

BRIDGNORTH TOWN COUNCIL

Minutes of the Meeting of Bridgnorth Town Council held remotely via Zoom Video-Conferencing on Tuesday 18th August 2020 at 7.15pm

Present:

Councillors:

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

In Attendance:

L Jakeman, Town Clerk
A Kendrick, PA to the Town Clerk
R Follette, Finance Admin

Absent:

E Lynch

0064/2021 **APOLOGIES FOR ABSENCE**

S Stevens – personal commitment

0065/2021 **DECLARATIONS OF INTEREST**

Nil

0066/2021 **PUBLIC QUESTION TIME**

Nil

0067/2021 **MINUTES**

- i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 21st July 2020.

RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 21st July 2020 be signed by the Chairman as a true record.

0068/2021 **MEMBERS QUESTION TIME**

Nil

0069/2021 **FINANCE**

- i) Accounts Paid – July 2020

Members received notification of items which had been paid in accordance with Financial Regulation 5.5.

RESOLVED: that the accounts amounting to £58,500.35 be retrospectively approved for payment.

- ii) Cashbooks 1, 2 & 3

Members noted receipt of Cashbooks 1, 2 & 3.

- iii) Budget Report

Members noted the Budget Summary report, including Earmarked Reserves.

- iv) Balance Sheet

Members noted the balance sheet as at 31st July 2020 (£967,387).

- v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 31st July 2020.

- vi) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 31st July 2020.

vii) Accounts for Payment

Members noted receipt of a list of payments for approval.

RESOLVED: that the accounts amounting to £7,219.74 be approved for payment.

(Clerk's Note: Cllrs Cooper and Davies to sign cheques on behalf of Town Council)

viii) Accounting and Audit

Members noted that Councillors Dr J Buckley and D Cooper, on Friday 24 July 2020, verified/signed the bank statements for June 2020, authorised payroll for July 2020 and signed those cheques approved by Council at the meeting held on 21 July 2020.

ix) Virement

RESOLVED: to authorise a virement of £3,000 from cost centre 250/4185 (Grounds Equipment) to Earmarked Reserve 325 (Equipment). EMR 325 currently stands at £3,000. The £7,000 budget for 2020/2021 included monies to contribute to the purchase of a new tractor; it is envisaged that the purchase will take place in 2021/2022.

0070/2021 **DIRECT DEBIT PAYMENT (ICO)**

RESOLVED: to delegate to the Financial Administrator the task of setting up a direct debit with Information Commissioner's Office (ICO) for the annual subscription fee (£35.00).

0071/2021 **MAYORAL ALLOWANCE**

Members noted that £2,000 will be paid from the Mayoral Allowance, of £2,300, for 2020/2021 via the PAYE system on 28/8/2020. This is in accordance with minute number 0371/1920 (Precept/Budget Setting for FY 2020/2021).

0072/2021 **CHRISTMAS LIGHTING UP NIGHT**

RESOLVED that it would be prudent at this time to not plan for any particular event to accompany the Christmas lights switch-on; however it asks that the Christmas and Events Working Party continue to monitor the situation (regarding social distancing) and where possible look to deliver some form of low attendance event to signify the switching on of the Christmas lights.

0073/2021 **HIGH STREET MARKET**

Members discussed the operation of the High Street market on Saturday's comments included:

- That they acknowledged that the management of the Market had fallen to Shropshire Council from a public health and management of the highway perspective and that Bridgnorth Town Council were being involved in most if not all discussions on the matter.
- That the management of the market as an entity was difficult by the very nature of it being unregulated.
- That there were many competing demands to be considered and that it would be almost impossible to satisfy every view point.
- That the opening of the High Street to regular vehicle usage was important.

0074/2021 **GRANT FUNDING – MARCHES INVESTMENT FUND**

Members noted the submission by Bridgnorth Town Council of a grant application for £20k and

RESOLVED: to retrospectively approve the application and delegate to officers (under the direction of the Town Clerk and Town Mayor) the appropriate spending of any MIF grant funding received.

The Clerk advised members that he had received telephone notification that the grant had been agreed in principle (subject to a few routine technical checks and that formal notification is likely to be received within the next 3-5 working days).

0075/2021 **SHROPSHIRE COUNCIL LOCAL PLAN REVIEW**

RESOLVED: to adopt the draft process for responding to the 'Additional Consultation' with regard to the Local Plan review

And

To confirm that a working group (comprising Cllrs Cooper, Dyson, Hurst-Knight, Marshall, Sawbridge and R Whittle have delegated powers to prepare (for consideration by the Full Town Council) an initial draft response (and any subsequent amendments) to the LPR consultation (3rd August thru' 30th September) having due regard for previous Town Council submissions and which considers input from all Bridgnorth Town Councillors.

0076/2021 **CIVIL MARRIAGE AND CIVIL PARTNERSHIP CEREMONIES – LICENCE**

Further to the Town Council meeting held on 21st July 2020 (minute number 0055/2021 refers), Members

RESOLVED: that the Town Council renews the current licence (that expires on 30th April 2021) to hold Civil Marriage and Civil Partnership Ceremonies in the Town Hall.

0077/2021 **OUTDOORS AND PROPERTIES MANAGER’S REPORT**

Members noted the report from the Outdoors and Property Manager, which provided a general overview of estate management matters.

0078/2021 **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.

0079/2021 **TOWN COUNCIL DEBTORS**

Members considered a report from the Responsible Financial Officer.

RESOLVED: to note a debtors report and approve the actions being undertaken to address unpaid invoices due to the Town Council.

0080/2021 **TOWN COUNCIL SERVICES**

RESOLVED:

To approve option B

Engage Technical Services to provide the Town Council with a feasibility study into how and at what indicative cost CCTV images can be accessed effectively directly by the local police force from the police station in Bridgnorth (£1,097).

And

To approve Option C:

Extend the current maintenance contract with Technical Services for 12 months, with an option to extend for a further 12 months (£2,456).

0081/2021 **DISPUTED INVOICES**

RESOLVED: to affirm the decision (*TC minute 0038/1920 dated 21 May 2019 refers*) to pay JLB Electrical the sum of £2,622.52 as full and final payment for previously disputed and outstanding invoices in relation to the Christmas Lighting works in 2012/13.

0082/2021 **STAFFING MATTERS**

RESOLVED:

To approve the recommendation that payment of overtime may be paid to administrative staff (at single time) who are engaged in road closure activity (instead of TOIL).