

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Meeting of Bridgnorth Town Council held in the Castle Hall on  
Tuesday 1<sup>st</sup> June 2021 at 7.15pm**

(Draft until signed at a subsequent meeting)

Present:

Councillors:

Barlow (in the Chair)  
Baines MBE  
Buckley  
Buffey  
Connolly  
D Cooper  
N Cooper  
Rochelle  
Round  
Sawbridge  
Wellings

In Attendance:

L Jakeman, Town Clerk  
R Williams, RFO & Deputy Town Clerk

0027/2122 **APOLOGIES FOR ABSENCE**

Councillor Neal – family commitment  
Councillor Chetter – personal commitment

0028/2122 **DECLARATIONS OF INTEREST**

Nil

0029/2122 **PUBLIC QUESTION TIME**

Nil

0030/2122 **MINUTES**

- i) Members noted receipt of the draft minutes of the Annual Meeting of Bridgnorth Town Council held on Tuesday 18<sup>th</sup> May 2021.

**RESOLVED: to approve the minutes of the Annual Meeting of Bridgnorth Town Council held on 18<sup>th</sup> May 2021.**

0031/2122 **ANNOUNCEMENTS**

Nil

0032/2122 **MEMBERS QUESTION TIME**

Nil

0033/2122 **OUTDOORS AND PROPERTIES MANAGER'S REPORT**

Members considered a report from the Outdoors and Properties Manager outlining various projects that had either been completed or are ongoing.

**RESOLVED:**

- a. **To increase the 2021/22 budget for Grounds Maintenance Training budget (cost centre 250, nominal ledger 4030) from £3k to £5k**

**AND**

- b. **To transfer from the general reserve £10k to earmarked reserves to contribute to the future purchase of a replacement tractor.**

0034/2122 **END OF YEAR ACCOUNTS**

- i) **RESOLVED to approve the End of Year Accounts 2020/2021.**

ii) **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

- a) Members received and noted the Annual Internal Audit Report 2020/2021.

- b) Members considered and approved the following:

- i) **RESOLVED: to agree the Annual Governance Statement (comprising 9 statements)**

- ii) **RESOLVED: to authorise the Accounting Statements, prepared and certified by the RFO**

0035/2122 **CCLA BANK MANDATE**

**RESOLVED: that the following 4 councillors be added to the bank mandate for the CCLA Deposit Fund:**

**Connolly  
N Cooper  
Round  
Sawbridge**

(Clerk's Note: Cllr D Cooper is currently a signatory)

0036/2122 **MAYORAL ALLOWANCE**

Members noted that £1,000 will be paid from the Mayoral Allowance, of £2,300, for 2021/2022 via the PAYE system on 30/06/2021. This is in accordance with minute number 0196/2021 (Precept/Budget Setting for FY 2021/2022).

0037/2122 **DEVELOPERS BRIEFINGS**

- i) Members noted that an invitation has been received from MacMullen Associates to discuss their proposals for a development at "Tasley Gateway" and that a public consultation would be arranged shortly. Members are awaiting confirmation of the date and time.
- ii) Members were advised that they are also invited to a briefing on 9<sup>th</sup> June from Apley Estate regarding its aspirations for a Stanmore Garden Village.

0038/2122 **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: While the discussions are confidential the decisions made are documented for the public record)*

0039/2122 **PUBLIC CONVENIENCES CLEANING AND ROUTINE MAINTENANCE CONTRACT**

Members considered the tenders submitted and a report from the Town Clerk. Members noted that the opening of the 2 tenders received had been opened by officers in the presence of councillors Connolly and Wellings on 25<sup>th</sup> May. Following which; the 2 councillors, the Town Clerk, the Responsible Finance Officer and the Outdoor and Properties Manager checked the validity of the tenders and discussed the merits of each tender. It was noted that each tender would benefit from a little more clarity around some minor aspects of the service delivery. It was felt that any preferred contractor would need to agree to the expansion (for clarity) of a few sentences before awarding any contract.

**RESOLVED: to award the Contract for the Cleaning and Maintenance for the Bridgnorth Town Council public toilets at Fox Corner, Innage Lane and Listley Street to; Healthmatic Limited (company No 02065014) for £22,100 per annum for a period of 3 years from 2<sup>nd</sup> July 2021.**

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