

**Market Drayton Town Council**

**Minutes of a Services and Facilities Committee Meeting  
held at The Town Hall, Frogmore Road on Thursday 30 November 2023 at 7.30pm.**

**PRESENT:** Councillors: T. Beckett, B. Chapman, P. Glover, G. Groves, R. Hughes, W. Love, and T. Manton (Chairman).

**ABSENT:** Councillors: R. Aldcroft, Mrs. J. Beckett, M. Erwin, I. Nellins and A. Sanderson.

1 member of the public was present and 0 members of the public listening to the meeting via Teams.

**In Attendance:** Sue Thomas, Town Clerk and Kate Harvey, Assistant Clerk.

**1.SF APOLOGIES**

Members **NOTED** the following apologies:

Councillor R. Aldcroft	-	Prior Appointment
Councillor Mrs. J. Beckett	-	Illness
Councillor M. Erwin	-	Work Commitments
Councillor I. Nellins	-	Work Commitments

**2.SF DISCLOSABLE INTERESTS**

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

**3.SF PUBLIC SESSION**

No members of the public had requested to speak at the meeting.

**4.SF MINUTES**

Councillor Chapman proposed, Councillor Groves seconded and it was **RESOLVED** with 1 abstention:

**To agree and confirm the minutes of a Service and Facilities Committee meeting held on 5 October 2023.**

**5.SF SHROPSHIRE YOUTH PROVISION**

Information was circulated prior to the meeting.

Members discussed funding the Youth Club for a further year.

The Chairman reported he visited the Youth Club last week and was extremely impressed. The junior youth session was very well attended with lots of activities taking place. The senior session had fewer people attending; the dynamics for this group were more serious with the leaders engaging more deeply, overall, both sessions had a good atmosphere.

Members discussed the Youth Club as set out in Appendix SF109; they agreed the youth clubs are a real asset to the town.

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

**To agree to a further one-year contract with Shropshire Youth Association to provide Youth Club Provision at the Phoenix Centre for the Financial Year 2024/25 at a cost of £18,800; total cost including room hire £20,400.**

## 6.SF RECREATION GROUNDS

Quotes for the installation of new play equipment on Buntingsdale Play Area were circulated prior to the meeting.

Councillor Chapman, Chairman of the Playground Working Group, reported that the Mayor, Councillor Hughes and himself reviewed the nine quotes received earlier in the week; each voted for their first and second choice design, the quote with the most votes was Quote C. On behalf of the working group Councillor Chapman recommended Quote C for the supply and installation of a new piece of play equipment; he asked members for comments/questions.

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

**To accept Quote C, at a cost of £25,000, for the supply and installation of a new piece of playground equipment on Buntingsdale Park.**

## 7.SF PUBLIC TOILETS

Due to the level of vandalism at Towers Lawn public toilets members considered the following options:

1. Close for a period to time, with signage explaining why they are closed.
2. Reduce opening hours (Currently 8am – 6pm)
3. Close for the winter months (neighbouring towns do this)
4. Charge for use (this would incur costs)

Members agreed having this facility for the town is a real asset, however, they were concerned about antisocial behaviour and vandalism, which costs public money to put right.

Councillor Hughes said that as no costings were available for the installation of payment machines this agenda item should be considered again when all the information is available.

Councillor Hughes left the Chamber.

After an in-depth discussion:

Councillor Hughes entered the Chamber and rejoined the meeting.

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

**To reduce the opening times of Towers Lawn Public Toilets from 8am-6pm to 10am-2pm with immediate effect, until such time that this agenda item is discussed again.**

**To put notices on the toilet doors and on Town Councils Facebook page to make people aware of the reduced hours and the reasons why.**

**To obtain quotes for the installation of payment machines at Towers Lawn Toilets; the costings to be bought back to the next meeting for members to consider.**

## 8.SF BUDGET

Information was circulated prior to the meeting.

Members discussed the draft budget.

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

**The following draft Services and Facilities budget for 2024/25 be presented to the Finance and General Purposes Committee meeting on 14 December 2023.**

Cost Centre	Description	Draft Budget 2024/25
101	Street Lighting	11,500
103	Recreation Grounds	73,890
104	Amenity Areas	4,500
105	CCTV running costs	2,060
107	In Bloom	8,704
111	Cemetery	38,975
112	Public Toilets	27,100
113	Christmas Lighting	18,000
150	Services & Facilities General)	180,350
<b>Total</b>		<b>365,079</b>

**9.SF UPDATES/INFORMATION**

The following updates were **NOTED**:

- The CCTV cameras have been upgraded on the Town Park, Buntingsdale Park and new cameras installed by the Skatepark.
- The CCTV receiver on Cheshire Street has been relocated.
- The new bunkers at the cemetery are being installed week commencing 11 December.
- The Residents Christmas Lights Competition has been advertised.

The Chairman said the Festival of Lights event was a tremendous success and thanked the Town Council staff for their fantastic effort.

**10.SF EXCLUSION OF PUBLIC PRESS**

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

**that in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of exempt information relating to establishment and contractual matters as defined in Part 1 of Schedule 12A, Local Government Act 1972, and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be temporarily excluded from the meeting and they are instructed to withdraw.**

A member of the public left the Chamber.

**11.SF CEMETERY CHAPEL AND MORTUARY**

Members discussed the current mortuary lease at the cemetery which is coming to an end and the possibility in renewing the lease to include the chapel.

After a brief discussion:

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

**To give delegated powers to the Clerk and Chairman to negotiate a new lease and report back to committee.**

**12.SF THE ZONE**

Councillor Hughes gave an update on The Zone; he said it is a real asset to the town and he encouraged members to follow their page on social media.

After a brief discussion:

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

To agree the following recommendations from The Zone Working Group:

To produce a Service Level Agreement starting on 1 October 2024.

The SLA will set out the minimum number of activities that are required to be provided in return for payment from the Town Council of £5,000 per annum for providing activities.

Town Council to pay the running costs and maintenance of the building, which are anticipated to be £6,000 per annum.

To cover the costs set out above for the six-month period from 1 October 2024 to 31 March 2025.

The remaining £7,236 in Earmarked Reserves to be moved into 2024/25 budget.

Budget to be allocated for 2025/26 onwards.

The meeting concluded at 8.08pm.

Chairman:  .....

Date: 21/03/2024 .....