

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Meeting of Bridgnorth Town Council held in the Annexe, College House  
on Tuesday 18<sup>th</sup> February 2020 at 7.15pm**

Present:

Councillors:

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

In Attendance:

L Jakeman, Town Clerk  
R Williams, Responsible Financial Officer

Absent:

Cllr Lynch

Before the meeting commenced, the Town Mayor informed councillors of the day's events (in relation to flooding from the River Severn) including the fact that the Castle Hall had been opened as a rest centre for displaced individuals.

**0409/1920 APOLOGIES FOR ABSENCE**

Members noted the apologies as listed below:

Councillors:

J Buckley – Family Commitment  
C Walden - Unwell  
G Davies - Personal Commitment  
S Stevens – Personal Commitment

0410/1920 **DECLARATIONS OF INTEREST**

Cllrs Baines and Cooper declared a non-pecuniary interest in the item relating to grant funding for Crucial Crew (in that they were both on the organising committee)

0411/1920 **PUBLIC QUESTION TIME**

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

1. Do members of the events committee who are not members of the Council have the vote on that committee, and if not what is their function on it?

Yes – They have a vote on events matters.

2. If they do have the vote, are the decisions of the committee covered by the Council's public liability insurance?

Yes - Decisions of committees are decisions of the Council (where it has delegated authority to do so). The Council is responsible for its activities as a corporate body and its activities as a result of any decisions are covered by appropriate insurance subject to standard compliance procedures e.g. risk assessments.

Supplementary Question

3. Which Member of the Council is responsible for risk assessment of public events?

The Town Clerk has ultimate responsibility but generally the task will fall to the Outdoor & Property Manager.

0412/1920 **MINUTES**

- i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 4<sup>th</sup> February 2020.

**RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 4<sup>th</sup> February 2020 be signed by the Chairman as a true record.**

0413/1920 **DIARY OF THE MAYOR AND MAYORESS/DEPUTY MAYOR**

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

Mayor and Mayoress

16/2 Shropshire Council Civic Service

Deputy Mayor

29/1 Sporting Bridgnorth meeting

3/2 Visit to Bridgnorth Beavers

6/2 Creative outlet community makers group (re VE Day and Remembrance 2020)

11/2 63 Cadets visit

0414/1920 **MEMBERS QUESTION TIME**

Nil

0415/1920 **COMMITTEE MINUTES**

i) Planning Committee – minutes of the meeting held on 3<sup>rd</sup> February 2020

**RESOLVED: to receive the minutes of the Planning Committee meeting held on 3<sup>rd</sup> February 2020 and noted the resolutions contained therein.**

0416/1920 **FINANCE**

i) Accounts Paid – January 2020

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

**RESOLVED: that the accounts amounting to £69,300.31 be retrospectively approved for payment.**

ii) Cashbooks 1, 2 & 3

Members noted receipt of Cashbooks 1, 2 & 3.

iii) Budget Report

Members noted the Budget Summary report, including Earmarked Reserves.

iv) Balance Sheet

Members noted the balance sheet as at 31<sup>st</sup> January 2020 (£636,736).

v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 31<sup>st</sup> January 2020.

v) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 31<sup>st</sup> January 2020.

vi) Accounts for Payment

Members noted receipt of a list of payments for approval.

**RESOLVED: that the accounts amounting to £30,027.65 be approved for payment.**

vii) Virement for Tree Works

**RESOLVED: to increase its budget (Nominal Ledger 4202 Cost Centre 205) for Tree Works by £2,050 from the general reserve.**

0417/1920 **DIRECT DEBIT PAYMENTS (ADDITIONS TO SCHEDULE)**

**RESOLVED: to delegate to the RFO the task of setting up bi-annual payments, via direct debit, with Shropshire Council for the payment of non domestic rates for both Town Council properties and public conveniences.**

0418/1920 **DEPUTY MAYOR (ELECT) 2020/2021**

It was proposed by Councillor C Whittle and seconded by Councillor K Hurst-Knight that Councillor S Barlow be appointed Deputy Mayor Elect for 2020/2021.

It was proposed by Councillor H Howell and seconded by Councillor C Baines that Councillor R Fox be appointed Deputy Mayor Elect for 2020/2021.

**RESOLVED: the Councillor S Barlow be appointed Deputy Mayor Elect for 2020/2021.**

(Clerk's Note: the vote is non-binding and indicative, the formal vote will take place at the Annual Council meeting in May.)

0419/1920 **GRANT FUNDING REQUEST – CRUCIAL CREW**

**RESOLVED:** to approve grant funding of £500 for Crucial Crew, to contribute to the security element of the 2020 event being held in the grounds of Oldbury Wells School.

*(Note: Crucial Crew will be expected to acknowledge the financial support of Bridgnorth Town Council through its publicity literature and/or press releases regarding the event).*

0420/1920 **COMMITTEE MEMBERSHIP**

Members acknowledged a request from Councillor E Lynch to join one or more of the Town Council's Committees.

(Clerk's Note: In the absence of Cllr Lynch there was no decision made. It was suggested that Cllr Lynch be considered for committee membership at the annual review of such matters at the Annual Council meeting in May)

0421/1920 **TOWN COUNCIL MEETINGS**

**RESOLVED:** that the Town Council:

- i) Re-create the Christmas and Events committee into a working group,**
- ii) Defer any changes to the planning committee structure and organisation until the Planning Committee (and/ or the Clerk) had provided some additional options.**
- iii) Re-models the Annual Council meeting to a standard AGM/business meeting, with Civic Sunday being a celebration event. *(With the meeting still to be held in the Town Hall.)***

(A recorded vote was requested:

For: Cllrs C Dyson, R Whittle, H Howell, D Cooper, R Fox and K Hurst-Knight

Against: Cllrs E Marshall, C Baines, C Whittle, K Sawbridge, S Barlow)

- iv) Agreed in general terms the proposed dates for full council meetings i.e. the frequency.**

0422/1920 **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.

0423/1920 **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.**

0424/1920 **STAFFING MATTERS**

**RESOLVED:**

- i) **That the current Responsible Financial Officer (RFO) post be retitled Deputy Clerk (to include being the RFO).**
- ii) **To approve the revised organisational structure proposed by the Working Group.**
- iii) **That the revised Job Descriptions be implemented with effect from 1 April 2020.**

**And**

- iv) **To implement any changes to pay grades that might arise as a result of the review.**

0425/1920 **TOWN COUNCIL PROPERTY (Cemetery Lodge)**

**RESOLVED: To tend to the property to make it suitable for letting and then engage a letting agent to identify suitable tenants and manage a standard tenancy agreement.**