

## BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,  
College House on Tuesday 17th July 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, Dr C Dyson  
Mrs H Howell, Mrs K Hurst-Knight, E Marshall,  
Mrs J Onions, Mrs C Walden and Mrs C Whittle

In Attendance: Acting Town Clerk, Mr B Ince  
Seven members of the public  
One member of the press  
Minutes' Secretary and transcribed by Mrs R Williams

The Town Mayor presented cheques to his chosen charities from 2017/2018 each receiving £3,773; League of Friends of Bridgnorth Hospital, Bridgnorth Scouts and Bridgnorth Guides.

0203/1819 **FIRE SAFETY ANNOUNCEMENT**

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

0204/1819 **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.

0205/1819 **APOLOGIES FOR ABSENCE**

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

Councillor R Fox	Personal Commitment
Councillor A Hinton	Personal Commitment
Councillor Mrs S Stevens	Personal Commitment

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

0206/1819 **DECLARATIONS OF INTEREST**

Personal Interest:

Councillor H Howell

Agenda item 27

Cemetery Extension

Councillor Mrs J Onions left the meeting at this point.

0207/1819 **PUBLIC QUESTION TIME**

Members were advised by residents present that a meeting had been held with Shropshire Councillors regarding their concerns about Bridgnorth; the condition of the roads, lack of street cleaning, problems with weeds and the run down condition of the High Street. They informed the meeting that they had been disappointed with the responses from the Shropshire Councillors and had subsequently written to the Bridgnorth Journal. The Chairman commented that he had also written to the Bridgnorth Journal, personally, with the above concerns and offering suggestions.

0208/1819 **REPORT FROM SHROPSHIRE COUNCIL**

There was no report from Shropshire Council. Councillor W Parr had sent his apologies.

0209/1819 **MINUTES**

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

**RESOLVED:** that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 3<sup>rd</sup> July 2018 be signed by the Chairman as a true record.

0210/1819 **MATTERS ARISING**

The Chairman asked for Members permission to raise two items in this section due to time constraints. He informed Members that there was no expenditure necessary for either item.

- i) Request from National Citizen Service (NCS)

A request had been received from NCS to hold a sleepout under the Town Hall on Wednesday 25 July from 8pm to 8am on Thursday 26 July 2018 to raise money and awareness for homeless people. Members were informed that a risk assessment will be provided before the event.

**RESOLVED:** that permission be granted for the sleepout to go ahead.

ii) Letter to The Churches Conservation Trust (TCCT)

The Chairman informed Members that he had been contacted by the organiser of the Haydn Festival with regard to the lack of and the dangerous condition of the heating in St Leonards church. He wished for the Town Council to write to the TCCT with regard to this and a meeting has been arranged for 2 August 2018.

The Chairman informed Members that a grant of £100,000 had been received by TCCT from Market Towns Initiative, with match funding from another source, for improvements to the church; installation of toilets and coffee shop and a new heating system, to make it a major venue in town for events and activities and this work was completed in May 2013.

**RESOLVED:** that the Town Council write to TCCT with their concerns about the serious condition of the heating system and ask what action TCCT intend to take to remedy this situation.

0211/1819 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

Members noted that the Town Mayor and Mayoress and the Deputy Mayor had attended the following since the last Town Council meeting:

Mayor and Mayoress

23 June	Carnival
23 June	Rugby Club Ball
24 June	Ludlow Civic Service
25 June	Armed Forces Day Flag Raising
28 June	Girl Guides Women's Day (Mayoress)
29 June	Mayors Training at Shirehall (with Deputy Mayor)
4 July	Marches Centre for Arts Trail sponsors and artists evening.
5 July	Shrewsbury Civic Reception for the Recovery Walk.
7 July	Highley Carnival
11 July	Telford Civic Service
12 July	Shropshire Mayors and Clerks meeting

Deputy Mayor

29 June	Civic Training at Shirehall
1 July	Civic Service at Kidderminster

0212/1819 **MEMBERS QUESTION TIME**

There were no Members questions.

0213/1819 **COMMITTEE MINUTES**

- i) The minutes of the Planning Committee meeting held on Monday 2<sup>nd</sup> July 2018 were submitted as circulated.

**RESOLVED:** that the minutes of the Planning Committee meeting held on Monday 2<sup>nd</sup> July 2018 be received and adopted.

- ii) The minutes of the Events & Christmas Committee meeting held on Tuesday 10<sup>th</sup> July 2018 were submitted as circulated.

Following a discussion it was

**RESOLVED:** that the minutes of the Events & Christmas Committee meeting held on Tuesday 10<sup>th</sup> July 2018 be received and adopted.

Councillor Ms S Barlow wished for it to be minuted that if anyone has concerns or comments with regard to the Committee, its deliberations or how the meetings are chaired they should contact her directly.

0214/1819 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no matters arising.

0215/1819 **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 £91,348.23 be approved for payment.

- ii) Budget Reports

- i) Budget Summary report

Members noted the Budget Summary report.

- ii) Budget Detailed report

Members noted the Budget Detailed report

- iii) Income & Expenditure Report

Account Code Report – Earmarked Reserves

Members noted the Account Code report – Earmarked Reserves

- iv) Report from Mrs R Williams

Members noted the report from Mrs R Williams.

- v) Level of Reserves

Members noted the level of the Town Council's reserves of £1,086,015.

- vi) Town Council Bank Reconciliation Statement

Members noted the Town Council Bank Reconciliation Statement.

0216/1819 **LOW TOWN COMMUNITY HALL**

- i) Accounts for Payment

**RESOLVED:** that the accounts amounting to £1,315.55 be approved for payment.

0217/1819 **MANDATES**

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

- i) Addition of Lee Jakeman as Town Clerk, to HSBC, CCLA, Unity Trust and Corporate Card account subject to commencement of employment on 1 August 2018.

**RESOLVED:** that Lee Jakeman be added to the HSBC, CCLA, Unity Trust and Corporate Card accounts as the main contact, not a signatory, subject to commencement of employment on 1 August 2018.

0218/1819 **BRIDGNORTH TOWN COUNCIL STRATEGY REPORT**

Members received the Strategy Report for consideration at the Town Council meeting being held on 4<sup>th</sup> September 2018.

0219/1819 **LOCAL PLAN AND COMMUNITY GOVERNANCE REVIEW WORKING PARTY**

- i) Notes of the Local Plan and Community Governance Review Working Party meeting held on 10<sup>th</sup> July 2018.

**RESOLVED:** to accept the notes of the Local Plan and Community Governance Review Working Party meeting held on 10<sup>th</sup> July 2018.

- ii) Community Governance Review – Submission to Shropshire Council

The Chairman of the Working Party wished for it to be minuted that the Town Council have been including and consulting all surrounding parishes in their deliberations and will continue to do so.

An amendment was asked for in that each map that accompanied the agenda documents be voted on separately. There was no seconder and the amendment was lost.

Members were asked to consider the motions from the Working party and following a lengthy discussion and a request for a recorded vote it was:

- **RESOLVED:** that the documents submitted to Council are accepted as the substantive form of the request to Shropshire Council, for submission in time for Shropshire Council's meeting in September.

**For:** Councillors R Whittle, Mrs C Baines, Ms S Barlow, D Cooper, Dr C Dyson, G Davies, Mrs K Hurst-Knight, E Marshall, Mrs C Walden and Mrs C Whittle

**Against:** Councillor Dr J Buckley

**Abstention:** Councillor Mrs H Howell

- That the Town Clerk write to Shropshire Council requesting that it conducts a Community Governance Review to examine the town and parish boundaries in the Bridgnorth area and related aspects of local governance, in the light of completed, planned and anticipated development across and beyond the town's boundaries.

**For:** Councillors R Whittle, Mrs C Baines, Ms S Barlow, D Cooper, Dr C Dyson, G Davies, Mrs K Hurst-Knight, E Marshall, Mrs C Walden and Mrs C Whittle

**Against:** Nil

**Abstention:** Councillors Dr J Buckley and Mrs H Howell

- That the Working Party and Town Clerk are given delegated authority to make minor amendments to the documents submitted to Council, subject to any discussions held by full Council.

**For:** Councillors R Whittle, Mrs C Baines, Ms S Barlow, D Cooper, Dr C Dyson, G Davies, Mrs K Hurst-Knight, E Marshall, Mrs C Walden and Mrs C Whittle

**Against:** Councillor Dr J Buckley

**Abstention:** Councillor Mrs H Howell

- That Bridgnorth Town Council make preparations to carry out a petition in the event of a Community Governance Review being turned down by Shropshire Council.

**For:** Councillors R Whittle, Mrs C Baines, Ms S Barlow, D Cooper, Dr C Dyson, G Davies, Mrs K Hurst-Knight, E Marshall, Mrs C Walden and Mrs C Whittle  
**Against:** Councillor Dr J Buckley  
**Abstention:** Councillor Mrs H Howell

0220/1819 **MAYOR'S CHARITIES**

Members were asked to consider a report from the Mayor regarding his chosen charities for 2018/19 which are to be Bridgnorth Junior Sports Clubs.

The clubs will be invited to 'bid' for funds and Council will then choose the top three.

**RESOLVED:** to accept that Bridgnorth Junior Sports Clubs be the chosen Mayoral charities for 2018/2019 with the Town Council participating in the judging process at the end of the Mayoral year.

0221/1819 **POLICIES AND PROCEDURES**

Members were asked to consider the draft policies, Employee Handbook, from Shropshire HR with further consideration being given after the August recess at the Town Council meeting on 4<sup>th</sup> September 2018.

0222/1819 **BRIDGNORTH ARTS TRAIL**

- i) Notes of the Arts Trail Working Party meetings held on 25<sup>th</sup> June 2018 and 9<sup>th</sup> July 2018

Members noted the notes.

- ii) Update from the Arts Trail

Members were informed that Grainger & Worrell have now gifted all 12 statues to the Arts Trail. The Arts Trail plan to set aside £3,000 for an additional payment to the artists should there be a surplus at the end of the year.

It was agreed that the Town Council should write to both Grainger & Worrell and RAF Cosford offering thanks for their contribution to the Arts Trail. With thanks also going to Mrs C Fox for all her hard work.

0223/1819 **TOWN COUNCIL REPRESENTATIVE**

Members were asked to consider Councillor Mrs K Hurst-Knight taking a lead on any matters relating to the military and military events, such as Remembrance Sunday and Armed Forces Day. Councillor Hurst Knight would liaise with the Town Clerk and any relevant matters brought back to Council for approval if applicable.

**RESOLVED:** that Councillor Mrs K Hurst-Knight take the lead on any matters relating to the military and military events, such as Remembrance Sunday and Armed Forces Day.

0224/1819 **BRIDGNORTH AND SHIFNAL AREA COMMITTEE AGM**

Members were advised that the AGM of Bridgnorth and Shifnal Area Committee will be taking place on 18<sup>th</sup> July at 7pm.

Members were asked to consider nominating two Councillors to become representatives on the SALC Executive and 2 reserves.

Councillor Ms S Barlow left the meeting at this point.

**RESOLVED:** that Councillors D Cooper and E Marshall will be representatives on the SALC Executive with Councillors Dr J Buckley and Mrs C Whittle being reserves.

0225/1819 **PROPOSED EVENTS EXPENDITURE**

There was no proposed expenditure.

0226/1819 **CONFERENCE/MEETING UPDATES**

- i) Bridgnorth & Shifnal Area Committee – minutes of the meeting held on 14<sup>th</sup> March 2018

Members noted the minutes.

- iii) Verbal report on the Mayor's (Civic) Training event held on 29<sup>th</sup> June 2018 and a Meeting of Mayors from Councillor R Whittle.

Members noted the verbal report.

0227/1819 **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.

0228/1819 **TOWN COUNCIL DEBTORS**

**RESOLVED:** to accept the list of debtors as listed at Appendix T and that Mrs R Williams investigates the possibility of producing a debtors list for, only those over 3 months unpaid.



0229/1819 **CEMETERY EXTENSION**

This item was an update of the current situation and was noted by all in attendance.

The meeting closed at 9.35pm.