

BRIDGNORTH TOWN COUNCIL**Minutes of the Meeting of Bridgnorth Town Council
held in the Mayor's Parlour, College House on Tuesday 19th March 2019 at 7.15pm**

Present: The Town Mayor, Councillor R Whittle OBE in the Chair,
Councillors Mrs C Baines MBE, Mr D Cooper,
Mr G Davies, Mrs H Howell, Mr E Marshall
and Mrs C Whittle

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

0563/1819 APOLOGIES FOR ABSENCE

Members noted the apologies as listed below:

Councillor Ms S Barlow	Work commitment
Councillor Mrs J Buckley	Unwell
Councillor Dr C Dyson	Personal commitment
Councillor Mr R Fox	Work commitment
Councillor A Hinton	Alternative commitment
Councillor Mrs K Hurst-Knight	Family commitment
Councillor Mrs J Onions	Unwell
Councillor Mrs S Stevens	Unwell
Councillor Mrs C Walden	Unwell

0564/1819 DECLARATIONS OF INTEREST

Nil

0565/1819 PUBLIC QUESTION TIME

Members noted receipt of a written question from:

Mr R Richards, St. Leonard's Close

Given that the Arts Trail is a Council project, and in view of the unanimous petition of the residents of St. Leonard's Close against the placement of one of the Arts Trail statues anywhere in St. Leonard's Close, will the council give a categorical assurance that it will not permit such a statue to be placed anywhere in St. Leonard's Close?

Town Council Response

The Town Council is unable to give a categorical assurance and is not in a position at this moment to change a previous decision of the Council. It should be noted that the correspondence sent to the Freeman on the matter has asked that they take in to consideration the views of local residents and suggested that they might look at alternative locations. We await a reply from the Freeman.

(Note: In addition Mr Richards passed to the Town Mayor a copy of correspondence that he had received from the Bishop of Hereford's Registry on the matter).

0566/1819 **MINUTES**

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

RESOLVED:

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

0567/1819 **TOWN 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

12/3. Probus Lunch at Down Inn
16/3. Civic Ball at the Punch Bowl

The Town Mayor advised that the Civic Ball had raised £2,000 for his chosen charity.

0568/1819 **MEMBERS QUESTION TIME**

Nil

0569/1819 **COMMITTEE MINUTES**

i) Planning Committee – minutes of the meeting held on 4th March 2019

RESOLVED: to receive the minutes of the Planning Committee meeting held on 4th March 2019 and note the resolutions contained therein.

In proposing that the minutes be received and the resolutions noted, the Vice Chairman of the Planning Committee stated that the committee were supportive of application 19/00700/FUL (temporary siting of an events marquee at Bridgnorth Rugby Club, Bandon Lane) subject to a commitment by the applicants to maintain liaison with local residents and implement the agreed noise action plan.

RESOLVED: That with regard to planning application 19/00700/FUL (Rugby Club events marquee) that while the comment was accurate, for clarity the Town Council's submission should include an additional sentence to include that 'the application is recommended for approval'.

- ii) Events & Christmas Committee – minutes of the meeting held on 5th March 2019

RESOLVED: that the minutes of the Events & Christmas Committee meeting held on 5th March 2019 be received and adopted, and ratify the following recommendations:

RECOMMENDED: that the application process and ceremony arrangements remain unchanged from last year, with the date selection and organisation being delegated to the Town Clerk, with the Chairman to provide oversight.

RECOMMENDED:

- To agree outline plan as discussed.
- To agree an end time for the Carnival of 7pm.
- To agree that the format and fees, including deposits, remain unchanged from 2018.
- To delegate to the Town Clerk the authority to make the necessary Carnival related contractual arrangements within the budget – Nominal Ledger 4650 (£8,000) in consultation with the Chairman.

RECOMMENDED: that two open meetings to discuss the Carnival are arranged for:

- Wednesday 3rd April – 1.30pm – 2.45pm – Community Hall, Severn Street
- Thursday 4th April – 7pm – 8.30pm – Castle Hall

0570/1819 **FINANCE**

- i) Accounts Paid – February 2019

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

RESOLVED: that the accounts amounting to £52,333.11 be retrospectively approved for payment.

- ii) Budget Report

Members noted the Budget Summary report.

- iii) Balance Sheet

Members noted the balance sheet as at 28th February 2019.

- iv) Town Council Bank Reconciliation Statement

Members noted the bank reconciliation statement as at 28th February 2019.

- iv) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 28th February 2019.

- v) Accounts for Payment

Members noted receipt of a list of payments for approval.

RESOLVED: that the accounts amounting to £33,396.06 be approved for payment.

0571/1819 **LOW TOWN COMMUNITY HALL**

Members noted a list of accounts for Payment.

RESOLVED: that the accounts amounting to £1,924.10 be approved for payment.

0572/1819 **FINANCIAL REGULATIONS**

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

RESOLVED: To adopt the draft Financial Regulations presented at the Town Council meeting on Tuesday 19th February 2019 subject to:

i) the authorisation threshold in paragraph 4.1 requiring Council approval being reduced from £25,000 to £15,000 and as a consequence the level of authorisation delegated to the Clerk, in conjunction with the Chairman of the Council be limited to £15,000

ii) the estimate value in paragraph 14.2 reading “does not exceed £1,000”.

0573/1819 **SHROPSHIRE COUNTY PENSION FUND DEFICIT 2019/2020**

Members noted the correspondence with regard to the payment of the Pension Fund Deficit for 2019/2020. The results follow the 2016 Valuation and the Town Council are required to pay the Pension Fund a lump sum amount in respect of our individual deficit, in addition to the percentage pay each month.

0574/1819 **YEAR END CLOSEDOWN 2018/2019**

Members noted that the Year End Closedown for 2018/2019 will be taking place on Friday 12 April 2019 by Rialtas Business Solutions Ltd, with the final Internal Audit taking place on Wednesday 17 April 2019 by Auditing Solutions Ltd.

0575/1819 **REQUEST FOR USE OF THE AREA UNDER THE TOWN HALL**

RESOLVED: that the request from the Rotary Club of Bridgnorth to use the space under the Town Hall for their “Up Steps Walk”, taking place on Sunday 13th October from 1pm be approved.

0576/1819 **ARTS TRAIL**

i) Minutes

RESOLVED: to receive the minutes of the Working Group Meetings from 11th February 2019.

0577/1819 **COMMUNITY GOVERNANCE REVIEW**

i) Members noted that at the latest count, more than 750 signatures had been received to date.

- ii) **RESOLVED: to approve the report from the Community Governance Review Working Group and to agree that the report will accompany Bridgnorth Town Council's petition for a Community Governance Review.**

0578/1819 **ADDITIONAL AGENDA ITEM - BACS PAYMENTS FOR PAYROLL**

RESOLVED: to create a BACS facility for payroll payments from April 2019.

0579/1819 **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.

0580/1819 **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.

0581/1819 **STAFFING MATTERS**

RESOLVED: to advertise the impending vacancy within the grounds maintenance team and recruit for the post in line with the draft job description and advert circulated, *with the Town Clerk being given delegated authority to appoint a suitable candidate.*

0582/1819 **CONCESSIONS – SEVERN PARK**

RESOLVED: To accept the concession quotes for 2019/2020:

Light refreshments - Stuarts Place in the sum of £450 excluding the selling of slushies

Children's entertainment - Bridgnorth Bouncy Castles in the sum of £500.