

3rd December 2020

Sir/Madam

A meeting of the Town Council via video conference call, using Zoom, will be held at **7.00 pm on Wednesday 9th December 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/86330173616>

Meeting ID: 863 3017 3616

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:

25th November 2020

Copy OTC/07/20 attached

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

4th November 2020

DPC/06/20 previously supplied

7. **Sundry Creditors**

To adopt the below Statements of Accounts approved for payment by The Chairman/Vice-Chairman of the Finance and General Purposes Committee:

SC/561/20 - 19th October 2020
SC/562/20 - 2nd November 2020
SC/563/20 - 15th November 2020

8. **Analysis of Actual Income and Expenditure**

Report from the Finance Officer in the form of an Analysis of Actual Income and Expenditure to 30th November 2020.

Copy report TC/3948/20 attached

9. **2019/2020 Final Accounts**

For information, the Council's External Auditors, PKF Littlejohn have completed the 2019/20 Audit of the Councils Financial Statement and Annual Return.

They comment as below:

“Except for the matters reported below, on the basis of our review, in our opinion the information in the Annual Return is in accordance with the proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

The smaller authority has disclosed that it made proper provision during the year 2019/20 for the exercise of public rights, by answering “yes” to Section 1, Assertion 4. However as was reported last year, we are aware that it failed to do this and therefore should have answered “No” to this section. It has also disclosed that it took appropriate action on all matters

raised in reports from internal and external audit, by answering “Yes” to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Section 1, Assertion 5 has been incorrectly completed. Information received from the internal auditor and the smaller authority indicates that the risk assessment was not approved by Full Council during the year under review. The smaller authority has confirmed that the risk assessment was approved on 22nd July 2020 which was after the year end and after the date of approval of the AGAR. In light of this, Assertion 5 should have been answered “No”.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority should ensure that it has regard to the level of reserves held when considering future Precept requests.

In the completion of the Annual Internal Audit Report, and their detailed report, the Internal Auditor has drawn attention to significant weaknesses in respect of risk assessment, income collection procedures and public rights dates. The smaller authority have confirmed that they have already addressed some of these issues but they must ensure that action is taken to address any remaining areas of weakness in a timely manner.

Copy completed Annual Return attached Appendix A

10. Budget and Policy Seminar

Minutes of a meeting of the Budget and Policy Seminar held on 4th November 2020

Copy report TC/3950/20 attached

11. Oswestry Town Council Policies

a) Market Policy

The policy document has been updated to incorporate Council's decision to permit the sale of alcohol.

Market Policy attached Appendix B for adoption.

b) Scheme of Delegation

This document was last reviewed in 2014 and reflects recent reviews of both Standing Orders and Financial Regulations. The document also serves as a position statement on the terms of reference of all Committees, sub-committees and working groups.

Scheme of Delegation attached Appendix C for adoption.

c) Equality Policy

The review of this policy document has resulted in a number of changes and updates. Importantly, staff will receive training in this area and will be required to read the policy.

Equality Policy attached Appendix D for endorsement and approval.

d) Complaints Policy

Only minor changes have been made to this document.

Complaints Policy attached Appendix E for adoption.

12. Notices of Motions

a) Notice of Motion from Councillors D P Milner, C Schofield and J Price

“This motion is based on the observations of residents in Roft Street and other streets nearby involving health and safety issues, which were discussed at a previous meeting.

We would like to ask Oswestry Town Council for their support in formally writing to the highways department of the Shropshire Council and their portfolio holder Councillor Steve Davenport that a pedestrian crossing is placed between the exit barriers of the central car park and Roft Street. There are currently two white lines there highlighting a pedestrian area that now appears faded, forlorn and not really noticed by motorists. Putting a pedestrian crossing in this area would make a road user more aware of pedestrian traffic, making it a more controlled area and alleviate potential problems. Suitable signage would also be required.”

b) Notice of Motion in the name of Councillor S Best

“That the Council investigate the feasibility of incorporating into a redesign of the Central car park, trees in planters. By so doing it would achieve two things.

Firstly, it would significantly improve the safety and reduce misuse of the car park.

Secondly, it would visually improve the car park whilst at the same time help reduce the carbon footprint.”

13. The Old White Lion, Oswestry

Notice to Town Council from Assets and Estates Team of Shropshire Council, of removal of The Old White Lion Oswestry from the list of assets of community value.

“In accordance with Section 91 of the Localism Act 2011 and paragraphs 2 and 9 of Statutory Instrument 2012 No. 2421, Local Government, England, The Assets of Community Value (England) Regulations 2012, I write to I write to inform the Town Council that

as a result of the expiration of the 5 year listing period, the above property was removed from the list of assets of community value on 27 October 2020.”

14. Central Car Park Toilets

Joint report **TC/3954/20** from the Town Clerk and Operations Manager to enable Council to consider the refurbishment of the Central Car Park toilets.

Copy report TC/3953/20 attached

15. Christmas Hire of Car Parking Bays

Report **TC/3954/20** from the Operations Manager asking Members to consider a proposal from M&S Food for the hire of seven car parking bays in Central Car Park.

Copy report TC/3954/20 attached

16. Future Oswestry Group

Notes of a meeting of the Future Oswestry Group Meeting held on 8th October 2020.

Copy notes attached Appendix F

17. Oswestry Innovation Park – Online Consultation

Shropshire Council are consulting on the proposed Innovation Park at Mile End.

“Residents and businesses in Oswestry are being urged to have their say on a proposed development that could inject £45 million into the town, creating 460 jobs. Shropshire Council is urging people to provide feedback on plans for Oswestry Innovation Park, which could be built on land east of the Mile End roundabout. The park would be a new commercial development made up of 10 plots over

a number of phases, and will form part of a major transformation to the Mile End gateway to the town.”

A website has been established to provide feedback on the proposals <http://oswestry-innovation-park.co.uk/>.

Council are asked to consider a response.

18. 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

19. Internal Audit Report

Committee in Private Session

19. Internal Audit Report

The Committee is asked to receive and adopt the Report from the Finance Officer summarising issues raised by Internal Auditor for 2020/21 and external Auditor for 2019/20.

The complete Internal Audit Reports are available to any interested Member.

The Committee is asked to confirm its acceptance with the issues as raised and Officers responses/actions. It can be placed before the Audit & Performance Panel in due course should the Council so wish.

Copy report TC/3949/20 attached