

20th August 2020

Sir/Madam

A meeting of the Town Council via video conference call, using Zoom, will be held at **7.00 pm on Wednesday 26<sup>th</sup> August 2020**. Please note that this meeting will be recorded for administrative purposes but will be deleted once the draft minutes have been approved.

Members of the public will be able to join this meeting by clicking on the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/88314913598>

Meeting ID: 883 1491 3598

For the confidential element of the meeting, press and public will be disconnected from the meeting.

The link will be available from 6:45 pm to allow any technological problems to be resolved.



Arren Roberts  
Town Clerk

## **Business of the meeting:**

### **Public Session**

For 15 minutes previous to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by The Mayor, Chairmen of Standing Committees or Town Clerk.

#### **1. Apologies**

#### **2. Disclosure of Pecuniary Interests**

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

#### **3. Minutes**

To confirm minutes of a meeting held on:

**22<sup>nd</sup> July 2020**

**Copy OTC/03/20 attached**

Minute **OTC/02/20/39** sets out that Council “resolved report TC/3897/20 to be adopted and the proposal approved”.

This should have recorded **TC/3898/20** and not **TC/3897/20**. As the minutes have been adopted, they cannot be amended but Members are asked to note that, as per the agenda, **TC/3698/20** set out the Business Proposal for the Visitor and Exhibition Centre.

#### **4. To Answer Any Questions**

To answer any questions in accordance with Standing Orders upon which formal notice has been given.

**5. Shropshire Council Matters**

Update from local Shropshire Councillors V Hunt, D P Milner and J Price on any policies, consultation or general matter relating to Shropshire Council.

**6. Standing Committees**

To adopt the below minutes:

Development and Planning Committee

**1<sup>st</sup> July 2020**

**DPC/01/20 previously supplied**

**22<sup>nd</sup> July 2020**

**Copy DPC/02/20 attached**

**7. 2020/21 Budget Revision**

For Members to consider a revised projected budget for 2020/21 from the Finance Officer taking into account the effects of the Coronavirus on the Council's income and expenditure.

**Copy report TC/3914/20 attached**

**8. Bike2Work Scheme**

Report from the Finance Officer asking Council to consider offering staff the Bike2Work Scheme to which there is no cost implication upon the Council.

**Copy report TC/3915/20 attached**

**9. Update on Car Parks**

An update report will be brought to Council in September due to difficulties in obtaining timely quotations.

## **10. Electronic Communication**

Report from the Town Clerk on a recommendation under the General Data Protection Regulation (GDPR) for Councillors to have their own specific Town Council email account.

**Copy report TC/3917/20 attached**

## **11. Youth Services**

Report from the Town Clerk to consider the arrangements for the commencement of the youth services work tendered by the Council in March 2020.

**Copy report TC/3918/20 attached**

## **12. Council Policies**

A number of the Council's policies and procedures e.g. complaints, social media etc and employee related policies e.g. eye tests for staff are due for review. The intention is to bring these periodically to Council for consideration and approval rather than to present them all at once.

Should elected members agree, a programme will be developed.

## **13. Delegated Powers**

Council are asked to review the extended delegated powers given to the Town Clerk aimed at enabling the Council to fulfil their responsibilities during the pandemic.

Elected Members are asked to consider whether this delegation continues to be required given that Council is able to meet and consider business virtually and that the Town Clerk (under Financial Regulations and Standing Orders) can commit expenditure in circumstances of emergency.

#### **14. Consultation on the Reform of the Planning System**

The National Association of Local Councils are consulting County Associations and their members on the Ministry of Housing, Communities and Local Government consultations on reform of the planning system. Council is invited to consider whether it wishes to respond to these consultations.

Changes to the current planning system (NALC deadline for responses 17<sup>th</sup> September 2020) - **copy attached Appendix A**

Planning for the future - the planning white paper (NALC deadline for responses 15<sup>th</sup> October 2020) - **copy attached Appendix B**

Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16<sup>th</sup> October 2020) - **copy attached Appendix C**

#### **15. Marches Investment Fund**

Shropshire Council has secured Marches Investment Fund (MIF) support for strategic business and tourism development. This funding has been identified for seven of the market towns within Shropshire that have been impacted by COVID-19. £12,000 has been allocated to Oswestry BID, working with Oswestry Town Council, to support initiatives aimed at enabling safe reopening, social distancing, driving footfall and reinvigorating the town economy. A number of contributions have been received by elected Members and these have been included in submission which has been provided for information.

**Copy application form attached Appendix D**

**16. High Street Action Zone Funding**

To set out the Town Council's allocation to the High Street Heritage Action Zone Project.

**Copy report TC/3919/20 attached**

**17. Fun Fair**

To consider a request from Mr Alan Stokes of Stokes Fun fair to place a limited number of rides in Cae Glas Park over the Bank Holiday weekend.

This would be subject to a satisfactory Risk Assessment and a COVID Management Plan.

**Copy request attached Appendix E**

**18. Events – Decision Making**

A number of events are scheduled for Winter 2020/21 and decisions will need to be made by Council and partners as to whether or not these events should take place. Assessments will need to consider relevant Government advice, risk assessments, method statements and a financial appraisal. These events include:

- Bonfire evening;
- The Christmas Lights Switch on Event;
- Christmas Music Live and
- Youth Music Festival.

Preliminary meetings are taking place with partners and stakeholder and further information will be provided for the September meeting.

## **19. Memorial Hall**

At their previous meeting, elected Members requested the Town Clerk meet with the Trustees to better understand the current and future operation of the Memorial Hall.

The meeting took place on Tuesday 18<sup>th</sup> August 2020 and a number of options and ideas were discussed. Enquiries have been made with Shropshire Council to ascertain whether or not grants are available and an application form for the Town Council's grant programme has been provided.

Further opportunities can be explored following this positive meeting.

## **20. Exclusion of Public and Press**

**To resolve:** That by the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provisions of Schedule 12A of the Local Government Act 1972 , the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

## **Committee in Private Session**

- 21. Chairmen's Group**
- 22. Smithfield Gateway**
- 23. Visitor and Exhibition Centre**



## **Committee in Private Session**

### **21. Chairmen's Group**

To receive the minutes of the Chairmen's Group held on Monday 17<sup>TH</sup> August 2020.

**Copy minutes attached CG/02/20**

### **22. Smithfield Gateway**

To consider correspondence between the Council and Morrisons.

**Copy correspondence attached Appendix F**

### **23. Visitor & Exhibition Centre**

#### **a) Oswestry Visitor & Exhibition Centre - License**

To consider the legal advice provided by the Council's Solicitor with regard to the license for the existing catering operation.

**Copy report TC/3912/20 attached**

**Letter attached Appendix G**

#### **b) Catering Contract**

To consider and agree the tender documents for the procurement process.

**Copy report TC/3913/20 attached**

**Brief attached Appendix H**

#### **c) Exhibition Space**

To confirm the proposed change of use of the space as per resolution on 24<sup>th</sup> June 2020.

**Copy Report TC/3920/20 attached**

**Copy letter attached Appendix I**  
**Notes of meeting attached Appendix J**