

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,
College House on Tuesday 17th April 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, 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: Acting Town Clerk, Mr B Ince
One member of the press
Two members of the public
Minutes' Secretary and transcribed by Mrs R Williams

0846/1718 **FIRE SAFETY ANNOUNCEMENT**

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

0847/1718 **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.

0848/1718 **APOLOGIES FOR ABSENCE**

i) **RESOLVED:** to receive the apologies as listed below:

Councillor R Fox	Alternative Commitment
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(ii) No formal approval of the reasons for absence for the purposes of S85 Local Government Act 1972 was required.

0849/1718 **DECLARATIONS OF INTEREST**Personal Interest

Councillor Mrs C Baines	Item 18	Grant Applications 2018/2019
Councillor Dr J Buckley	Item 18	Grant Applications 2018/2019
Councillor D Cooper	Item 18	Grant Applications 2018/2019
Councillor Mrs H Howell	Item 25	Use of Town Hall & Annexe

Disclosable Pecuniary Interest

Councillor Ms S Barlow Item 15 2018/2019 Payscales & Allowances

0850/1718 **PUBLIC QUESTION TIME**

There were no public questions.

0851/1718 **REPORT FROM SHROPSHIRE COUNCIL**

There was no report from Shropshire Council.

0852/1718 **MINUTES**

- i) The minutes of the Meeting of Bridgnorth Town Council held on Tuesday 3rd April 2018 at 7.15pm were submitted as circulated.

RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 3rd April 2018 be signed by the Chairman as a true record.

0853/1718 **MATTERS ARISING**

There were no matters arising.

0854/1718 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

Members noted that the Town Mayor and Mayoress had attended the following 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

0855/1718 **MEMBERS QUESTION TIME**

There were no Members questions.

0856/1718 **COMMITTEE MINUTES**

- i) The minutes of the Planning Committee meeting held on Wednesday 4th April 2018 were submitted as circulated.

RESOLVED: that the minutes of the Planning Committee meeting held on Wednesday 4th April 2018 be received and adopted.

0857/1718 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no matters arising.

0858/1718 **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 £82,924.65 be approved for payment.

ii) Income and Expenditure Reports

i) Income and Expenditure Report

Members noted the Income and Expenditure report.

Account Code Report

i) Budget Report

Members noted the Account Code Budget report.

ii) Earmarked Reserves Report

Members noted the Account Code Earmarked Reserves report.

iii) Report from Mrs R Williams

Members noted the report from Mrs R Williams.

iv) Level of Reserves

Members noted the level of the Town Council's reserves of £528,484.

v) Town Council Bank Reconciliation Statement

Members noted the Town Council Bank Reconciliation Statement.

vi) Schedules for Signing Payroll and Payment of Accounts

RESOLVED: that the schedules for signing payroll and payment of accounts be agreed.

0859/1718 **LOW TOWN COMMUNITY HALL**

i) Accounts for Payment

RESOLVED: that the accounts amounting to £4,371.06 be approved for payment.

ii) Minutes

Members noted the attached minutes from the Low Town Community Hall Trustees meeting held on Friday 6 April 2018.

It was noted that a renaming of the Low Town Community Hall Trustees group would be looked into.

iii) Increase in Hire Charges

Members agreed the following room hire charges with effect from 1 August 2018 plus the introduction of an additional rate for commercial bookings:

Whole Hall	£14.00 per hour
Large Hall	£11.00 per hour
Small Hall	£10.00 per hour
Meeting Room	£9.00 per hour
Kitchen	£10.00 per session
Saturday/Sunday Rate	£18.00 per hour
Commercial Rate	£27 per hour (weekend) – 50% increase

0860/1718 **2018 AND 2019 PAYSCALES & ALLOWANCES**

Members noted the correspondence from the National Joint Council for Local Government Services (NJC) with regard to the increases for the 2018 and 2019 paycales & allowances.

0861/1718 **MARKET UNDER THE TOWN HALL**

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

RESOLVED: to allocate the market income to Town Hall 210/Market Fees 1400.

0862/1718 **DEPUTY MAYORS ALLOWANCE**

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

A vote of thanks was recorded to Councillor E Marshall for his generosity in donating the Deputy Mayors allowance.

0863/1718 **GRANT APPLICATIONS 2018/2019**

Councillor D Cooper left the meeting at this point.

Members were asked to consider the synopsis of grant applications received for 2018/19.

A query was raised with regard to the late applications. Members were informed that this was due to the Easter Holidays and the offices not being open.

RESOLVED: that the following grants be given for 2018/19

- Revitalise - £100
- St Leonard's CE Primary School - £200
- Bridgnorth 8th Scout Group - £250
- 1st Bridgnorth Guides - £250
- Bridgnorth Running Club - £140
- Bridgnorth Open House Arts Trail - £200
- Bridgnorth Rugby Club - £400
- Home Start - £300
- Ray Hulse - £50
- Community First Response - £400
- Bridgnorth Netball Club - £200
- Bridgnorth & South Shropshire Crucial Crew - £400
- The Bridgnorth Dry Bar Trust - £400
- West Mercia Search & Rescue - £500
- Bridgnorth Town Juniors FC - £200
- Bridge Advice Service - £200
- Bridgnorth 55+ Club - £150
- Northgate Swimming Club - £100
- Bridgnorth Old People's Welfare & Good Neighbours Charity – Bathing Project - £150
- Bridgnorth Old People's Welfare & Good Neighbours Charity – Monday Club- £150

Councillor D Cooper re-joined the meeting at this point.

0864/1718 **PROPOSED EVENTS EXPENDITURE**

Members were asked to consider and approve the proposed expenditure for events detailed below:

Bridgnorth Town Carnival – 23 June 2018

<u>Company</u>	<u>Item</u>	<u>Cost</u>	
Space Mobiles	Toilets	£360.00 plus VAT	
Someone at the Door	Samba Band	£395.00	
MedAid Services	First Aid Provision	-£368.00	Sponsored in full by Bridgnorth Aluminium
Ian Jones	Stage, PA, Lights, Sound, Compere, Stage Management	£1,650.00	
Amazon	Tiaras	£6.36	PAID
Party Sashes Galore	Sashes	£23.75	PAID

Teddy Bears' Picnic – 25 July 2018

<u>Company</u>	<u>Item</u>	<u>Cost</u>
Pinxton Puppets	Puppet Show	£270.00
MedAid Services	First Aid provision	£90.00
Space Mobiles	Toilets	£190 plus VAT

Christmas Lighting Up Night - 23rd November 2018

<u>Company</u>	<u>Item</u>	<u>Cost</u>
MedAid Services	First Aid provision	£260.00

RESOLVED: to approve the proposed expenditure as detailed above.

0865/1718 **GDPR – GENERAL DATA PROTECTION REGULATION**

Members were asked to note that the GDPR is being enforced on 25th May 2018. Members were asked to consider the information previously circulated and attached and note that there may be cost implications for the Council.

Due to the short timescale available, Members were 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 were informed that the Acting Town Clerk is working on this issue and that three members of staff plus the Acting Town Clerk will be attending a training course on Thursday 26 April 2018.

RESOLVED: to accept the following:

- i) The Town Council acknowledge that we are aware of the NALC guidance.
- ii) The Town Council acknowledge that we currently have a Data Protection policy and that this needs updating.
- iii) The Town Council is to begin identifying the categories needed.

Appoint a Data Protection Officer and obtain three quotations.

This item is to be brought back to the Adjourned Annual Meeting being held on Tuesday 15 May 2018.

0866/1718 **POTHOLES**

Members were 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.

Members commented that the responsibility for repairing the highways lay with Shropshire Council but felt that the Town Council could contact them with regard to the allocation of funds.

RESOLVED: that the Town Mayor write to Shropshire Council on behalf of the Town Council to enquire about the allocation of funds for repairs to the highways in Bridgnorth and ask for a breakdown of the allocation across the County.

0867/1718 **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. Members were 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.

RESOLVED: to set up a working party to formulate a response to the consultation and report back the Adjourned Annual Meeting being held on Tuesday 15 May 2018. Members of the working party: Councillors G Davies, Mrs J Onions, E Marshall and Mrs C Walden with Councillor E Marshall as Chair.

0868/1718 **WOMEN'S VOTE CENTENARY GRANT SCHEME (GOVERNMENT EQUALITIES OFFICE)**

Members received an update on a proposed grant application of £2,000 to run a programme to encourage young girls/women to learn more about participating in civic life.

Members stated that the initiative should only be open to residents of Bridgnorth.

RESOLVED: that the grant be applied for, on behalf on the Town Council, by Councillors Ms S Barlow, Dr J Buckley, Mrs K Hurst-Knight and Mrs C Whittle in conjunction with Bridgnorth Endowed School, Oldbury Wells School and Bridgnorth Guides.

0869/1718 **POLICIES**

RESOLVED: to adopt the following policies:

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

0870/1718 **USE OF TOWN HALL & ANNEXE**

Members were asked to consider the following requests for free use of the Town Hall and Annexe

- i) Bridgnorth Open House Arts Trail – Use of Town Hall – 9th & 10th June 2018.
- ii) Bridgnorth Arts Society – Use of Annexe – 9th & 10th June 2018.

RESOLVED: that the above requests be denied and the charity rate for each facility be applied.

0871/1718 **FREEDOM OF INFORMATION REQUESTS RECEIVED**

The Chairman informed Members that a Freedom of Information and Data Subject Access request had been received after the agenda had been

distributed. He informed Members that he would brief the meeting in the confidential session.

0872/1718 **CONFERENCE/MEETING UPDATES**

From Councillors

- i) Notes from the Bridgnorth Youth Summit held on 7th April 2018

Members noted the report.

0873/1718 **ADDITIONAL AGENDA ITEM – CCTV MONTHLY REPORT**

Members were asked to consider a proposal from Councillor Mrs C Walden with regard to the possibility of a monthly CCTV report, from the CCTV coordinator, being published in the Bridgnorth Journal. The report would be approved by the Town Clerk and in his absence the Mayor prior to publication.

Members felt that this would be a good way of raising the profile of CCTV and could act as a deterrent. They also wished to re-establish contact with the police who used to attend the CCTV Committee meetings.

RESOLVED: that a monthly CCTV report, from the CCTV coordinator, be published in the Bridgnorth Journal following approval of said report by the Town Clerk and in his absence the Town Mayor. The report will also be presented, monthly, to Town Council. The police will be invited to attend Town Council meetings two or three times a year.

A point of order was raised at this point in the meeting. The Chairman was asked why agenda item number 30 i) appeared in confidential session as it applied to policy and procedure. The Chairman stated that the original minute 0430/1516, to which this item refers, was in confidential session in October 2015 but he had no objection to it being moved if Members wished.

RESOLVED: to move agenda item 30 i) to open session.

0874/1718 **PERSONNEL MATTERS**

- i) Members were asked to rescind a resolution contained within minute number 0430/1516 of 5 October 2015 which relates to the procedure for dismissal of an officer post within the Town Council.

The Chairman explained that he felt it to be discriminatory against members of staff as the resolution only refers to senior staff members.

It was commented upon that there were requirements for Principle Authorities to adhere to the procedure of having independent involvement in disciplinary matters involving senior staff with statutory responsibilities. It was in place to protect Officers. It was felt that the

Town Councils current policies, procedures and HR contract with Shropshire Council are more than adequate.

A recorded vote was requested:

For: Ms S Barlow, G Davies, A Hinton, Mrs K Hurst-Knight, E Marshall, Mrs J Onions, Mrs S Stevens, Mrs C Walden, Mrs C Whittle and R Whittle

Against: Mrs C Baines, Dr J Buckley, D Cooper and Mrs H Howell

RESOLVED: to rescind the resolution contained within minute number 0430/1516 of 5 October 2015 as shown below:

'The Town Mayor reported that Principal Authorities are required to have independent involvement in disciplinary matters involving senior staff with statutory responsibilities. Whilst the relevant regulation does not apply to Town and Parish Councils, he felt that this represented good practice and suggested a similar procedure be put in place for the Town Council.

After discussion it was **RESOLVED:** that

1. *No-one shall be appointed to or dismissed from a relevant officer post (Proper Officer or Responsible Financial Officer, or any post to which those responsibilities have been assigned) other than by resolution of the Council.*
2. *At least 20 working days before considering a proposed resolution to dismiss the holder of a relevant officer post, the Council shall appoint a suitably qualified and experienced independent person ("the independent advisor") to advise on the proposed dismissal.*
3. *Before deciding on a resolution to dismiss the holder of a relevant officer post, the Council must consider:*
 - a. *The results of any investigations into the proposed dismissal*
 - b. *The advice and recommendations of the independent advisor*
 - c. *Any representations from the relevant officer'*

0875/1718 **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.

0876/1718 **FREEDOM OF INFORMATION REQUESTS RECEIVED**

The Mayor briefed Councillors on a Freedom of Information / Data Subject Access request that had been received. He was awaiting advice from Shropshire HR before responding.

0877/1718 **TOWN COUNCIL DEBTORS**

RESOLVED: to accept the list of debtors as listed at Appendix V.

At this point in the meeting, it was **RESOLVED:** that Standing Orders be suspended to allow the meeting to continue over the 2.5 hour limit.

0878/1718 **PERSONNEL MATTERS**

- ii) Members were asked to consider the attached report with regard to the appointment of the new Town Clerk, it was **RESOLVED:** to accept the recommendations contained within the attached report.

At this point in the meeting Councillor S Stevens left and two minutes later Councillor C Waldron left.

0879/1718 **COUNCIL MATTERS**

- i) Members were asked to consider the report from Councillor Ron Whittle OBE at Appendix W and consider approving the motion contained therein.

An amendment was made to the original proposal to include that Members objected to any contribution towards costs but would be prepared to make a charitable donation.

The amendment was then voted on and a recorded vote was requested.

In favour: Councillors Dr J Buckley, Mrs K Hurst-Knight, Mrs C Baines MBE, Mrs J Onions, Mrs C Whittle

Against: Councillors D Cooper, Mrs H Howell, E Marshall

Abstentions: Councillor A Hinton

Councillors Ms S Barlow, G Davies and R Whittle OBE did not vote on this item as they had been named in the report.

RESOLVED: that the wording contained within Appendix W is approved with the caveat that if any contribution was to be made it would only be in the form of charitable donation.

This became the substantive motion and a further recorded vote was requested.

In favour: Councillors Dr J Buckley, Mrs K Hurst-Knight, Mrs C Baines MBE, Mrs J Onions, Mrs C Whittle

Against: Councillors D Cooper, Mrs H Howell, E Marshall

Abstentions: Councillor A Hinton

Councillors Ms S Barlow, G Davies and R Whittle OBE did not vote on this item as they had been named in the report.

RESOLVED: that the wording contained within Appendix W is approved with the caveat that if any contribution was to be made it would only be in the form of charitable donation.

At this point in the meeting Councillor A Hinton left.

- ii) Further to the issue raised at the Town Council meeting held on 20th March 2018 which was withdrawn, Members were asked to consider the attached report at Appendix X and decide on any action required.

RESOLVED: the contents of Appendix were noted and that no further action was required.

The meeting closed at 10.20pm.