



12th May 2021

The **ANNUAL MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **CASTLE HALL, WEST CASTLE STREET, BRIDGNORTH** on **TUESDAY 18TH MAY 2021** at **7.15PM** when Members are summoned to attend.

Yours sincerely

Lee Jakeman
Town Clerk
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Telephone: 01746 762231

AGENDA

1. To elect the Town Mayor for the Municipal Year 2021/22
2. To elect the Deputy Town Mayor for the Municipal Year 2021/22
3. Apologies for absence
4. 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

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

5. Public Question Time

Members of the public who are electors of the parish of Bridgnorth are advised that they are 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.

(Clerk's Note: The Council will generally permit up to 15 minutes to take questions with each question being limited to 3 minutes)

6. To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 27th April 2021.
(BTC/15/2021 on the Town Council website)
7. Announcements

To receive any announcements.
8. Members Question Time

Members are asked to receive questions (if any) in accordance with Standing Order 27 and to take no more than 15 minutes in total.
9. Schedule of Meetings

To approve a schedule of meetings for the municipal year 2021/22.
(Appendix A on the Town Council website)

ANNUAL REVIEWS

10. Terms of References

To review the terms of reference for the following committees:

Planning Committee
Personnel Committee

(Appendix B on the Town Council website)

Clerk's Note: until the first meeting the Planning Committee on 8th June, responses to planning applications will be made under the Covid-19 delegated powers process as per minute number 0247/2021 iii) – 23rd March 2021.
11. Appointment of Members to Committees

To confirm the membership of the following committees:

Planning Committee (3 to 6 members)
Personnel Committee (3 to 5 members)
12. Working Groups

Members are asked to consider a report from the Town Clerk to confirm Terms of Reference and appointment to Working Groups.
(TC/01/2122 on the Town Council website)
13. Standing Orders

To consider a report from the Town Clerk and a recommendation to amend and adopt Standing Orders.
(TC/02/2122 on the Town Council website – Standing Orders circulated previously and available on the Town Council website)

14. Financial Regulations

To review and adopt (without amendment) Financial Regulations.
(Appendix C on the Town Council website – circulated previously to Members)

15. External Bodies

To review representation on external bodies:

St Leonard's, Weaver and Bluecoat Trust (2 posts – 3 year term)

Currently S Stevens and K Hurst-Knight

Bridgnorth & Shifnal Area Committee of Local Councils (2 posts – 1 year term)

Currently E Marshall and D Cooper

Sir Robert Lee's Charity (4 posts – Morfe Ward)

Currently R Fox, C Dyson, R Whittle, E Marshall

Bridgnorth Parish Charity (1 post – 3 year term)

Currently C Baines

Bridgnorth & District Twinning Association (1 post – 1 year term)

Currently K Sawbridge

Low Town Community Hall Management Committee (6 posts – reviewed annually)

Currently R Whittle, E Marshall, S Stevens, K Hurst-Knight, C Baines, C Walden

Members are asked to note that representatives will be required to provide a report to Council at least once in the year.

16. Review of Inventory of Land and Assets

To note that a review of the asset register had been undertaken as part of the end of year accounting process, copy attached
(Appendix D on the Town Council website)

17. Insurance Arrangements

Members are asked to note that the Town Council has a 3 year contract with WPS Insurance which expires in July 2023 and further asked to delegate the task of maintaining appropriate insurance cover to the Town Clerk.

18. Subscriptions

i) To note that the Council is currently a member (by subscription) of the following organisations (agreed as part of the budget process):

- Shropshire Association of Local Councils
- National Association of British Market Authorities
- Institute of Cemetery and Crematorium Management.

ii) To consider delegating the decision of continued membership (of the above) for next financial year as part of the standard budgeting process.

19. Town Council Complaints Procedure

A copy of the current Complaints Procedure is on the Town Council website
<https://www.bridgnorthtowncouncil.gov.uk/council-information/policy-documents/>

Members are asked to approve adoption (without amendment) of the complaints procedure.

20. Reviewing the Councils procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Regulations

- i) Freedom of Information – The Town Council updated its model publication scheme in September 2018 and it is available to view on the Town Council’s website <https://www.bridgnorthtowncouncil.gov.uk/council-information/policy-documents/>
 - a. Members are asked to approve adoption (without amendment) of the model publication scheme.
- ii) Data protection – The Town Council Data Protection Policy was revised in 2018 as a result of the implementation of GDPR it is recommended that the policy be reviewed in the current municipal year.
 - a. Members are asked to delegate to the Personnel Committee the task of reviewing the current Data Protection Policies.

21. Policy for dealing with the press/media

Members are asked to adopt the draft policy for dealing with the press/media (*Appendix E on the Town Council website*)

22. Employment Policies and Procedures

The Town council has an employee handbook which was last reviewed in 2019.

Members are asked to delegate to the Personnel Committee to conduct a review.

23. Expenditure under The General Power of Competence

To note that there had been no expenditure under The General Power of Competence in the previous financial year.

24. General Power of Competence

Members are asked to consider a report from the Town Clerk and a recommendation to re-adopt the General Power of Competence. (*TC/03/2122 on the Town Council website*)

25. FINANCE

i) Accounts Paid – April 2021

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5 (*Appendix F on the Town Council website*)

ii) Members are asked to note receipt of Cashbooks 1, 2 & 3 (*Appendix G on the Town Council website*)

iii) Budget Report

Members are asked to note the Budget Summary report, including Earmarked Reserves.

(Appendix H on the Town Council website)

iv) Balance Sheet

Members are asked to note the balance sheet as at 30 April 2021.

(Appendix I on the Town Council website)

v) Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.

(Appendix J on the Town Council website)

vi) Receipts and Payments Summary

Members are asked to note the Receipts and Payments Summary as at 30 April 2021.

(Appendix K on the Town Council website)

Members are advised that a full Income & Expenditure report can be found on the Town Council website under Policies & Procedures; Financials.

vii) Accounts for Payment

Members are asked to:

- i) Authorise the signing of invoices for payment.
- ii) Confirm those Councillors who will be authorised to sign the cheques on Friday 21 May 2021; C Baines, S Barlow, J Buckley, D Cooper or K Sawbridge

(Appendix L on the Town Council website)

viii) Accounting and Audit

Members are asked to note that Councillors S Stevens and C Whittle, on Friday 30 April 2021, verified/signed the bank statements for March 2021 and signed those cheques approved by Council at the meeting held on 27 April 2021. Councillors S Stevens and R Whittle authorised payroll for April 2021.

ix) Internal Auditor

Members are asked to note that the Town Council has a 3 year contract with JDH Business Services Ltd to carry out the function of internal audit for the financial years 2020/21, 2021/2022 and 2022/2023.

x) Internal Audit Report

- i) Members are asked to receive and accept the final Internal Audit Report for 2020/2021 whilst noting the comments from the Town Clerk and RFO.
(Appendix M on the Town Council website)

- ii) Members are asked to retrospectively approve the following movements to Earmarked Reserves following the Internal Auditors comments at points 1 & 2 of the report:

EMR 346 - Committed Funds 2020/2021:

Legal costs	£500
College House repairs	£210
Fire equipment (various areas)	£1,854
Scaffolding (Clock Tower)	£1,150
Water Bowser	£3,153
CCTV Feasibility Study	£297

EMR 345 – Mayoral Allowance Unspent:

Mayoral Allowance	£470.00
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- xi) Risk Management

Members are asked to adopt the Risk Management Strategy (and schedule).
(Appendix N on the Town Council website)

- xii) Financial Reserves

Members are asked to adopt (without amendment) the Financial Reserves Policy
(Appendix O on the Town Council website)

- xiii) Regular Payments and Standing Orders

Members are asked to approve a list of regular payments, direct debits and standing orders.
(Appendix P on the Town Council website)

26. Town Council Vacancies

Members are asked to consider a report from the Town Clerk and a recommendation to approve a co-option timetable.
(TC/04/2122 on the Town Council website)

Membership: Councillor K Hurst-Knight (Town Mayor), C Baines, S Barlow, J Buckley, A Buffey, A Chetter, R Connolly, D Cooper, N Cooper, L Neal, L Rochelle, C Round, K Sawbridge, D Wellings