



13th November 2019

The **Meeting of Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Tuesday 19th November 2019 at 7.15pm**, when Members are summoned to attend.

Yours sincerely

Lee Jakeman
Town Clerk
Email: townclerk@bridgnorthtowncouncil.gov.uk
Telephone: 01746 762231

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence for this meeting

2. 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.

3. Public Question Time

Members of the public are advised that they are welcome to ask questions about items on the agenda. Where a question relates more generally to the business of the Council, advance notification is preferred so that a considered response can be provided. It is not always possible to give a verbal response at a meeting and questions may receive a written reply. In accordance with Standing Order 1s (viii), questions should be related to matters of Town Council policy or practice and not related to the individual affairs of either the questioner or any other named person.

Question from Mr R Richards

1. Have any of the councillors a pecuniary interest in the Castle Hall, and if so have they fully declared that interest?

4. Minutes

- i) To approve the minutes of the Town Council Meeting held on Tuesday 5th November 2019

(BTC/03/1920 on the Town Council website)

5. Mayor and Deputy Mayor's Diary

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

Mayor's Diary

27/10. Wild Heart cake event in aid of the Stroke Association
2/11. Twinning International Committee cocktails and dinner.
10/11. Remembrance Sunday
11/11. Remembrance Day
11/11. Himalaya Restaurant Curry Awards Celebration.
14/11. Rifles Awards Dinner at London Guildhall

Deputy Mayor's Diary

10/11. Remembrance Sunday
11/11. Remembrance Day

6. Members Question Time

Members are asked to receive questions in accordance with Standing Order 8 (two days written notice required) and to take no more than 15 minutes in total.

7. Committee Minutes

- i) Planning Committee – minutes of the meeting held on 4th November 2019

Members are asked to receive the minutes and note the resolutions contained therein.

(PL/06/1920 on the Town Council website)

8. Finance

- i) Accounts Paid – October 2019

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5

Members are asked to note that following the interim internal audit, which was carried out on 16 October 2019, Council will now receive copies of the RBS cashbook payment analysis for Cashbook 1- Bank Account and the receipt and payment analysis for Cashbook 2 - Corporate Card and Cashbook 3 – Petty Cash
(Appendix A on the Town Council website)

ii) Budget Report

Members are asked to note the Budget Summary report, including Earmarked Reserves.

(Appendix B on the Town Council website)

iii) Balance Sheet

Members are asked to note the balance sheet as at 31 October 2019.

(Appendix C on the Town Council website)

iv) Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.

(Appendix D on the Town Council website)

v) Receipts and Payments Summary

Members are asked to note the Receipts and Payments Summary as at 31st October 2019.

(Appendix E 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 F on the Town Council website)

9. Budget

i) Members are asked to consider the draft budget for 2020/2021.

(Appendix G on the Town Council website)

ii) Fees and Charges

Members are asked to consider a report from the Town Clerk and proposed fees for 2020/2021.

(Appendix H on the Town Council website)

10. Data Retention Policy for LGPS Employers

To receive a report regarding a Participating (LGPS) Employer Personal Data Retention Policy, following receipt of correspondence from Shropshire Council and a recommendation:

To adopt the draft Participating (LGPS) Employer Personal Data Retention Policy (circulated with the agenda)

(TC/25/1920 on the Town Council website)

11. Internal Audit 2019/2020

Members are asked to receive the interim internal audit report for 2019/2020 and note the RFO's comments.

(Appendix I on the Town Council website)

12. Bank Mandates

Members are asked to confirm the following amendments to the bank mandates for both Unity Trust and HSBC:

- Removal of Mr A Hinton and the late Mrs J Onions
- Addition of Councillors Elliott Lynch and Karen Sawbridge

13. Bridgnorth (Low Town) Community Hall

(Note: Bridgnorth Town Council is the sole trustee)

i) Accounts for Payment

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

(Appendix J on the Town Council website)

14. VE Day

To receive a report from the Town Clerk and to consider the following recommendations:

To make grant funding available to Bridgnorth community groups and organisations to contribute to events that seek to mark the 75th Anniversary of VE Day.

To form a panel of 3 to consider and approve any such grant funding applications. (The panel to comprise the current Chair and Deputy Chair of the Town Council's events committee).

(Note: The level of grant funding is subject to ratification of the 2020/21 budget)

(TC/26/1920 on the Town Council website)

15. Council Meetings/Office Reconfiguration

To consider a report from the Town Clerk and the following recommendations:

- a. For a trial period hold Council meetings in the College House Annexe.
- b. To delegate authority to the Town Clerk to incur expenditure (within current set budgets) that is necessary to ensure the Annexe and Mayor's parlour are suitably equipped and that IT is available.

(TC/27/1920 on the Town Council website)

16. **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

17. Town Council Debtors

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

18. Staffing Matters

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

Membership: Councillor R Whittle OBE (Town Mayor), Mrs C Baines MBE, Ms S Barlow, Dr J Buckley, D Cooper, G Davies, C Dyson, R Fox, Mrs H Howell, Mrs K Hurst-Knight, E Lynch, E Marshall, Ms K Sawbridge, Mrs S Stevens, Mrs C Walden, Mrs C Whittle