

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,
College House on Tuesday 23rd July 2019 at 7.15pm**

(Draft until signed at a subsequent meeting)

Present:

Councillors:

R Whittle OBE (in the Chair)
C Baines MBE
S Barlow
D Cooper
G Davies
C Dyson
H Howell
K Hurst-Knight
E Marshall
C Walden
C Whittle

Absent:

J Buckley

In Attendance:

Mr L Jakeman, Town Clerk
Mrs A Kendrick, PA to the Town Clerk
1 member of the Press
1 resident

Prior to the meeting beginning The Deputy Town Mayor informed those present that the Mayor Cllr Jean Onions had died on 15th July 2019. Members observed a minutes silence in her memory and for time to reflect.

0134/1920 **ELECTION OF MAYOR**

It was proposed by Councillor Cooper that the election of the Mayor be deferred until 20th August – Motion not carried

Proposed by Councillor K Hurst-Knight, seconded by Councillor C Walden and RESOLVED: that Councillor R Whittle OBE be and is hereby elected Mayor of the Town for the remainder of the year.

As the position of Deputy Mayor was now vacant, it was **RESOLVED: that an election for the Deputy Mayor take place at this meeting.**

It was therefore proposed by Councillor S Barlow, seconded by Councillor C Dyson and RESOLVED: that Councillor K Hurst-Knight be and is hereby elected Deputy Mayor of the Town for the remainder of the year.

It was agreed that the elected Mayor and Deputy Mayor then make their Declaration of Acceptance of Office, their signatures to the Statutory Declaration being formally witnessed by the proper officer, at the end of the meeting.

0135/1920 **APOLOGIES FOR ABSENCE**

Members noted the apologies as listed below:

Councillor R Fox – personal commitment
Councillor S Stevens – personal commitment

0136/1920 **DECLARATIONS OF INTEREST**

Nil

0137/1920 **PUBLIC QUESTION TIME**

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

(Summarised)

- i) Regarding agenda item 10 – Bridgnorth (Low Town) Community Hall, the Community Hall had in excess of £40,000 when the Town Council took over its custodianship. What has happened to all of that money?

Response

(Summarised)

There are still significant funds available however in recent years there has been much investment in ensuring the building complies with health and safety regulations and good governance procedures.

(Clerk's Note: as at mid-July the balance of the current and deposit accounts were in the region of £43,000 with tangible assets valued £353,000.

- ii) Is the running of this facility going to become a burden to the tax payer?

Response

(Summarised)

The Management Committee of the Community Hall are continually looking at ways in which the facility can remain independently viable.

0138/1920 **MINUTES**

- i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 9th July 2019.

RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 9th July 2019 be signed by the Chairman as a true record.

0139/1920 **DEPUTY MAYOR'S DIARY**

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

- 22/6. Opening Morville Fete
- 23/6. Concert at St Mary's
- 24/6. Armed Forces Day at Castle Grounds
- 3/7. Farewell Dinner with Pat Russell
- 6/7. Dave Batty RNLI Fundraiser for 80th birthday.
- 11/7. Road Safety Exhibition at Castle Hall
- 20/7. Open of Alveley Music Festival
- 21/7. Telford Mayor's Civic Service

0140/1920 **MEMBERS QUESTION TIME**

Nil

0141/1920 **COMMITTEE MINUTES**

- i) Planning Committee – minutes of the meeting held on 8th July 2019

RESOLVED: to receive the minutes of the Planning Committee meeting held on 8th July 2019 and noted the resolutions contained therein.

- ii) Personnel Committee – minutes of the meeting held on 12th July 2019

RESOLVED: to receive the minutes of the Personnel Committee meeting held on 12th July 2019 and noted the resolutions contained therein.

FURTHER RESOLVED: that full Town Council adopt the revised terms of reference (of the Personnel Committee).

0142/1920 **FINANCE**

- i) Accounts Paid – June 2019

Members noted receipt of a list of retrospective payments for approval.

RESOLVED: that the accounts amounting to £117,099.84 be retrospectively approved for payment.

- ii) Budget Report

Members noted the Budget Summary report, including Earmarked Reserves.

- iii) Balance Sheet

Members noted the balance sheet as at 30th June 2019 (£1,033,021)

- iv) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 30th June 2019.

- v) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 30th June 2019.

- vi) Accounts for Payment

Members noted receipt of a list of payments for approval.

RESOLVED: that the accounts amounting to £31,942.68 be approved for payment.

0143/1920 **BRIDGNORTH (LOW TOWN) COMMUNITY HALL**

Members noted receipt of the minutes of a meeting of the Management Committee held on 9th July 2019.

- i) Accounts for Payment

Members noted a list of accounts for Payment.

RESOLVED: that the accounts amounting to £1,479.94 be approved for payment.

- ii) Appointment to Management Committee.

RESOLVED: that Cllrs Baines and Walden be appointed to the Management Committee of the Bridgnorth Community Hall

(Clerks' Note: Full Management Committee now comprises: Connie Baines, Kirstie Hurst-Knight, Edward Marshall, Sarah Stevens, Cecilia Walden)

0144/1920 **ARTS TRAIL**

Members received the notes of the Working Group meeting held on 8th July 2019 and considered the 2 recommendations:

RESOLVED:

- i) that BTC to endorse their application to Historic England for permission to install statue in Castle Grounds (in rose flowerbed at entrance) to enable their progress.

AND

- ii) That the Group agreed to a photo advert (same as front of tourism leaflet) up to £100, if we can try to negotiate a special rate for non-profit (and/or possible editorial story)

0145/1920 **POLICE AND CRIME COMMISSIONER'S TOWN AND PARISH COUNCIL ANNUAL SURVEY**

RESOLVED:

- i) to approve the draft submission to the online questionnaire and authorise the Clerk to submit the responses.
- ii) To approve the draft letter that can be sent separately to the Police & Crime Commissioner that can prompt a meaningful dialogue to improve policing in Bridgnorth.

0146/1920 **REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**

Members noted that Shropshire Council is conducting a review of polling districts and polling places. Members considered a report on the matter from the Town Clerk:

RESOLVED: *As part of Shropshire Councils Review of Polling Districts and Polling Places that the following buildings are suitable for use as polling stations.*

- a. *Bridgnorth Community Hall - Main Hall, Low Town, Bridgnorth (As Trustee)*
- b. *The Castle Hall, West Castle Street, Bridgnorth*
- c. *The Annex, College House, St Leonards Close*

0147/1920 **SHROPSHIRE COUNCIL ECONOMIC GROWTH STRATEGY**

Members noted receipt of a draft Economic and Growth Strategy from Shropshire Council.

RESOLVED that each Councillor submits their individual comments (on the draft Economic Growth Strategy to the Town Clerk prior to Friday 9th August for the Town Clerk to collate (without alteration) and submit as one document (with a brief covering letter).

0148/1920 **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.

0149/1920 **TOWN COUNCIL DEBTORS**

Members considered a report from the Town Clerk.

RESOLVED:

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

0150/1920 **PERSONNEL COMMITTEE MINUTES RECOMMENDATIONS**

- i) Members considered the draft and agreed some subtle modifications.

RESOLVED: that full Town Council adopt the revised draft Employee Handbook.

And

- ii) **RESOLVED: that as a matter of routine that the opportunity to have an exit interview with a member of the Personnel Committee on departing Bridgnorth Town Council be extended to every member of staff.**

And

- iii) **RESOLVED: that following completion, all appraisals are made available to the Personnel Committee.**

And

- iv) **RESOLVED: that Full Council adopt the appraisal form for the Town Clerk in line with the model that had 2 reporting officers** (notionally the Mayor and the Chairman of the Personnel Committee).

DRAFT