

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,
College House on Tuesday 16th January 2018 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, D Cooper, G Davies, R Fox, 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: Locum Town Clerk, Mrs S Wilthew
One member of the press
Three members of the public
Minutes' Secretary and transcribed by Mrs R Williams

Prior to the meeting, a presentation was made by Grainger and Worrall.

0585/1718 FIRE SAFETY ANNOUNCEMENT

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

0586/1718 RECORDING OF MEETINGS

The Chairman informed the meeting that 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.

0587/1718 APOLOGIES FOR ABSENCE

Members noted that apologies had been received from Councillor J. Gittins

0588/1718 DECLARATIONS OF INTERESTPersonal Interest

Councillor E Marshall	Item 21	Northgate Repairs
Councillor Mrs K Hurst-Knight	Item 21	Northgate Repairs

It was asked if Dispensation was needed as the precept was being set for 2018/2019. Members were informed that this was not necessary.

0589/1718 **PUBLIC QUESTION TIME**

No public questions had been received.

0590/1718 **REPORT FROM SHROPSHIRE COUNCIL**

There was no report from Shropshire Council.

0591/1718 **MINUTES**

- i) The minutes of the Meeting of Bridgnorth Town Council held on Tuesday 9th January 2018 at 7.15pm were submitted as circulated.

Councillor Mrs J Onions stated that she had sent her apologies for the meeting and should not be marked as absent. This will be noted in the minutes.

RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 9th January 2018 be signed by the Chairman as a true record.

0592/1718 **MATTERS ARISING**

There were no matters arising.

0593/1718 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

Members noted that the Town Mayor had attended the following 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

0594/1718 **MEMBERS QUESTION TIME**

There were no Members questions.

0595/1718 **COMMITTEE MINUTES**

- i) The minutes of the Planning Committee meeting held on Monday 8th January 2018 were submitted as circulated.

RESOLVED: that the minutes of the Planning Committee meeting held on Monday 8th January 2018 be received and adopted.

0596/1718 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no matters arising.

0597/1718 **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 £68,068.41 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 £704,104 be noted.

v) Town Council Bank Reconciliation Statement

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

0598/1718 **LOW TOWN COMMUNITY HALL**

- i) Accounts for Payment

RESOLVED: that the accounts amounting to £3,312.76 be approved for payment.

0599/1718 **ADOPTION OF 2018/2019 BUDGET AND APPROVAL OF 2018/2019 PRECEPT**

- i) Members were asked to consider and agree the Budget for 2018/2019.
- ii) Members were asked to consider and note the budget report from the Locum Town Clerk to assist with the budget setting process.

The Chairman wished for Members appreciation to be recorded for the Locum Town Clerk and staff on the work that had been carried out on preparing the comprehensive budget papers.

Concerns were raised over potential overspends. Members felt strongly that the Town Council need to look at producing a strategic plan together with looking at ways of increasing productivity and income and decreasing spending. Members also wished to see stronger financial reporting, on a monthly or quarterly basis, to include projected budget figures. It was felt that this would give Members a stronger understanding of how the budget was progressing throughout the year.

A proposal was made to increase the precept to represent a £12 per annum increase on Band D properties (9.6%). This was seconded.

An amendment was received to increase the precept by 5.99%, in line with the proposed increase by Shropshire Council, with an increase, where possible, to fees & charges of 10% excluding room hire which will be increased by 4%. This was seconded.

A further amendment was received to increase the precept by 6.99% with an increase, where possible, to fees & charges of 10% excluding room hire which will be increased by 4%. This was seconded.

A vote was taken on the second amendment and the motion was lost; 4 in favour, 10 against, 1 abstention.

A vote was then taken on the original amendment and the motion was passed; 9 in favour, 4 against, 2 abstentions.

This then became the substantive motion and a further vote was taken: 10 in favour, 5 against.

RESOLVED: to increase the precept by 5.99%, (£594,932) in line with the proposed increase by Shropshire Council, with an increase, where possible, to fees & charges of 10% excluding room hire which will be increased by 4%.

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

- a) SSE £12,361 per annum based on current usage
- b) Ecotricity (100% Renewable) £12,827 per annum based on current usage

RESOLVED: to accept the quotation from SSE in the sum of £12,361 per annum.

iv) Fees & Charges

Members were asked to agree fees & charges for 2018/2019.

RESOLVED: to increase fees & charges, where possible, by 10%, excluding room hire which will be increased by 4%. Increases are to be rounded up to the nearest 5p.

0600/1718 **GUIDANCE & PROTOCOL**

Members were asked to consider and adopt the Member Employee Protocol.

The Chairman asked Members to contact the Locum Town Clerk with any comments that they had on the Protocol.

RESOLVED: that the Member Employee Protocol be considered at the next Town Council meeting being held on Tuesday 6 February 2018.

0601/1718 **PLACE PLAN**

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

Members noted the report.

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

RESOLVED: to submit the comments to the Place Plan Review, with the following comments having been removed:

~~'The Town Council would also like consideration given to a Right of Way through the old William Williams Builders' Yard development to link the Innage Lane car park to the Health Centre.'~~

'Footpath enhancements along the riverside – The Town Council feels this should be a priority project and not a key project and should be titled 'To maintain and upgrade public paths and rights of way in High Town and Low Town to support and encourage pedestrians and cyclists.'

0602/1718 **BUCKINGHAM PALACE GARDEN PARTY - 5 JUNE 2018**

RESOLVED: that Councillors R Whittle and Mrs C Whittle, as Mayor and Mayoress, be nominated to attend the Buckingham Palace Garden Party.

0603/1718 **FREEDOM OF INFORMATION REQUESTS RECEIVED**

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

0604/1718 **TRAILER REPAIR/REPLACEMENT**

Members were asked to consider a recommendation from the Outdoors & Properties Manager for the repair/replacement of Town Council trailers in order to return to a safe and fully operational capability:

RESOLVED: to accept the following:

- That the 14ft trailer is repaired back to service and has loading legs fitted at an overall cost of £1121.40 plus VAT
- That a new 14ft is purchased at the discounted and trade-in price of £2350.00 plus VAT
- That the price of the used Tipper is negotiated down to £1200.00 plus VAT as part of an all-inclusive deal.

0605/1718 **NORTHGATE REPAIRS**

Members were asked to consider the estimated outline budget costs 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 were requested to consider whether to proceed with the tendering phase as per the outlined schedule of works provided.

RESOLVED: to proceed with the tendering phase as per the outlined schedule of works provided by Arrol & Snell.

0606/1718 **CONFERENCE/MEETING UPDATES**

From Councillors

- i) Update from Bridgnorth and District Rights of Way Association

Members noted the report.

- ii) Notes of the Arts Trail Meeting held on 7th December 2017

Members noted the report.

0607/1718 **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.

0608/1718 **CONFIDENTIAL MINUTES**

- i) The confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 9th January 2018 at 7.15pm were submitted as circulated.

RESOLVED: that the confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 9th January 2018 at 7.15pm be signed by the Chairman as a true record.

0609/1718 **MATTERS ARISING FROM CONFIDENTIAL MINUTES**

There were no matters arising from confidential committee minutes.

0610/1718 **TOWN COUNCIL DEBTORS**

The current situation was outlined at the meeting.

0611/1718 **PERSONNEL MATTERS**

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

The meeting closed at 10.15pm