



15th September 2021

The **MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE, BRIDGNORTH** on **TUESDAY 21st SEPTEMBER 2021** at **7.15PM** when Members are summoned to attend.

Yours sincerely

Roslyn Williams
Deputy 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 7th September 2021.
(BTC/07/2122 on the Town Council website)
- ii) To note receipt of the minutes of a meeting of the Personnel Committee held on 9th September 2021
(PERS/03/2122 on the Town Council website)

5. Announcements

- i) Mayor and Deputy Mayor's Diary

Mayor's Diary

26/08 – River Safety Day

26/08 – Opening of a hairdressing salon; Envy

01/09 – Meeting with S McVicker, Bridgnorth Aluminium with the Deputy Mayor

14/09 – Agenda Prep meeting with the Deputy Mayor and Deputy Town Clerk

Deputy Mayor's Diary

01/09 – Meeting with S McVicker, Bridgnorth Aluminium with the Mayor

14/09 – Agenda Prep meeting with the Mayor and Deputy Town Clerk

- 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

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.

(Members are asked to note that projected income figures are now included in the budget report. This report is currently showing a year end budget deficit of £66,473).

(Appendix C on the Town Council website)

iv) Balance Sheet

Members are asked to note the balance sheet as at 31st August 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 31st August 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 24 September 2021 along with authorising payroll for September 2021.
(Appendix G on the Town Council website)

viii) Accounting and Audit

Members are asked to note that Councillors S Barlow and N Cooper, on Friday 20 August 2021, verified/signed the bank statements for July 2021 and signed those cheques approved by Council at the meeting held on 17 August 2021. Councillors s Barlow and N Cooper authorised payroll for August 2021.

8. Annual Governance & Accountability Return - Year End 31 March 2021

Members are asked to:

- i) Note the review of Bridgnorth Town Council's Annual Governance & Accountability Return (AGAR), copy attached.
- ii) Note the satisfactory review by the external auditor (PKF Littlejohn LLP) of Bridgnorth Town Council's Annual Governance & Accountability Return (AGAR), without additional comment.
- iii) Note a copy of the Notice of Conclusion of Audit and that the publishing of the Notice and Sections 1, 2 & 3 of the AGAR occurred on 10th September 2021 on the Council's website and notice boards.
(Appendix H on the Town Council website)

9. Budget Preparation 2022/23

Members are asked to confirm the budget setting timetable
(*Appendix I on the Town Council website*)

10. VAT Partial Exemption 2020/2021

Members are asked to note that the calculations for the VAT Partial Exemption position for 2020/2021 have been completed by DCK Accounting Solutions. The VAT recovered on the exempt activities for the year was £4,355.83 which has not exceeded the de-minimis limit of £7,500.

11. Bridgnorth Arts Trail Working Group minutes

Members are asked to note the minutes of the Bridgnorth Arts Trail Working Group meeting held on Monday 6 September 2021.

Members attention is drawn the following:

- Planned publicity event – “**Kids Halloween Costume – Trail photo competition**” for the October Half Term
- A plan to re-varnish the statues before winter.
- Next meeting date of Monday 11th October, 6.30-8pm, at the Library side room, Listley Street (Bridgnorth).

(*Appendix J on the Town Council website*)

12. 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

13. Town Council Debtors

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

14. Staffing Matters

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

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