



Date Posted: 26th May 2026.

To: All Town Council members:

You are summoned to attend the **TOWN COUNCIL** meeting to be held on **Monday 1st June 2026, 6.30pm** at the Cleobury Country Centre, Love Lane, DY14 8PE for the transaction of business as set out in the Agenda below. The Public and Press are invited.

Yours Sincerely

D A McBride

Mrs Dorothy McBride

Town Clerk and Responsible Financial Officer

AGENDA

Welcome and reminder for everyone to treat each other with courtesy and respect.

06.01.26 Apologies for absence.

To receive apologies and reasons for absence.

06.02.26 Declaration of interests.

Disclosable Pecuniary Interests

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.

06.03.26 Public Participation Session.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the Agenda. Time for this session is limited to 15 minutes (3 minutes per person).

06.04.26 To consider applications received for the co-option of councillors to fill the current vacancies on the Town Council, and to resolve whether to appoint eligible candidates.

06.05.26 Minutes of the Town Council Meeting held on Tuesday 5th May 2026.

To approve the Minutes of the Town Council meeting held on Tuesday 5th May 2026.

06.06.26 Matters arising from the Minutes / Update since last Council meeting.

- a) To note receipt of the Town Clerk's Office Report.
- b) To receive Committee, Working Group and Councillor Reports:
 1. Festival Working Group Report.

06.07.26 Unitary Councillor's Report

To receive Unitary Councillor's update from Shropshire Council.

06.08.26 Financial Matters.

a) To approve the following invoices for payment:

SALC – Training Fees - £160.00
Cleobury Country Limited – Meeting Room Hire (May) - £57.60
JDH Business Service Ltd – Internal Audit Fee (2025-26) - £703.20
AJG Insurance – Annual Insurance Premium - £4,220.34
T Winward – Cemetery Maintenance Work - £100.00
V Winward – Cemetery Maintenance Work - £67.50
R Price – Grass Cutting (April) - £2,240.00
DJ Supplies – PA systems (Festival) - £330.25.

b) To confirm the payments made since the last meeting:

Amazon – Tug of War Rope (Festival) - £123.29 (Debit Card)
Amazon – Tug of War Medals (Festival) - £44.09 (Debit Card)
Shropshire Council – Event Licence (Festival) - £21.00 (Debit Card)
Severn Locks – Emergency Repair and Replacement Lock - £396.00 (Online)



2. Reference: 26/01169/TCA (validated: 19/03/2026)
Address: Manor House &, 15B High Street, Cleobury Mortimer, Shropshire, DY14 8DG
Proposal: Fell 2no. conifers (T1-2), 3no. Ash (6-8) and 1no. Hawthorn (T9), reduce back to boundary 1no. group of conifers, 2no. conifers (T3-4) and 1no. Ash (T5) within Cleobury Mortimer Conservation Area (Amended 22/04/2026)
Decision: No Objection.
3. Reference: 26/00917/LBC (validated: 09/03/2026)
Address: Market Hall, Church Street, Cleobury Mortimer, Shropshire, DY14 8BS
Proposal: Proposed replacement ground floor office window
Decision: Grant Permission.
4. Reference: 26/01306/FUL (validated: 08/04/2026)
Address: 25 Larks Rise, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8JJ
Proposal: Proposed two storey side extension
Decision: Grant Permission.

06.10.26 Policies and Procedures

To review and adopt the following policies and procedures:

1. Freedom of Information Policy (new policy)
2. General Privacy Policy
3. Privacy Consent Form
4. Privacy Notice
5. Subject Access Request Form
6. Retention of Documents Policy

06.11.26 To confirm the date of the next Town Council meeting.

The next Town Council meeting will be held on Monday 6th July 2026 at 6.30pm.