



13th October 2021

The **MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE, BRIDGNORTH** on **TUESDAY 19TH OCTOBER 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. Casual Vacancy.

To note that Councillor Gerry Colley has written to the Town Mayor to inform her that he has resigned from the Town Council. A casual vacancy now exists on the Town Council in Castle Ward. Shropshire Council has been informed and a formal notice issued.

3. 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.

4. 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).

Question received Mr R Richards

The Town Council has an end-of-year deficit of £66,473. What measures does the Council intend to take to rectify this situation without increasing the precept?
What measures will the Council take to ensure it does not have a deficit at end of this year?

5. Minutes

- i) To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 21st September 2021.
(BTC/08/2122 on the Town Council website)
- ii) To receive the minutes of the Events & Christmas Committee meeting held on 21st September 2021.
(EVCH/02/2122 on the Town Council website)
- iii) To receive the minutes of the Planning Committee meeting held on 11th October 2021.
(PL/02/2122 on the Town Council website)

6. Announcements

- i) Mayor's Diary
To be tabled
- ii) Other Announcements
To receive any announcements.

7. 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.

8. Finance

- i) Accounts Paid – September 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 30th September 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 30th September 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 22nd October 2021.

(*Appendix G on the Town Council website*)

viii) Accounting and Audit

Members are asked to note that Councillors S Barlow and J Buckley, on Friday 24 September 2021, verified/signed the bank statements for August 2021 and signed those cheques approved by Council at the meeting held on 21 September 2021. Councillors Barlow and Buckley authorised payroll for September 2021.

9. Committee Membership

In light of the recent resignation of Councillor Colley members are asked to consider volunteering to replace Councillor Colley on the Planning Committee (that now only has 4 members) and the Events & Christmas Committee (that now has only 5 members).

10. Budget Preparation.

To receive a report from the RFO regarding the budget for 2022/23 and consider the recommendations contained within.

(*TC/17/2122 on the Town Council website*)

11. Outdoor & Property Report

To receive a report from the Outdoor & Property Manager and consider any recommendations.

(*TC/18/2122 on the Town Council website.*)

12. Welcome Back Fund

To receive any updates.

(Clerk's Note: Arrangements have been made with Shropshire Council to meet during the week of 11th October to confirm and begin costing for work suggested by the Town Council).

13. Youth Provision

To note correspondence sent by the Mayor regarding an initial scoping meeting for a Bridgnorth Youth Partnership to be held on 20th October 2021.

(Appendix H on the Town Council website)

14. Shropshire Council

To receive a report from the Town Clerk and consider any recommendations following a presentation by Shropshire Council officers on Monday 20th September 2021.

(TC/19/2122 on the Town Council website.)

Recommendations:

- a. To agree to brand a forthcoming public engagement on a number of potential projects (discussed on Monday 20th September with Shropshire Council) as 'Shropshire Council in partnership with and/or with the support of Bridgnorth Town Council'.
- b. That the Town Council (initially through the Clerk) begin discussions with Shropshire Council's Economic Growth and Strategy department about the perceived benefits of a BID and the process.

15. Bridgnorth Community Hall

To note (as Sole Trustee) the minutes of the Management Committee meeting of the Bridgnorth Community Hall held on Friday 8th October 2021, in particular its aspirations regarding the charity reforming as a Charitable Incorporated Organisation, and consider a request that:

"The Town Council as the Sole Trustee authorises the Management Committee of the Bridgnorth Community Hall Charity Committee (currently 6 members) be expanded to up to 9 members, with the current management committee having delegated authority to appoint the new members."

(Appendix I on the Town Council website)

16. Flood Action Working Group

To receive a report and consider the following recommendation:

'That the sum of £500 be provided to cover printing costs, room hire, publications, refreshments and the like.'

(Appendix J on the Town Council website)

17. 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

18. Town Council Debtors

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

19. Hanging Basket and Bedding Plant Contract

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

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