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13<sup>th</sup> September 2017

A meeting of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Tuesday 19<sup>th</sup> September 2017 at 7.15pm**, when Members are summoned to attend.

Yours sincerely

Councillor R Whittle OBE  
Town Mayor  
Telephone: 01746 762231

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**Following an invitation from the Mayor, Bridgnorth Aluminium will be making a presentation to Members at 6.30pm. All Councillors are invited to attend.**

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## 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 Town Council Meeting held on Tuesday 5<sup>th</sup> September 2017

(BTC/08/1718 on the Town Council website)

6. Matters arising

- i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 5<sup>th</sup> September 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's Diary

July

- 19<sup>th</sup> - Bridgnorth Chamber of Commerce AGM
- 21<sup>st</sup> - Castlefields School
- 26<sup>th</sup> - Teddy Bears Picnic
- 27<sup>th</sup> - Alveley Folk Festival
- 30<sup>th</sup> - Stourport on Severn Civic Service

August

- 12<sup>th</sup> - Trustees tea Party at St Leonard's
- 13<sup>th</sup> - Shrewsbury. Mayor's Charity Lunch
- 21<sup>st</sup> - St Leonard's reception for Art Exhibition
- 26<sup>th</sup> - Specsavers 10th Anniversary party
- 31<sup>st</sup> - Ludlow Market Mayor's Charity event

September

- 2<sup>nd</sup> - Stourport Carnival
- 3<sup>rd</sup> - Italian Autofest and Continental Market
- 7<sup>th</sup> - Community Pride Awards
- 14<sup>th</sup> - RAF Cosford Annual Reception
- 16<sup>th</sup> - Mayor's Charity Vintage Ball

Deputy Mayor's Diary

18<sup>th</sup> July – Heart of England in Bloom

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 4<sup>th</sup> September 2017  
(PL/08/1718 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. Notes of Other Meetings

- i) Notes of the meeting with the Leader, Deputy Leader and Chief Executive of Shropshire Council held on 19<sup>th</sup> July 2017  
(Appendix A on the Town Council website)
- ii) Notes of the Youth Council meeting held on 1<sup>st</sup> August 2017  
(Appendix B on the Town Council website)

12. Finance

- i) Accounts for Payment

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

(Appendix C 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 D on the Town Council website)

- ii) Account Code Report

Members are asked to note the attached reports:

- i) Budget Report

(Appendix E on the Town Council website)

- ii) Earmarked Reserves Report

(Appendix F on the Town Council website)

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

(TC/13/1718 on the Town Council website)

iv) Level of Reserves

Members are asked to note the level of the Town Council reserves  
(Appendix G on the Town Council website)

v) Town Council Bank Reconciliation Statement

Members are asked to note the bank reconciliation statement.  
(Appendix H on the Town Council website)

13. 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 I on the Town Council website)

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

14. Correspondence from NALC

As you may know, the Department for Digital, Culture, Media and Sport recently issued a consultation on the design of Broadband Universal Service Obligation.

NALC will be responding to consultation on behalf of the local councils.

The deadline for responses to us is **5pm Monday 2 October**

If you would like to read more about the consultation please visit:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/634016/USO\\_consultation\\_document.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634016/USO_consultation_document.pdf)

Please email Jessica with any thoughts you have to [Jessica.Lancod-frost@nalc.gov.uk](mailto:Jessica.Lancod-frost@nalc.gov.uk)

15. Draft Library Strategy Consultation

Members are asked to note that Shropshire Libraries are consulting on a new draft Library Services Strategy for ten weeks from Wednesday 26th July to 4<sup>th</sup> October.

An online survey is available at <https://www.shropshire.gov.uk/> (click on the Get Involved page) and paper copies of the survey will be available from your libraries and mobile libraries.

If you would like to know more about the strategy or to discuss its recommendations please contact Rawden Parslow, [rawden.parslow@shropshire.gov.uk](mailto:rawden.parslow@shropshire.gov.uk) or Teresa Eccleston, [teresa.eccleston@shropshire.gov.uk](mailto:teresa.eccleston@shropshire.gov.uk)

16. Freedom of Information Requests Received

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

- i) Relating to property maintenance and insurance
- ii) Information Commissioners Office (ICO)
- iii) Information Commissioners Office (ICO)
- iv) Councillor C Walden – Relating to relating Health & Safety policy and Risk Assessment file.

17. Paperless Agendas

Members are asked to note that from October 2017 only the top copy of agendas, along with the Declarations of Interest forms, will be posted to Councillors. All attachments will be uploaded onto the Town Council website for viewing.

18. Christmas Lights Tender 2017

Members are asked to consider the attached paperwork with regard to the Christmas Lights Tenders 2017.

(Appendix J on the Town Council website)

19. Christmas Lighting Features for Lamp Posts 2017

Members are asked to consider the attached paperwork with regard to the Christmas Lighting Features for Lamp Posts 2017.

(Appendix K on the Town Council website)

20. Christmas Closure

Members are asked to consider the attached Town Clerk's report with regard to the opening/closing times over the Christmas period 2017.

(TC/14/1718 on the Town Council website)

21. Town Council Insurance 2017/2018

Members are asked to note that the insurance policy for the Town Council has been renewed, with Zurich, at a cost of £15,989.08 (including taxes).

22. Chamber of Commerce

Members are asked to consider offering support to the Chamber of Commerce in respect of its action relating to Smithfield and if so, what form that may take.

23. Conference/Meeting Updates

From external bodies

- i) Notes of the SALC Meeting with MPs held on 14<sup>th</sup> July 2017 in Shirehall  
(Appendix L on the Town Council website)

24. **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

25. Confidential Minutes

- i) To approve the confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5<sup>th</sup> September 2017 at 7.15pm

26. Matters arising from Confidential Minutes

Members will consider any matters arising from confidential minutes

27. Town Council Debtors

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

28. Town Council Matters

This item is being discussed in confidential as it relates to the preparation of cases in legal proceedings, including land transactions.

29. Personnel Matters

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

30. Council Matters

This item is being discussed in confidential as it relates to the preparation of cases in legal proceedings, including land transactions.

31. Fields in Trust Deed of Dedication

This item is being discussed in confidential as it relates to the preparation of cases in legal proceedings, including land transactions.

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.