

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,
College House on Tuesday 19th November 2019 at 7.15pm**

Present:

Councillors:

R Whittle OBE (in the Chair)
C Baines MBE
S Barlow
D Cooper
C Dyson
K Hurst-Knight
E Marshall
K Sawbridge
C Whittle

In Attendance:

L Jakeman, Town Clerk
Mrs R Williams, RFO

Absent:

R Fox
J Buckley

0300/1920 **APOLOGIES FOR ABSENCE**

Members noted the apologies as listed below:

Councillor G Davies – personal commitment
Councillor H Howell – personal commitment
Councillor S Stevens – personal commitment
Councillor Walden – unwell
Councillor E Lynch - unwell

0301/1920 **DECLARATIONS OF INTEREST**

Nil

0302/1920 **PUBLIC QUESTION TIME**

Questions from Mr R Richards, St. Leonard's Close

Have any of the councillors a pecuniary interest in the Castle Hall, and if so have they fully declared that interest?

Town Council response:

Town Councillors are required on appointment to complete a form to register any disclosable pecuniary interests and these are published on the Town Council Website and a hard copy can be inspected at the Council offices by appointment. No councillor has listed Castle Hall as a disclosable pecuniary interest.

Supplementary Question (from Mr Richards):

Is it not a requirement that councillors leave the room when a matter is discussed in which they have, or have declared, a pecuniary interest, and is the Council satisfied that this has been done on all occasions?

Town Council response:

It is a requirement that councillors leave the room when an agenda item that they have declared a pecuniary interest is reached. Where interests have been declared then councillors have left the room and the matter will have been noted in the minutes.

0303/1920 **MINUTES**

- i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5th November 2019.

RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5th November 2019 be signed by the Chairman as a true record.

0304/1920 **MAYOR & DEPUTY MAYOR'S DIARY**

Members noted that the Mayor and Deputy Mayor had attended the following events since the last Town Council meeting:

Mayor's Diary

- 27/10. Wild Heart cake event in aid of the Stroke Association
- 2/11. Twinning International Committee cocktails and dinner.
- 10/11. Remembrance Sunday
- 11/11. Remembrance Day
- 11/11. Himalaya Restaurant Curry Awards Celebration.
- 14/11. Rifles Awards Dinner at London Guildhall

Deputy Mayor's Diary

10/11. Remembrance Sunday

11/11. Remembrance Day

0305/1920 **MEMBERS QUESTION TIME**

Nil

0306/1920 **COMMITTEE MINUTES**

- i) Planning Committee – minutes of the meeting held on 4th November 2019

RESOLVED: to receive the minutes of the Planning Committee meeting held on 4th November 2019 and noted the resolutions contained therein.

0307/1920 **FINANCE**

- i) Accounts Paid – October 2019

Members received notification of items which had been paid in accordance with Financial Regulation 5.5.

RESOLVED: that the accounts amounting to £67,186.40 be retrospectively approved for payment.

Members noted that following the interim internal audit, Council will now receive copies of the RBS cashbook payment analysis for Cashbook1 – Bank Account and the receipt and payment analysis for Cashbook 2 – Corporate Card and Cashbook 3 – Petty Cash.

- ii) Budget Report

Members noted the Budget Summary report, including Earmarked Reserves.

- iii) Balance Sheet

Members noted the balance sheet as at 31st October 2019 (£835,663.00)

- iv) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 31st October 2019.

v) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 31st October 2019.

vi) Accounts for Payment

Members noted receipt of a list of payments for approval.

RESOLVED: that the accounts amounting to £8,147.78 be approved for payment.

0308/1920 **BUDGET 2020/21**

i) Draft Budget

Members considered a draft budget and the accompanying report from the RFO. Members were of the general opinion that the expenditure budget levels set were suitable and that income levels were realistic.

It was requested that some funding be set aside (circa £2k) in the budget to contribute to a public consultation with regard to the emerging Town Plan.

Members were mindful that the level of the General Reserve should continue to increase (it is currently considered to be at the lower end of the suitable range) to allow the Council to then earmark funds for cyclical and long-term projects.

Members indicated that they would not wish to see any significant percentage increase (of the Band D equivalent). They did note that wage growth was around 3% and that the most recent level of CPI was in the region of 1.5%. It was felt that any percentage increase should fall between 1.5% and 2.5%.

ii) Fees and Charges

RESOLVED: to approve in principle the draft level of fees, subject to formal ratification, as part of the formal precept and budget setting process for FY 2020/21.

0309/1920 **DATA RETENTION POLICY FOR LGPS EMPLOYERS**

RESOLVED: to adopt the draft Participating (LGPS) Employer Personal Data Retention Policy (circulated with the agenda)

0310/1920 **INTERNAL AUDIT 2019/2020**

RESOLVED: to receive the interim internal audit report for 2019/2020 and noted the RFO's comments.

0311/1920 **BANK MANDATES**

RESOLVED: to confirm the following amendments to the bank mandates for both Unity Trust and HSBC:

- **Removal of Mr A Hinton and the late Mrs J Onions**
- **Addition of Councillors Elliott Lynch and Karen Sawbridge**

0312/1920 **BRIDGNORTH (LOW TOWN) COMMUNITY HALL**

i) Accounts for Payment

Members noted a list of accounts for Payment.

RESOLVED: that the accounts amounting to £2,681.97, be approved for payment.

0313/1920 **VE DAY**

RESOLVED:

To make grant funding available to Bridgnorth community groups and organisations to contribute to events that seek to mark the 75th Anniversary of VE Day.

(Clerk's Note: a figure of £2k was identified as being required to be added to the 2020/21 budget)

And

To form a panel of 3 to consider and approve any such grant funding applications (The panel to include the current Chair and Deputy Chair of the Town Council's Events Committee).

0314/1920 **COUNCIL MEETINGS/OFFICE RECONFIGURATION**

RESOLVED:

- i) **For a trial period, hold Council meetings in the College House Annexe.**
- ii) **To delegate authority to the Town Clerk to incur expenditure (within current set budgets) that is necessary to ensure the Annexe and Mayor's Parlour are suitably equipped and that IT is available.**

0315/1920 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

0316/1920 **TOWN COUNCIL DEBTORS**

Members considered a report from the Responsible Finance Officer.

RESOLVED: to note a debtors report and approve the actions being undertaken to address unpaid invoices due to the Town Council.

0317/1920 **STAFFING MATTERS**

Members considered a report from the Town Clerk.

RESOLVED: to approve the recommendations in the report.