

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council
held in the Mayor's Parlour, College House on Tuesday 19th February 2019 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, Mr D Cooper, Mr G Davies, Dr C Dyson,
Mr R Fox, Mrs H Howell, Mrs K Hurst-Knight,
Mr E Marshall, Mrs J Onions and Mrs C Whittle

In Attendance: Town Clerk, Mr L Jakeman
RFO, Mrs R Williams

0512/1819 **APOLOGIES FOR ABSENCE**

Members noted the apologies as listed below:

Councillor A Hinton	Prior commitment
Councillor Mrs S Stevens	Unwell
Councillor Mrs C Walden	Unwell

0513/1819 **DECLARATIONS OF INTEREST**

Nil

0514/1819 **PUBLIC QUESTION TIME**

Nil

0515/1819 **MINUTES**

Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council Meeting held on Tuesday 5th February 2019.

RESOLVED:

The minutes of the Bridgnorth Town Council Meeting held on Tuesday 5th February 2019 be signed by the Chairman as a true record.

0516/1819 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

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

Mayor and Mayoress' Diary

- 24/1 Opening of Boots Opticians
- 28/1 Presentation of cheque to Mayor Sports Fund by Dave Turnock Golf Society at Bridgnorth Rugby Club.
- 29/1 Shropshire Mayors Meeting at Shrewsbury
- 4/2 Meeting with Cartway & Riverside residents for press campaign re parking charges
- 8/2 The Bridge Dry Bar Trust
- 17/2 Bridgnorth Cycling Club Presentation Night

0517/1819 **MEMBERS QUESTION TIME**

Nil

0518/1819 **USE OF THE TOWN HALL – BRIDGNORTH LIONS WALK AND MARATHON**

RESOLVED: to suspend Standing Orders to allow Mr C Aked to address any concerns regarding the request to use the Town Hall for the Bridgnorth Lions Walk and Marathon.

Members **RESOLVED** to continue with the meeting (reinstating Standing Orders).

RESOLVED: To approve the request from Bridgnorth Lions for free use of the Town Hall (upstairs) on Bank Holiday Monday 27th May 2019 for Marathon runners' registration and storage of their personal items and the area underneath the Town Hall for Walkers registration, subject to no staff costs being incurred.

0519/1819 **FINANCE**

- i) Accounts Paid – January 2019

Members noted receipt of a list of retrospective payments for approval.

RESOLVED: that the accounts amounting to £50,791.21 be retrospectively approved for payment.

- ii) Budget Report

Members noted the Budget Summary report.

iii) Balance Sheet

Members noted the balance sheet as at 31st January 2019.

iv) Town Council Bank Reconciliation Statement

Members noted the bank reconciliation statement as at 31 January 2019.

iv) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 31st January 2019.

v) Accounts for Payment

Members noted receipt of a list of payments for approval.

RESOLVED: that the accounts amounting to £25,786.24 be approved for payment.

0520/1819 **LOW TOWN COMMUNITY HALL**

Members noted a list of accounts for Payment.

RESOLVED: that the accounts amounting to £2,853.31 be approved for payment.

0521/1819 **INTERNAL AUDIT REPORT**

Members noted receipt of the internal auditor's report following the visit on 30th January 2019 and considered the covering report from the RFO.

RESOLVED: to accept the 2nd Interim Internal Audit report for Year End 2018/2019, noting the Auditors comments and subsequent action being taken by Officers.

0522/1819 **FINANCIAL REGULATIONS**

Members considered a report from the RFO containing a draft revised version of financial regulations.

RESOLVED: To note receipt of a final draft prepared by the RFO and furthermore, to defer the decision on the adoption of the draft Model Financial Regulations until the next meeting of the Council, to allow an appropriate amount of time to consider a lengthy document.

0523/1819 **COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING**

Members considered a report from the RFO regarding compliance with CIL funding received (the need to accurately record expenditure in relation to projects that utilise CIL Neighbourhood Fund money)

RESOLVED: to create an Earmarked Reserve (EMR), at year end, for Community Infrastructure Levy (CIL) funds that have been received from Shropshire Council.

0524/1819 **MARKET CHARITY STALL**

Members considered a report from the Town Clerk regarding provision of a market stall for ad-hoc charity use.

RESOLVED: to set aside a market pitch under the Town Hall for use by local charitable organisations (single / ad-hoc bookings) on Saturdays

and

To confirm the fee for the use of the Charity stall at £11 per week WEF 1 April 2019.

0525/1819 **ADDITIONAL CEMETERY FEES**

Members considered a report from the Cemetery Officer regarding setting a price for the Exclusive Right of Burial for woodland burial plots.

RESOLVED: that the fees to purchase the Exclusive Right of Burial for woodland grave plots (Chestnut Grove) for seventy five years in Bridgnorth Cemetery from 1 April 2019 be increased by 10% in line with fee increases for lawned grave plots to £1425.00 at concessions rate (qualifying residents) and £4272.00 at standard rate (non-residents).

0526/1819 **REVIEW OF BUDGET EXPENDITURE**

Members considered a report from the RFO which summarised and provided explanations to any significant budget variances. In general where there were overspends in individual nominal ledgers there were underspends elsewhere (within the same cost centres)

RESOLVED: To note and approve the overspends

and

To approve a virement of £5,828 between Cost Centres 250 Grounds and 230 Cemetery

0527/1819 **AMALGAMATION OF COST CENTRES**

Members considered a report on the subject following a previous resolution (Minute 0786 /1718) of the Council to capture all/most 'grounds' related costs into a single cost centre.

RESOLVED: to note the work that is to be carried out with regard to the amalgamation of cost centres into Grounds (250) and to keep Severn Park as a separate cost centre for the purpose of producing the annual Income & Expenditure report for the Francis Wheeler Trust.

0528/1819 **ARTS TRAIL**

i) Minutes

RESOLVED: to receive the minutes of the Working Group Meetings from 5th December 2018 and 14th January 2019

ii) Grant Funding Application

RESOLVED: To submit a Full Application for LEADER funding (requesting £21,096) to expand the current Art Trail from 12 to 18 statues.

And

That the Town Clerk be authorised to sign the application on behalf of Bridgnorth Town Council.

(Clerk's Note: Recorded vote requested by Cllr Cooper. For: Cllrs Baines, Barlow, Buckley, Cooper, Davies, Dyson, Fox, Howell, Hurst-Knight, C Whittle and R Whittle; Against: Cllrs Marshall and Onions.)

iii) Additional Agenda Item – Arts Trail train statue in the grounds of St Leonards Church

Members considered the correspondence received from the Gild of Bridgnorth Freemen requesting approval to site a new "Catch Me Who Can" statue in the grounds of St. Leonard's Church.

RESOLVED:

To not object to the request from the Gild of Bridgnorth Freemen to site a 'Catch Me Who Can' statue in the grounds of St. Leonards Church provided that the views of the residents in the locale are taken into consideration.

0529/1819 **PREVENT POINTLESS PLASTIC IN BRIDGNORTH**

Members considered a motion from Councillor Dr J Buckley.

RESOLVED: that Bridgnorth Town Council endorses the campaign to Prevent Pointless Plastic in Bridgnorth for Plastic-Free February, and supports local community group “Sustainable Bridgnorth”, plus local retailers and residents in their ongoing efforts to reduce plastic pollution in our town, and particularly in the River Severn.

0530/1819 **GRASS CUTTING CONTRACT – SHROPSHIRE COUNCIL**

Members considered a report from the Clerk.

RESOLVED: to undertake grass cutting and associated services for Shropshire Council.

0531/1819 **COST SAVINGS**

Members considered a report from the Clerk

RESOLVED: to support investigative work being undertaken to upgrade the Council’s street lights to LED technology in order to reduce future revenue costs (electricity bills) and the potential use of PWLB funding or similar (i.e. a loan) .

AND

To delegate to the Clerk and RFO to renegotiate small (cost saving) measures to existing service contracts.

0532/1819 **COMMITTEE MINUTES**

Members noted receipt of the draft minutes of the Planning Committee Meeting held on 4th February 2019.

i) **RESOLVED:** that the minutes of the Planning Committee meeting held on Monday 4th February 2019 be received and adopted.

0533/1819 **PUBLIC BODIES (ADMISSION 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.

(Clerk’s Note: Recorded vote requested by Cllr Marshall. For: Cllrs Baines, Barlow, Cooper, Davies, Dyson, Fox, Howell, Hurst-Knight, Marshall, Onions, C Whittle and R Whittle; Against: Nil; Abstentions: Cllr Buckley).

Clerk's Note: Whilst some or all of the discussion and/or the supporting documentation is confidential the decisions of the Council are matters of public record)

0534/1819 **TOWN COUNCIL DEBTORS**

Members considered a report from the RFO.

RESOLVED:

To note a debtors report and approve the actions being undertaken to address unpaid invoices due to the Town Council.

0535/1819 **CONCESSIONS – SEVERN PARK**

Members noted a report from the RFO following the invite to tender for concessions on Severn Park during 2019.

RESOLVED: To accept the concession quote for 2019/2020 from Midland Super Cream Ltd in the sum of £4,400 (for the provision of an ice cream van).

And

Re-advertise for the light refreshments and children's entertainment concession (waiving Standing Orders that require the tender to be advertised in the local press).

0536/1819 **STAFFING MATTERS**

Members considered a report from the Town Clerk regarding the requirement in the short-term for a curator at the Town Hall (the post has been vacant for a number of months).

RESOLVED: To delegate consideration of the regular opening of the Town Hall in 2019 and rejuvenation of Castle Hall to the Town Clerk in consultation with the relevant Working Party for urgent decisions on a future approach.

And

To delegate to the RFO the authority to terminate/shorten any non-essential service contracts that the Council has for Town Hall.