

Market Drayton Town Council

Minutes of The Annual Council meeting held at The Town Hall, Frogmore Road on Thursday 15 May 2025 at 7.30pm.

PRESENT: Councillors: R. Adcock, R. Aldcroft, T Beckett, J. Blandford, A. Cartwright, P. Glover, G. Groves, R. Hughes, T. Manton (Mayor), and I. Nellins.

ABSENT: Councillor J. Beckett.

In Attendance: 3 members of the public present, and 1 member of the public listened to the meeting via Teams.

Clerks: Sue Thomas, Town Clerk and Kate Harvey, Assistant Clerk.

The Mayor welcomed all the old and new Councillors to the meeting.

1.C Election of Town Mayor for the municipal year 2025/26

Councillor Groves proposed, Councillor Glover seconded to **nominate Councillor Manton.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Manton as Town Mayor for the municipal year 2025/26.

The Town Mayor was presented with the Chain of Office and signed the Declaration of Office.

The Mayor thanked members and pictures were taken.

2.C Election of Deputy Town Mayor for the municipal year 2025/26

Councillor Groves proposed, Councillor Cartwright seconded to **nominate Councillor Glover.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Glover as Deputy Mayor for the municipal year 2025/26.

The Deputy Mayor signed the Declaration of Office.

The Deputy Mayor thanked members and pictures were taken.

3.C Apologies for absence

Members **NOTED** the following apology:

Councillor J. Beckett - Prior arrangement

4.C Disclosable Pecuniary Interests

- i. No disclosable interests were declared.
- ii. No dispensations were received for consideration.

5.C Public Session

No members of the public had expressed a wish to speak at the meeting.

6.C Minutes

Councillor Aldcroft proposed, Councillor Glover seconded, and it was **RESOLVED** with one abstention:

To agree and adopt the minutes of the of the Council meeting held on 10 April 2025.

7.C Appointments of Standing Committees Chairman and Vice Chairman

The Chair asked for nominations for Chairman and Vice Chairman for the standing committees for the ensuring Civic year 2025/26:

i) Planning - Chairman

Councillor Groves proposed, Councillor Hughes seconded to **nominate Councillor Glover.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Glover as Chairman of the Planning Committee for the municipal year 2025/26.

Planning – Vice Chairman

Councillor Groves proposed, Councillor T. Beckett seconded to **nominate Councillor Hughes.**

There were no further nominations.

It was **RESOLVED**:

To duly elect Councillor Hughes as Vice Chairman of the Planning Committee for the municipal year 2025/26.

ii) **Community and Governance - Chairman**

Councillor Aldcroft proposed, Councillor Groves seconded, to **nominate Councillor Nellins.**

There were no further nominations.

It was **RESOLVED**:

To duly elect Councillor Nellins as Chairman of the Community and Governance Committee for the municipal year 2025/26.

Community and Governance – Vice chairman

Councillor Aldcroft proposed, Councillor Manton seconded to **nominate Councillor Adcock.**

There were no further nominations.

It was **RESOLVED**:

To duly elect Councillor Adcock as Vice Chairman of the Community and Governance Committee for the municipal year 2025/26.

iii) **Services and Facilities - Chairman**

Councillor Groves proposed, Councillor Hughes seconded to **nominate Councillor Manton.**

There were no further nominations.

It was **RESOLVED**:

To duly elect Councillor Manton as Chairman of the Services and Facilities Committee for the municipal year 2025/26.

Services and Facilities - Vice Chairman

Councillor Hughes proposed, Councillor Manton seconded to **nominate Councillor Groves.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Groves as Vice Chairman of the Services and Facilities Committee for the municipal year 2025/26.

iv) **Finance and General Purposes - Chairman**

Councillor Groves proposed, Councillor T. Beckett seconded to **nominate Councillor Hughes.**

Councillor Manton proposed, Councillor Glover seconded to nominate Councillor Aldcroft.

There were no further nominations.

With 7 votes for councillor Hughes and 3 votes for Councillor Aldcroft:

It was **RESOLVED:**

To duly elect Councillor Hughes as Chairman of the Finance and General Purposes Committee for the municipal year 2025/26.

Finance and General Purposes – Vice Chairman

Councillor Groves proposed, Councillor Glover seconded to **nominate Councillor Aldcroft.**

It was **RESOLVED:**

To duly elect Councillor Aldcroft as Vice Chairman of the Finance and General Purposes Committee for the municipal year 2025/26.

8.C **Personnel Committee and Personnel Appeals Committee**

- i. a) After a short discussion, Councillor Manton proposed, Councillor Nellins seconded, and it was **RESOLVED:**

Membership of the Personnel Committee for the municipal year 2025/26:

Councillors, Aldcroft, Blandford, Glover, Groves, Hughes, and Nellins.

- b) Councillor Aldcroft proposed, Councillor T. Beckett seconded and it was **RESOLVED:**

Membership of the Personnel Appeals Committee for the municipal year 2025/26:

Councillors: Adcock, Cartwright, J. Beckett, T. Beckett, Manton, and a vacancy filled by the new councillor when co-opted.

- ii. Councillor Manton proposed, Councillor Hughes seconded and it was **RESOLVED:**

To duly elect Councillor Groves as Chairman of the Personnel Committee for the ensuring Civic Year 2025/26.

Councillor Groves proposed, Councillor Glover seconded and it was **RESOLVED:**

To duly elect Councillor Nellins as Vice Chairman on the Personnel Committee for the ensuring Civic Year 2025/26.

9.C Delegation and Terms of Reference for Committees

Terms of Reference for the standing committees were circulated to members prior to the meeting as set out in Appendix CO2.

Councillor Hughes proposed, Councillor Aldcroft seconded and it was **RESOLVED:**

To agree the delegation arrangements and agree the terms of reference for the following standing committees:

- i) **Finance and General Purposes**
- ii) **Services and Facilities**
- iii) **Planning**
- iv) **Personnel**
- v) **Community and Governance**

10.C Review of policies

The policies were circulated to members prior to the meeting as set out in Appendix CO3, CO4, CO5, CO6.

- i) Councillor Aldcroft proposed, Councillor Nellins seconded and it was **RESOLVED:**

To agree and adopt the amended Financial Regulation.

- ii) Councillor Adcock proposed, Councillor Aldcroft seconded and it was **RESOLVED:**

To agree and adopt the amended Standing Orders.

- iii) Councillor Manton proposed, Councillor Glover seconded and it was **RESOLVED:**

To agree and adopt the Code of Conduct.

- iv) Councillor Aldcroft proposed, Councillor Glover seconded and it was **RESOLVED:**

To agree and adopt the Councillor Officer Protocol.

11.C General power of competence

Councillor Hughes proposed, Councillor Blandford seconded and it was **RESOLVED:**

From 15 May 2025 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 order no 965 The Parish Councils (General Power of Competence) (Prescribed Conditions), to adopt the General Power of Competence.

12.C Signatories on the council's bank account

Councillor T. Beckett proposed, Councillor Glover seconded and it was **RESOLVED:**

To agree the following signatories on the council's bank account:

Councillor Aldcroft, Manton and Hughes plus the Town Clerk and Assistant Clerk.

13.C Monthly Reconciliations

A discussion was had on Section 2.6 Risk management and internal control section of the Financial Regulations to appoint a member to sign off the monthly reconciliation's accounts.

Councillor Manton proposed, Councillor Aldcroft seconded, and it was **RESOLVED:**

For Councillor T. Beckett to sign off the monthly reconciliation's accounts for the financial year 2025/26.

14.C Budget

Documents were circulated to members prior to the meeting as set out in Appendix CO7 and CO8.

Councillors **NOTED:**

- i. They have received a copy of the 2025/26 budget.
- ii. They have received a copy of the Earmarked Reserves for 2025/26.
- iii. The General Reserves were £282,130 as of 31 March 2025.

15.C Schedule of Meetings

A list of the schedule of meetings were circulated to members prior to the meeting as set out in Appendix CO9.

Councillor Groves proposed, Councillor Adcock seconded, and it was **RESOLVED:**

To approve the schedule of ordinary meetings for the 2025/26 Civic year.

16.C Appointment of Representatives on Outside Bodies

After a short discussion, Councillor Glover proposed, Councillor Cartwright seconded, and it was **RESOLVED:**

To appoint the following representatives to the outside bodies.

1. Market Drayton Community Enterprise - Councillor Aldcroft.
2. Shropshire Association of Local Councils Area Committee – Councillor Glover and Groves.
3. Market Drayton Sports Association – Councillor Aldcroft and Hughes.
4. Walkmill Meadows Group – Councillor Manton and Nellins.
5. The Grove School Community Steering Group – Councillors Aldcroft and Manton.
6. Pezanas Twinning Association – Councillor Glover.
7. Active Market Drayton – Councillor Manton.
8. Civic Society Relocation Committee – Councillors Aldcroft and Hughes
9. Market Drayton Covenant Group – Councillor Manton
10. Drayton in Relief in Need Board – The Mayor

Councillor Aldcroft requested the need for an Emergency Planning Group to be put on the next relevant agenda so that members can discuss the importance of ensuring Town and Parish councils know the procedures in place.

17.C Annual Internal Audit Report 2025/26 (Final)

Documentation was circulated prior to the meeting as set out in Appendix CO10 and CO11.

There were no questions asked.

The Mayor thanked the Clerk and RFO for all their hard work.

Councillor Hughes proposed, Councillor Aldcroft seconded, and it was **RESOLVED:**

Minutes of the Annual Council Meeting held on 15 May 2025.

Initial: 

- I. To agree and approve the Annual Internal Audit Report 2024/25 - Final.
- II. To agree and approve the Annual Governance and Accountability Return 2024/25 Form 3, Page 3.

18.C Section 1 – Annual Governance Statement 2024-25

Documentation was circulated prior to the meeting as set out in Appendix CO12.

No questions were asked.

Councillor Hughes proposed, Councillor Glover seconded, and it was **RESOLVED:**

To approve the Annual Governance Statement 2024-25.

The Mayor and Clerk signed the Annual Governance Statement.

19.C Section 2 – Accounting Statement 2024-25

Documentation was circulated prior to the meeting as set out in Appendix CO13.

No questions were asked.

Councillor Hughes proposed, Councillor Blandford seconded, and it was **RESOLVED:**

To approve the Accounting Statement 2024-25.

The Mayor signed the Accounting Statement.

20.C Annual Governance and Accountability Return 2024-25

Documentation was circulated prior to the meeting as set out in Appendix CO14.

Members **NOTED:**

That the 'Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return' Accounts for the year ending 31 March 2025 will commence on 3 June 2025 and end on 14 July 2025.

The notice will be put on Town Councils noticeboard and on the website on 2 June 2025.

21.C Planning Applications

Members discussed the following planning applications:

Reference: 25/01377/OUT (validated: 23/04/2025)

Address: 17 Summerhill Gardens, Market Drayton, Shropshire, TF9 1BG

Minutes of the Annual Council Meeting held on 15 May 2025.

Initial: ...*TM*...

Proposal: Outline application for the erection of a 2-bedroom bungalow to include means of access

Councillor Nellins proposed, Councillor Glover seconded and it was **RESOLVED**:

To support this planning application.

Reference: 25/01318/FUL (validated: 15/04/2025)

Address: Kings Thursday , Christ Church Lane, Market Drayton, Shropshire,

Proposal: Proposed single storey side/rear extension

Councillor Glover proposed, Councillor Adcock seconded and it was **RESOLVED** with 1 abstention:

To support this planning application.

22.C For information:

Members **NOTED** the following information:

- Precept - £585,214 has been received from Shropshire Council
- The Councillor Vacancy for the North Ward has been advertised.
- £50,000 has been received from Shropshire Council towards the refurbishment of Towers Lawn Toilets.

Members are responsible for completing, and updating, their Declaration of Interests forms, this includes the interests of family members.

The meeting concluded 8.12 pm.

Chairman: 

Date: 10-07-25