

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



10th January 2018

A meeting of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Tuesday 16th January 2018 at 7.15pm**, when Members are summoned to attend.

Yours sincerely

Susan Wilthew, Bsc. Hons; FSLCC
Locum Town Clerk
Email: townclerk@bridgnorthtowncouncil.gov.uk
Telephone: 01746 762231

Following an invitation from the Mayor, Grainger and Worrall will be making a presentation to Members at 6.45pm. All Councillors are invited to attend.

AGENDA

1. Fire Safety Announcement
2. Recording of Meetings

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public - however, anyone wishing to do is requested to speak to the Town Council staff prior to the meeting as there are rules which must be followed.

3. Apologies for absence

Members are asked to receive apologies for absence and consider if the reason for absence should be formally approved by the Council.

4. 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

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 9th January 2018
(BTC/17/1718 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 9th January 2018 that are not included elsewhere on the agenda.

9. Town Mayor's Diary

Members are asked to note the Town Mayor and Mayoress' Diary since the last Town Council meeting.

Mayor's Diary

18/12 Stourport Mayor's Carol Concert

20/12 Drinks with the Bridgnorth Town Council Team

22/12 Christmas Visits to Oldbury Grange and Danesford Grange

25/12 Christmas Visits to Innage House, Bridgnorth Hospital and "Christmas Together" at Castle Hall

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) Planning Committee – minutes of the meeting held on Monday 8th January 2018
(PL/16/1718 to follow 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. Finance

i) Accounts for Payment

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

(Appendix A 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 B on the Town Council website)

ii) Account Code Report

Members are asked to note the attached reports:

i) Budget Report

(Appendix C on the Town Council website)

ii) Earmarked Reserves Report

(Appendix D on the Town Council website)

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

(TC/19/1718 on the Town Council website)

iv) Level of Reserves

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

(Appendix E on the Town Council website)

v) Town Council Bank Reconciliation Statement

Members are asked to note the bank reconciliation statement.

(Appendix F on the Town Council website)

14. 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 G on the Town Council website)

15. Adoption of 2018/2019 Budget and Approval of 2018/2019 Precept

Members are asked to consider and agree the Budget for 2018/19

i) Draft Budget

Members are asked to consider the attached paperwork to help them agree the budget and Precept for 2018/19

(Appendix H on the Town Council website)

ii) Members are asked to consider and note the budget report from the Locum Town Clerk to assist with the budget setting process.

(TC/20/1718 on the Town Council website)

iii) Following investigations into the use of green energy, as discussed at the Town Council meeting held on Tuesday 19 December 2017, Members are asked to consider the following quotations and agree a way forward:

- a) SSE £12,361 per annum based on current useage
 - b) Ecotricity (100% Renewable) £12,827 per annum based on current useage
- There is also a premium charge of £500 per annum for green energy which is not included in the figure above.

iv) Fees & Charges

Members are asked to consider the attached fees & charges and agree the way forward.

(Appendix I on the Town Council website)

16. Guidance & Protocol

Members are asked to consider and adopt the Member Employee Protocol

(Appendix J on the Town Council website)

17. Place Plan

i) Members are asked to consider and note the notes of the Local Plan Review/Place Plan Working Party.

(Appendix K to follow on the Town Council website)

ii) Members are asked to consider and approve a response to the Place Plan Review.

(Appendix L to follow on the Town Council website)

18. Buckingham Palace Garden Party - 5 June 2018

Members are asked to consider the attached correspondence and nominate the Mayor and Consort.

(Appendix M on the Town Council website)

19. Freedom of Information Requests Received

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

20. Trailer Repair/Replacement

Members are asked to consider recommendations from the Outdoors and Properties Manager regarding the repair/replacement of Town Council trailers and agree the way forward.

(Appendix N on the Town Council website)

21. Northgate Repairs

Members are asked to consider the attached Outline Budget Costs at Appendix O, provided by Arrol & Snell Ltd who are the Council nominated Architects for overseeing the re-roofing, associated works and new suspended ceiling at Northgate. Members are reminded that this is only an estimate prepared by the architect to give Members a 'ball park' figure on which to plan and that precise figures will not be known until completion of the tender phase. Based on the figures provided by the Architect Members are requested to consider whether to proceed with the tendering phase as per the outlined schedule of works provided.

(Appendix O on the Town Council website)

22. Conference/Meeting Updates

From Councillors

- i) Update from Bridgnorth and District Rights of Way Association (P3)
(Appendix P on the Town Council website)
- ii) Notes of the Arts Trail Meeting held on 7th December 2011
(Appendix Q on the Town Council website)

23. **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

24. Confidential Minutes

- i) To approve the confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 9th January 2018 at 7.15pm

25. Matters arising from Confidential Minutes

Members will consider any matters arising from confidential minutes

26. Town Council Debtors

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

27. 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.