



12th January 2022

The **MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE, BRIDGNORTH** on **TUESDAY 18th JANUARY 2022** at **7.15PM** when Members are summoned to attend.

Yours sincerely



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AGENDA

1. Apologies for absence
2. Town Council Casual Vacancy Elections

To note that the 2 recent casual vacancies on the Town Council were filled as a result of the elections held on Thursday 6th January 2022 namely and that each successful candidate has prior to the meeting signed a declaration of acceptance of office, witnessed by the Town Clerk, namely:

Castle Ward – Councillor Ross Ireland
Morfe Ward – Councillor Edward Marshall

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).

5. Minutes

- i) To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 14th December 202.
(BTC/12/2122 on the Town Council website)
- ii) To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 21st December 202.
(BTC/13/2122 on the Town Council website)

6. Announcements

- i) Mayor's Diary
- ii) Announcements

Members are asked to note that Councillor Karen Sawbridge was awarded the British Empire Medal in the Queens New Year's Honours List.

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 – December 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 31st December 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) 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 21st January 2022.
(Appendix F on the Town Council website)

vii) Accounting and Audit

Members are asked to note that Councillors A Chetter and S Sawbridge, on Friday 17th December 2021, verified/signed the bank statements for November 2021 and signed those cheques approved by Council at the meeting held on 14th December 2021. Councillors Chetter and Sawbridge authorised payroll for December 2021.

viii) Earmarked Reserves

Members are asked to note the attached reports with regards to Earmarked Reserves as at December 2021.
(TC/30/2122 on the Town Council website)

ix) Corporate Card

Members are asked to approve a recommendation to increase the limit on the Town Council Corporate Card from £500 per month to £1,500 per month.
(TC/31/2122 on the Town Council website)

9. Civic Year 2022/23

The Civic year will run from May 2022 to May 2023 and Members might wish to begin consideration of a number of organisation matters.

i) Appointment of Town Mayor

Members may wish to consider appointing a Mayor and Deputy Mayor Elect for the civic year 2022/23.

ii) Town Council and Committee Structure

Members might wish to begin considering the structure of Council and Committee Meetings.

10. Outdoor & Property Manager Report

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

(TC/32/2122 on the Town Council website)

11. Setting the Precept for FY 2022/2023

Members are asked to receive a report from the RFO and a recommendation for the precept for 2022/2023 to be set at £707,668.
(TC/33/2122 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. Contracts

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