



16<sup>th</sup> September 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 22<sup>nd</sup> September 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

Roslyn Williams  
Deputy 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 18<sup>th</sup> August 2020.  
(BTC/05/2021 on the Town Council website)

### 5. Mayor and Deputy Mayor's Diary

Members are asked to note the Mayor's Diary since the start of the Mayoral year.

#### Mayor's Diary

2/6 Friars site visit with Cllr Christian Lea re anti-social behaviour - talk with residents  
5/6 Raffle prize draw Tesco for NHS  
8/6 Future Bridgnorth Meeting / Shropshire council  
10/6 Sporting Bridgnorth meeting  
13/6 BBC radio Shropshire interview  
19/6 Day with local businesses/ shops press promotion "lets get local " campaign

1/2 and 2/7 website review / presentations  
7/7 Meeting with West Mercia Police  
9/7 Sporting Bridgnorth  
13/7 Meeting with Phillip Dunne MP  
17/7 Review meeting Shropshire council road closure  
22/7 Sporting Bridgnorth  
23/7 Review meeting - Town Market  
23/7 LoveBridgnorth floral/garden judging  
24/7 BBC Radio Shropshire interview

5/8 Review meeting Shropshire council / Bridgnorth Chamber of commerce  
7/8 Review meeting - Town Market  
12/8 Local Town and Parish Council meeting  
12/8 Volunteering at Bridgnorth Hospital sensory garden project (as the Hospital League of Friends President)  
13/8 Bridgnorth Town Council Scarecrow Competition judging  
14/8 SC Review Meeting - Town Market  
20/8 Visit to Bridgnorth by the High Sheriff  
24/8 Review Meeting SC town market  
And local plan review briefing session SC  
27/8 Tree Town meeting at Crown meadow

1/9 BBC Radio Shropshire interview  
2/9 Review Meeting SC Town Market  
4/9 Opening of Goodwood Care Services Bridgnorth High Street with Phillip Dunne MP  
7/9 Local Plan Review meeting  
9/9 Bylet/Riverside Review meeting with Cllr Christian Lea and residents  
9/9 Sporting Bridgnorth  
10/9 Review meeting with local police  
10/9 Opening of Tinkable skin clinic Moat St Bridgnorth  
11/9 LPR review meeting with councillors

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 8<sup>th</sup> September 2020

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

*(PL/01/2021 on the Town Council website)*

b) Consider a recommendation that the interim Covid-19 delegated powers process for responding to planning applications becomes the standard process; acknowledging that meetings can be called by either the Chairman or two members of the committee

*(Appendix A on the Town Council website)*

8. Finance

i) Accounts Paid – August 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 31 August 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 31<sup>st</sup> August 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:

- i) Authorise the signing of invoices for payment.
- ii) confirm those Councillors who will be authorised to sign the cheques

(Appendix H on the Town Council website)

viii) Accounting and Audit

Members are asked to note that Councillors D Cooper & G Davies, on Friday 21 August 2020, verified/signed the bank statements for July 2020, authorised payroll for August 2020 and signed those cheques approved by Council at the meeting held on 18 August 2020.

This is in accordance with Financial Regulation 2.2

9. Budget Preparation 2021/22

To note a report on the subject and to:

- i) Receive an indicative budget for FY21/22.
- ii) Note the increases and decreases in each budget heading.
- iii) Confirm a budget-setting timetable.

(Appendix I on the Town Council website)

10. Banking Arrangements – Transferring Money Between Accounts

Members are asked to receive a report from the RFO which discusses amending the Town Council's bank mandates to permit an Officer of the Council to move money internally between accounts; transferring monies from the Unity Trust Current account to the Unity Trust Deposit account.

(Appendix J on the Town Council website)

11. Transferring Monies within CCTV Budget  
Members are asked to consider a report from the RFO and a recommendation that a virement is completed to transfer £3,000 from the CCTV Salaries nominal code (4000/301) to the CCTV Repairs nominal code (4170/301).  
*(Appendix K on the Town Council website)*
12. Local Government Services' Pay Agreement 2020-2021  
Members are asked to note the attached correspondence regarding the agreement between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2020.  
*(Appendix L on the Town Council website)*
13. Resignation of a Councillor  
Members are asked to note that Councillor E Lynch has resigned due to personal reasons.  
  
*Clerk's Note: Shropshire Council have been advised and a casual vacancy will be notified shortly. Any request for an election to be held by the public will take place in May 2021 at the same time as normal council elections.*
14. Shropshire Fire and Rescue Service Consultation on Integrated Risk Management Plan 2021-2025  
Members are asked to note the opportunity for consultation on the topic by the public and public bodies (including Town Councils). Members may wish to agree a corporate response  
  
*(Note: The Town Mayor will produce a proposed response for consideration – Appendix M circulated prior to the meeting)*
15. Local Plan Review  
To receive a report from the Town Clerk and a recommendation to approve the submission of the 21 consultation forms, the covering letter as the Town Council's response to Shropshire Council's Regulation 18 pre-submission draft local plan. (In addition and for completeness, the submission made in June 2020 to Shropshire Council should be resubmitted in order that it is formally registered as part of the Regulation 18 consultation).  
*(TC/14/2021 on the Town Council website)*
16. Outdoors and Properties Manager Report  
To receive a report from the Outdoors and Properties Manager.  
*(Appendix N on the Town Council website)*
17. Castle Grounds Pergola  
Councillor Mrs C Baines has proposed a motion that should the pergola in the Castle Grounds be irreparable, consideration be given to replacing as it is a feature of the park.

18. Fairtrade Status

To consider a request from the Fairtrade Steering Group that the Town Council supports Fairtrade and agrees to serve Fairtrade products.

*(TC/15/2021 on the Town Council website)*

19. Land off Bandon Lane

To note the intention of the Rugby Club to submit a planning application for a community use building on land owned by the Town Council off Bandon Lane.

20. 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

21. Town Council Debtors

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

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 Marshall, K Sawbridge, S Stevens, C Walden, C Whittle, R Whittle OBE