

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council
held in the Mayor's Parlour, College House on Tuesday 18th September 2018 at 7.15pm**

Present: The Town Mayor, Councillor R Whittle OBE in the Chair, Councillors, Ms S Barlow, Dr J Buckley, Mr D Cooper, Mr G Davies, Dr C Dyson, Mr R Fox, Mr A Hinton, Mrs H Howell, Mrs K Hurst-Knight, Mr E Marshall, Mrs J Onions, Mrs S Stevens, Mrs C Walden and Mrs C Whittle

In Attendance: Town Clerk, Mr L Jakeman

0291/1819 **APOLOGIES FOR ABSENCE**

Mrs C Baines MBE

0292/1819 **DECLARATIONS OF INTEREST**

Nil

0293/1819 **PUBLIC QUESTION TIME**

Members **RESOLVED** to suspend the meeting to allow questions to be asked regarding items on the agenda. The following summarises those questions and the Council response(S) if any.

i) Cathryn Dixon

Agenda Topic: Disposal of Land off Bandon Lane. Has the land at Bandon Lane been advertised or put out to public tender? If not, when is it going to be and whether the Council had decided to sell or whether the Rugby Club had approached the Council?

A number of useful and informative comments/ opinions were made about the potential use of the land that did not form any particular question that could be answered at the meeting.

Response: The land has not been advertised for general sale; Bridgnorth Rugby Club have approached the Town Council. The Town Council has not agreed to sell the land (the matter is up for discussion later in the meeting).

ii) Karen Sawbridge

Agenda Topic: Disposal of Land off Bandon Lane. Asked the Council to support the approach from Bridgnorth Rugby Club to sell to them the parcel of land owned by the Town Council off Bandon Lane.

Response

Members **RESOLVED:**

To suspend standing orders for the Council to allow individual members to ask questions of Karen Sawbridge (Chairman of the Rugby Club) about the Clubs aspirations for the land and mitigation proposed to offset any concerns that might be raised by local residents.

A number of members posed questions to clarify their understanding to enable them to consider the later agenda item on the topic.

There being no further Questions, Members **RESOLVED** to resume the meeting.

CHANGE OF AGENDA ORDER

Members **RESOLVED** to bring forward the item 'Disposal of Land off Bandon Lane to the next item.

0294/1819 **DISPOSAL OF LAND OFF BANDON LANE**

Members considered a report regarding an approach by Bridgnorth Rugby Club to purchase land off Bandon Lane. Furthermore, members debated the comments raised by the 2 members of the public at the start of the meeting along with comments that they had received prior to the meeting from residents. Members were minded to consider the offer from Bridgnorth Rugby Club seriously. However, they were generally of the opinion that there was some fine detail to be considered and understood including: the value of the land as it is to the community, the possibility of other users having some access to or use of the space, mitigation of potential nuisance to neighbours and restrictive covenants.

Members **RESOLVED:**

To delegate to the Town Clerk to commence negotiations for the potential sale of the parcel of land that it owns 'off Bandon Lane' to Bridgnorth Rugby Club at the price indicated by the Chairman of Bridgnorth Rugby Club, (subject to the Town Council in perpetuity having access across the land to carry out routine grounds maintenance on the river bank and to tend to the Town Council's allotments).

0295/1819 **MINUTES**

To approve the minutes of the Meeting of Bridgnorth Town Council Meeting held on Tuesday 4th September 2018.

RESOLVED:

The minutes of the Bridgnorth Town Council Meeting held on Tuesday 4th September 2018 be signed by the Chairman as a true record.

0296/1819 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

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

Mayor and Mayoress

- 18/7. St Leonard's re Haydn Festival
- 25/7. Teddy Bears Picnic
- 27/7. Telford Mayor's Charity Launch Event
- 28/7. Launch of the Bridgnorth Art Trail
- 2/7. St Leonard's for unveiling of Women's Institute Plaques.
- 16/8. Opening of the Bridgnorth Art Society exhibition.
- 30/8. Economic Growth Strategy with Shropshire at Castle Hall.
- 1/9. Stourport Carnival
- 2/9. Italian MotoFeste in Bridgnorth
- 6/9. Community Pride Awards at Town Hall
- 9/9. Market Drayton Civic Service
- 16/9. Newport Civic Service

Deputy Mayor

- 18/7. Community Pride Awards Judging
- 25/7. Teddy Bears' Picnic
- 10/8. Shrewsbury Flower Show
- 6/9. Community Pride Awards at Town Hall

0297/1819 **MEMBERS QUESTION TIME**

There were no Members questions.

0298/1819 **EVENTS & CHRISTMAS COMMITTEE**

RESOLVED:

- i) **That the minutes of the Events and Christmas Committee meeting held on 11th September be received and the approved.**

AND

- ii) **To increase the Christmas Event budget (Nominal Ledger 4646) to £3,700 and the matching income (nominal ledger) to £2,700.**

0299/1819 **PLANNING COMMITTEE**

- i) **RESOLVED: that the minutes of the Planning Committee meeting held on 3rd September 2018 be received and adopted.**
- ii) Members noted the resignation of Councillor R Fox from the Planning Committee with effect from 3rd September 2018.

0300/1819 **FINANCE**

- i) Accounts for Payment

RESOLVED: that the accounts amounting to £148,220.00 be approved for payment.

- ii) Budget Reports

- i) Budget Summary report

Members noted the Budget Summary report.

- ii) Budget Detailed report

Members noted the Budget Detailed report

- iii) Income & Expenditure Report

Account Code Report – Earmarked Reserves

Members noted the Account Code report – Earmarked Reserves

- iv) Report from the RFO

Members noted a report that identified explanations for some monthly expenditure.

v) Level of Reserves

Members noted the level of the Town Council's reserves (Net Current Assets) as at 31 Aug 2018 stood at £1,005,391.

vi) Town Council Bank Reconciliation Statement

Members noted the Town Council Bank Reconciliation Statement as at 31 Aug 2018. (Balance as per cash book £745,471.97)

0301/1819 **ACCOUNTS FOR PAYMENT**

RESOLVED:

That retrospective approval is given for the following payments:

0053	£618.00	Shropshire Council	Rates – Public conveniences May 2018
0054	£500.00	Ron Whittle Mayors Charity Account	Minute number 0879/1718

(Clerk's Note: Members noted that due to an administrative oversight these payments had been omitted from the Accounts Paid list that went to the Adjourned Town Council meeting on 15th May 2018).

0302/1819 **BANK MANDATES**

RESOLVED:

To confirm the removal of Mr Barry Ince from the bank mandate for Unity Trust Bank.

0303/1819 **VAT PARTIAL EXEMPTION**

Members noted that the calculations for the VAT Partial Exemption position for 2017/2018 have been completed by DCK Accounting Solutions.

The VAT recovered on the exempt activities for the year was £5,459.58 which has not exceeded the de-minimis limit of £7,500.

0304/1819 **LOW TOWN COMMUNITY HALL**

Members considered a report and **RESOLVED:**

That the accounts amounting to £7,302.90 be approved for payment.

0305/1819 **MODEL SCHEME OF PUBLICATION**

RESOLVED:

That the draft Model Publication Scheme be approved.

0306/1819 **BRIDGNORTH ARTS TRAIL**

Members considered a report and **RESOLVED:**

- i) **To retrospectively approve the expenditure (£2863.14) on the project as detailed from the extract of Nominal Ledger 4949 (Arts trail) between 20th July and 14th August 2018.**
- ii) **To note the minutes of the most recent Arts Trail meeting(s) (those that occurred between July and September)**
- iii) **To note receipt of the budget/ expenditure summary report.**
- iv) **To approve the draft set of Terms of Reference for the Arts Trail (post delivery) Working Party (subject to replacing the word “authorise” with “recommend” in the penultimate bullet point).**

0307/1819 **CONFERENCE/MEETING UPDATES**

- i) Report from Shropshire Association of Local Councils, Bridgnorth & Shifnal Area Committee AGM 18/7/2018 from Councillor D Cooper

Members noted the report.

0308/1819 **CASTLE HALL**

Members considered the notes of a working group meeting and **RESOLVED:**

That the nominal ledger 4170 (Castle Hall repairs) be increased from £1,000 to £4,000 to undertake some or all of the short-term expenditure proposed by the Castle Hall Working Group.

0309/1819 **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

Members **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.

(Clerk's Note: While some or all of the debate is considered confidential the decisions reached are a matter for public record).

0310/1819 **TOWN COUNCIL DEBTORS**

Members **RESOLVED:**

To note a debtors report and approve the actions being undertaken to address unpaid invoices due to the Town Council.

0311/1819 **PERSONNEL MATTERS**

RESOLVED:

- i) **To delegate to the Town Clerk to oversee the recruitment process for the appointment of upcoming vacancy for a maintenance position on the Council's Direct Labour Force.**

AND

- ii) **(Due to the departure of the main curator for the Town Hall) To close the Town Hall for general use (coffee shop etc) with effect from Sunday 23rd September 2018.**

0312/1819 **CHRISTMAS LIGHTING TENDERS**

Members considered a report on the tender process for the Christmas Lights and a summary of the tenders received (2) and **RESOLVED:**

To delegate to the Town Clerk the authority to negotiate to achieve better terms.

0313/1819 **ADDITIONAL AGENDA ITEM – APPOINTMENT OF INTERNAL AUDITOR**

Members considered a report from the Town Clerk and noted that there had been 2 quotes to undertake the internal audit function for the Town Council.

RESOLVED:

To appoint Auditing Solutions Ltd as the Internal Auditor for the Financial Year 2018/19.