



14<sup>th</sup> March 2018

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

Yours sincerely

Barry Ince MCGI  
Acting Town Clerk  
Email: [barry.ince@bridgnorthtowncouncil.gov.uk](mailto:barry.ince@bridgnorthtowncouncil.gov.uk)  
Telephone: 01746 762231

---

## 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.

6. Report from Shropshire Council

7. Minutes

- i) To approve the minutes of the Town Council Meeting held on Tuesday 6<sup>th</sup> March 2018  
(BTC/20/1718 on the Town Council website)

8. Matters arising (for information only)

- i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 6<sup>th</sup> February 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.

22 February - Chetton Village Hall for launch of Chetton Active Friends

26 February - Low Town Residents meeting

28 February - Meeting at Severnside concerning volunteer clean-up.

2 March - Women's World Prayers (cancelled due to snow)!

3 March - Civic Ball at Punch Bowl

4 March - Girl Guides Thinking Day at Castle Hall

10 March - Opening of Bishop Percy's House

10 March - Shrewsbury Civic Ball

18 March - High Sheriff's Official Service at Ellesmere.

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 5 March 2018  
(CH/05/1718 on the Town Council website)
- ii) Planning Committee – minutes of the meeting held on Monday 5<sup>th</sup> March 2018  
(PL/20/1718 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/21/1718 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 authorise the signing of invoices for payment and those invoices paid in between meetings.

(Appendix G on the Town Council website)

15. Proposal Concerning Council Financial Information

Members are asked to consider the attached report with regard to future presentation of financial information.

(Appendix H on the Town Council website)

16. Notes of Other Meetings

- i) Notes of the Castle Hall & Town Hall Working Party meeting held on 20<sup>th</sup> February 2018.

(Appendix I on the Town Council website)

- ii) Notes of the Events Working Party meeting held on 13<sup>th</sup> March 2018

(EV/04/1718 on the Town Council website)

17. Litigation

The Mayor will give a verbal update on litigation following discussions with a resident's Barrister.

18. Election of a Town Councillor for Bridgnorth Morfe Ward

Following the resignation of James Gittins, the vacancy in Morfe Ward was advertised. It has been confirmed that ten electors have called for an election which will be organised on behalf of the Town Council by Shropshire Council. Members are asked to consider whether they would like poll cards for this election for the Morfe Ward.

As an indication of cost, the election for Morfe Ward in 2016 cost:

Printing = £111.71

Postage = £818.35

This is only an indication as the register can change on a daily basis.

19. Request for a Verbal Report

Following a request from Councillors G Davies and Mrs J Onions, in their capacity as both Councillors and Members of the Chamber of Commerce, Members are asked to consider the following:

“The Deputy Mayor and, if appropriate, the Mayor, are requested to give a verbal report on the circumstances and actions taken in respect of the telephone call made to an organiser of events in Bridgnorth, as mentioned by the Mayor in response to a public question on 20<sup>th</sup> February.”

20. Street Trading

Following the last Town Council meeting, Members are asked to note that Shropshire Council have confirmed that the High Street (from the top of Whitburn Street) and St. Mary's Street are not classified roads and therefore are not affected by Shropshire Council's Street Trading Policy. Whitburn Street forms part of the B4364 and merges with the B4373 through Northgate.

Members are therefore asked if they would like to consider taking over street licencing for the area turning left at the top of Whitburn Street to Northgate.

21. Recording of Telephone Calls

Members are asked to consider the following motion from Councillor Mrs C Whittle:

It is proposed that all calls made to Bridgnorth Town Council office are recorded in order to protect our staff from allegations and abuse.

22. Working Outside the Parish Boundary

Members are asked to consider the following motions from Councillor E Marshall:

- i) Bridgnorth Town Council staff should not undertake any work outside the town boundaries, nor allocate any other resources for use outside the town, without prior permission of the Council.
- ii) Bridgnorth Town Council should continue to maintain the traffic island at the top of the Hermitage, as long as the Council can use the island for advertising and retain any income that is generated

23. Town Hall

- i) Hire of Town Hall

Members are asked to consider the attached request for the hire of the Town Hall for a Wedding Fair.

(Appendix J on the Town Council website)

- ii) Easter Holiday Activities

Members are asked to consider the attached proposal from the Curator of the Town Hall to run children's activities during the Easter Holidays.

(Appendix K on the Town Council website)

- iii) Fairtrade Produce

Members are asked to consider a request from the Curator of the Town Hall to allow the sale of locally sourced products in addition to the Fairtrade products. Alternatively, the Town Council could approach a local organisation to make fresh cakes/muffins/scones etc using Fairtrade products. This request is being made as there are no fresh cakes available in Bridgnorth which fulfil the Fairtrade requirement and the Traidcraft catalogue offers only a limited selection of long-life cakes

## 24. Request for Assistance – Banner Request

Members are asked to consider a request from On Trac Marketing to assist with their campaign to recruit more foster carers and adopters by allowing posters/ringside banners/flyers etc to be placed in community areas in Bridgnorth. They work closely with Shropshire Council and are approaching various towns in Shropshire. They would be looking for any poster spaces they could use for posters, buildings they could use to put up banners, roadside hoardings, community centres or areas where people visit that they could send some information to. This can be digital as well as printed so for example if we have a screen in the town hall reception, they can also design ads if they have the pixel widths. They would be looking for advertising space at no cost.

## 25. Permission to Use Council Property

Members are asked to consider the following requests for free use of Council meeting facilities:

- i) Bridgnorth Tourist Association – 4 meetings per year held in the Mayor’s Parlour – 1.5-2 hours each
- ii) Crucial Crew – 4 meetings per year held in the Mayor’s Parlour – 1.5hours each

Members are asked to consider the following requests for free use of Town Council property:

- i) Bridgnorth Music and Arts Festival – use of Castle Grounds, under the Town Hall and Quayside – various dates
- ii) League of Friends of Bridgnorth Hospital – use of Castle Hall – 27<sup>th</sup> October 2018 – 1960s Ukulule themed night

## 26. Events Working Party/Committee

- i) Update

Members are asked to note that at their meeting held on 13<sup>th</sup> March 2018, the Events Working Party voted to become a committee of Council, with co-opted members, a Town Councillor in the chair and to be combined with the Christmas Committee. Members are also asked to consider:

- a) The Committee’s request to allow Members of the public to be appointed to the Events Committee with full voting rights, in accordance with NALC LTN 7 and s144 of the Local Government Act 1972, to continue the community support of this group. Members are asked to note that since the amalgamation, non-Councillor Members will not be given voting rights for Christmas matters unless they fall within s144 of the Local Government Act.
- b) Appointing Members to the Events/Christmas Committee

27. Photography Tenders

Members are asked to consider the following tenders for the period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019 and confirm or otherwise acceptance of their offers for:

| EVENT                                       | COST – Ian Wilkins      | COST – Miriam Cunliffe                                   |
|---------------------------------------------|-------------------------|----------------------------------------------------------|
| Mayor Making                                | £80                     | No quote                                                 |
| Civic Sunday                                | £40                     | £150 – May vary if job is longer than 1 hour             |
| Bridgnorth Carnival                         | £120 – (12 noon to 8pm) | £150 – May vary if job is longer than 1 hour             |
| Heart of England/<br>Community Pride Awards | £80<br>£40              | £125 – May vary if job is longer than 1 hour<br>No quote |
| Teddy Bears Picnic                          | £40                     | £125 – May vary if job is longer than 1 hour             |
| Remembrance Sunday                          | £40                     | No quote                                                 |
| Christmas Lighting Up Night                 | £80                     | No quote                                                 |

28. Freedom of Information Requests Received

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

- i) How much has Bridgnorth Town Council spent on external audit fees for the period 2015-2017
- ii) How much has Bridgnorth Town Council spent on HR consultancy and support for the years 2015-16, 2016-17, and 2017-18

29. Conference/Meeting Updates

No reports had been received.

30. **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

31. Town Council Debtors

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

32. Personnel Matters

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

33. Council 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, A Hinton, Mrs H Howell, Mrs K Hurst-Knight, E Marshall, Mrs J Onions, Mrs S Stevens, Mrs C Walden, Mrs C Whittle.