Resources) and Michelle Farmer (Committee Officer).

**16/24 APOLOGIES FOR ABSENCE**

**RESOLVED:**

**Apologies be received from Councillors Bentick, Dean, Lemon, Wagner & Wall.**

**17/24 DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT**

Shropshire Councillors	Twin hatted members declared personal interests in matters relating to the Town Council's relationship with Shropshire Council
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**18/24 MINUTES OF THE COUNCIL**

The minutes of the Full Council Meeting held on 13 May 2024 be submitted as circulated and read.

**RESOLVED:**

**That the Minutes of the Full Meeting of Council on 13 May 2024 be approved and signed as a true and accurate record.**

**19/24 MATTERS ARISING**

There were no matters arising to report.

**20/24 ANNOUNCEMENTS**

**20.1 MAYORAL ENGAGEMENTS**

The Mayor reported that due to the current pre-election period he had been unable to attend any Mayoral events and this would run until 4 July 2024, but he had been able to attend Mayor's Sunday at St Chads Church on the 26 May.

Prior to the general election announcement, he had a hectic start to his Mayoral Year and attended engagements including the Mayor Making events at Bridgnorth, Ludlow & Telford.

## **20.2 TOWN CLERK ANNOUNCEMENTS**

The Town Clerk had no announcements for this meeting.

## **21/24 PUBLIC QUESTIONS/COMMENTS**

The Town Clerk reported that standing orders had been followed in seeking questions ahead of the meeting, but she had accepted questions up until 4pm on the day of this meeting.

No public questions had been received for this meeting.

## **22/24 END OF YEAR ACCOUNTS & SUPPORTING STATEMENTS**

### **22.1 End of Year Accounts**

The Responsible Finance Officer had prepared the End of Year Accounts in accordance with the Accounts & Audit Regulations 2011, which had been discussed and recommended for approval by the Finance & General Purposes Committee. The Responsible Finance Officer had provided an extensive summary of the accounts at the last meeting.

The RFO reported that he had made reference to the Town Council's resolution 27/22 within Assumption 8 of the Annual Governance Statement and Note 20 Contingent Liabilities of the Annual Accounts.

The draft accounts had subsequently been fully discussed and recommended for approval at the Finance & General Purposes Committee in June.

### **RESOLVED:**

- (i) That the Annual Report for the financial year 2023/24 be adopted;**
- (ii) That the Statement of Accounting Policies for the financial year 2023/24 be adopted;**
- (iii) That the Annual Governance Statement for the financial year 2023/24 be adopted;**
- (iv) That the Income & Expenditure Account for the financial year 2023/24 be adopted;**
- (v) That the Statement of Movement of Reserves for the financial year 2023/24 be adopted;**
- (vi) That the Balance Sheet as at 31 March 2024 be adopted.**

## **22.2 Annual Governance & Accountability Return**

The Responsible Financial Officer had prepared the Annual Governance & Accountability Return for the period 2023/24. This had two sections:

1. Annual Governance Statement 2023/24 confirming the Council acknowledged its responsibility for ensuring that there was a sound system of internal control including arrangements for the preparation of the accounting system. This was to be signed by the Mayor & Town Clerk.
2. Accounting Statements 2023/24 taking key financial information from the End of Year Accounts. This was to be signed by the Mayor & RFO.

Once completed and signed, this form would be forwarded to the Town Council's External Auditor before 01 July 2024. At this point the accounts and Annual Return would be made public.

### **RESOLVED:**

- (i) **That the Annual Governance Statement for the financial year 2023/24 be approved and signed by the Mayor & Town Clerk;**
- (ii) **That the Accounting Statements for the year ended 31 March 2024 prepared following the guidance in Governance and Accountability for Smaller Authorities, be approved and signed as by the Mayor and RFO**

## **23/24 ANNUAL TOWN MEETING (MINUTES ENCLOSED)**

The minutes of the Annual Town Meeting held on 22 April 2024 were circulated as read.

Councillors Mosley and Dartnall proposed that the format of the Annual Town Meeting should be considered at the next Finance & General Purposes Committee in July.

### **RESOLVED:**

- (i) **That the minutes of the Annual Town Meeting held on 22 April 2024 be received and adopted**
- (ii) **That the format of the Annual Town Meeting was to be discussed at the next Finance & General Purposes Meeting held on 15 July**

## **24/24 RECREATION & LEISURE COMMITTEE (MINUTES ENCLOSED)**

The Minutes of the Recreation & Leisure Committee held on 8 May 2024 were circulated as read.

### **RESOLVED:**

**That the minutes of the Recreation & Leisure Committee meeting held on 8 May 2024 be received and adopted.**

#### **25/24 FINANCE & GENERAL PURPOSES COMMITTEE**

The Minutes of the Finance & General Purposes Committee held on 15 April 2024 & 3 June 2024 were circulated as read.

**RESOLVED:**

**That the minutes of the Finance & General Purposes Committee meeting held on 15 April 2024 & 3 June 2024 be received and adopted.**

#### **26/24 CLIMATE EMERGENCY & NATURE RECOVERY COMMITTEE (MINUTES ENCLOSED)**

The Minutes of the Climate Emergency & Nature Recovery Committee held on 18 April 2024 were circulated as read.

Councillor Mosley asked if there was a report on the Big Green Week and the Deputy Town Clerk reported that this would be provided at the next Climate meeting.

**RESOLVED:**

**That the minutes of the Climate Emergency & Nature Recovery Committee meeting held on 18 April 2024 be received and adopted.**

#### **27/24 PLANNING COMMITTEE**

The minutes of the Planning Committee meetings held on 2 April 2024, 23 April 2024, 14 May 2024 and 4 June 2024 were submitted as circulated as read.

**RESOLVED:**

**That the minutes of the Planning Committee meetings held on 2 April 2024, 23 April 2024, 14 May 2024 and 4 June 2024 be received and adopted.**

#### **28/24 WORKING GROUPS**

Councillor Mosley queried why the Working Group minutes were sent to Full Council as they should be reported to the relevant Standing Committees. He requested that this was an item to discuss at Finance & General Purposes Committee.

The Deputy Town Clerk reported that this was stated in the Terms of Reference of each Working Group.

Councillor Wilson commented that not all Councillors attend Finance & General Purposes so if the minutes were not sent to Full Council for ratification, they would not be seen by all.

**RESOLVED:**

**That the Terms of Reference for the Working Groups be discussed at Finance & General Purpose Committee on 15 July.**

### **28.1 ACTIVE TRAVEL WORKING GROUP**

The minutes of the Active Travel Working Group meeting held on 26 March 2024 were circulated as read.

#### **RESOLVED:**

**That the minutes of the Active Travel Working Group meeting held on 26 March 2024 be received and adopted.**

### **28.2 CITY OF SANCTUARY WORKING GROUP**

The minutes of the City of Sanctuary Working Group meeting held on 8 May 2024 were circulated as read.

#### **RESOLVED:**

**That the minutes of the City of Sanctuary Working Group meeting held on 8 May 2024 be received and adopted.**

### **28.3 CLEAN RIVER WORKING GROUP**

The minutes of the Clean River Working Group meeting held on 8 May 2024 were circulated as read.

Councillor Halliday reported that Bathing Status had now been awarded and the Working Group had played a significant part in the process.

Councillor Dartnall commented that signage had been requested and mock designs had been completed. They were in talks with DEFRA & Environment Agency and the signs would hopefully be in place soon.

#### **RESOLVED:**

**That the minutes of the Clean River Working Group meeting held on 8 May 2024 be received and adopted.**

### **28.4 JOINT CONSULTATIVE COMMITTEE**

The minutes of the Joint Consultative Committee meeting held on 10 April 2024 were circulated as read.

#### **RESOLVED:**

**That the minutes of the Joint Consultative Committee meeting held on 10 April 2024 be received and adopted.**

### **28.5 NEURODIVERSITY WORKING GROUP**

The minutes of the Neurodiversity Working Group meeting held on 20 March 2024 were circulated as read.

**RESOLVED:**

**That the minutes of the Joint Consultative Committee meeting held on 20 March 2024 be received and adopted.**

**28.6 QUARRY WORKING GROUP**

The minutes of the Quarry Working Group meeting held on 18 April 2024 were circulated as read.

**RESOLVED:**

**That the minutes of the Quarry Working Group meeting held on 18 April 2024 be received and adopted.**

**28.7 SERVICE LEVEL AGREEMENT WORKING GROUP**

The minutes of the Service Level Agreement Working Group meeting held on 20 March 2024 and 9 May 2024 were circulated as read.

**RESOLVED:**

**That the minutes of the Service Level Agreement Working Group meeting held on 20 March 2024 and 9 May 2024 were circulated as read.**

**28.8 SHREWSBURY IN BLOOM WORKING GROUP**

The minutes of the Shrewsbury in Bloom Working Group meeting held on 4 April 2024 and 2 May 2024 were circulated as read.

Councillor Addams apologised that she had been unable to attend both of the Bloom meetings due to work commitments.

**RESOLVED:**

**That the minutes of the Shrewsbury in Bloom Working Group meeting held on 4 April 2024 and 2 May 2024 were circulated as read.**

**29/24 CLOSING REMARKS**

The Mayor thanked members and staff for their attendance and closed the meeting.