



10th May 2019

The **ANNUAL MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **COURTROOM** in the **TOWN HALL, BRIDGNORTH** on **THURSDAY 16TH MAY 2019** at **7.00PM** when Members are summoned to attend.

Yours sincerely

Lee Jakeman PSLCC

Town Clerk

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AGENDA

Immediately prior to the meeting Prayers will be offered.

1. To elect the Town Mayor for the ensuing year
2. To elect the Deputy Town Mayor for the ensuing year

Clerk's Note: At this point, Members may wish to adjourn the remainder of the meeting until 7:15pm. On Tuesday 21st May 2019 in the Mayor's Parlour at College House in order to take refreshments at Castle Hall)

4. Apologies for absence

Members are asked to receive apologies for absence for this meeting

5. Declarations of Interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

6. Questions from Residents

Residents are advised that they welcome to ask questions about items on the agenda.

(Clerk's Note: The Council will generally permit up to 15 minutes to take questions with each question being limited to 3 minutes)

7. Previous Minutes

To approve the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 16th April 2019 at 7.15pm

(BTC/21/1819 to follow)

8. Town Mayor's and Deputy Mayor's Diary

Members are asked to note the Town Mayor's and Deputy Mayor's diaries since the last Town Council meeting.

(Appendix A on the Town Council website)

9. Members Question Time

Members are asked to receive questions (if any) in accordance with Standing Order 8 and to take no more than 15 minutes in total.

10. Committee minutes

Members are asked to approve minutes and confirm the recommendations contained therein and for each Committee Chairman to highlight the key issues being addressed by their committee:

- i) Planning Committee – minutes of the meeting held on Wednesday 8th May 2019
(PL/17/1819 on the Town Council website)

ANNUAL REVIEWS

11. Committee Terms of References

To review the terms of reference for the following committees:

Planning Committee
Personnel Committee
Events & Christmas Committee

(Appendix B on the Town Council website)

12. Appointment of Members to Committees

To confirm the membership of the following committees:

Planning Committee (3 to 6 members)
Personnel Committee (3 to 5 members)
Events & Christmas Committee (3 to 6 members)

13. Standing Orders

To review and adopt (without amendment) Standing Orders

(Appendix C on the Town Council website)

14. Financial Regulations

To review and adopt (without amendment) Financial Regulations.
(Appendix D on the Town Council website)

15. External Bodies

To review representation on external bodies:

St Leonard's, Weaver and Bluecoat Trust
Bridgnorth & Shifnal Area Committee of Local Councils
Sir Robert Lee's Charity
Bridgnorth Parish Charity

(Town Council minute 0615/1819 dated 16th Apr 19 refers)
(Appendix E on the Town Council website)

16. Review of Inventory of Land and Assets

To note that a review of the asset register had been undertaken as part of the end of year accounting process, copy attached
(Appendix F on the Town Council website)

17. Insurance Arrangements

Members are asked to note that the Town Council has a 3 year contract with Zurich Insurance July 2020 and further asked to delegate the task of maintaining appropriate insurance cover to the Town Clerk.

18. Subscriptions

- i) To note that the Council is currently a member (by subscription) of the following organisations (agreed as part of the budget process):
 - Shropshire Association of Local Councils
 - National Association of British Market Authorities
 - Institute of Cemetery and Crematorium Management.
- ii) To consider delegating the decision of continued membership (of the above) for next financial year as part of the standard budgeting process.

19. Town Council Complaints Procedure

A copy of the current Complaints Procedure is on the Town Council website. A revised version is attached for consideration
(Appendix G on the Town Council website)

20. Reviewing the Councils procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection

- i) Freedom of Information – The Town Council updated its model publication scheme in September 2018 and it is available to view on the Town Council's website.

- a. Members are asked to approve adoption (without amendment) of the model publication scheme.
- ii) Data protection – The Town Council Data Protection Policy was revised in 2018 as a result of the implementation of GDPR it is recommended that the policy be reviewed in the current municipal year.
 - a. Members are asked to delegate to the Town Clerk the task of reviewing the current Data Protection Policies.

21. Policy for dealing with the press/media

The Town Council has no formal policy for dealing with the press/media.

- a. Members are asked to delegate to the Town Clerk the task of providing a draft policy for consideration.

22. Employment Policies and Procedures

The Town council adopted a draft employee handbook in September 2018. A review is due before the end of July 2019.

23. Expenditure under The General Power of Competence

To note that there had been no expenditure under The General Power of Competence in the previous financial year.

24. Schedule of Meetings

- i) Members are asked to confirm the schedule of meetings for the next year.
(Appendix H on the Town Council website)

25. Risk Management

Members are asked to adopt the Risk Management Strategy (and schedule) noted at the previous meeting.

26. Financial Reserves

Members are asked to adopt (without amendment) the Financial Reserves Policy
(Appendix I on the Town Council website)

27. Regular Payments and Standing Orders

Members are asked to approve a list of regular payments, direct debits and standing orders

(Appendix J on the Town Council website)

FINANCE

28. Finance

i) Accounts Paid – April 2019

Members are asked to retrospectively approve payments and those invoices paid in between meetings.

(Appendix K on the Town Council website)

ii) Budget Report

Members are asked to note the Budget Summary report as at 30 April 2019.

(Appendix L on the Town Council website)

iii) Balance Sheet

Members are asked to note the balance sheet as at 30 April 2019.

(Appendix M on the Town Council website)

iv) Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements as at 30 April 2019.

(Appendix N on the Town Council website)

v) Receipts and Payments Summary

Members are asked to note the Receipts and Payments Summary as at 30 April 2019.

(Appendix O on the Town Council website)

Members are advised that a full Income & Expenditure report can be found on the Town Council website under Policies & Procedures; Financials.

vi) Accounts for Payment

Members are asked to authorise the signing of invoices for payment.

(Appendix P on the Town Council website)

29. Internal Audit Report

Members are asked to receive and accept the final Internal Audit Report for 2018/2019.

(Appendix Q on the Town Council website)

30. Appointment of Internal Auditor

Members are asked to consider a report regarding the appointment of an Internal Auditor for the financial year 2019/20.

(Appendix R on the Town Council website)

31. End of Year Accounts 2018/2019

i) Members are asked to approve the End of Year Accounts 2018/2019

(Appendix S on the Town Council website)

- ii) Annual Governance and Accountability Return
(Appendix T on the Town Council website)

Members are asked to consider and approve the following:

- a) Annual Governance Statement 2018/2019 – Section 1

Members will be asked to consider and agree the Annual Governance Statement (comprising the 9 statements, page4)

- b) Accounting Statements 2018/2019 – Section 2

Members will be asked to consider and authorise the Accounting Statements (page 5), prepared and certified by the RFO.

TOWN COUNCIL ACTING AS SOLE TRUSTEE

- 32. Bridgnorth (Low Town) Community Hall

(Clerk's Note: The Town Council is Sole Trustee of the registered charity Bridgnorth Community Hall (charity No:105084). There is a management committee appointed by the Town Council (comprising 6 councillors) however, currently it is practice borne out of a desire for good governance (and some convenience) for payments to be approved alongside Council meetings.

- i) Accounts for Payment

Members are asked to retrospectively approve payments and those invoices paid in between meetings.

(Appendix U on the Town Council website)

MISCELLANEOUS

- 33. **Public Bodies (Admission to Meetings) Act 1960**

RECOMMENDED 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, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded

- 34. Town Council Debtors

This item is being discussed in confidential as it may relate to the early stages of dispute.

- 35. Disputed Invoices

This item is being discussed in confidential as it relates to the early stages of dispute.

- 36. Staffing Matters

This item is being discussed in confidential as it relates to engagement and terms of service.