

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Meeting of Bridgnorth Town Council held remotely via Zoom  
Video-Conferencing on Tuesday 21<sup>st</sup> July 2020 at 7.15pm**

(Draft until signed at a subsequent meeting)

Present:

Councillors:

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

In Attendance:

- L Jakeman, Town Clerk
- R Williams, Deputy Town Clerk/Responsible Financial Officer
- A Kendrick, PA to the Town Clerk

Absent:

- E Lynch

0047/2021 **APOLOGIES FOR ABSENCE**

C Walden - (Noted after the event)

0048/2021 **DECLARATIONS OF INTEREST**

Nil

0049/2021 **PUBLIC QUESTION TIME**

Nil

0050/2021 **MINUTES**

- i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 23rd June 2020.

**RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 23<sup>rd</sup> June 2020 be signed by the Chairman as a true record.**

0051/2021 **MEMBERS QUESTION TIME**

- i) The following questions were submitted by Cllr R Whittle
1. As we are now at the end of the first quarter is there a feeling as to how our year end outcome might look given that we probably now have a clearer indication of the effects of COVID?
  2. What is the situation concerning opening of Council owned properties - i.e. Castle Hall, Town Hall, Low Town Community Hall?

Responses provided by the Town Clerk and the Responsible Financial Officer:

1. The Town Council has lost some significant income, primarily: car park income through the closure of Severn Park, and for a couple of months the market (albeit both have recently opened up again), as well as the loss of hall hire income from Castle Hall. The anticipated income from concessions on Severn Park has also reduced the levels of planned income. Conversely though, the loss of some services temporarily have reduced some predicted expenditure (e.g. the closure of Castle Hall means that the electricity bills will be less). Some other levels of expenditure are likely to increase (e.g. we are getting more litter on Severn Park and so our refuse disposal costs are likely to increase). The cancellation of the carnival on the other hand is estimated to have saved the Council several thousand pounds. In summary, those areas where we lose out will outweigh those areas where we make some savings and it is estimated that the end of year general reserve, which we budgeted to be at £160,000 will fall and to be within the range of £100,000 and £125,000. A second lock down or similar will clearly reduce those estimates.

Their remains much uncertainty around a number of budget items particularly because we are only at the end of the first quarter. The

estimates are provided on the basis that things will improve during the year. We will continue to monitor very closely all expenditure and take every opportunity to maximise income; should we feel that there is a significant change in the above estimates as to the level of the general reserve at the end of the year we will inform the Council promptly.

2. While the Low Town Community Hall is managed by the Town Council as Sole Trustee, the Town Council does not own the building. Notwithstanding that; we are working on opening the 2 properties and have contacted users to enquire about their needs and ambitions. We will need to ensure that the buildings are Covid-19 compliant, in line with recently published Government guidance. This might well place restrictions on usage and /or mean that the buildings might not be suitable at this stage for all desired activities.

0052/2021 **COMMITTEE MINUTES**

- i) Personnel Committee – minutes of the meeting held on 2<sup>nd</sup> July 2020
  - a. **RESOLVED: to receive the minutes of the Personnel Committee meeting held on 2nd July 2020.**
  - b. **RESOLVED: that the Town Council approve an amendment to the TORs of the Personnel Committee to consider including having delegated authority to handle appeals to FOI and SAR requests.**

- ii) Freedom of Information and Subject Access Request Appeals Policy

**RESOLVED that the draft policy for dealing with Freedom of Information and Subject Access Request Appeals be adopted without amendment (with a review to be carried out before the end of the current municipal year)**

0053/2021 **FINANCE**

- i) Accounts Paid – June 2020

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

**RESOLVED: that the accounts amounting to £73,422.96 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 30<sup>th</sup> June 2020 (£1,005,741.00).

v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 30<sup>th</sup> June 2020.

vi) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 30<sup>th</sup> June 2020.

vii) Accounts for Payment

Members noted receipt of a list of payments for approval.

**RESOLVED: that the accounts amounting to £14,000.07 be approved for payment.**

viii) Quarterly Budget Monitoring

Members noted the quarterly budget monitoring report from the RFO.

0054/2021 **SEVERN PARK SECURITY**

**RESOLVED: to increase the budget (Cost Centre 260, Nominal Ledger 4216 – Car Park- Locking gates) to £2,400 to fund additional security of Severn Park.**

0055/2021 **CIVIL MARRIAGE AND CIVIL PARTNERSHIP CEREMONIES – LICENCE**

**RESOLVED: that the Town Council defers making any decision in relation to renewing the civil marriage and civil partnership ceremonies licence.**

*(The Town Hall/ Castle Hall working group were asked to meet and submit a more detailed report to the Council before September i.e. the next Town Council meeting scheduled for 18<sup>th</sup> August)*

0056/2021 **THE BRIDGNORTH PLAN**

Members noted receipt of a report - The Bridgnorth Plan Phase 1 Report 1: Economy, Growth and Transport.

0057/2021 **OUTDOORS AND PROPERTIES MANAGER REPORT**

**RESOLVED:**

i) **To vire:**

**£3,350 from Cost Centre 302 (Events) Nominal Ledgers 4650**

**And**

**£1,650 from Cost Centre 205 (College House) Nominal Ledger 4170  
(a total of £5,000)**

**To**

**Cost Centre 248 (Cyclical Repairs) Nominal Ledger 4893 for costs of electrical repairs to the Cemetery Lodge and Repairs to the Clock Tower in Low Town**

0058/2021 **DELEGATED POWERS**

Members noted that the authority for delegated powers to the Town Clerk (minute no. 0009/2021 refers) as a result of the Covid-19 restrictions were due to expire on 21 July 2020. An extension was not considered necessary.

0059/2021 **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.

0060/2021 **TOWN COUNCIL DEBTORS**

Members considered a report from the Responsible Financial Officer.

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

0061/2021 **CHANGE TO THE ORDER OF BUSINESS**

**RESOLVED:** to bring forward the item relating to the upgrade of the Town Council's website to be the next agenda item.

0062/2021 **BRIDGNORTH TOWN COUNCIL WEBSITE UPGRADE**

**RESOLVED:** To confirm retrospective approval for the appointment process and confirm the awarding of the contract to Aubergine262 for the website upgrade (*and ongoing website support*).

0063/2021 **PERSONNEL COMMITTEE**

(Note: The Town Clerk left the meeting for this item)

Members noted the report and considered the 4 recommendations.

**RESOLVED:**

**To approve recommendations 1 and 4 of the Personnel Committee confidential report.**

**RESOLVED:**

**To review recommendation 2 of the Personnel Committee confidential report in 12 month's time during the next appraisal process.**

(Note; Recommendation 3 was considered in public session of the meeting – minute item 0052/2021 1.b (above) refers)