



11th April 2018

A meeting of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Tuesday 17th April 2018 at 7.15pm**, when Members are summoned to attend.

Yours sincerely

Barry Ince MCGI
Acting Town Clerk
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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 3rd April 2018
(BTC/23/1718 on the Town Council website)

8. Matters arising (for information only)

- i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 3rd April 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.

24 March	Bridgnorth Lions Charter Dinner
1 April	Bunny Hunt in Castle Grounds
7 April	Stourport Mayor's Charity Ball
12 April	Ludlow Mayor's Quiz Night
13 April	Telford & Wrekin Mayor's Charity Ball

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 Wednesday 4th April 2018
(PL/22/1718 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 noting that these figures are not the Year End figures as the end of year close down, to include possible virements and accruals, is taking place on 1 May 2018:

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/22/1718 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)

vi) Schedules for Signing Payroll and Payment of Accounts

Members are asked to agree the schedules for signing payroll and payment of accounts. Members are asked to acknowledge that should they not be able to fulfil their duty on their allocated date, it is their responsibility to arrange cover.

(Appendix G 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 H on the Town Council website)

ii) Minutes

Members are asked to note the attached minutes from the Low Town Community Hall Trustees meeting held on Friday 6 April 2018.

(LTCH/03/1718 on the Town Council website)

iii) Increase in Hire Charges

Members are asked to agree the room hire fees increase with effect 1 August 2018 plus the introduction of an additional rate for commercial bookings.

(Appendix I on the Town Council website)

15. 2018 and 2019 Payscales & Allowances

Members are asked to note the attached paperwork from the National Joint Council for Local Government Services (NJC) with regard to the increases for the 2018 and 2019 payscales & allowances.

Members are asked to note that possible virements may be needed between the relevant salary Cost Centres and these will be brought to Council for authorisation in due course.

(Appendix J on the Town Council website)

16. Market under the Town Hall

Members are asked to consider a change in allocation of market income from 211 (Market) 1400 (Market Fees) to 210 (Town Hall) 1400 (Market Fees).

17. Deputy Mayors Allowance

Members are asked to note that the Deputy Mayor's allowance for 2017/2018 has been paid to West Mercia Search & Rescue as per minute number 0750/1718 (noting that the full £300 has been made available and not subject to deductions)

18. Grant Applications 2018/2019

Members are asked to consider the attached synopsis of grant applications received from 2017/18.

(Appendix K on the Town Council website)

19. Proposed Events Expenditure

Members are asked to consider and approve the attached proposed expenditure for events.

(Appendix L on the Town Council website)

20. GDPR – General Data Protection Regulation

Members are asked to note that the GDPR is being enforced on 25th May 2018. Members are asked to consider the information previously circulated and attached and note that there may be cost implications for the Council. It has now been confirmed that the Data Officer cannot be the Town Clerk.

- i) General Data Protection Regulation and Subject Access Requests (Nov 2017)
(Appendix M on the Town Council website)
- ii) Data Protection Officer (December 2017)
(Appendix N on the Town Council website)
- iii) SALC GDPR Update (March 2018)
(Appendix O on the Town Council website)

Due to the short timescale available, Members are asked to give permission to obtain three quotations as opposed to going through the tender process to ensure the Town Council safeguards itself as of 25th May 2018.

Members are also asked to note the proposed actions as circulated by SALC in January 2018.

(Appendix P on the Town Council website)

21. Potholes

Members are asked to consider a request from a resident for Bridgnorth Town Council to send a letter from all councillors asking that Bridgnorth Town receives some of the money mentioned for repairs to potholes around Bridgnorth from Shropshire Council. This is following a statement from the Government that an additional £2million of funding had been made available for repairs.

22. Review of Local Government Ethical Standards: Stakeholder Consultation

The Committee on Standards in Public Life is undertaking a review of Local Government Ethical Standards, encompassing all levels of local government in England including Town and Parish Councils. As part of the review, they have launched a public stakeholder consultation, seeking responses by 18th May 2018. Details are at [:https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation](https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation) and a copy of the consultation document is attached at Appendix Q. Members are asked to note that the consultation is aimed particularly at (amongst others) councils themselves and individual councillors, and to consider whether they wish Bridgnorth Town Council to submit a response and if so to set up a working party.

(Appendix Q on the Town Council website)

23. Women's Vote Centenary Grant Scheme (Government Equalities Office)

At the last Town Council meeting, Councillor Dr J Buckley put forward the following motion:

“Permission is requested to submit an application for a small grant (£2,000) to run a programme to encourage young girls/women to learn more about participating in civic life.”

Members are now asked to receive an update on this proposed grant application from Councillors Dr J Buckley, Ms S Barlow and Mrs K Hurst-Knight.

(Appendix R to follow)

24. Policies

Members are asked to note the attached policies:

- i) Health & Safety at Work
- ii) Occupational Health & Safety

(Appendix S on the Town Council website)

25. Use of Town Hall & Annexe

Members are asked to consider the attached requests for free use of the Town Hall & Annexe for the Open House Art Trail.

(Appendix T on the Town Council website)

26. Freedom of Information Requests Received

Members are asked to note that no FOI requests that have been received.

27. Conference/Meeting Updates (to note for information purposes only)

- i) Report from Bridgnorth Youth Summit (7 April) expressing concerns about our town raised by young people aged 14-26, from Councillor Dr J Buckley

(Appendix U on the Town Council website)

28. **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

29. Town Council Debtors

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

30. Personnel Matters

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

31. 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.