



12<sup>th</sup> July 2017

A meeting of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Tuesday 18<sup>th</sup> July 2017 at 7.15 pm**, when Members are summoned to attend.

Yours sincerely

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Town Clerk  
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**Members are asked to attend a Presentation to Tim Lewis, Direct Labour Force Supervisor at 7pm.**

## AGENDA

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.

5. Minutes

- i) To approve the minutes of the Extraordinary Town Council Meeting held on Monday 15<sup>th</sup> March 2017 at 6pm  
(BTC/17/1617 on the Town Council website)
- ii) To approve the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 11<sup>th</sup> July 2017 at 7.15pm  
(BTC/05/1718 to follow)

6. Matters arising

- i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 11<sup>th</sup> July 2017 that are not included elsewhere on the agenda.

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

21 June	Crucial Crew
23-26 June	Schrobenhausen Twinning
30 June	Grainger & Worrall Marches Centre
2 July	Much Wenlock Civic Service
5 July	East Ward Councillors meeting with Friar St/Riverside residents
6 July	Bridgnorth Walk Prize Giving
7 July	Cliff Railway anniversary, Baptist Church
9 July	Baptist Church Choral Concert
12 July	Presentation to Year 6 Castlefields students following Best Costume Entry into this year's Carnival
15 July	Alveley Country Music Festival opening
16 July	Oswestry Civic Service
17 July	Mayor's Charity Curry Night
18 July	In Bloom Judging

Deputy Mayor

24th June	Town Carnival
25th June	St Mary's St. Open Gardens Event

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

Members are asked to approve minutes and confirm the recommendations contained therein:

- i) Planning Committee – minutes of the meeting held on Monday 10<sup>th</sup> July 2017  
(PL/01/1718 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)

- ii) 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)

- iii) Members are asked to note the Report from the Town Clerk

(TC/09/1718 on the Town Council website)

- iv) 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. Low Town Community Hall

i) Accounts for Payment

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

(Appendix G on the Town Council website)

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

13. Youth Council

Following the public question raised at the last Town Council meeting, Members are asked to consider the way forward with regard to setting up a Youth Council.

14. Confidential Session Protocol

At the last Town Council meeting following her Members Question, Councillor Dr J Buckley made a proposal to adopt the same protocol as Shropshire Council regarding the confidential session of a meeting. It was stated that Shropshire Council give a public explanation as to why each item is being discussed within confidential session and not in open session.

Members are therefore asked to consider adopting the same protocol.

15. West Mercia Fire Governance Consultation

Members are asked to consider the consultation on the following link

<https://www.westmercia-pcc.gov.uk/working-together/west-mercia-fire-governance-consultation/>

Members are asked to note that a formal response will be discussed at the Town Council meeting scheduled for 5<sup>th</sup> September.

16. Bridgnorth Town Bus Service

Members are asked to consider the correspondence received by Councillor R Fox which had previously been sent to Shropshire Councillors by a resident regarding the Bridgnorth Town bus service.

Members are asked to agree a way forward.

(Appendix H on the Town Council website)

17. NALC Conference

Members are asked if they would like to attend the NALC Annual Conference and Exhibition taking place on 30-31<sup>st</sup> October at the Double Tree by Hilton Hotel, Milton Keynes.

Member Rate for Day 1 - £50 plus VAT

Member Rate for Day 2 - £70 plus VAT

Member Rate for 2 days - £120 plus VAT

Member Rate for 2 days including dinner - £150 plus VAT

Accommodation can be booked separately.

Further information about the programme can be found on <http://www.nalc.gov.uk/library/events/2449-nalc-annual-conference-2017-changeable/file>

18. Clerks Conference

Members are asked to consider a request from the Town Clerk to attend the SLCC National Conference being held on 18-19 October at the Jurys Inn Hinckley Island Hotel, Leicestershire.

Member prices **Early Bird Rates (if booked by 8<sup>th</sup> September)**

Day delegate - £115 + VAT

Full Conference - £330 + £48 VAT

- Both days of Conference
- Networking dinner on Wednesday 18th October
- Accommodation on Wednesday 18th October (single occupancy)
- Breakfast on Thursday 19th October
- Lunch and refreshments on both days

19. Healthmatic – Renewal of Toilets Contract

The Town Clerk, Town Mayor and the Outdoors and Properties Manager have met with Healthmatic for the annual review. Consideration was given to the costs associated with the running and maintenance of the toilets at Innage Lane, Fox Corner and Listley Street.

Attached is paperwork in relation to the cost of running those toilets and Members are asked to consider the paperwork to consider a way forward and confirm the 2017/2018 cost of £17,000 to have the maintenance and management of those toilets for the next financial year.

(Appendix I on the Town Council website)

20. Art Statue Trail

Following a request from Councillor Dr J Buckley, Members are asked to consider the attached briefing note and consider the following motion:

The Council agrees to set up a working group to explore the process and budget of establishing a zero-cost art-statue trail in Bridgnorth for Spring 2018

(Appendix J on the Town Council website)

21. Freedom of Information Requests Received

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

- i) Information with regard to the Park & Ride scheme in Bridgnorth

A reply has been sent stating that the scheme is run by the Bridgnorth Chamber of Commerce and that contact details can be found on their website.

22. Conference/Meeting Updates

From the Town Clerk

- i) Notes of the SLCC Leadership in Action Conference held on 7-8<sup>th</sup> June 2017  
(Appendix K on the Town Council website)
- ii) Notes of the NABMA/SLCC Local Council Forum held on Friday 30<sup>th</sup> June 2017  
(Appendix L on the Town Council website)

23. **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

24. Confidential Minutes

25. Matters arising from Confidential Minutes

26. Town Council Debtors

27. 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, Mrs C Whittle.