

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,
College House on Tuesday 21st November 2017 at 7.15pm**

Present: The Town Mayor, Councillor R Whittle OBE in the Chair,
Councillors Mrs C Baines MBE, Ms S Barlow,
Dr J Buckley (from 8.25pm), 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

In Attendance: Clerk, Phil Smith
Three members of the public
Minutes' Secretary and transcribed by Mrs R Williams

Prior to the meeting, a presentation was made by AFC Bridgnorth.

0465/1718 **FIRE SAFETY ANNOUNCEMENT**

The meeting commenced with a fire safety announcement by the Mayor.

0466/1718 **APOLOGIES FOR ABSENCE**

No apologies were received.

0467/1718 **DECLARATIONS OF INTEREST**

Personal Interest

Councillor Ms S Barlow	Item 29ii	Personnel Matters
Councillor C Baines	Item 20	Twinning Festival
Councillor J Gittins	Item 28	AFC Bridgnorth
Councillor Mrs H Howell	Item 20	Twinning Festival
	Item 28	AFC Bridgnorth
	Item 18	Mary Jones Box Tomb

0468/1718 **APPOINTMENT OF A CLERK FOR THE MEETING**

RESOLVED: that Mr P Smith be appointed as Clerk for the meeting.

0469/1718 **PUBLIC QUESTION TIME**

Question from Resident 1

1. Mr Mayor, at the meeting of this Council on 11th July 2017, after a proposal from Councillor Dr Buckley, it was resolved that the Town Clerk explore

options for the Town Council taking responsibility for recording meetings, any cost implications and a possible start date. Since you have now suspended said Town Clerk, Anne Wilson, has this task been completed?

The Town Mayor stated that the task had not been completed and the matter would not proceed until the situation, with regard to the Town Clerk, had been resolved.

Questions from Resident 2

1. What will be the total cost of the promotion of the calendar of public events for the coming year including:
 - a) All staffing costs
 - b) All health and safety risk assessments
 - c) Public liability indemnity insurance

The Town Mayor stated that figures were not available for the coming year but the current total was in the region of £20,000. He stated that the Town Council carry out risk assessments for all events and that there is no additional cost for public liability indemnity insurance as it is covered in the Council insurance policy.

2. Will the council seek legal advice and/or permission from the police with respect to the transport of young persons on the rear of commercial vehicles on the public highway on Carnival Day?

The Town Mayor stated that he did not feel the police would be prepared to give permission. All float entrants submit their own risk assessments to the Town Council.

Supplementary Questions from Resident 2

1. Do the unelected members of the public who sit on the Events Working Party have a vote in its deliberations and recommendations?

The Town Mayor stated the Events Working Party is independent of the Town Council and everyone is given a vote.

2. Does the Events Working Party have any delegated powers?

The Town Mayor stated no, as stated above, the Events Working Party is independent of the Town Council

3. Do the unelected members have to declare any pecuniary interests?

The Town Mayor stated that he did not know the answer to this question.

Question from Resident 3

Re: Public inquiry – Smithfield development

1. Why Bridgnorth Town Council did not inform the tribunal of the Council's vote opposing the scheme?

Councillor D Cooper informed the meeting that he was the Town Council's representative at the inquiry. Bridgnorth Town Council had made public comments via Shropshire Council's planning portal objecting to the loss of parking and that the Inspector receives all material that is submitted.

Supplementary Question from Resident 3

1. There were 4 or 5 days of the hearing where matters were looked into. Is there going to be a report to council about the inquiry?

Councillor D Cooper stated that the 4 days consisted of evidence, reports and cross examination; it would be difficult to produce a report. The Inspector will produce a report that will be published.

0470/1718 **REPORT FROM SHROPSHIRE COUNCIL**

There was no report from Shropshire Council.

0471/1718 **MINUTES**

- i) The minutes of the Meeting of Bridgnorth Town Council held on Tuesday 14th November 2017 at 7.15pm were submitted as circulated.

Councillor D Cooper asked for the following amendments to be made to minute number 0431/1718:

replace "that he had made a subject access request for and were in contravention of Standing Orders and Data Protection Act" with "that he had requested both under Standing Order 24 and as a Subject Access request under the Data Protection Act"

and minute number 0434/1718:

'that the minutes be received and adopted'

The above amendments were proposed and seconded with 5 in favour and 9 against.

RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 14th November 2017 be signed by the Chairman as a true record.

0472/1718 **MATTERS ARISING**

There were no matters arising.

0473/1718 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

Members noted that the Town Mayor and Deputy Mayor had attended the following since the last Town Council meeting:

Mayor's Diary

- 20/9 Code of Conduct training at Highley
- 23/9 Stourport Mayor's Charity Boat Trip
- 23/9 Bridgnorth Cycle Club event
- 23/9 Fron Choir
- 26/9 Meeting with Bridgnorth AFC
- 20/10 Make a Difference event at Castle Hall
- 22/10 Wem Mayor's Civic Service
- 4/11 Firework event
- 8/11 General Data Protection briefing at Shirehall.
- 12/11 Remembrance Sunday
- 12/11 Remembrance Festival at Telford

Deputy Mayor's Diary

- Saturday 11th November Mayor of Ludlow's Charity Pudding Evening
- Sunday 12th November Remembrance Sunday Ceremonies

0474/1718 **MEMBERS QUESTION TIME**

The Chairman informed Members that one Members question had been received and would be moved to confidential session as it related to staffing matters.

0475/1718 **COMMITTEE MINUTES**

- i) The minutes of the Christmas Committee meeting held on Monday 13th November 2017 were submitted as circulated.

RESOLVED: that the minutes of the Christmas Committee meeting held on Monday 13th November 2017 be received and adopted.

0476/1718 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no matters arising.

0477/1718 **NOTES OF OTHER MEETINGS**

- i) Notes of the Arts Trail meeting held on 8th November 2017
Members noted the report.

0478/1718 **FINANCE**

- i) Accounts for Payment

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

RESOLVED: that the accounts amounting to £89,514.23 be approved for payment.

- ii) Income and Expenditure Reports

- i) Income and Expenditure Report

RESOLVED: that the income and expenditure report be noted.

Account Code Report

- i) Budget Report

RESOLVED: that the account code budget report be noted.

- ii) Earmarked Reserves Report

RESOLVED: that the account code earmarked reserves report be noted.

- iii) Report from Mrs R Williams

RESOLVED: that the report from Mrs R Williams be noted.

- iv) Level of Reserves

RESOLVED: that the level of the Town Council's reserves of £781,198 be noted.

- v) Town Council Bank Reconciliation Statement

RESOLVED: that the Town Council Bank Reconciliation Statement be noted.

0479/1718 **LOW TOWN COMMUNITY HALL**

- i) Accounts for Payment

RESOLVED: that the accounts amounting to £2,410.10 be approved for payment.

- ii) Members were asked to note the minutes from the meeting of the Low Town Community Hall Trustees held on 14 November 2017.

Members were informed that the Year End accounts for 2016/2017 are currently with the accountants, Wallace Crooke, and will be presented to Council when completed.

Members noted the minutes.

0480/1718 **BUDGET SETTING PROCESS**

Members received a report from the Locum Town Clerk setting out the process for consideration of the 2018/2019 budget. The Locum Town Clerk had started work on the operational budget and that an Extraordinary Town Council meeting would be held on Tuesday 19 December 2017 to analyse the first draft.

The report was noted.

0481/1718 **COUNCILLOR HATS**

Members were asked to consider the situation with regard to Councillors hats.

Members were asked to consider if, going forward, they wished to continue wearing hats. Members agreed to continue. It was acknowledged that some new ladies hats would need to be purchased.

0482/1718 **MARY JONES BOX TOMB**

Members were asked to consider the report of the Locum Town Clerk and two quotations with regard to carrying out repairs to a box tomb situated in St Mary's churchyard.

Following a discussion it was

RESOLVED: that the quote from Hudson Stonework Ltd, in the sum of £2,185 plus VAT, be accepted.

It was asked if Rev Preb Simon Cawdell could be asked to attend a Town Council meeting to advise Members on the plans for the proposed car park in St Marys churchyard. It is to be an agenda item for a future Town Council meeting.

0483/1718 **ARTS TRAIL**

Members received a verbal update from the Arts Trail Working Group.

Members were informed that a number of pledges had been received from local businesses and as a result approx. £7,000 would be paid into the Town Council budget code for the Arts Trail very shortly. Concerns were raised over the certainty of the pledges. It was confirmed to Members that all pledges are committed.

The Arts Trail Working Group wished to have the authorisation of Council to continue with the manufacture of the statues.

RESOLVED: that payments for the Arts Trail be authorised, in future, upto the amount of monies, pledged by businesses, held in the Arts Trail budget code

0484/1718 **TWINNING FESTIVAL - 21ST TO 24TH SEPTEMBER 2018**

Members were asked to note that plans for the official ceremony to mark the 40th anniversary of the signing of the Charter with Thiers are being developed by Bridgnorth and District Twinning Association.

The Chairman commented that a note needs to be made to make budget provisions, above the usual £3,000 grant, for the Twinning Festival as the hosting council provides hospitality for the visiting dignitaries.

Members **RESOLVED:** to approve the customary free usage of Castle Hall all day Saturday and Sunday for the traditional twinning dinner.

0485/1718 **FREEDOM OF INFORMATION REQUESTS RECEIVED**

The Chairman informed Members that he had received a Freedom of Information Request from the Town Clerk; which he has rejected. He is waiting for advice with regard to a Data Subject Access request.

0486/1718 **NALC LARGER COUNCILS CONFERENCE AND EXHIBITION 2017**

Members were asked to consider if any Member would like to attend the above conference taking place on 13th December 2017 at the Holiday Inn, Coram Street, Bloomsbury, London, WC1N 1HT. If agreed, attendance would be official duty of the Council and the delegate fee and travel costs would be covered by the Council. Some Members queried whether such costs should be covered other than for officers.

Councillor D Cooper informed Members that he had been invited to attend by SALC who will be covering all costs incurred.

0487/1718 **CONFERENCE/MEETING UPDATES**

From Councillors

- i) Report from the NALC Annual Conference held on 30-31 October 2017 from Councillor Dr J Buckley

Members noted the report.

From external bodies

- i) Bridgnorth Rights of Way Association

Members noted the minutes of the meeting held on 19th October 2017.

0488/1718 **PUBLIC BODIES (ADMISSIONS 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.

0489/1718 **MEMBERS QUESTION TIME**

The Mayor provided a verbal response to questions raised by a Member.

0490/1718 **CONFIDENTIAL MINUTES**

- i) The confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 14th November 2017 at 7.15pm were submitted as circulated.

RESOLVED: that the confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 14th November 2017 at 7.15pm be signed by the Chairman as a true record.

0491/1718 **MATTERS ARISING FROM CONFIDENTIAL MINUTES**

There were no matters arising from confidential committee minutes.

0492/1718 **TOWN COUNCIL DEBTORS**

The current situation was outlined at the meeting and Members wished to thank staff for the work that had been carried out.

0493/1718 **AFC BRIDGNORTH**

This item was discussed in confidential as it relates to contractual and financial discussions between the Town Council and AFC Bridgnorth.

0494/1718 **PERSONNEL MATTERS**

Members discussed items relating to the recruitment of staff and pay of employees.

This item was in confidential session as it related to individual Town Council employees and their terms of employment/service.

The meeting closed at 8.50pm