



14th February 2018

A meeting of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Tuesday 20th February 2018 at 7.15pm**, when Members are summoned to attend.

Yours sincerely

Barry Ince MCGI
Acting Town Clerk
Email: barry.ince@bridgnorthtowncouncil.gov.uk
Telephone: 01746 762231

Members are invited to attend a presentation from West Mercia Search and Rescue at 6.45pm to discuss their new Hub and their work.

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
 - i) Members are asked to receive apologies for absence for this meeting
 - ii) Members are asked to consider any request for formal approval of the reasons for absence for the purposes of S85 Local Government Act 1972.

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

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

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.

Question from Resident 1

I understand that one of the reasons for the proposed changes to the Events Working Party is to improve financial control. Could the Mayor give some examples of where the Working Party has actually committed the Council's financial resources rather than merely suggested a course of action for approval by the Council?

Question from Resident 2

Would the Town Council consider handing over the running of the Carnival to a community group set up for this purpose? This would remove cost from the Town Council whilst retaining the event for the public.

6. St. Mary's Churchyard

Members are asked to consider a motion from Councillor A Hinton to oppose parking on St. Mary's Churchyard. This item had been deferred from the meeting held on 6th February.

7. Report from Shropshire Council

8. Minutes

- i) To approve the minutes of the Town Council Meeting held on Tuesday 6th February 2018

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

9. Matters arising (for information only)

- i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 6th February 2018 that are not included elsewhere on the agenda.

10. Town Mayor's Diary

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

Mayor's Diary

27th January – West Mercia Search and Rescue Open Day
30th January – Launch of the 2018 programme at The Bridge
10th February – Mayor of Stourport Poet's Evening
11th February – Whitchurch Civic Service

11. 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.

12. Committee minutes

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

- i) Planning Committee – minutes of the meeting held on Monday 5th February 2018
(PL/18/1718 on the Town Council website)

13. Matters arising from Committee Minutes

Members are asked to receive any updates from the minutes not included elsewhere on the agenda.

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 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/20/1718 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)

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 G on the Town Council website)

16. Internal Audit

Members are asked to receive the interim update Internal Audit Report for 2017/2018.

(Appendix H on the Town Council website)

17. Grants 2017

Members are asked to note the letters which will be placed on the table at the meeting to evidence the way the grants were spent by the organisations which received them in 2017.

18. Town Council Newsletter

Members are asked to consider the attached report regarding costings for publishing a Town Council newsletter in the What's What Magazine.

(Appendix I on the Town Council website)

19. Request to use space under the Town Hall for an event

Bridgnorth Rotary are holding their annual "Up Steps Walk" on Sunday 7th October 2018 and would like to request the use of the space under the Town Hall to start the race and to set up three tables for administration. This would be from 1pm until 5pm. Members are asked to note that there are no other markets or events scheduled for this date.

20. Election of Additional Member for the Planning Committee

Nominations are invited to join the Planning Committee which now has only six members.

21. Bridgnorth Club for Young People – Motion from Councillor E Marshall.

This organisation is a registered charity, based in Bridgnorth. Over many years there have been significant concerns about the inactivity of this charity.

Motion: That Bridgnorth Town Council submits a request to the Trustees to provide information about the Bridgnorth Club for Young People, to include financial information and their future plans and intentions for undertaking youth club type activities, and for the Mill Street Studios. Furthermore, the Council invites the Trustees to meet with the Council to discuss their current situation and future plans, and possibly to make a presentation to a Council Meeting in the very near future.

(Appendix J on the Town Council website)

22. Remedial Tree Works in the Cemetery

Members are requested to consider the two quotes below for the remainder of the remedial tree works resulting from the December snow damage and consider the way forward. Both companies have been used previously.

- Lewis Arborcare Ltd £2,250.00 Plus VAT
- All Seasons Tree Services £1,710.00 Plus VAT

23. Comments on Facebook – Motion from Councillor E Marshall

In recent weeks, there has been widespread concern about some the posts on Facebook relating to Bridgnorth Town Council. The Council is therefore asked to consider and adopt the following motion:

Bridgnorth Town Council is committed to openness and transparency and is an ardent supporter of the rights of everyone to Freedom of Expression. However, this Council is most concerned about the tone of some comments that in recent weeks have appeared on Facebook, and in particular the unacceptable personal abuse of the Mayor and some others. Anyone can enquire, challenge and criticise, but the community would flourish and be much more friendly and significantly better if basic rules of politeness and courtesy were followed. This Council prefers an environment and culture that encourages people to consider standing or working as a councillor and is opposed to anything that would frighten or otherwise discourage anyone from being a councillor.

24. Bus Service Consultation

Members are asked to consider the bus service consultation for the 297 – Bridgnorth to Kidderminster. Members are asked to forward any comments they may have directly to Shropshire Council before 12th March 2018.

(Appendix K on the Town Council website)

25. Hire of Council Properties/Meeting Facilities

Following discussions held previously regarding the use of Town Council properties/meeting facilities, Members are asked to consider the attached report and agree a way forward for the future hiring of Town Council space.

(Appendix L on the Town Council website)

26. Committees

i) Personnel Committee

Members are asked to consider a proposal from Councillor Ron Whittle OBE that a Personnel Committee is established to include delegated powers of Council. If accepted, this Committee only becomes active once Members have received the necessary training.

(Appendix M on the Town Council website)

ii) Establishment of a Finance Committee - proposal from Councillor D Cooper

The Council is asked:

- (i) To agree the establishment of a Finance Committee.
- (ii) To consider and if thought appropriate, adopt the attached Terms of Reference.

(Appendix N on the Town Council website)

- (iii) To appoint members to the Finance Committee (at least 3 and not more than 6, as per the draft Terms of Reference).

27. Bank mandates

Members are asked to confirm the following amendments to the bank mandates:

Unity Trust Bank:

- i) Removal of one signatory and former Town Clerk
- ii) Addition of Barry Ince, Acting Town Clerk, for both telephone and internet banking; view and submit payments only

HSBC

- i) Removal of former Town Clerk
- ii) Addition of Barry Ince, Acting Town Clerk
- iii) Update of all 15 Councillors

28. Concessions

Members are asked to consider the attached synopsis of quotations received for the Concessions contract Severn Park for the period 1st April 2018 – 31st March 2019 and confirm or otherwise acceptance of their offers for:

- Hot Food & Drinks
- Bouncy Castle & Slide
- Ice Creams

(Appendix O on the Town Council website)

29. Freedom of Information Requests Received

Members are asked to note the following FOI requests that have been received:

- i) Relating to Shropshire Council HR contract

The Chairman will give a verbal update at the meeting.

30. Conference/Meeting Updates

From Councillors

- i) Notes from the Fairtrade Meeting held on 18th January 2018

(Appendix P on the Town Council website)

- ii) Notes from the Bridgnorth and District Twinning Association meeting held on 8th February 2018

(Appendix Q on the Town Council website)

31. **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

32. Bridgnorth Rugby Club

This item is being discussed in confidential as it relates to the preparation of cases in legal proceedings, including land transactions.

33. Land off Mill Street adjacent to the Cemetery – Motion from Councillor E Marshall

This item is being discussed in confidential as it relates to the preparation of cases in legal proceedings, including land transactions.

34. Town Council Debtors

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

35. 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.