



15<sup>th</sup> July 2020

I hereby give notice that the Meeting of the Town Council will take place remotely by Zoom video-conference commencing at **7.15 pm** on **Tuesday 21<sup>st</sup> July 2020**.

Due to the current Covid-19 pandemic, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020, permitting local authority meetings to be held remotely, including by video and telephone conferencing, until May 2021.

The Password and necessary links will follow.

Members of the public wishing to view the meeting (via Zoom) should contact the Town Council (01746 762231 or [info@bridgnorthtowncouncil.gov.uk](mailto:info@bridgnorthtowncouncil.gov.uk)) providing their address, personal details e-mail address.

Yours sincerely

Lee Jakeman  
Town Clerk  
Email: [info@bridgnorthtowncouncil.gov.uk](mailto:info@bridgnorthtowncouncil.gov.uk)  
Telephone: 01746 762231

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## AGENDA

1. Apologies for absence
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 who are electors of the parish of Bridgnorth 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.

### 4. Minutes

- i) To approve the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 23 June 2020.  
*(BTC/03/2021 on the Town Council website)*

### 5. 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.

### 6. Committee Minutes

- i) Personnel Committee – minutes of the meeting held on 2<sup>nd</sup> July 2020
  - a. Members are asked to receive the minutes and note the resolutions contained therein.  
*(PERS/01/2021 on the Town Council website)*
  - b. That the Town Council approve an amendment to the TORs of the Personnel Committee to consider including having delegated authority to handle appeals to FOI and SAR requests.  
*(Appendix A on the Town Council website)*

*Clerk's Note: there are other recommendations but these form part of a confidential report and will therefore be considered in confidential session.*

### 7. Finance

- i) Accounts Paid – June 2020

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5  
*(Appendix B on the Town Council website)*

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

iii) Budget Report

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

*(Appendix D on the Town Council website)*

iv) Balance Sheet

Members are asked to note the balance sheet as at 30 June 2020.

*(Appendix E on the Town Council website)*

v) Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.

*(Appendix F on the Town Council website)*

vi) Receipts and Payments Summary

Members are asked to note the Receipts and Payments Summary as at 30 June 2020.

*(Appendix G 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 H on the Town Council website)*

viii) Quarterly Budget Monitoring

Members are asked to note a report.

*(Report to follow)*

8. Severn Park Security

To receive a report that seeks to approve additional funding for the provision of security on Severn Park and consider a recommendation to increase the budget (Cost Centre 260, Nominal Ledger 4216 – Car Park- Locking gates) to £3,300 to fund additional security of Severn Park.

*(TC/04/2021 on the Town Council website)*

9. Civil Marriage and Civil Partnership Ceremonies – Licence

To receive a report regarding the renewal the licences to allow Civil and Marriage and Civil Partnerships in the Town Hall and the Castle Hall and to consider a recommendation that the Council does not renew the licences to allow Civil and Marriage and Civil Partnerships in the Town Hall and the Castle Hall.

*(TC/05/2021 on the Town Council website)*

10. The Bridgnorth Plan

To note receipt of a report - The Bridgnorth Plan Phase 1 Report 1: Economy, Growth and Transport.

*(Appendix I on the Town Council website)*

11. Outdoors and Properties Manager Report

To receive a report from the Outdoors and Properties Manager and a recommendation that the Town Council **RESOLVES**

i) To vire:

£3,350 from Cost Centre 302 (Events) Nominal Ledgers 4650

And

£1,650 from Cost Centre 205 (College House) Nominal Ledger 4170 (a total of £5,000)

To

Cost Centre 248 (Cyclical Repairs) Nominal Ledger 4893 for costs of electrical repairs to the Cemetery Lodge and Repairs to the Clock Tower in Low Town.

*(Appendix J on the Town Council website)*

12. 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

13. Town Council Debtors

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

14. Personnel Committee Report and Recommendations

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

15. Bridgnorth Town Council Website Upgrade

This item is being discussed in confidential as it relates to a contract.

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