



14th June 2017

A meeting of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Tuesday 20th June 2017 at 7.15 pm**, when Members are summoned to attend.

Yours sincerely

Anne Wilson BA Hons, AIH
Town Clerk
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AGENDA

Members are asked to attend a presentation from Bridgnorth Endowed School at 6.45pm.

1. Fire Safety Announcement
2. Apologies for absence

Members are asked to receive apologies from Members.

3. 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

4. Public Question Time

Members of the public are advised that they 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

When did the Council pass its resolution to release the Report of the Scrutiny Committee into the public domain, and can we see a copy of this resolution?

5. Report from Shropshire Council

6. Correspondence from Shropshire Council

No correspondence has been received from Shropshire Council.

7. Town Mayor's and Deputy Mayor's Diary

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

Mayor & Mayoress' Diary

- 12th May – Bewdley Mayor Making
- 17th May – Kidderminster Mayor Making
- 18th May – Opening of the Bridgnorth Bowling Club
- 20th May – Meeting with the High Sheriff and Concert
- 24th May – Ludlow Mayor Making
- 25th May – St. Leonard's Trustees Meeting
- 25th May – Telford & Wrekin Mayor Making
- 29th May – Bridgnorth Walk
- 2nd June – Commissioning Rotary Wishing Well
- 3rd June – Beating the Retreat, Baschurch
- 5th June – Carnival Crowning Ceremony
- 9th June – Bridgnorth's Got Soul
- 10th June – Proms in the Pews
- 11th June – Newport Civic Sunday
- 17th June – Scouts Camp Fire

8. Members Question Time

Members are asked to receive questions in accordance with Standing Order 8 and to take no more than 15 minutes in total.

9. Committee minutes

- i) To confirm the minutes of the Administration and General Purposes Committee meeting held on Thursday 2 March 2017, having been previously circulated and presented to Council
(AGP/09/1617 on the Town Council website)
- ii) Members are asked to approve minutes and confirm the recommendations contained therein:
 - i) Planning Committee – minutes of the meeting held on Monday 12 June 2017
(PL/02/1718 on the Town Council website)

10. Matters arising from Committee Minutes

Members are asked to receive any updates from the minutes not included elsewhere on the agenda.

11. Finance

- i) Accounts for Payment

Members are asked to authorise the signing of invoices for payment and those invoices paid in between meetings.

(Appendix A on the Town Council website)

i) Income and Expenditure Reports

i) Members are asked to consider the attached Income and Expenditure Reports.

i) Income and Expenditure Report

(Appendix B on the Town Council website)

ii) Account Code Report

Members are asked to note the attached reports:

i) Budget Report

(Appendix C on the Town Council website)

ii) Earmarked Reserves Report

(Appendix D on the Town Council website)

ii) Members are asked to note the Report from Mrs R Williams

(TC/05/1718 on the Town Council website)

iii) Level of Reserves

Members are asked to note the level of the Town Council reserves

(Appendix E on the Town Council website)

v) Town Council Bank Reconciliation Statement

Members are asked to note the bank reconciliation statement.

(Appendix F on the Town Council website)

12. End of Year Accounts 2016/2017

i) Members are asked to note the paperwork attached about the process for the audit of accounts.

(Appendix G on the Town Council website)

ii) End of Year Accounts

Members are asked to approve the End of Year Accounts 2016/2017.

(Appendix H on the Town Council website)

iii) Annual Return

(Appendix I on the Town Council website)

Members are asked to consider and approve the following:

a) Annual Governance Statement 2016/2017

Members will be asked to agree and complete this page at the meeting.

b) Annual Return Accounting Statements 2016/2017

13. Low Town Community Hall

i) Appointment to Low Town Community Hall Trustees Group.

Members are asked to appoint the Trustees for Low Town Community Hall. Please note that the four Morfe Ward Councillors need to be on the group plus a further two Councillors.

ii) Accounts for Payment

Members are asked to note the signing of invoices for payment and those invoices paid in between meetings.

(Appendix J on the Town Council website)

iii) Members will receive a verbal update regarding the Low Town Community Hall.

14. Internal Audit Report

Members are asked to receive and accept the final Internal Audit Report.

(Appendix K on the Town Council website)

15. Mayor's Allowance

Members are asked to consider the attached Town Clerk's report.

(TC/06/1718 on the Town Council website)

16. Financial Contribution to Bridgnorth Leisure Centre Improvement Works

Members are asked to consider a proposal from Councillor D Cooper regarding a financial contribution to Bridgnorth Leisure Centre Improvement Works

(Appendix L on the Town Council website)

17. Castle Hall – Nursery

Members are asked to note that Mrs C Wassell will be closing the nursery in the Castle Hall as of 20th July 2017.

18. Freedom of Information Requests Received

Members are asked to note the following FOI requests that have been received:

- i) Mr Richard Stilwell with regard to expenditure on legal fees that have been spent by Bridgnorth Town Council in relation to complaints by members of the public and/or Councillors against other Councillors or Council Officers in the last ten years.

A reply has been sent and Mr Stilwell is satisfied with the information he received.

- ii) **** with regard to employment history of the Town Clerk and a s 517 Refusal of a Request for personal information, both on the 8th February 2017.

An Investigative Officer was appointed on the 22nd May 2017 by the ICO and Shropshire Council is assisting with the reply.

19. Tender for Town Council Photography

Members are asked to give retrospective approval to the quotations below with regard to Town Council photography for the coming year. The tenders were opened on Tuesday 11th April 2017 by Councillors R Whittle and G Davies in the presence of the Town Clerk:

- | | |
|-------------------------------|---------------|
| • Angela Brickley Photography | £1,620 no VAT |
| • Ian Wilkins | £640 no VAT |
| • Scott Dale Media | £2,700 no VAT |

20. Quinquennial Inspections of Town Council Properties

Members are asked to consider the attached report from the Outdoors & Properties Manager with regard to the quotations received from Structural Engineers to assess and monitor work as highlighted in the Quinquennial Report.

(Appendix M on the Town Council website)

21. Business Cards for Councillors

Members are asked to consider purchasing business cards for Councillors

22. NABMA Conference 2017

Members are asked if they would like to attend the 2017 NABMA Conference to be held 17th – 19th September at the Crowne Plaza, Stratford Upon Avon. This is the premier markets industry Conference and the one that everyone involved in the markets industry needs to attend. The theme of the Conference is "Celebrating Markets" and they will have some stories from successful markets around the country. There will also be workshop opportunities and lots of time for networking.

An early bird delegate fee of £360 plus VAT for a combined delegate and accommodation package is available until 31st July 2017.

23. Keep Our Shropshire History Alive (KOSHA) Fundraising

Members are asked to consider the correspondence regarding a request for a donation towards the Shropshire Regimental Museum from KOSHA.

(Appendix N on the Town Council website)

24. UK Parliament Week

Members are asked if they would like to take part in UK Parliament Week by holding an event. This is an annual festival which is taking place this year between 13-19th November. Further information can be found on www.ukparliamentweek.org

In order to apply to join in, the Town Council must submit further details about their proposed event, including date, timings, activities and numbers attending.

25. Conference/Meeting Updates

From Councillors

- i) Bridgnorth Area Youth Partnership – Councillor Mrs H Howell attended their meeting held on Wednesday 17th May at Cantern Brook.

They have decided that they should hold an AGM on Wednesday 20th September at 7pm in the Annexe.

- ii) Sustainable Bridgnorth – Wednesday 7th June 2017

Councillor Mrs H Howell attended an illustrated talk given by Richard Priestley - 'Trump, the Carbon Bubble and possibilities of a better future', and was followed by a Q&A session and discussion. It was well attended (about 40 people) and very lively.

If you want to find out more about him his details are as follows:- blog - www.richardpriestley.co.uk

From Outside Bodies

- i) Minutes of the Low Town Action Group meeting held on 30th March 2017.
(Appendix O on the Town Council website)

26. **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

- 27. Confidential Minutes
- 28. Matters arising from Confidential Minutes
- 29. Confidential Committee Minutes
- 30. Matters arising from Confidential Committee Minutes
- 31. Bandon Lane
- 32. Crown Meadow
- 33. Town Council Debtors
- 34. Council Matters
- 35. Personnel Matters

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