

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,  
College House on Tuesday 3<sup>rd</sup> September 2019 at 7.15pm**

**(Draft until signed at a subsequent meeting)**

Present:

Councillors:

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

In Attendance:

L Jakeman, Town Clerk  
Mrs A Kendrick, PA to the Town Clerk  
2 members of the public

0195/1920 **APOLOGIES FOR ABSENCE**

Members noted the apologies as listed below:

Councillor R Fox – work commitment  
Councillor S Stevens – personal commitment  
Councillor C Whittle – personal commitment  
Councillor R Whittle OBE – personal commitment

0196/1920 **DECLARATIONS OF INTEREST**

Nil

0197/1920 **PUBLIC QUESTION TIME**

Nil

0198/1920 **MINUTES**

- i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 20<sup>th</sup> August 2019.

**RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 20<sup>th</sup> August 2019 be signed by the Chairman as a true record.**

- ii) Members noted receipt of the draft minutes of the Personnel Committee meeting held on Thursday 22<sup>nd</sup> August 2019.

**RESOLVED: that the minutes of the Personnel Committee meeting held on Thursday 22<sup>nd</sup> August be signed by the Chairman as a true record.**

0199/1920 **MEMBERS QUESTION TIME**

Nil

0200/1920 **OUTDOORS AND PROPERTIES MANAGER'S REPORT**

Members noted receipt of a report that provided a general overview of recent and planned activity regarding grounds maintenance.

0201/1920 **PHOTOCOPIER CONTRACT**

Members considered a report renewing/upgrading the photocopying and scanning provision for the Town Council.

**RESOLVED: to purchase a new photocopier/scanner in line with quote no. 3 and enter into the associated maintenance contract.**

*Clerk's note: In reaching its decision the Town Council acknowledged that while Quote No3. was not the cheapest it was only marginally more expensive (less than £400 over the projected 5 years) but was provided by a company that the Council felt most confident to provide a consistent maintenance service and its specification was slightly higher than its slightly cheaper option.*

0202/1920 **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN – YEAR END 31 MARCH 2019**

Members noted the review of Bridgnorth Town Council's Annual Governance & Accountability Return (AGAR) and:

- i) Noted the satisfactory review by the external auditor (PKF Littlejohn LLP) of Bridgnorth Town Council's Annual Governance & Accountability Return (AGAR), without additional comment.

- ii) Noted a copy of the Notice of Conclusion of Audit (and details the rights of inspection).
- iii) Noted that the publishing of the Notice and Sections 1, 2 & 3 of the AGAR will occur prior to 30<sup>th</sup> September on the Council's website.
- iv) **RESOLVED: to approve payment for the external audit £2,000**

0203/1920 **BUDGET PREPARATION 2020/21**

Members noted a report on the budget preparation for 2020/21 and:

- i) Received an indicative budget for FY20/21
- ii) Began to identify the anticipated budget priorities for the FY20/21.
- iii) Confirmed a budget setting timetable.

0204/1920 **ACCOUNTS PAID FROM 23 JULY 2019 TOWN COUNCIL MEETING**

Members noted that at the Town Council meeting held on Tuesday 23 July 2019 the Accounts Paid, under agenda item number 9 i) and subsequent minute number 0142/1920, the total amount of the accounts paid was incorrect. It read £117,099.84 and should have read £118,494.19. This was due to an error on the automated totalling system of *Excel*.

0205/1920 **UNITY TRUST BANK MANDATE**

**RESOLVED: to remove the late Mrs Jean Onions from the bank mandate for Unity Trust Bank.**

0206/1920 **OUTSIDE BODIES**

**TOWN PLAN**

Members noted the minutes of a meeting held on 6<sup>th</sup> August 2019 and **RESOLVED:**

- **To accept the Terms of Reference**
- **To contribute up to £150 in the current financial year towards the costs of the Steering Group** (noting that additional funding is being sought from other groups and parishes).

0207/1920 **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

0208/1920 **STAFFING MATTERS**

Members considered a report from the Personnel Committee in relation to a wide range of staffing matters. They noted that some were standard contractual matters and others were intended to generally inform councillors.

However, there were a number of recommendations from the personnel committee.

*Clerk's Note: The Clerk left the meeting for this item.*

**RESOLVED: to approve the 2 recommendations within the personnel committee report.**

**RESOLVED: to adopt the resolutions and approve of the notes in the personnel committee report.**

0209/1920 **LEASES**

**The Bylet**

Members considered a report from the Town Clerk.

**RESOLVED to agree an increase in rent for The Bylet from 1 April 2020 by 15% (to £1594) with the Clerk being allowed some discretion as to the precise figure and for that to remain the same until the subsequent rent review due in 2023.**