



10th May 2017

The **Adjourned Annual Meeting** of **Bridgnorth Town Council** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Tuesday 16th May 2017 at 7.15 pm**, when Members are summoned to attend.

Yours sincerely

Anne Wilson BA Hons, AIH, MIPM
Town Clerk
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AGENDA

Representatives from the Organisations receiving Grants as per the minutes of the last meeting will be at the meeting and cheques for the grants will be presented.

This will be followed by a Presentation regarding the Dudmaston Comer Wood Project.

6. Fire Safety Announcement

7. Apologies for absence

Members are asked to receive apologies from Members.

8. 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

9. 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.

10. Report from Shropshire Council
11. Minutes
 - i) To approve the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 21st March 2017 at 7.15pm
(BTC/18/1617 on the Town Council website)
12. Matters arising
 - i) Updates from the Meeting of Bridgnorth Town Council held on Tuesday 21st March 2017 that are not included elsewhere on the agenda.
13. Town Mayor's and Deputy Mayor's Diary

Members are asked to note the Town Mayor's and Deputy Mayor's Diaries since the last Town Council meeting.

Mayoral Engagements

24th March – Athletics Club Presentation
29th March – University of the Third Age AGM
1st April – Mayor of Shrewsbury's Charity Dinner
2nd April – Vintage Tractor Rally
6th April - Plaque unveiling for Norman Cottrell at the Cliff Railway
7th April – Chair of Bromsgrove's Charity Dinner Dance
16th April – Easter Egg Hunt
19th April – Annual Town Meeting
21st April – Civic Dinner, Oswestry
23rd April – St. George's Day Celebrations
24th April – League of Friends of Bridgnorth Hospital AGM
3rd May – Friends of St. Leonard's AGM
8th May – Low Town Community Hall 25th Anniversary
8th May – Mayor's Farewell Curry Night

Deputy Mayor's Engagements

6th April - Plaque unveiling for Norman Cottrell at the Cliff Railway.
19th April - Annual Town Meeting
23rd April - St George's Day Event at Castle Grounds
8th May - Low Town Community Hall Anniversary Celebrations (as Mayor-Elect)
12th May - Bewdley Mayor Making (as Mayor-Elect)

14. 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.

15. Committee minutes

Members are asked to approve minutes and confirm the recommendations contained therein and for each Committee Chairman to highlight the key issues being addressed by their committee:

- i) CCTV Committee – minutes of the meeting held on Monday 6th March 2017
(CCTV/06/1617 on the Town Council website)
- ii) Planning Committee – minutes of the meeting held on Monday 20th March 2017
(PL/23/1617 on the Town Council website)
- iii) Planning Committee – minutes of the Adjourned meeting held on Monday 27th March 2017
(PL/24/1617 on the Town Council website)
- iv) Planning Committee – minutes of the meeting held on Monday 10th April 2017
(PL/25/1617 on the Town Council website)
- v) Planning Committee – minutes of the meeting held on Tuesday 2nd May 2017
(PL/26/1617 on the Town Council website)

16. Matters arising from Committee minutes

Members are asked to receive any updates from the minutes not included elsewhere on the agenda.

17. Sealing of Documents

Members will be updated at the meeting with any documents that need sealing.

18. Finance

Members are asked to note that the accounts for the previous financial year were closed on 28th April 2017. As a result the accounts for April 2017 have only recently been prepared. Year End adjustments have resulted in the reversal of Year End accruals in month 1 but are not yet available for Members.

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 note the attached Income and Expenditure Reports.
(Appendix B on the Town Council website)
- ii) Account Code Report

Members are asked to note the attached report.

(Appendix C on the Town Council website)

- iii) Members are asked to note the Report from Mrs R Williams
(TC/01/1718 on the Town Council website)

- iv) Level of Reserves

Members are asked to note the level of the Town Council reserves
(Appendix D on the Town Council website)

- v) Town Council Bank Reconciliation Statement

Members are asked to note the bank reconciliation statement.
(Appendix E 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. Members are asked to ensure that they can access their internet banking in order to complete the authorisation of the payroll. This is imperative as all payments require authorisation by two Councillors, both cheques and on line payments.
(Appendix F on the Town Council website)

- vii) Internet Banking

Members are asked to confirm the following with regard to the bank accounts at Unity Trust Bank:

Remove the following as cheque signatories and access to internet banking:

R Gill
Mrs V Gill
G Mountcastle
D Seipel
Ms V Voysey

Add the following Councillors as cheque signatories and access to internet banking:

Mrs Kirstie Hurst-Knight
Mrs Julia Buckley
Richard Fox
Mrs Helen Howell
Mrs Sarah Stevens

- viii) General Power of Competence

Members are asked to adopt the General Power of Competence, part of which is the Communication and Community Engagement Strategy.

(TC/02/1718 on the Town Council website)

viii) Internal Audit Report

Members are asked to accept the Internal Audit Report.

(Appendix G on Town Council website)

19. Appointment of Representatives

- i) Each May at the Annual Meeting the Town Council is asked to appoint representatives to both Committees and Outside Bodies.

This year a proposal from Councillor Ron Whittle has been submitted as well as a proposal to amend a Committee representation from Councillor James Gittins

Therefore Members are asked to consider the following:

- a) i) Proposal from Councillor Ron Whittle
(Appendix H on Town Council website)
- ii) Advisory note from the Town Clerk in relation to the proposal above
(TC/03/1718 on the Town Council website)
- b) i) Appointment of Members to Council Committees (see 19 b) ii) also)
(Appendix I on the Town Council website)
- ii) Councillor Gittins has proposed that in relation to 19i) b) i) above that the CCTV Committee be incorporated into the Property and Grounds Committee.
- ii) Members as representatives to Outside Bodies
(Appendix J on the Town Council website)

As a representative of an outside body you will be expected to write a short report following any meeting or event you have attended of that body in time for inclusion on the Town Council meeting agenda following your attendance.

Members are asked to advise the Town Clerk, in advance of the meeting, of their preferences.

20. Schedule of Meetings

- i) Members are asked to confirm the schedule of meetings for the next year.

This is subject to agenda item 19 above and the decisions made within this agenda item.

(Appendix K on the Town Council website)

Members are also asked to confirm that the next Planning Committee meeting is to take place on Monday 22nd May 2017.

21. Annual Review of Members Allowances

- a) Members are asked to resolve that the allowances for the Town Mayor and Deputy Town Mayor are:

- i) Town Mayor £2000 2017 - 2018
- ii) Deputy Town Mayor £ 300 2017 – 2018

- b) Members

Members are asked to resolve whether they wish to continue with the previous system of non-payment of allowances which are required to be reviewed on an annual basis.

- c) Subsistence Allowances

Members to agree to consider setting Subsistence Allowances for travel outside the Parish as follows:

Shropshire Council Subsistence Allowances for staff and Members for 2017/2018	
Breakfast	£ 4.95
Lunch	£ 6.77
Tea	£ 2.67
Evening Meal	£ 8.38

- d) Mileage Allowance

Members are asked to confirm that the mileage allowance, in line with national guidelines @ 0.45p per mile, is the rate used by Bridgnorth Town Council.

22. Annual Review and Confirmation of:

- i) Standing Orders
(Appendix L on the Town Council website)
 - a) Members are asked to consider the attached amendments proposed by Councillor David Cooper
(Appendix M on the Town Council website)
 - b) Members are asked to consider the attached amendment proposed by Councillor Mrs Carol Whittle
(Appendix N on the Town Council website)
- ii) Financial Regulations
(Appendix O on the Town Council website)
- iii) Transparency Code
(Appendix P on the Town Council website)
- iv) Risk Management Strategy
(Appendix Q on the Town Council website)

23. Annual Reviews

i) Town Council Insurance

Members are asked to note that the Town Council insurance is due for renewal in July 2017. The basic coverage will not be changed but the whole coverage is currently being reviewed and will be added to throughout the following year if required e.g. following the purchase of new equipment.

Zurich, WPS, AON and Came and Company have been approached – all specialist local council insurers.

Responsibility for the Town Council to be adequately covered lies with the Town Clerk.

ii) Review of Inventory of land and assets

The asset register is up to date with valuations on the buildings and items owned by the Town Council creating an inventory for the Council.

The register will be amended once the new hand tools and equipment for the grounds maintenance team is replaced.

iii) Review of the Council's and/or employees memberships of other bodies

a) The Town Clerk pays her own professional memberships

b) A review of the subscriptions paid is regularly undertaken and those we no longer require removed.

Recently West Midlands Employers has been removed

We currently pay subscriptions to:

Shropshire Association of Local Councils
Shropshire Rural Community Charity
Zurich Insurance - Health and Safety Advisory Service
National Association of British Market Authorities
Bridgnorth Tourism Association
Council for the Protection of Rural England
Institute of Cemetery and Crematorium Management

iv) Reviewing the Town Council Complaints Procedure

A copy of the Complaints Procedure is on the Town Council website.

v) Reviewing the Councils procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

There are statutory requirements as to how quickly the Council has to respond to requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

In future all requests made under either act will be reported back to Town Council.

vi) Reviewing the Council's Policy for dealing with the press/media

The review will take place under Agenda item 23 i) Standing Orders

24. Events Task and Finish Group

Following the resolution of Full Council at the meeting held on Monday 14th November "That the Town Council establish a Task and Finish Group of 5 Members to:

1. Assess the value of Town Council supported events to the Community of Bridgnorth, and the costs
2. Consult residents and businesses about their perception of Town Council supported events
3. Consider options for future community involvement in Events and recommend an appropriate way forward"

Members are asked to nominate the 5 Members.

25. Low Town Community Hall

i) Accounts for Payment

Members are asked to note the signing of invoices for payment and those invoices paid in between meetings.

(Appendix R on the Town Council website)

ii) Members are asked to consider and note the minutes from the meeting of the Low Town Community Hall held on 3rd April 2017

(LTCH/05/1617 on the Town Council website)

iii) Members will receive a verbal update with regard to the Low Town Community Hall from the Town Clerk.

26. CCTV Grant Application

Members are asked to note the following statement from Andrew Gough, Safer Communities, Community Safety and Health Protection at Shropshire Council

"Following the submission of the bid for funding from the Police and Crime Commissioner for CCTV in Shropshire at the end of February I have been waiting to hear if the bid was successful. I attended a Shropshire Community Safety Partnership Board meeting this morning, which was also attended by the Deputy PCC who informed the Board that there wouldn't be a decision on the funding for CCTV until September 2017 at the earliest. She explained that they were looking at CCTV systems across the four local authority areas across West Mercia and considering bids for a range of equipment and services.

I realise that this isn't the response you, or I, were hoping for but we will have to wait a bit longer for a final decision."

27. Correspondence received by the Town Council

Members are asked to consider the attached Town Clerk's report.
(TC/04/1718 on the Town Council website)

28. NABMA – Local Council Forum

Members are asked to note that the NABMA Local Council Forum is taking place in Bridgnorth Town Hall on Friday 30 June 2017. The programme for the event can be found on the Town Council website.

(Appendix S on the Town Council website)

29. Correspondence from Shropshire Council

i) National Grid Gas Works

Members are asked to note the list of locations and dates of works planned by National Grid Gas, letter drops and communications will take place with residents in advance of the works.

National Grid Gas - Mains renewal programme

Grove Crescent : 22.05.2017 – 23.06.2017

The Mall : 12.06.2017 – 30.06.2017

Bernards Hill : 19.06.2017 – 07.07.2017

Horsegrove Hill : 19.06.2017 – 07.07.2017

St Nicholas Road (Phase 1) : 26.06.2017 – 07.07.2017

St Nicholas Crescent : 10.07.2017 – 28.07.2017

Lodge Lane (Phase 1) : 17.07.2017 – 11.08.2017

Stourbridge Road : 17.07.2017 – 11.08.2017

Morfe Road : 31.07.2017 – 01.09.2017

St Nicholas Road (Phase 2) : 07.08.2017 – 08.09.2017

Priory Road : 07.08.2017 – 08.09.2017

Lodge Lane (Phase 2) : 28.08.2017 – 15.09.2017

Works are to mainly take place under minor traffic management, however there will be some planned road closures. Discussions are also ongoing over some dates to make sure that St Marys School is not affected.

30. Conference/Meeting Updates

No reports or minutes have been received.

31. **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

32. Confidential Minutes

33. Matters arising from Confidential Minutes
34. Confidential Committee Minutes
35. Matters arising from Confidential Committee Minutes

Membership: Mrs C Baines MBE, Ms S Barlow, Mrs J Buckley, Messrs D Cooper, G Davies, R Fox, J Gittins, A Hinton, Mrs H Howell, Mrs K Hurst-Knight, E Marshall, Mrs J Onions, Mrs S Stevens, Mrs C Walden, Mrs C Whittle and R Whittle OBE.