

BRIDGNORTH TOWN COUNCIL
St Leonard's Close
Bridgnorth
Shropshire
WV16 4EJ
www.bridgnorthtowncouncil.gov.uk



10th October 2017

A meeting of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Monday 16th October 2017 at 7.15pm**, when Members are summoned to attend.

Yours sincerely

Councillor E Marshall
Deputy Mayor
Telephone: 01746 762231

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

Also a presentation for the Community Pride Awards will take place before the start of the meeting.

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. Appointment of a Clerk for the Meeting

5. 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.

6. Report from Shropshire Council

7. Minutes

- i) To approve the minutes of the Town Council Meeting held on Tuesday 3rd October 2017
(BTC/10/1718 on the Town Council website)

8. Matters arising

- i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 3rd October 2017 that are not included elsewhere on the agenda.

9. 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

There was no report from the Mayor.

Deputy Mayor's Diary

Friday 29th September - Telford & Wrekin Council Mayor's Charity Appeal
Wednesday 4th October - Bridgnorth Roman Catholic Church, Livesimply Mass

10. 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.

Questions from Councillor D Cooper

1. Is it lawful for a member of the Council, such as the Chairman, to take decisions or give instructions on behalf of the Council?
2. What are the consequences of any action purportedly taken on behalf of the Council without proper authority?
3. Can the Council retrospectively validate an unauthorised act?

4. If a decision about a Council matter needs to be taken as a matter of urgency, and there is no provision in Standing Orders covering the situation, how should the matter be dealt with?
5. In the absence of the appointed Proper Officer, or any designated deputy, what arrangements would it be advisable to make to exercise the Council's day to day functions?
6. Who in law is the line manager of a Council's Proper Officer?
7. Who has provided the answers to these questions, and what qualifications to they have?

11. Committee minutes

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

- i) Planning Committee – minutes of the meeting held on Monday 2nd October 2017
(PL/10/1718 on the Town Council website)
- ii) Christmas Committee – minutes of the meeting held on Tuesday 3rd October 2017
(CHR/01/1718 on the Town Council website)

12. Matters arising from Committee Minutes

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

13. Notes of Other Meetings

- i) Notes of the Arts Trail meeting held on 2nd October 2017
(Appendix A on the Town Council website)

14. Finance

- i) Accounts for Payment

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

(Appendix B 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 C on the Town Council website)

ii) Account Code Report

Members are asked to note the attached reports:

i) Budget Report

(Appendix D on the Town Council website)

ii) Earmarked Reserves Report

(Appendix E on the Town Council website)

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

(TC/16/1718 on the Town Council website)

iv) Level of Reserves

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

(Appendix F on the Town Council website)

v) Town Council Bank Reconciliation Statement

Members are asked to note the bank reconciliation statement.

(Appendix G on the Town Council website)

vi) External Audit

Members are asked to note that the External Audit has now been completed for the year ended 31 March 2017 and their comments were as follows:

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

The Council did not send any of the documents we requested in respect of the intermediate audit when they submitted the annual return. The documents were provided subsequently but in future the Council should ensure that all of the documents requested in the letter accompanying the blank annual return are submitted together with the completed annual return rather than later.

vii) VAT Partial Exemption 2016/2017

Members are asked to note that the calculations for the VAT Partial Exemption position for 2016/2017 have been completed by DCK Accounting Solutions. The VAT recovered on the exempt activities for the year was £5,710.20 which has not exceeded the de-minimis limit of £7,500.

15. 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 H on the Town Council website)

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

16. Community Litterpicks

Members are asked to note the attached correspondence.

(Appendix I on the Town Council website)

17. Request to Collect Donations of Biscuits for Christmas

Following a request from a resident, Members are asked to consider allowing the Town Council offices to be used as a drop off point for donations of boxes of biscuits that are handed out at the "Together at Christmas" event.

18. Good Neighbours Event in Shropshire

Members are asked to note the attached invitation to attend the Good Neighbours Event in Shropshire taking place on Thursday 9th November.

(Appendix J on the Town Council website)

19. Repair to Mary Jones Box Tomb

Members are asked to consider the attached report from the Outdoors and Properties Manager with regards to repairs to a box tomb in St. Mary's Churchyard.

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

20. Mini 360 Excavator Operators Course

Members are asked to consider the attached report from the Outdoors and Properties Manager with regards to a Mini 360 Excavator Operators Course.

(OPM/07/1718 on the Town Council website)

21. Freedom of Information Requests Received

Members are asked to note that no Freedom of Information Requests had been received since the last meeting.

22. Briefing on Key Changes under General Data Protection Regulations

Members are asked to consider if they would like to attend a briefing session, being run by SALC on the General Data Protection Regulations (GDPR) which take effect from 25th May 2018.

(Appendix K on the Town Council website)

23. Severn Park Toilet Contract

Members are asked to consider the attached quotations with regard to the Toilet contract for Severn Park in 2018.

(Appendix L on the Town Council website)

24. 20's Plenty Conference

Councillor R Fox will make a presentation to Members following his attendance at the 20's Plenty Conference.

25. Conference/Meeting Updates

From external bodies

i) Bridgnorth, Worfield, Claverley, Alveley & Brown Cleve Local Joint Committee

Members are asked to note the draft minutes of the meeting held on Wednesday 8th March 2017.

(Appendix M on the Town Council website)

Members are also asked to note that the next meeting of the LJC is being held in the Castle Hall on 12th October at 7pm. The Police and Crime Commissioner has been invited as a guest speaker.

ii) Low Town Action Group

Members are asked to note the minutes of the meeting held on 16th June 2017

(Appendix N on the Town Council website)

iii) Helicopter Liaison Group

Members are asked to note the attached minutes and consider whether they would like to bring future notes to meetings for Members information. Members are also asked to consider appointing a Town Council representative to this group.

(Appendix O on the Town Council website)

iv) Bridgnorth and District Twinning Association

Members are asked to note the minutes from the Bridgnorth and District Twinning Association meeting held on 12th September 2017.

(Appendix P 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

- i) To approve the confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 3rd October 2017 at 7.15pm

28. Matters arising from Confidential Minutes

Members will consider any matters arising from confidential minutes

29. Members Question Time

This item is being discussed in confidential as requested by the Member.

30. Town Council Debtors

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

31. Bandon Lane

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

32. Personnel Matters

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

33. Update on Appointment of a Locum Town Clerk

Members will receive a verbal update.

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.