

Oswestry Town Council

Minutes of a meeting of the Town Council held on Wednesday 27th May 2020 at 7.00 pm via video conferencing using Zoom.

Present: Councillors S Best, B Edwards, R Evans, V Hunt,
M Isherwood, M Jones, D Kerr, L Maguire, S Mason,
D P Milner, J Price, R Radford, O Rose and C Schofield.

In the Chair: The Mayor, Councillor J Price up to Item 3
The newly Elected Mayor, Councillor D Kerr from Item 4

In attendance: Arren Roberts – Town Clerk
S Cranmer – Operations Manager
S Trevor – PA to the Mayor
Cllr J Barrow - Mayoress
10 Members of the Public

Public Session

Prior to the public session the Mayor read out a short statement setting out how the meeting would run using Zoom.

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

There were no questions from the members of the public in attendance.

1. Apologies

Apologies for absence were received from:

Councillor P Cherrington – personal

It was noted that Councillors N Hughes and J Moore experienced technical difficulties joining the meeting and therefore gave their apologies.

Resolved that the apologies be noted.

2. Virtual Meeting Protocol

Resolved the protocol for operating virtual meetings as set out in Appendix A was approved by Members.

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.

Resolved no disclosures of Pecuniary Interests were made.

4. To Elect The Mayor 2020/21

To be proposed and seconded

Councillor M Coppock proposed Councillor D Kerr as Mayor and Councillor M Isherwood seconded.

Resolved that Councillor Duncan Kerr be elected as Mayor for the ensuing year.

The Town Clerk read out the Declaration of Acceptance of Office and this was signed, in his presence, by Councillor D Kerr.

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.”

The Mayor set out his wish that the Council supports his decision not to claim the Mayoral Allowance during his term in office and that the budget was utilised as a grant to his chosen charity Shropshire Domestic Abuse.

It was unanimously **resolved** to adopt the notice of motion in the name of the Mayor and that the Mayoral Allowance would be paid as a grant directly to the Shropshire Domestic Abuse Charity.

Note of thanks from Wendy Bulman representing the Mayor's chosen charity

Wendy Bulman, Manager at Shropshire Domestic Abuse, thanked the Mayor for choosing the organisation as his charity and for the Councils support. She added that the charity had seen a considerable increase in victims of abuse since the start of the pandemic and this grant would be ringfenced directly to victims of abuse, particularly child victims, in need of clothing, etc. in the Oswestry outreach area.

5. To Elect The Deputy Mayor 2020/21

To be proposed and seconded

Councillor C Schofield proposed Councillor M Jones as Deputy Mayor and Councillor V Hunt seconded.

Resolved that Councillor Mark Jones be elected as Mayor for the ensuing year

6. Minutes

Minutes of a meeting held on [29th January 2020 - OTC/07/20](#) were confirmed and signed.

7. To Answer Any Questions

No questions were submitted in accordance with Standing Orders.

8. Schedule of Meetings 2020/21

The Town Clerk explained that 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 was recommended that the schedule of meetings was kept under review and that the business of the authority would be discharged through monthly meetings of full Council.

After discussion it was **resolved** that the next scheduled Council meeting would take place on Wednesday 24th June 2020.

It was further **resolved** that, following that meeting, the Town Clerk would produce a Schedule of Meetings for the Council to receive and adopt.

9. Appointment Of Committee Chairs – Suspension of Standing Order 28

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

In order to achieve this, Council needed 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.”

It was unanimously agreed and **resolved** that the Council would suspend Standing Order 28 prior to considering the recommendation from the Chairmen’s Group.

It was also **resolved** that the Chairmen of the Standing Committees of the Council would retain the following appointments:

Finance & General Purposes

Chairman	Councillor C Schofield
Vice Chairman	Councillor D Kerr

Markets & Town Centre

Chairman	Councillor R Radford
Vice Chairman	Councillor B Edwards

Amenities

Chairman	Councillor V Hunt
Vice Chairman	Councillor D P Milner

Development & Planning

Chairman	Councillor M Isherwood
Vice Chairman	Councillor S Best

10. Appointments To Sub Committees, Working Groups And Outside Bodies

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

It was unanimously agreed and **resolved** that the Council would retain the following appointments:

a. Chairmen's Group

The Mayor, Deputy Mayor, Chairmen or Vice-Chairmen of all Standing Committees.

b. Markets, Performance and Liaison Panel

The Mayor and Deputy Mayor.

The Chairman and Vice Chairman of Markets and Town Centre Committee.

Councillors M Coppock, V Hunt and O Rose.

c. Cae Glas Park Management Group

The Mayor and Deputy Mayor.

Councillors S Best, P Cherrington, D P Milner, S Mason, M Isherwood and R Evans.

d. Cemetery Management Group

The Mayor and Deputy Mayor.

Councillors S Best, P A Cherrington, D P Milner, B Edwards, M Isherwood R Radford and L Maguire.

e. Audit, Procurement and Performance Panel

The Mayor and Deputy Mayor.

Councillors S Best, O Rose, M Isherwood and L Maguire.

f. Gatacre Allotments Liaison Committee

The Mayor and Deputy Mayor.

Councillors S Mason, J Moore, D P Milner, M Coppock and B Edwards.

g. Youth Services Working Group

The Mayor and Deputy Mayor.

Councillors M Coppock, R Evans, N Hughes, M Isherwood, J Moore, D P Milner and R Radford.

h. Christmas Lighting

The Mayor and Deputy Mayor.

Councillors R Evans, S Mason, J Price, J Moore, V Hunt, M Coppock and S Best.

i. IT Procurement Group

The Mayor and Deputy Mayor.

Councillors N Hughes, P A Cherrington, D P Milner, O Rose and L Maguire.

j. Oswestry Youth Music Festival Committee

The Mayor and Deputy Mayor.

Councillors P A Cherrington, S Mason, J Moore, M Coppock, D P Milner, O Rose and R Radford.

k. Climate Change Working Group

The Mayor and Deputy Mayor.

Councillors M Coppock, M Isherwood, D P Milner and O Rose.

l. The Appointment Panel

The Mayor and Deputy Mayor.

Councillors S Best, V Hunt, D P Milner, R Radford and C Schofield.

The **Appeals Committee** and the **Disciplinary Committee** will be appointed on a need basis

It was also unanimously agreed and **resolved** to retain the representatives to the below outside bodies:

a. **Area Committee of Parish and Town Councils**

The Mayor and Deputy Mayor.

b. **Oswestry in Bloom**

Councillors P Cherrington and S Mason.

c. **Oswestry Twinning Association**

The Mayor.

Councillors B Edwards and P Cherrington.

d. **Shrewsbury-Chester Rail Users' Association**

Councillor P Cherrington.

e. **Oswestry and District Access Group**

Councillor O Rose.

f. **Oswestry Borderland Tourism**

Councillors B Edwards, J Price and V Hunt.

g. **Oswestry Chamber of Commerce**

Councillor D P Milner.

h. **Future Oswestry Group**

Councillors C Schofield and S Best.

i. **Oswestry Health Group**

Councillors are invited by the Chairman.

- j. Oswestry Heritage Gateway
Councillor B Edwards.

11. Standing Committees

Resolved to adopt the below minutes:

Development and Planning Committee

13th January 2020	DPC/12/20
12th February 2020	DPC/13/20
11th March 2020	DPC/14/20

Finance & General Purposes Committee

13th January 2020	FGP/06/20
2nd March 2020	FGP/07/20

Markets & Town Centre Committee

20th November 2019	MTCC/05/19
5th February 2020	MTCC/06/20
11th March 2020	MTCC/07/20

Amenities Committee

13th November 2019	AC/04/19
11th March 2020	AC/05/20

12. Market Start Up Plan

TC/3884/20 from the Town Clerk and Retail Markets and Events Manager set out a series of recommendations to support the re-starting of Oswestry Markets.

The Market Start Up Plan provided Members with an overview of actions taken throughout the pandemic, providing plans and proposals for future planning. Members noted that in line with Government guidelines that not all businesses would be able to open. A risk assessment had been carried out and measures were in place to try and mitigate risks including signage, entry and egress management, hygiene and social distancing measures. Elected members noted that the Council working closely with NABMA guidance.

After discussion it was **resolved**:

- To adopt report **TC/3883/20** and the actions set out;
- To encourage and offer business support to traders via Be a better Fish Club through the introductory offer of 2 months free membership, with Council commitment capped at £1,000. The contribution would be met from the marketing budget;
- To note the safety procedures as set out in the report i.e. providing signage, markings, and cleaning stations and encourage traders and officers to abide by Health & Safety compliance and monitor the safety of people as they walk around the market;
- To approve the policy for rent as set out in the report and as summarized below:
 - 25% of normal rent for the first four weeks for traders, followed by;
 - 50% for the second four-week period;
 - 75% for the third four-week period and return to full rent after this, giving all the traders to rebuild their customer base.

13. 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 and elected members were asked to note the decisions made.

Decision	Background
Cae Glas Park – initial closure then re-opening	Initial decision taken in light of Government “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.
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.

Resolved to adopt the revised H&S Policy and Fire Safety Policy.

14. Exclusion of Public and Press

Resolved 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.

The Mayor also asked that any family members of Councillors who may be in the room at the time of the meeting also leave the room at this point.

Committee In Private Session

15. Chairmen's Group

Committee In Private Session

15. Chairmen's Group

The minutes of a Chairmen's Group meeting held on 30th April 2020 were discussed and following discussion, it was **resolved** to adopt the minutes **CG/03/20**.

In addition, it was also **resolved** that notice on the licence to cater at the Visitor & Exhibition Centre café would be served in accordance with Council's agreement to review the status of all agreements for the occupation of the building. Additionally, agreement was unanimously confirmed by Council for the Food and Drink Festival in July to be cancelled.

The Mayor
Councillor D Kerr
Chairman