



9th February 2022

The **MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE, BRIDGNORTH** on **TUESDAY 15th FEBRUARY 2022** at **7.15PM** when Members are summoned to attend.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Lee Jakeman'.

Lee Jakeman
Town Clerk
Email: info@bridgnorthtowncouncil.gov.uk
Telephone: 01746 762231

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).

Question(s) received Mr R Richards of St Leonard's Close

1. Does the Council still have a Procurement Committee?
2. Does it plan to re-establish such a committee?

4. Minutes

- i) To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 1st February 2022.
(*BTC/15/2122 on the Town Council website*)

5. Announcements

- i) Mayor's Diary
- ii) 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. Policing Charter – Safer Neighbourhood Team

At the Town Council meeting held on 16th November 2021 the following resolutions were made under minute number 0237/2122:

'Members reviewed the Council's priorities and **RESOLVED:**

That the 3 priorities previously identified remain current with the addition of targeting anti-social behaviour amongst younger teens:

- 1- For an increased police presence to also help aide the reduction in anti-social behaviour amongst younger teens.**
- 2- Elimination/ reduction of illegal drug activity.**
- 3- Reduce speeding cars in and around the town and town centre.'**

Members are asked:

- i) to receive a briefing from a member of the local policing team regarding performance against the charter priorities.
- ii) to confirm the Town Council's three policing charter priorities for the next three months

8. Finance

- i) Accounts Paid – January 2022

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 January 2022.

(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 18th February 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 21st January 2022, verified/signed the bank statements for December 2021 and signed those cheques approved by Council at the meeting held on 18th January 2022. Councillors Chetter and Sawbridge authorised payroll for January 2022.

9. Quarterly Budget monitoring Report

Members are asked to note the Quarterly Budget Monitoring report from the Accounts Administrator.

(Appendix G on the Town Council website)

10. Internal Audit 2021/2022

Members are asked to receive the first interim internal audit report for 2021/2022 and note the RFO's comments.

(Appendix H on the Town Council website)

11. Year End Closedown for FY 2021/2022

Members are asked to note that the Year End closedown for 2021/2022 has been arranged for Thursday 21st April 2022. The closedown will be carried out remotely by Rialtas Business Solutions Ltd (RBS) using Microsoft Teams.

12. Town Council Fees for FY 2022/2023

Members are asked to consider the report from the RFO and any recommendations made.

(TC/42/2122 on the Town Council website)

13. To receive nominations for the following

Members are asked to nominate:

- i) Town Mayor 2022/2023
- ii) Deputy Town Mayor 2022/2023

14. Footpaths and Roads Report

To consider a report from the Town Clerk that provides an update on the possible upgrade to roads/paths/carparks owned by Bridgnorth Town Council and consider a recommendation to:

Transfer £9k from EMR 325 to the appropriate Grounds/ Severn Park budget(s) to undertake (low-key) surfacing repairs to Severn Park Car Park; Bandon Lane; Cemetery Internal Roads; Castle Grounds and Crown Meadow Access Road.

(TC/43/2122 on the Town Council website)

15. Committees

To discuss Town Council committees (including structure and purpose).

(Report to follow)

16. Town Hall Improvements

Members are asked to consider a proposal brought by Councillor I Wellings with regards to setting up a Working Group to investigate improvements and facilities to the Town Hall.

(Appendix I on the Town Council website)

17. Crown Meadow Tree Planting

To consider a report from the Town Clerk and consider the correspondence from 'Tree Town' To consider a request to 'paint a series of birds and other natural things along most or all the panels of the fence adjoining the Tennis Court painted as part of their Tree Planting Project on Crown Meadow.'

(TC/44/2122 on the Town Council website)

18. 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

19. Staffing Matters

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

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