

20th May 2020

Sir/Madam

An Annual Town Council via video conference call, using Zoom, will be held at **7.00 pm on Wednesday 27th May 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 <https://us02web.zoom.us/j/82687789873> Meeting ID: 826 8778 9873. Further instructions will be available on the Council website.

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

The link will be available from 6:30pm to allow any technological problems to be resolved.

Arren Roberts
Town Clerk

Business of the meeting:

STATEMENT BY THE MAYOR

The Mayor will set out the arrangements for 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. **VIRTUAL MEETING PROTOCOL**

To approve the protocol for operating virtual meetings.

Copy attached Appendix A

3. **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.

4. **TO ELECT THE MAYOR 2020/21**

- a. To be proposed and seconded;
- b. Signing of Declaration of Acceptance of Office by newly elected Mayor and Town Clerk;
- c. Newly elected Mayor to put on the Chain of Office;
- d. Newly elected Mayor's speech;
- e. Notice of Motion *"That Council support the Mayor's request that the Mayoral Allowance of £4,979 is paid directly to the Mayor's chosen charity, Shropshire Domestic Abuse Charity."*;
- f. Note of thanks from Wendy Bulman representing the Mayors' chosen charity;
- g. Vote of thanks to the Retiring Mayor to be given by the newly elected Mayor;
- h. The Retiring Mayor will put on the Past Mayor's Jewel and make speech.

5. **TO ELECT THE DEPUTY MAYOR 2020/21**

- a. To be proposed and seconded;
- b. Acceptance of the medallion to the newly elected Deputy Mayor.

6. **MINUTES**

To confirm minutes of meetings held on:

29th January 2020

Copy OTC/07/20 attached

7. **TO ANSWER ANY QUESTIONS**

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

8. SCHEDULE OF MEETINGS 2020/21

Under normal circumstances, Council would approve a schedule of meetings for the year ahead. Given that it is likely that, in accordance with Government guidance, meetings will need to be held remotely for an extended period of time, it is recommended that the schedule of meetings is kept under review and that the business of the authority will be discharged through monthly meetings of full Council.

The date of the next scheduled meeting is Wednesday 24th June 2020.

9. APPOINTMENT OF COMMITTEE CHAIRS – SUSPENSION OF STANDING ORDER 28

The Chairmen’s Group (meeting on 30th April 2020) have recommended that Council retain the current Chairs of the Standing Committees. This provides continuity of leadership within the Chairmen’s Group.

In order to achieve this, Council needs to suspend Standing Order 28 which states that *“Each May, the Standing Committee of the Council will meet on the same evening, in turn, and appoint their Chairmen and Vice Chairmen.”*

Council needs to agree to the suspension of Standing Order 28 firstly, prior to considering the recommendation from the Chairmen’s Group.

10. APPOINTMENTS TO SUB COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

In line with the recommendation of the Chairmen’s Group, Council are asked to confirm membership of sub-committees, working groups and outside bodies as set out.

Copy attached Appendix B

11. STANDING COMMITTEES

To adopt the below minutes:

Development and Planning Committee

**13th January 2020
12th February 2020
11th March 2020**

**DPC/12/20 previously supplied
DPC/13/20 previously supplied
Copy DPC/14/20 attached**

Finance & General Purposes Committee

**13th January 2020
2nd March 2020**

**FGP/06/20 previously supplied
Copy FGP/07/20 attached**

Markets & Town Centre Committee

20th November 2019
5th February 2020
11th March 2020

MTCC/05/19 previously supplied
MTCC/06/20 previously supplied
Copy MTCC/07/20 attached

Amenities Committee

13th November 2019
11th March 2020

AC/04/19 previously supplied
Copy AC/05/20 attached

12. **MARKET START UP PLAN**

To consider a report from the Town Clerk and the Retail Markets and Events manager setting out the approach to re-starting Oswestry Markets.

Copy report TC/3884/20 attached

13. **DELEGATED DECISIONS**

To detail decisions made by the Clerk under delegated decisions.

At the Amenities Committee on 11th March 2020 elected Members extended the Town Clerk's delegated powers to take decisions in response to the pandemic, and to do so in consultation with the Mayor. The delegation would enable the Council to fulfil its responsibilities.

<u>Decision</u>	<u>Background</u>
Cae Glas Park – initial closure then re-opening	Initial decision taken in light of Govt “stay at home” message and operational issues. Subsequent decision to re-open made following Ministerial Statement. Regular dialogue with elected Members on the issue
Relaxation of user restriction clauses at the Centre	Under delegated powers and in consultation with the Mayor, the user restriction clauses on the Centre have been relaxed for a period of 3 months. This is primarily to allow OsNosh to use the kitchen but the building is in a good location, has good facilities and therefore may be of use as part of the response.

<u>Decision</u>	<u>Background</u>
Adopted a revised H&S Policy and Fire Safety Policy	Both documents are available on the Council website. Council are asked to confirm the adoption of these policies.

14. EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of business about to be transacted which would involve the likely disclosure of confidential information, as defined in the Public Bodies (Admission to Meetings) Act 1960, the public and press be temporarily excluded from the meeting and they be asked to withdraw.

