Market Drayton Town Council

Minutes of The Annual Council meeting held in the Starmer Room, at The Parish Rooms, Church Street, Market Drayton on Thursday 21 May 2026 at 7.30pm.

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

ABSENT: Councillors R. Hughes and I. Sharp.

In Attendance: 0 members of the public present, and 2 members of the public listened to the meeting via Teams.

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

The Mayor said he was very proud to have represented the town in 2025/2026; he thanked all the Councilors and office staff for all their hard work during his term and for their support.

The Deputy Mayor; Cllr Glover thanked the Mayor for all his hard work and commitment over the term and his achievement in raising the towns profile.

1.C <u>ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2026/27</u>

Councillor Glover proposed, Councillor Aldcroft 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 2026/27.

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

The Mayor thanked members for trusting him to be Mayor again, he was truly honoured and looked forward to a prosperous future.

2.C <u>ELECTION OF DEPUTY TOWN MAYOR FOR THE MUNICIPAL YEAR 2026/27</u>

Councillor T. Beckett proposed, Councillor Groves 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 2026/27.

The Deputy Mayor signed the Declaration of Office.

The Deputy Mayor thanked members and looked forward to supporting the Mayor with his passion and vision for the town.

3.C APOLOGIES FOR ABSENCE

Members **NOTED** the following apologies:

Councillor R. Hughes	-	Prior Appointment
Councillor I. Sharp	-	Prior Appointment

4.C DISCLOSABLE PRCUNIARY 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 Manton proposed, Councillor Cartwright seconded, and it was **RESOLVED**:

To agree and adopt the minutes of the of the Council meeting held on 7 May 2026.

7.C APPOINTMENT 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 2026/27:

i) Planning - Chairman

Councillor Groves proposed, Councillor Aldcroft 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 2026/27.

Planning – Vice Chairman

Councillor Manton proposed, Councillor T. Beckett seconded to **nominate Councillor Aldcroft.**

There were no further nominations.

It was **RESOLVED**:

To duly elect Councillor Aldcroft as Vice Chairman of the Planning Committee for the municipal year 2026/27.

ii) Community and Governance - Chairman

Councillor T. Beckett 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 2026/27.

Community and Governance – Vice chairman

Councillor Aldcroft proposed, Councillor T. Beckett 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 2026/27.

iii) Services and Facilities - Chairman

Councillor Blandford proposed, Councillor Groves 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 2026/27.

<u>**Services and Facilities - Vice Chairman**</u>

Councillor Manton proposed, Councillor Groves 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 2026/27.

iv) <u>**Finance and General Purposes - Chairman**</u>

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

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Hughes as Chairman of the Finance and General Purposes Committee for the municipal year 2026/27.

<u>**Finance and General Purposes – Vice Chairman**</u>

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

It was **RESOLVED:**

To duly elect Councillor T. Beckett as Vice Chairman of the Finance and General Purposes Committee for the municipal year 2026/27.

8.C <u>PERSONNEL COMMITTEE AND PERSONNEL APPEALS COMMITTEE</u>

i. a) After a short discussion, Councillor T. Beckett proposed, Councillor Adcock seconded, and it was **RESOLVED**:

Membership of the Personnel Committee for the municipal year 2026/27:

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

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

Membership of the Personnel Appeals Committee for the municipal year 2026/27:

Councillors: Adcock, Cartwright, J. Beckett, T. Beckett, Manton, and I. Sharp.

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

To duly elect Councillor Groves as Chairman of the Personnel Committee for the ensuring Civic Year 2026/27.

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

To duly elect Councillor Nellins as Vice Chairman on the Personnel Committee for the ensuring Civic Year 2026/27.

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 Aldcroft proposed, Councillor Cartwright 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. CO7.

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

i. **To agree and adopt the amended Financial Regulations.**
ii. **To agree and adopt the amended Standing Orders.**

iii. **To agree and adopt the Code of Conduct.**
iv. **To agree and adopt the Councillor Officer Protocol.**
v. **To agree and adopt the Risk Register.**

11.C SUBSCRIPTIONS

Members **NOTED** the Councils current subscriptions to the following organisations:

i. Shropshire Association of Local Councils (SALC)
ii. Society of Local Council Clerks (SLCC)
iii. Institute of Cemetery and Crematorium Management (ICCM)
iv. Information Commissioners Office (ICO)

12.C SIGNATORIES ON THE COUNCIL'S BANK ACCOUNT

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

For Councillor T. Beckett to sign off the monthly reconciliation's accounts for the financial year 2026/27.

14.C SCHEDULE OF MEETINGS

A list of the schedule of meetings was circulated to members prior to the meeting as set out in Appendix CO8.

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

To approve the schedule of ordinary meetings for the 2026/27 Civic year.

15.C APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

After a short discussion, Councillor Blandford proposed, Councillor Adcock seconded, and it was **RESOLVED:**

To appoint the following representatives to the outside bodies:

Ref:	Organisation	No of Reps:	Representative(s) 2026/27
i.	**Market Drayton Community Enterprise**	**1**	**Cllr Aldcroft**
ii.	**Shropshire Association of Local Councils Area Committee**	**2**	**Cllr Glover** **Cllr Groves**
iii.	**Market Drayton Sports Association**	**2**	**Cllr Adcock** **Cllr Sharp**
iv.	**Walkmill Meadows Group**	**3**	**Cllr Adcock** **Cllr Manton** **Cllr Nellins**
v.	**The Grove School Community Steering Group**	**2**	**Cllr Aldcroft** **Cllr Manton**
vi.	**Pezanas Twinning Association**	**1**	**Cllr Glover**
vii.	**Active Market Drayton**	**1**	**Cllr Manton**
viii.	**Civic Society Relocation Committee**	**2**	**Cllr Aldcroft** **Cllr Hughes**
Ix	**Market Drayton Covenant Group**	**2**	**Cllr Cartwright** **Cllr Manton**
x.	**Drayton Relief in Need Board**	**1**	**The Mayor**

16.C WORKING GROUPS

Members reviewed the Working Groups.

After a brief discussion:

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

To appoint the following Councillors to the following Working Groups:

Ref	Working Group	Members
i.	Play Area	Cllr Adcock Cllr Aldcroft Cllr Groves Cllr Hughes

		Cllr Manton
ii.	The Zone	Cllr Aldcroft Cllr Groves Cllr Hughes
iii.	Town Centre (Inspections)	Cllr Cartwright Cllr Glover Cllr Groves Cllr Manton Cllr Sharp
iv.	Town Action Plan	Cllr Glover Cllr Groves Cllr Hughes Cllr Manton Cllr Nellins
v.	Climate Action & Biodiversity	Cllr Adcock Cllr Cartwright Cllr Hughes Cllr Nellins
vi.	Supporting Shropshire Council Services/Devolution of Services	Cllr Alcroft, Cllr Blandford, Cllr Cartwright, Cllr Hughes, Cllr Manton Cllr Nellins

Members considered disbanding the following Working Groups:

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

To disband the following Working Groups:

Pezenas Civic Reception
Hire of Council owned Facilities
Councillor Laptops

17.C ANNUAL INTERNAL AUDIT REPORT 2025/26: FINAL

Documentation was circulated prior to the meeting as set out in Appendix CO09 and CO10.

There were no questions asked.

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

I. To agree and approve the Annual Internal Audit Report 2025/26 - Final.

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

II. **To agree and approve the Annual Governance and Accountability Return 2025/26 Form 3, Page 3.**

18.C SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2025/26

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

No questions were asked.

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

To approve the Annual Governance Statement 2025/26.

The Mayor and Clerk signed the Annual Governance Statement.

19.C SECTION 2 – ACCOUNTING STATEMENT 2025/26

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

No questions were asked.

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

To approve the Accounting Statement 2025/26.

The Mayor signed the Accounting Statement.

20.C ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26

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

Members **NOTED**:

That the 'Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return' Accounts for the year ending 31 March 2026 will commence on 3 June 2026 and end on 14 July 2026.

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

21.C INTERNAL AUDIT

Members Considered The Practitioners' Guide 2025:

4.9 Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.

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

To confirm the independence of the appointed Internal Auditor; Auditing Solutions Ltd.

The Mayor thanked The Clerk and Assistant Clerk for all their continued hard work completing the external Audit; there is a lot of worked involved.

22.C SUPPORTING SHROPSHIRE COUNCIL SERVICES/DEVOLUTION OF SERVICES WORKING GROUP

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

A discussion was had regarding the Terms of Reference for the Supporting Shropshire/Devolution of Services Working Group.

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

To agree the Terms of Reference for the Supporting Shropshire Services/Devolution of Services Working Group.

23.C FOR INFORMATION

Members **NOTED:**

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

The meeting concluded at 8.06 pm.

Chairman: .... Date: 16-07-26