



15th November 2017

A meeting of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth on **Tuesday 21st November 2017 at 7.15pm**, when Members are summoned to attend.

Yours sincerely

Susan Wilthew, Bsc. Hons; FSLCC
Locum Town Clerk
Telephone: 01746 762231

Members are invited to attend a presentation from AFC Bridgnorth at 6.30pm in the Mayor's Parlour. Please note, this is not open to the public.

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.

Questions from a resident

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. [REDACTED] has this task been completed?

6. Report from Shropshire Council

Members will receive a verbal report from a Shropshire Councillor.

7. Minutes

- i) To approve the minutes of the Town Council Meeting held on Tuesday 14th November 2017

(BTC/12/1718 to follow on the Town Council website)

8. Matters arising (for information only)

- i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 14th November 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, Mayoress and Deputy Mayor's Diaries since the last Town Council meeting.

Mayor and Mayoress' 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

TO COME

17/11 Christmas Lights switch on
18/11 Quayside Lights switch on
19/11 Ruperts Revenge Concert.

Deputy Mayor's Diary

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

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.

11. Committee minutes

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

- i) Christmas Committee – minutes of the meeting held on Monday 13th November 2017
(CHR/03/1718 on the Town Council website)

12. Matters arising from Committee Minutes (for information only)

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 8th November 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/17/1718 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)

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 are asked to note the minutes from the meeting of the Low Town Community Hall Trustees held on 14 November 2017
(LTCH/01/1718 to follow on the Town Council website)

16. Budget Setting Process

Members are asked to consider the attached report from the Locum Town Clerk with recommendations for a budget setting process.

Councillor R Fox had submitted the following question, which will be discussed within this item:

“Could the Town Clerk be allowed to give a short summary of the procedure by which she envisages next year's budget will be set. It would be useful to know what work has been done already, what still needs to be done and at which stage councillors will be involved.”

(Appendix I on the Town Council website)

17. Councillors' Hats

Members are asked to consider the situation with regard to Councillors' hats. We currently do not have enough hats for all of our nine lady Councillors and we would be looking to order between six and eight new hats.

i) Members are asked to consider if, going forward, we dispense with the wearing of hats for both male and female Councillors apart from the Town Mayor and Mayoress/Consort.

ii) If Members agree to continue with the wearing of hats, Members are asked to grant authority to spend up to £2,320 plus VAT to purchase new hats based on the quotations below:

Robes of Distinction	£250 each plus postage & package
Michaels Civic Robes	£290 each plus VAT and postage & package

18. Mary Jones Box Tomb

Members are asked to consider the attached report from the Locum Town Clerk and the recommendations contained therein to agree the way forward.

(Appendix J on the Town Council website)

19. Arts Trail

- i. To receive an update from the Arts Trail Working Group.
- ii. To consider a request for release of first tranche of funding to cover planned expenditure by the Arts Trail Working Group. Following the signing of sponsorship agreements by businesses on 16th November, the group seeks permission to release the equivalent value of funding (which shall be no more than £16,000) as each business commits £2,000 per statue. This is to be spent on the production of the first wave of statues.
- iii. Further to minute number 0187/1718:

‘RESOLVED: that a working group be established to look at the possibility of setting up a zero-cost trail; contacting businesses for sponsorship and asking residents for their preference of animal to be used. The working party will consist of Councillors Ms S Barlow, Dr J Buckley, J Gittins, Mrs H Howell, Mrs K Hurst-Knight, Mrs S Stevens and Mrs C Whittle’

Members are asked to receive the budget breakdown of expenditure to date.

(Appendix K on the Town Council website)

20. Twinning Festival - 21st to 24th September 2018

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

Members are asked to note the dates and approve the customary free usage of Castle Hall all day Saturday and Sunday for the traditional twinning dinner.

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. NALC Larger Councils Conference and Exhibition 2017

Members are 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.

23. Conference/Meeting Updates (for information only)

From Councillors

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

(Appendix L on the Town Council website)

From external bodies

- i) Minutes of the Bridgnorth Rights of Way Association meeting held on 19th October 2017

(Appendix M 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 14th November 2017 at 7.15pm

26. Matters arising from Confidential Minutes (for information only)

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. AFC Bridgnorth

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

29. Personnel Matters

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

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.