



11th August 2021

The **MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **CASTLE HALL, WEST CASTLE STREET, BRIDGNORTH** on **TUESDAY 17TH AUGUST 2021** at **7.15PM** when Members are summoned to attend.

Yours sincerely

Lee Jakeman
Town Clerk
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AGENDA

1. Apologies for absence
2. 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.

3. 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 3y (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).

4. Minutes

- i) To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 20th July 2021.
(BTC/05/2122 on the Town Council website)
- ii) To note receipt of the minutes of a meeting of the Personnel Committee held on 19th July 2021
(PERS/02/2122 on the Town Council website)
- iii) To note receipt of the minutes of a meeting of the Events & Christmas Committee held on 27th July 2021.
(EVCH/01/2122 on the Town Council website)

5. Announcements

- i) Mayor and Deputy Mayor's Diary

Mayor's Diary

16/07 - Awards to Castlefields and Oldbury Wells students for Sustainable Bridgnorth event.

9/08 - Agenda Prep meeting with Town Clerk and Deputy TC

11/08- Judging WI event

Deputy Mayor's Diary

28/07 - Welcoming the Rugby Club cyclists back to Bridgnorth en-route to Lands End, from John O'Groats

- ii) Announcements

To receive any announcements.

6. 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.

7. Finance

- i) Accounts Paid – July 2021

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5

(Appendix A on the Town Council website)

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

iii) Budget Report

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

(Appendix C on the Town Council website)

iv) Balance Sheet

Members are asked to note the balance sheet as at 31 July 2021.

(Appendix D on the Town Council website)

v) Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.

(Appendix E on the Town Council website)

vi) Receipts and Payments Summary

Members are asked to note the Receipts and Payments Summary as at 31 July 2021.

(Appendix F 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 20 August 2021.

(Appendix G on the Town Council website)

viii) Accounting and Audit

Members are asked to note that Councillors L Rochelle and A Buffey, on Friday 23 July 2021, verified/signed the bank statements for June 2021 and signed those cheques approved by Council at the meeting held on 20 July 2021. Councillors L Rochelle and A Buffey authorised payroll for July 2021.

8. Working Group Updates

Media Policy – To consider a report from the Media Policy Working Group and a recommendation to adopt the revised Media Policy as amended by the Media Policy Working Group and now that the function is complete that the Working Group be disbanded.

(Appendix H on the Town Council website)

9. Local Police Contract

At the Town Council meeting held on 20th July, it was agreed that the matter of identifying the Council (3) Priorities should be undertaken at the August Town Council meeting. Members are therefore asked to consider a Town Clerk's report and recommendations that:

The 3 current priorities from the Town Council with regard to local policing and a contract are:

- 1- An increased police presence.
- 2- Elimination/ reduction of illegal drug culture.
- 3- Reduce speeding cars in and around the town and town centre.

And

That the individual comments submitted by town councillors as part of the process be forwarded along with the Contract document.

Members are asked to consider a further recommendation that members confirm the contact options (agreed contact, type of contact and frequency).
(TC/09/2122 on the Town Council website)

10. Property Services

Members are asked to consider a report from the Town Clerk and recommendations:

that there is a need to have some accurate and detailed drawings of many of the Town Council's buildings

And

that the Town Council RESOLVES: To accept the quote provided by Shropshire Council's Property Services Group with funding being provided through the Ear Marked Reserve for Equipment Repairs.
(TC/10/2122 on the Town Council website)

11. Wifi in the Annexe

Members are asked to consider a report from the Democratic Services Officer and a recommendation to accept the quotation from Midland Computers for the sum of £625 plus VAT to improve the Wi-Fi in the Annexe.
(Appendix I on the Town Council website)

12. Town Council Strategy and Vision

To consider setting a date for an initial Town Council visioning event that can provide an opportunity for councillors to share their aspirations for the Town Council of the next 3 years.

13. 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

14. Town Council Debtors

This item is being discussed in confidential as it may relate to the early stages of dispute.

15. Personnel Committee

This item is being discussed in confidential as it relates to staffing matters.

16. Contract for Repairs to Play Equipment

This item is being discussed in confidential as it relates to a contract.

Membership: Councillors Barlow (Town Mayor), Aked, Baines MBE, Buckley, Buffey, Chetter, Colley, Connolly, D Cooper, N Cooper, Neal, Rochelle, Round, Sawbridge, Seabright, Wellings