



**Clun Town Council
with Chapel Lawn**

To Members of the Council

You are hereby summoned to attend a Council Meeting of Clun Town Council with Chapel Lawn which will be held on Tuesday 7th October 2025 at the Memorial Hall, Clun commencing at 19.30hrs for the transaction of business as set out in the Agenda below.

Gwilym J. Rippon
Fellow of the SLCC, Cert HE CEG
CiLCA (England and Wales)
Town Clerk

2nd October 2025

AGENDA OF BUSINESS TO BE TRANSACTED

1.	TO RECORD PERSONS PRESENT
2.	APOLOGIES To note apologies and reasons for absence
3.	DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING AND WHICH IS NOT INCLUDED IN THE REGISTER OF INTERESTS (Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer). <i>Please note that all members need to complete a new declaration of pecuniary interests register for the Council term, whether previously a councillor or not.</i>
4.	MAYORS REPORT To receive a report from the Mayor



Clun Town Council with Chapel Lawn

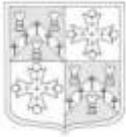
5.	APPROVAL OF MINUTES To approve and confirm the minutes of the meetings held on 2 nd September 2025.
6.	PUBLIC SESSION (i) Shropshire Councillor Report (ii) Police Report (iii) Public comments – If members of the public are present ten minutes will be set aside to allow the public to ask questions.
7.	INFORMATION FROM THE MINUTES
8.	CLERK’S REPORT To Receive the Clerk’s Report
9.	PLANNING To consider the following planning applications and other planning matters 1. 25/03120/FUL Application for Retrospective planning for building including rest space for community infrastructure works and programs Jenny Knoll Farm, Woodside, Clun, Shropshire
10.	ASSETS OF THE COUNCIL AND PORTFOLIO HOLDERS To discuss and decide on the following: - a. Town Hall: b. Public toilets:
11.	<u>POLICIES</u> To discuss and decide adopting the following policies 1. To adopt the following procedures and policies discussed at the Personnel Committee in September: (a) Grievance Procedure ; (b) Disciplinary Procedure; (c) Anti-harassment and Bullying Policy. 2. To consider amendments to the Terms of Reference for the Personnel Committee
12.	<u>WEBSITE</u> To discuss the report in relation to the Website.
13.	TO RECEIVE REPORTS FROM GROUPS OR MEETINGS ATTENDED
14.	FINANCE 1. To receive the Bank Reconciliation



**Clun Town Council
with Chapel Lawn**

	<ol style="list-style-type: none"> 2. To consider the grant application from Dennis and Margaret Twist Memorial group for £150.00p 3. To approve the following invoices for payment. <ol style="list-style-type: none"> a. HMRC £446.36p (S 112 Local Government Act 1972) b. G. J. Rippon £121.99p (home working allowance, mileage and printing) (S 112 Local Government Act 1972) c. Glasdon £1007.95 (supply of bins) (S. 5 Litter Act 1983) d. Clun Memorial Hall £162.50p room hire (S111 Local Government Act 1972) e. Highline £216.12p Street light repairs (s111 Local Government Act 1972) f. Shropshire Council £70.00p Licence (111Local Government Act 1972) g. Grass cutting at St George’s Churchyard £10-2.85 (S 111 Local Government Act 1972) For information h. Jon Churchett £600.00 Cleaner (S 111 Local Government Act 1972)
<p>15.</p>	<p>CORRESPONDENCE To review any correspondence received</p>
<p>16.</p>	<p>INFORMATION FROM COUNCILLORS</p>
<p>17.*</p>	<p><u>STAFFING</u> To receive an update on progress towards the appointment of the assistant to the Clerk and to agree necessary actions.</p>
<p>18.</p>	<p>AGENDA ITEMS FOR THE NEXT MEETING</p>
<p>19.</p>	<p>DATE OF NEXT MEETING Date of next meeting to be held on Tuesday 7th Octobetr 2025</p>

* Due to the confidential nature of the business of this agenda item, under Section (1) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed to put forward a motion to exclude members of the public during discussion of this agenda item.



Clun Town Council with Chapel Lawn

MINUTES OF CLUN TOWN COUNCIL MEETING

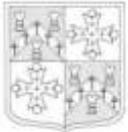
HELD AT THE MEMORIAL HALL ON TUESDAY 2nd SEPTEMBER 2025 AT 7.30PM

PRESENT	APOLOGIES
Cllr. R Davies Cllr. D. Morris Cllr. R. Bowles Cllr. J. Limond Cllr. C. Page Cllr. A. Martin	Cllr. J. McVicar Cllr. M. Jones

ALSO IN ATTENDANCE	
Mr. Gwilym Rippon (clerk)	Shropshire Cllr. Sam Walmsley

There were no members of the public present

	Agenda item	
120-2025	1.	<u>TO RECORD PERSONS PRESENT</u> See above. The Mayor thanked all for their attendance
121-2025	2.	<u>APOLOGIES</u> See above.
122-2025	3.	<u>DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING</u> All members have an interest in the Clun Memorial Hall.
123-2025	4.	CO-OPTION OF COUNCILLORS none
124-2025	5.	MAYOR'S REPORT Ryan to email this to me
125-2025	6.	APPROVAL OF MINUTES The minutes of the meeting on 5 th August 2025 were approved. Proposed Cllr Bowles, seconded Cllr Davies.



Clun Town Council with Chapel Lawn

126-2025

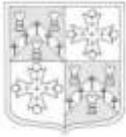
7. PUBLIC SESSION

- (i) Shropshire Councillor Report
- The addition of a third in-house pothole repair team means we're fixing 50% more potholes than at the same time last year.
 - The backlog of highways jobs has been reduced by 2,259
 - Customer wait times on Council helplines are currently averaging 8 minutes (beating the 10 minute target)
 - There were 86 responses to the Council survey on closer working between Shropshire Council and TCs/PCs. 50 supported closer working, 29 wanted more information and only 7 did not want closer working.
 - There is still a lot of work to do on this. There are clear potential benefits to giving TCs/PCs more control of their local area but getting it right means understanding how it will work in much greater detail than is currently available.
 - The most likely area for initial transfer is Street Scene, which includes road signs, verges, bin emptying, road sweeping etc. (but not repairs to the road surface).
 - Key items of detail include e.g. transfer of budgets, H&S requirements and how we ensure legal requirements on e.g. bin collection are met
 - It's currently likely that pilot schemes will be set up with interested PCs and TCs.
 - Trial 'Shropshire Local' events have been held. These involve staff from key departments e.g. council tax, benefits, blue parking badges, highways travelling out to local communities to offer in-person advice. Bishops Castle (Enterprise House) is hosting our first events, one was on 7th August, with more planned for 4th September and 18th September, 10am-4pm.
 - Waterloo Ford work is still expected to be completed this month. I'm waiting for confirmation of exact dates from highways team.
 - The planning officers have continued to monitor work at Jenny Knoll, I'm expecting to be able to give a more detailed update in the next 2-3 weeks.

A request has been submitted for 6 The Square to be listed as an Asset of Community Value, by Clun Community Benefit Society. Some discussion. Cllr Walmsley will take the information back to Shropshire Council. Cllr Bowles asked whether contact has been made with Strategic Clun Liaison Group. Cllr Walmsley has contacted Hayley Deighton regarding the SCLG and will be meeting them. Shared frustrations regarding River Clun quality and impact on development in Clun discussed.

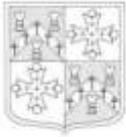
(ii) Police Report - none

(iii) Public comments – no members of the public were present.



Clun Town Council with Chapel Lawn

- 127-2025 8. **INFORMATION FROM THE MINUTES**
Cllr Martin asked for clarification regarding the IT support. Clerk confirmed Matt Watson has been put in touch with Mark Duffee and they will liaise regarding the website. Cllr Martin pointed out the importance of the World Content Accessibility Guidelines (WCAG) which are required on all public online documents. Information to be put onto the website should now be sent to the Clerk.
Cllr Bowles informed that the bins for the bridge car park have arrived.
Action: Cllr Bowles to contract Stephen Wallace to install bins.
- 128-2025 9. **CLERK'S REPORT**
None. Cllr Bowles asked whether the candidate for the post of Assistant to the Clerk has been contacted, the Clerk confirmed that she has not. There is a concern which the Clerk and Chair will discuss before bringing to next meeting.
- 129-2025 10. **PLANNING**
To consider the following planning applications and other planning matters
1. 25/03007/FUL
Application for the erection of entrance lobby and other alterations Cun Memorial Hall, Clun, Craven Arms, Shropshire SY7 8NY
Approved subject to the inclusion of accessibility plans.
At request of Cllr Martin, Shropshire Cllr Walmsley will ask why accessibility requirement is not included on planning application forms.
 2. 25/03210/CPL | Application for a Lawful Development Certificate for the proposed use of a farm building to house poultry | Little Hall Clun Craven Arms Shropshire SY7 8PA.
Discussed. There is no provision for comments from Council on this type of application.
- 130-2025 11. **TO RECEIVE REPORTS FROM GROUPS OR MEETINGS**
ATTENDED
Clun Climate and Environment Group. Cllr Bowles presented the report. Sunday 28th September at Clun Memorial Hall 10.30 -4 will be the Clun in the Future event, with the focus being actions from Clun's Biodiversity Action Plan. We are grateful to the Council for agreeing to provide funding towards this and to Shropshire Cllr Walmsley for agreeing to make welcome speech and to Ryan for help with opening welcome and with event itself. We have involvement from several groups and there will be talks, a play put on by the CADS Youth Wing, displays and other activities.
We are continuing campaigns on blister pack recycling which proved very popular locally.



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We are researching policies on use of glyphosate. Himalayan Balsam pulling from Waterloo to the coalyard has now concluded. Observation of the areas pulled last summer suggests that we intervened successfully and there is a significant reduction in the prevalence of this highly invasive species. We have tackled areas that were not accessible last summer and will continue to monitor.

Action: Cllr Bowles to circulate poster for event.

Action: Cllr Bowles to send CCEG web page info to Clerk for inclusion on website.

Action: Clerk to pass CCEG info to Matt Watson for inclusion.

CCEG asked whether Council have a policy on use of herbicides and pesticides. Clerk confirmed it does not.

Action: Clerk to ask grass-cutting contractor whether these are used.

131-2025

12. FINANCE

1. To receive the Bank Reconciliation, confirmed by the Chair. Approved unanimously.

2. To approve the following invoices for payment

Invoice name	Details	Amount	power
a. HMRC		£ 446.36	S112 Local Government Act 1972
b. G.J.Rippon	expenses	£ 121.99	S112 Local Government Act 1972
	Grass cutting at St George's churchyard		S112 Local Government Act 1972
c.		£437.11	
d. SALC		£ 632.98	S143 Local Government Act 1972
e. Shropshire Council		£704.80	S111 Local Government Act 1972
f. Clun Memorial Hall	Annual grant	£ 2000.00	S133 Local Government Act 1972
For information			
g. John Churchett	Cleaner	£ 600.00	S111 Local Government Act 1972
h. Tracey Amass	Minute taker	£179.76	S111 Local Government Act 1972

Proposed by Cllr Davies, seconded by Cllr Bowles, approved unanimously.

132-2025

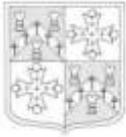
13. CORRESPONDENCE

None.

133-2025

14. INFORMATION FROM COUNCILLORS

Cllr Bowles reported regarding Town Hall: contractor has not yet given date for electrical work.



Clun Town Council with Chapel Lawn

Cllr Bowles reported regarding toilets in bridge car park: Tony Martyr is willing to continue to help in supporting set up and usage of greywater system. Clerk confirmed that approximate water cost per year is £400. This will be used for cost-benefit analysis of refurbishment.

Cllr Morris asked whether leak has been fixed, Clerk confirmed it has and new pipe installed.

Cllr Morris reported on streetlights: the blue light in Newport Street has failed and will be replace. TRT lights are now being fitted when replacements needed. Replacement of historic streetlight in Buffalo Lane requires termination by National Power.

Action: Clerk to request National Power to terminate it.

Cllr Page proposed Council meet in Chapel Lawn village hall on 7th July 2026, recurring annually. Seconded by Cllr Davies. Approved unanimously. Cllr Page reported that the Council noticeboard recently purchased and installed in Chapel Lawn is too hard for drawing pins.

Action: Cllr Bowles to contract Stephen Wallace to install cork board or similar.

Cllr Bowles reported request from local resident for cost of repainting Waterloo footbridge. It is the property of Shropshire Council, with whom Shropshire Councillor Walmsley has raised the matter. SC believe its condition is satisfactory, despite local residents’ concerns. Any photographic evidence of unsafe areas should be sent to Shropshire Cllr Walmsley.

Cllr Bowles will attend the SALC Nature Recovery conference in Ellesmere on 3rd October and report back to Council.

Cllr Davies reported that Caring for God’s Acre (CFGa) have not been contacted as previously and would like clarification of arrangements.

Action: Cllr Davies to discuss CFGa arrangements with Churchwarden.

Cllr Martin asked whether Council has budget for tourism – clerk confirmed it doesn’t. Shropshire Cllr Walmsley confirmed that SC has a small budget for tourism which is currently under discussion.

Cllr Limond confirmed that he is responsible for the Clun leaflets.

Clerk confirmed that any local groups wishing to print leaflets, posters etc can apply to Council for a grant.

134-2025 15.* NOMINATION FOR FREEMAN OF CLUN

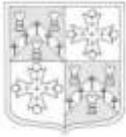
Nomination of Joan Kerry for this honour was circulated prior to the meeting. Cllr Bowles proposed approval of the nomination, following the great service to the community Joan has consistently provided over nearly 20 years.

Seconded by Cllr Morris, approved unanimously.

Plan for Cllr Davies to present certificate at Waterloo Art event on 14th September.

Action: Clerk to have certificate prepared.

135-2025 16. AGENDA ITEMS FOR THE NEXT MEETING



Clun Town Council with Chapel Lawn

Cllr Page requested an item “Discussion of improvements to website”.

Cllr Page requested an item on behalf on Cllr McVicar in his absence:

1. To adopt the following procedures and policies discussed at the Personnel Committee in September: (a) Grievance Procedure ; (b) Disciplinary Procedure; (c) Anti-harassment and Bullying Policy.
2. To consider amendments to the Terms of Reference for the Personnel Committee.

Action: Clerk to circulate these documents to all councillors.

Cllr Davies confirmed that the Personnel Committee met last week and need further members to avoid being inquorate. Cllr Bowles appointed to Personnel Committee.

Cllr Page requested that the Clerk’s contact details at the foot of the agenda be updated.

Action: Clerk to update contact details on agenda foot.

136-2025

17. **DATE AND VENUE OF NEXT MEETING**

Next meeting to be held on Tuesday 7th October 2025 at Memorial Hall

Signed by the Chair.

Meeting closed 9.13pm

Bank reconciliation end of September

Balance b/fwd from 31st August 2025	104480.25	TRUST FUND	
less payments	6454.79	HSBC 51104616	1805.73
add receipts	271.68	HSBC61231995	100.00
Balance as per cashbook	98297.14	CCLA Coif	5643.00
Represented by bank balances			<u>7548.73</u>
UTB Acc No.20374648	12527.61		
UTB Acc No.20374716	57306.78		
HSBC 11037625	6134.48		
HSBC 51104608	6808.37		
Cambridge Building Society	15476.93		
Not taken	30.97		
Not taken	12.00		
	<u>42.97</u>		
Add uncredited receipts			
Reconciled Balance as at 30.9.25	<u><u>98297.14</u></u>		

Current T1

60-83-01 • 20374648

Balances are correct as of 16:10 on 02 Oct 2025.

↓ Date	Description	Paid in	Paid out	Balance
02/10/25	S/O to: G.J.Rippon • CLERK SALARY		-669.64	11,257.97
01/10/25	S/O to: J. Churchett • CLUN TOILETS		-600.00	11,927.61
30/09/25	Service Charge		-6.00	12,527.61
16/09/25	Direct Debit (BT GROUP PLC) • GP01155491-000024		-56.48	12,533.61
15/09/25	B/P to: Halls SMS • INV 26846		-180.91	12,590.09
15/09/25	B/P to: St Georges Church • GRASS CUTTING		-437.11	12,771.00
15/09/25	B/P to: Shropshire Council • INV 7342874		-704.80	13,208.11
15/09/25	B/P to: SALC • INV 2647		-632.98	13,912.91
15/09/25	B/P to: HMRC PAYE • 64PJ00161445		-446.36	14,545.89
15/09/25	B/P to: T Amasse • MINUTE SECRETARY		-179.76	14,992.25
15/09/25	B/P to: memorial hall • CLUN TC		-2,000.00	15,172.01
15/09/25	B/P to: G.J.Rippon • EXPENSES		-76.99	17,172.01
10/09/25	Direct Debit (SSE ENERGY • 0058218-SUPPLY) DD01206524		-463.76	17,249.00
02/09/25	S/O to: G.J.Rippon • CLERK SALARY		-669.64	17,712.76
01/09/25	S/O to: J. Churchett • CLUN TOILETS		-600.00	18,382.40
31/08/25	Service Charge		-6.00	18,982.40
18/08/25	Direct Debit (BT GROUP PLC) • GP01155491-000023		-56.48	18,988.40
07/08/25	B/P to: Shropshire Council • JOINT ENERGY COSTS		-709.99	19,044.88
07/08/25	B/P to: CCEG • HONOURS BOARD		-50.00	19,754.87
07/08/25	B/P to: Remembering You Gr • CLUN TOWN COUNCIL		-700.00	19,804.87
07/08/25	B/P to: CCEG • ORNAMENTS		-35.98	20,504.87

07/08/25	B/P to: Shropshire Council • REF 7298017	-704.80	20,540.85
07/08/25	B/P to: HMRC PAYE • 64PJ00161445	-501.33	21,245.65
07/08/25	B/P to: G.J.Rippon • CLERK	-752.00	21,746.98
07/08/25	B/P to: G.J.Rippon • EXPENSSES	-76.99	22,498.98
07/08/25	B/P to: S Wallace • CLUN TOWN COUNCIL	-381.45	22,575.97
01/08/25	S/O to: J. Churchett • CLUN TOILETS	-600.00	22,957.42
31/07/25	Service Charge	-6.00	23,557.42
25/07/25	Transfer to 20374716	-35,000.00	23,563.42
25/07/25	B/P to: G.J.Rippon • SALARY	-648.92	58,563.42
25/07/25	B/P to: HMRC PAYE • 64PJ00161445	-432.61	59,212.34
25/07/25	B/P to: G.J.Rippon • EXPENSES	-121.99	59,644.95
25/07/25	B/P to: Shropshire Council • LIC NO. 22/01297/	-70.00	59,766.94
25/07/25	B/P to: memorial hall • CLUN TC	-117.00	59,836.94
21/07/25	B/P to: B. Shepherd • REIMBURSEMENT	-140.20	59,953.94
21/07/25	B/P to: J. Churchett • CLUN TC BACK PAY	-300.00	60,094.14
21/07/25	B/P to: Shrop wildlife tru • CTC GRANT	-750.00	60,394.14
21/07/25	B/P to: Andrew Wallace • CLUN TC	-60.00	61,144.14
16/07/25	Direct Debit (BT GROUP PLC) • GP01155491-000022	-56.48	61,204.14
08/07/25	B/P to: Andrew Wallace • CLUN TC	-100.00	61,260.62
08/07/25	B/P to: PKF • INV SB20243430	-378.00	61,360.62
08/07/25	B/P to: Halls SMS • INV 26448	-100.95	61,738.62
08/07/25	B/P to: G.J.Rippon • TAX REBATE	-3,874.42	61,839.57
08/07/25	B/P to: G.J.Rippon • EXPENSES	-76.99	65,713.99
08/07/25	B/P to: HMRC PAYE • 64PJ00161445	-432.61	65,790.98
08/07/25	B/P to: G.J.Rippon • CLERK (MAY)	-648.92	66,223.59
08/07/25	B/P to: St Georges Church • GRANT FOR CLOCK	-1,000.00	66,872.51
08/07/25	B/P to: Clun Carnival • CLUN TC	-1,000.00	67,872.51
08/07/25	B/P to: Ryan Davies • LONDON	-480.44	68,872.51
07/07/25	B/P to: G.J.Rippon • SALARY	-648.92	69,352.95

07/07/25	B/P to: HMRC PAYE • 64PJ00161445	-432.61	70,001.87
07/07/25	B/P to: G.J.Rippon • EXPENSES	-121.99	70,434.48
07/07/25	B/P to: Shropshire Council • INV 7325357	-709.99	70,556.47
07/07/25	B/P to: MRT • CLUN TC	-474.00	71,266.46
07/07/25	B/P to: Gallagher • REF 2079436	-2,941.57	71,740.46
07/07/25	B/P to: ICCM • MEM NO. 4694	-105.00	74,682.03
07/07/25	B/P to: RA Goodwin • CLUN TC	-1,058.00	74,787.03
07/07/25	B/P to: Andrew Wallace • CLUN TC	-60.00	75,845.03
07/07/25	B/P to: RLT Auditing • INVOICE 13-2425	-275.00	75,905.03



<p>Please provide a brief description of :</p> <p>A: The purpose of your organisation and what it does.</p> <p>B: How and to what degree the community benefits from your organisation.</p>	<p>A. The group was set up in 2024 to put on a community talk or event relevant to some of the wide range of environmental, local, wildlife and other causes which Dennis supported.</p> <p>B. The 2024 talk (Sarn Helen; Tom Bullough) was very well attended and well received; it touched on the history and wildlife of the Marches. With donated money remaining from this event we decided in 2025 to have a question and answer session on local farming – a topic we thought important for the community.</p>
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Contact person Enter details of a contact person if we have a question in relation to this grant application

Name	Christina Anderson
Address (if different to above)	Prospect House, Powell's Lane, Clun, SY7 8LA
Telephone	01588 640213
Email	ianandchristina@yahoo.co.uk

Section B – details of requested grant

Grant amount being applied for	£150
Reason for grant application -	<p>Support for: Question Time... Everything you ever wanted to know about farming but didn't want to ask ...a community event with the aim of sharing information and ideas about farming in the Clun Valley, in a convivial way.</p> <p>The event is on 29th October 2025</p>

Clun Town Council Grant Application Form
Please complete all sections of this application form.

Return completed applications to: Gwilym J. Rippon 12 Agincourt Drive Gullisfield Welshpool Powys SY21 9NA or clunclerk@cluntowncouncil.gov.uk

Section A – Please give the full name and address of the organisation applying for the grant and contact person.

Formal Name of Organisation	Dennis and Margaret Twist Memorial group
Common Name for the Organisation	Dennis and Margaret Twist Memorial group
Please state if your organisation is a Community Interest Company, Community Benefit Company or Company Limited by Guarantee.	no
Organisation details Include address, email, telephone number, website	Dennis and Margaret Twist Memorial group Helen Fairweather info@lightfootenterprises.org Alison Weeks aliweeks4@gmail.com Christina Anderson ianandchristina@yahoo.co.uk
If this organisation is a registered charity please provide charity number	-



CLUN TOWN COUNCIL

How receipt of the grant will benefit residents of the parish	This money will support an important community event seeking to promote understanding of local farming within the community.
What will the money be spent on.	Hire of Clun Memorial Hall (£93.50) Contribution towards refreshments before the event.
When will the money be spent?	In the run up to the event.
How do you intend to keep the Town Council informed about the project?	The organizing group will report the event in the Clun Chronicle (December) – a copy of this can be sent to the Town Council if required.
Who should the money be made payable to? For BACS payments please provide the relevant bank account details.	Robert Bowles SHROP WILDLI Sort code: 40-12-02 Account no: 31102656 The Dennis and Margaret Twist Memorial money is held as a discrete entity within the Clun Branch of the Shropshire Wildlife account.

Section C – Please provide details of other sources of finance

Have you applied to any other body for a grant towards the proposed project? If yes, please provide evidence, including the amount.	no
How else do you raise income?	We have some money remaining from a previous event (see above) and will ask for donations towards this and possibly future community talks/events.

The event would go ahead but with reduced refreshments.	If this grant application fails, what would happen?
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CLUN TOWN COUNCIL

Section D – Application and declaration I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature	Christina A Anderson
Print Name	Christina Anderson
Date	15.9.25

Clun Town Council with Chapel Lawn

Proposals for Council approval regarding the Council website

Following a meeting on 15.09.25 of Councillors Page, Martin and Bowles to review the present Council website.

Websites of Bishops Castle Town Council website and of other local parish and town councils were considered.

Screenshots of Clun TC home page and extract from BC TC homepage attached below Appendices.

We have the following proposals for Council:

1. We propose that the initial changes to the home page as described in Appendix 1 be made as a matter of priority.
2. We propose that Council establish a working group to suggest the required further content beyond the home page and to adopt a standing agenda item with the following wording: "to receive a report from the website working group and to agree actions".
3. We propose that minutes be published on the website within 3 days of the meeting at which they were approved, going forward.
4. We propose that the Clerk present a plan for the transition to a new website, together with timescales and cost, and the draft contract for engagement of the supplier, to the working group by a date to be agreed, for review. The working group would bring its recommendations to the next council meeting for discussion and for decisions to be made.
5. We propose that the working group, in consultation with the Clerk, reviews currently published documents for accuracy and whether up-to-date. See Appendix 2.

Appendix 1

Proposed changes to Home Page – see screenshots of Clun and BC homepages

To say **Welcome to Clun Town Council with Chapel Lawn**

- **Tabs immediately below the picture** similar to BC format with the following lower case headings,
 - i. Meetings, agendas and minutes
 - ii. Councillors & Clerk
 - iii. Grants
 - iv. Planning
 - v. Local organisations & voluntary services
 - vi. Our council services
 - vii. Visiting Clun & Chapel Lawn
 - viii. Policies & procedures
- **Pinned meeting details** (similar to Llanfair Waterdine parish council website). Text:

Meetings of the Clun Town Council with Chapel Lawn are generally held on the first Tuesday of the month at 7.30pm in the Clun Memorial Hall. The July meeting is held in the Redlake Valley Village Hall, Chapel Lawn. Members of the public are always welcome to attend meetings.

 - *7 October 2025 7.30pm Clun Memorial Hall*
 - *4 November 2025 7.30pm Clun Memorial Hall*
 - *2 December 2026 7.30pm Clun Memorial Hall*
 - *6 January 2026 7.30pm Clun Memorial Hall*
 - *Etc*
- **Below the pinned meeting details:**

The existing short description of Clun with added the following **Chapel Lawn description** –

Chapel Lawn is a small community within the Redlake Valley, three miles south of Clun. The village lies in an Area of Outstanding Natural Beauty bounded to the north by Bryneddin Wood and Caer Caradoc, an Iron Age Hill Fort, to the south.
- **News items** – as currently: King's Award, AGM but with BC style font. Burial Records item no longer included.
- **Icons and access info tabs**
 - I. Accessibility of website to be placed at bottom of every page of website and or with icon as used by Hugo Fox
 - II. Search icon if used to show clear contrast e.g. white on black or similar
 - III. Facebook
- **Photos** not part of this review carried forward.
- It may be useful for the Web site address to include Chapel Lawn in Search Engine Optimisation (SEO) if not already the case.

APPENDIX 2

CTC Website Documents Review

List below created 10 September 2025. Only those documents with questions over current validity or have expired review dates are listed below. Only the web pages listed have been reviewed.

Web page	Document name	Date of last update	Next review date	Comments
----------	---------------	---------------------	------------------	----------

Services -> Planning

Reasons 58	Sep-2017		Out of date contact details
Agricultural Buildings Design	2010		Is this the latest version?
Adopted Affordable Housing	2009		Is this the latest version?
Clun Design Guide	not dated		Old doc, still relevant?
Clun Strategy Guide	Oct-2021		Is this the latest version?

Services -> Your Council

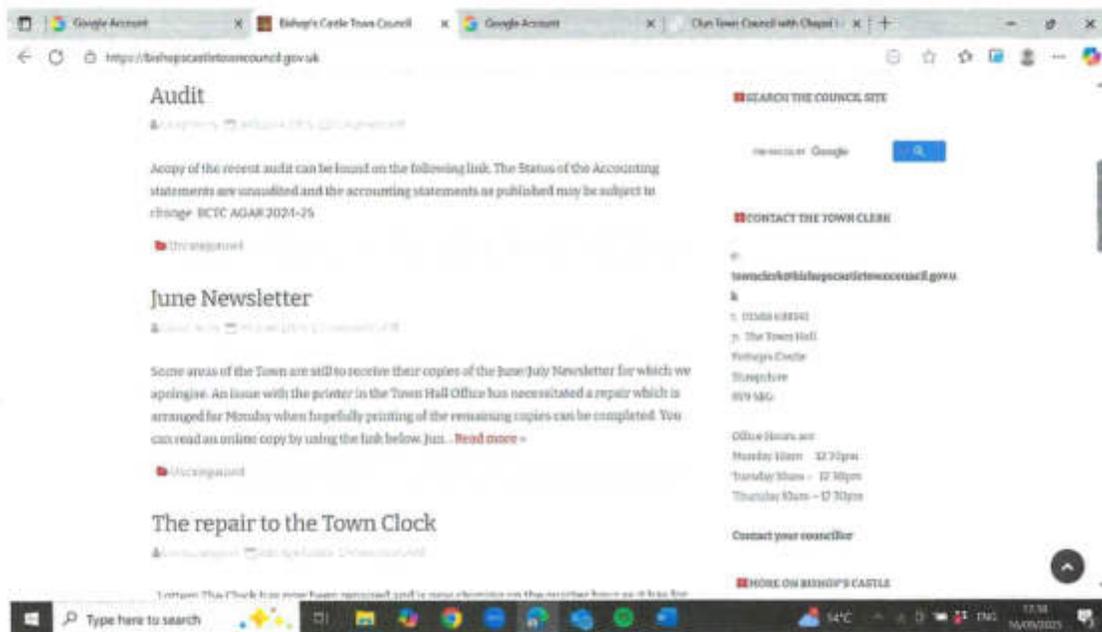
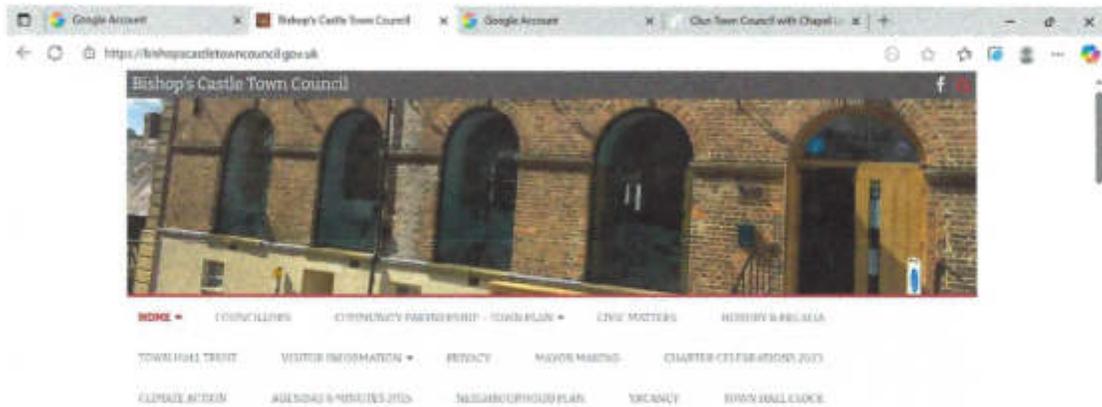
Standing Orders	Jul-2019	Aug-2020	
Powers 3	May-2017		Out of date contact details
Powers 40	Feb-2016		Out of date contact details

People

To be updated with all councillors

Transparency

AGAR 24/25			not available
Bank Reconciliation			none since 2023
Financial Regulations	May-2017	May-2018	
Code of Conduct	Feb-2023		Is this the latest version?
Complaints Policy	May-2017	May-2018	
Vexatious Procedure	not dated	Nov-2021	Out of date contact details
Gifts & Hospitality	May-2017	May-2018	Out of date contact details
Grant Awarding - application for	not dated		Looks to have the wrong clerk email
Grant Awarding Policy	May-2016	May-2017	Out of date contact details
Press & Media	not dated		Out of date contact details
Security Incident Response	Aug-2018	Aug-2019	Out of date contact details
Traffic Group TOR	Feb-2020		Is this the latest version?
Freeman of Clun	Mar-2019		Appears to be a draft doc as nothing under point 5.
Freedom of Information	May-2017	May-2018	Out of date contact details
Personal Data Management	Aug-2018	Aug-2019	Out of date contact details
Subject Access Request	Aug-2018	Aug-2019	Out of date contact details
Personnel Committee TOR	May-2017	May-2018	



Clun Town Council with Chapel Lawn

Home (<https://cluntowncouncil.gov.uk/>)



King's Awards for Clun Volunteer Groups

A Huge Accolade for Clun!

On the 14th November 2023 not only did we celebrate the King's 75th Birthday, but also the amazing achievements by two organisations from the Clun Valley.

The King awarded 262 awards Nationwide to organisations who have shown their true commitment to their communities through volunteered to support and serve others.

Eight of these awards came Shropshire's way, with two of these coming to Clun!

Clun Valley Good Neighbours Scheme and South Shropshire Engineers Ambassadors both received these awards in recognition for their contribution to the area.

Town Mayor Ryan Davies said, 'on behalf of the Town Council, all residents and friends of this Parish, can I congratulate everyone who has worked tirelessly for no reward, in supporting their communities in which they live. It really does show what an amazingly special area we are lucky enough to live in.'

Clun & Chapel Lawn AGM 2025

Please click on the link below to see the Community reports from the Annual Parish Meeting. [Clun & Chapel Lawn Annual Parish Meeting](#)

Clun Cemetery Burial Records Online

The burial records, traditionally housed in the Town Hall, are now available online via the link below: [Clun Cemetery Burial Records](#)

Welcome to Clun Town Council with Chapel Lawn

We hope you find this website useful and informative. Use the drop down menu above to access all of the information that is available.

Clun is a civil parish within the Shropshire unitary authority. The town of Clun lies in the south western corner of Shropshire, surrounded by hills and lying alongside the River Clun. It is thought that people lived here as far back as the Bronze Age, making Clun one of the most ancient settlements of the country.

Contact Info

 clerk@cluntowncouncil.gov.uk

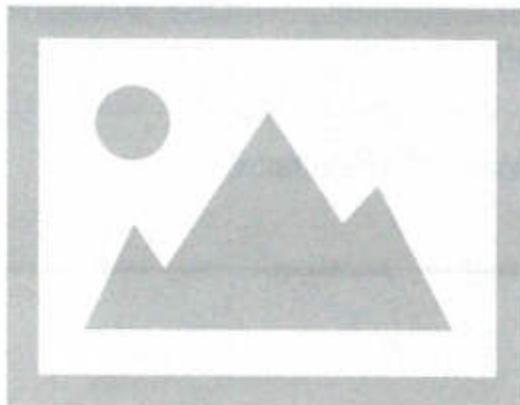
Upcoming Meetings

There are currently no scheduled meetings

[View all upcoming meetings \(/meetings?view=all&more=upcoming\)](#)

[View all previous meetings \(/meetings?view=all\)](#)

News



6 March 2025 - [Council Business \(https://cluntowncouncil.gov.uk/news/?topic=council-business\)](https://cluntowncouncil.gov.uk/news/?topic=council-business)

[1st May elections \(https://cluntowncouncil.gov.uk/news/1st-may-elections/\)](https://cluntowncouncil.gov.uk/news/1st-may-elections/)

Please find the details of the election time table and where nomination papers can be obtained from. This election is for County Councillors and Town Councillors

[See all news \(/news\)](#)

Quick Links

[Upcoming Council Meetings](#)

https://cluntowncouncil.gov.uk/meetings/full_council?more=upcoming

Find out when the next council meeting is

[Planning \(https://cluntowncouncil.gov.uk/planning\)](https://cluntowncouncil.gov.uk/planning)

[Live Traffic Map \(https://www.traffic-update.co.uk/regions/shropshire\)](https://www.traffic-update.co.uk/regions/shropshire)

[Interactive Roadworks Map \(https://www.shropshire.gov.uk/roads-and-highways/road-network-management/interactive-roadworks-map/interactive-roadwork-map-all-works/\)](https://www.shropshire.gov.uk/roads-and-highways/road-network-management/interactive-roadworks-map/interactive-roadwork-map-all-works/)

[FixMyStreet \(https://www.fixmystreet.com/\)](https://www.fixmystreet.com/)

People

[Monika Jones](#)

<https://cluntowncouncil.gov.uk/staff/monika-jones/>

Councillor

monika.jones@cluntowncouncil.gov.uk

[Gwilym Rippon](#)

<https://cluntowncouncil.gov.uk/staff/gwilym-rippon/>

Clerk

clerk@cluntowncouncil.gov.uk

[Ryan Davies](#)

[\(https://cluntowncouncil.gov.uk/staff/ryan-davies/\)](https://cluntowncouncil.gov.uk/staff/ryan-davies/)

Chairman / Mayor

ryan.davies@cluntowncouncil.gov.uk

[Rowena Bowles](#)

[\(https://cluntowncouncil.gov.uk/staff/steven-harris/\)](https://cluntowncouncil.gov.uk/staff/steven-harris/)

Councillor

rowena.bowles@cluntowncouncil.gov.uk

Area Information



Stats

Population Estimate	1,094
Unitary Authority	Shropshire Council
Region	West Midlands
Country	England
Postcode District	SY7
Dialling Code	01588
Police Force	West Mercia Police
Fire Authority	Shropshire Fire and Rescue Service
Health Area	NHS Shropshire CCG

Is this page useful?

Yes

No

Report a problem with this page

Services and Information

[Home \(https://cluntowncouncil.gov.uk/\)](https://cluntowncouncil.gov.uk/)

[People \(https://cluntowncouncil.gov.uk/staff\)](https://cluntowncouncil.gov.uk/staff)

[Meetings \(https://cluntowncouncil.gov.uk/meetings\)](https://cluntowncouncil.gov.uk/meetings)

[News \(https://cluntowncouncil.gov.uk/news\)](https://cluntowncouncil.gov.uk/news)

[Services \(https://cluntowncouncil.gov.uk/page/services\)](https://cluntowncouncil.gov.uk/page/services)

[Transparency \(https://cluntowncouncil.gov.uk/page/transparency\)](https://cluntowncouncil.gov.uk/page/transparency)

[About Us \(https://cluntowncouncil.gov.uk/about-us\)](https://cluntowncouncil.gov.uk/about-us)

[Accessibility Statement \(https://cluntowncouncil.gov.uk/accessibility-statement\)](https://cluntowncouncil.gov.uk/accessibility-statement)

[Privacy Policy \(https://cluntowncouncil.gov.uk/privacy-policy\)](https://cluntowncouncil.gov.uk/privacy-policy)

Parish Online is operated as a not-for-profit through Local Authority Technology CIC.



v3.9.4

CLUN TOWN COUNCIL WITH CHAPEL LAWN DISCIPLINARY PROCEDURE

Introduction

- 1 This procedure is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
- 2 It also takes account of the ACAS guide on discipline and grievances at work (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf).
- 3 The procedure is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 4 The procedure will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 5 This procedure confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary procedure will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary procedure will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
 - if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 7 calendar days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council

- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure. However, the Council may pause the disciplinary procedure and deal with the grievance first. It may also decide to deal with both at the same time if the grievance and disciplinary cases are related
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

- 6 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
- unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

- 7 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive.
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft

- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

- 8 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 9 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 10 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

- 11 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
 - inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

The Procedure

- 12 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 13 If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 14 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

- 15 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 16 If a formal disciplinary investigation is required, the Council's personnel committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the personnel committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The personnel committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine;
 - whether a recommendation is required;
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report;
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 17 The Investigator will be asked to submit their findings usually within 35 Calendar days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 25).
- 18 The personnel committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meets with the Investigator, they will have the opportunity to comment on the allegations of misconduct.
- 19 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 20 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 21 The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the personnel committee whether or not disciplinary action should be considered under the procedure.
- 22 The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
- the employee has no case to answer and there should no further action under the Council's disciplinary procedure;
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally; or
 - the employee has a case to answer and a formal hearing should be convened under

the Council's disciplinary procedure.

- 23 The Investigator will submit the report to the personnel committee which will decide whether further action will be taken.
- 24 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 25 If the personnel committee decides that there is a case to answer, it will formally hear the allegations.
- 26 No councillor with direct involvement in the matter shall be involved in the disciplinary meeting. The employee will be invited, in writing, to attend the disciplinary meeting. The letter will confirm the following:
 - the names of its Chair and other two members;
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting;
 - a copy of the information provided to the personnel committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure;
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they has sufficient time to prepare for it;
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least 2 working days before the meeting;
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 27 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
 - the Chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing;
 - the Chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation);
 - the Chair will invite the employee to present their account;
 - the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements);
 - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness;
 - the employee (or companion) will have the opportunity to sum up.
- 28 The Chair will provide the employee with the personnel committee's decision with reasons, in writing, within 7 calendar days of the meeting. The Chair will also notify the employee of the right to appeal the decision.
- 29 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the personnel committee.

Disciplinary action

- 30 If the personnel committee decides that there should be disciplinary action, it may be any of the following:

First written warning

- 31 If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:
- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement;
 - that further misconduct/failure to improve will result in more serious disciplinary action;
 - the employee's right of appeal;
 - that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

- 32 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:
- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
 - that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
 - the employee's right of appeal
 - that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

- 33 The Council may dismiss:
- for gross misconduct
 - if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
 - if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.
- 34 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the personnel committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 35 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within 7 calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

- 36 The grounds for appeal include:
- a failure by the Council to follow its disciplinary procedure;
 - the sub-committee's disciplinary decision was not supported by the evidence;
 - the disciplinary action was too severe in the circumstances of the case;
 - new evidence has come to light since the disciplinary meeting.
- 37 Where possible, the appeal will be heard by a panel of 3 members of the Council who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Council who have not previously been involved. If so, the Council may engage external parties. The appeal panel will appoint a Chair from one of its members.
- 38 The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official.
- 39 At the appeal meeting, the Chair will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 40 The employee (or companion) will be asked to explain the grounds for appeal.
- 41 The Chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 42 The appeal panel may decide to uphold the disciplinary decision of the personnel committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 43 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 44 The appeal panel's decision is final.

Date of procedure:

Date of council meeting at which the procedure was adopted:

procedure version reference: 0.1

Supersedes: None

procedure effective from:

Date for next review:

Agenda item	Who	Action	Completed
127-2025	Cllr Bowles	Arrange for Stephen to install bins at bridge car park	
130-2025	Cllr Bowles	Circulate Clun in the Future posters to councillors	
130-2025	Cllr Bowles	Send CCEG web info to Clerk	
130-2025	Clerk	Pass on CCEG website info for inclusion on website	
130-2025	Clerk	Ask grass cutting contractor whether he uses any chemicals	✓
133-2025	Clerk	Request National Power terminate streetlight on Buffalo Lane	
133-2025	Cllr Davies	Discuss Caring For God's Acre arrangements with Churchwarden	
133-2025	Cllr Bowles	Arrange for Stephen Wallace to install softer board at Chapel Lawn	
134-2025	Clerk	Have Free Woman of Clun certificate prepared for 14th Sept event	
135-2025	Clerk	Circulate Personnel Committee documents to all councillors	✓
136-2025	Clerk	Update contact details at foot of agenda	✓