



15th April 2020

BRIDGNORTH TOWN COUNCIL MEETING 21 APRIL 2020 CANCELLED

In light of the on-going Coronavirus emergency and the associated government restrictions on social distancing, the meeting of Bridgnorth Town Council scheduled for Tuesday 21st April 2020 will not now take place.

At a meeting of Bridgnorth Town Council on 17th March (in anticipation of restrictions relating to social distancing) the Council agreed to delegate temporarily many of its functions to officers of the Council (in consultation with members of a 'virtual emergency committee'). Town Council minute 0467/1920 refers.

In order to maintain some credible levels of transparency, officers are producing a would-be agenda in line with scheduled (but cancelled) Town Council meetings.

The would-be agenda will include standard reports and recommendations, albeit many of the decisions will be made under delegated powers.

The purposes of the would-be agenda include:

- Advising councillors and members of the public of those matters that might normally be discussed or noted at a Council meeting;
- Allowing all councillors an opportunity to provide comment to officers and pose questions that provide an opportunity for scrutiny.

Yours sincerely



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Town Clerk
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WOULD-BE AGENDA

1. Apologies for absence - N/A
2. Declarations of Interest - N/A
3. Public Question Time - N/A

4. Previous Minutes

- i) To note the draft minutes of the Town Council Meeting held on Tuesday 17th March 2020.

(Clerk's Note: The authority to approve Town Council minutes has not been delegated to officers. The matter will be deferred until the Council is able to meet again,)
(BTC/20/1920 on the Town Council website)

5. Members Question Time - N/A

6. Finance

- i) Accounts Paid – March 2020

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

(Appendix A on the Town Council website)

Members are asked to note that the reports presented below are not the Year End figures for 2019/2020, these will be presented to Council at a later date.

- ii) Members are asked to note receipt of Cashbooks 1, 2 & 3
(Appendix B on the Town Council website)

- iii) Budget Report

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

(Appendix C on the Town Council website)

- iv) Balance Sheet

Members are asked to note the balance sheet as at 31 March 2020.

(Appendix D on the Town Council website)

- v) Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.

(Appendix E on the Town Council website)

- vi) Receipts and Payments Summary

Members are asked to note the Receipts and Payments Summary as at 31 March 2020.

(Appendix F 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.

vii) Accounts for Payment

Members are asked to authorise the signing of invoices for payment.
(Appendix G on the Town Council website)

7. Community Action – Coronavirus

To receive a report summarising actions taken by and services being offered by local community groups, in response to the Coronavirus emergency and Town Council action/support.

(Appendix H on the Town Council website)

8. Town Council Services

To receive a report regarding the management and operations of Council Service which have been affected as a result of the Coronavirus emergency.

(Appendix I on the Town Council website)

9. Town Council Hire Facilities

To provide the Council with an update on the properties that it routinely opens / hires out and the impact the Coronavirus emergency has had on their operation

(Appendix J on the Town Council website)

10. Town Council Procedures

To receive a report regarding any changes to Town Council procedures as a result of the new Coronavirus Bill and consider the following recommendations:

- i) To make every reasonable effort (despite having the option to roll over current appointments) to elect the Mayor in May of 2020 (which might simply be a single item agenda “To Elect the Town Mayor”);
- ii) To trial virtual meetings with the virtual emergency committee over the coming weeks;
- iii) To defer the approving of the Annual Governance and Accounting Statements for a short period.

(TC/47/1920 on the Town Council website)

11. Potential Financial Impact on the Town Council – Coronavirus

To receive a report on likely financial implications of the current Coronavirus emergency.
(Appendix K on the Town Council website)

12. SALC

To note the minutes of the Bridgnorth and Shifnal Area Committee Meeting held on 16th January 2020.

(Appendix L on the Town Council website)

13. Town Council Fees – Revised

To consider a report and retrospectively approve a revised set of fees for the Town Council from 1st April 2020

(Appendix M on the Town Council website)

14. Local Economic Growth Strategy

To note receipt of a draft Local Economic Growth Strategy for Bridgnorth, prepared by Shropshire Council and consider providing a corporate response and consider the following recommendations:

- i) To form a working group comprising councillors: Clive Dyson, David Cooper, Edward Marshall and Ron Whittle.
- ii) To approve Terms of Reference for a Working Group to respond to the Local Economic Growth Strategy Draft document for Bridgnorth.
- iii) To:
 - a. Authorise the Town Clerk to submit an agreed response [provided by the Working Group]

Or

- b. [Where there are differences of opinion between members of the Working Group] To authorise the Town Clerk to produce a response that is mindful of previous discussions or decisions on related matters.

(Appendix N on the Town Council website)

15. Local Plan Review Timetable and Impact of Covid-19

To note correspondence advising that Shropshire Council has decided to pause decision making on the Local Plan Review process for two months. The intention is therefore that a decision on the pre-submission version (Regulation 19) of the Local Plan will be taken by Cabinet in July (not May as previously agreed).

(Appendix O on the Town Council website)

16. Schedule for Signing Payroll and Payment of Accounts

Members are asked to agree the attached schedule for signing payroll and payment of accounts, albeit at present, this might not be able to be followed due to the current situation with regard to Covid-19. Members are asked to acknowledge that should they not be able to fulfil their duty on their allocated date, it is their responsibility to arrange cover.

(Appendix P on the Town Council website)

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