



9<sup>th</sup> March 2022

The **MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE, BRIDGNORTH** on **TUESDAY 15<sup>th</sup> MARCH 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](mailto:info@bridgnorthtowncouncil.gov.uk)  
Telephone: 01746 762231

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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 15<sup>th</sup> February 2022.  
*(BTC/16/2122 on the Town Council website)*
- ii) To note the minutes of the Events & Christmas Committee meeting held on Tuesday 1<sup>st</sup> March 2022.  
*(EVCH/04/2122 on the Town Council website)*

5. Announcements

- i) Mayor's Diary
- ii) Announcements:
  - a. To note that Councillor Chetter has resigned as a Town Council representative on the Sir Robert Wheeler Trust

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 – February 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 28<sup>th</sup> February 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 18<sup>th</sup> March 2022.  
*(Appendix F on the Town Council website)*

vii) Accounting and Audit

Members are asked to note that Councillors C Aked and R Connolly on Friday 18<sup>th</sup> February 2022, verified/signed the bank statements for January 2022 and signed those cheques approved by Council at the meeting held on 15<sup>th</sup> February 2022. Councillors Aked and Connolly authorised payroll for February 2022.

8. Budget for FY 2022/2023

Members are asked to approve the budget for FY 2022/2023  
*(TC Report 48 /2122 on the Town Council website)*

9. Town Council Fees for FY 2022/2023

To ratify the standard Town Council fees agreed at the meeting held on 15<sup>th</sup> February 2022  
*(Appendix G on the Town Council website)*

10. Meetings (Town Council and Committees)

- i) To consider draft terms of reference for a finance committee.

*(Appendix H on the Town Council website)*

- ii) To consider a draft schedule of meetings for 2022/23 civic year.

*(Appendix I on the Town Council website)*

11. Bank Mandates

In accordance with Financial Regulation 5.1, Members are asked to authorise the necessary amendments to bank mandates for Unity Trust and HSBC; the removal (Councillors C Round & G Colley) and addition of signatories (Councillors R Ireland & E Marshall).

12. Grants Policy

To consider a report and a recommendation to adopt a Grants Policy and Application form.

*(TC Report 49/2122 on the Town Council website)*

13. Flood Reaction Working Group

To receive a report from Councillor Ian Wellings regarding the Flood Reaction Working Group.

Members should note that with the objectives of the Working Group achieved, the Town Council Flood Reaction Working Group is dissolved.

*(Appendix J on the Town Council website)*

14. Bridgnorth Town Hall Improvements Working Group

To consider approving a draft set of Terms of Reference prepared by Councillor Wellings.

*(Appendix K on the Town Council website)*

15. Public Toilets (Listley Street)

To consider a report regarding the impact of vandalism to the public toilets in Listley Street and a recommendation to:

Reinstate the paddle doors with access being available subject to contactless payment (and increase the cost to contribute sufficiently to cover repairs and increasing utility costs).

*(TC Report 50/2 122 on the Town Council website)*

16. Youth Club Innage Lane

i) To consider correspondence from the CEO of SYA and the latest termly monitoring and evaluation reports.

*(Appendix L on the Town Council website)*

ii) To consider a proposal from Councillor Chetter:

That the Town Council approves that funding of up to £20k be made available to extend the current youth commissioning service at Innage Lane for a period of 12 months from 1 April 2022.

And

That consideration be given as part of the budget process for 2023/24 for the service to be extended beyond 31 March 2023.

(Clerk's Notes:

1. Councillor Chetter has provided comment to expand on the proposal; *Appendix M on the Town Council website.*

2. Should the resolution be supported the current service provider has provided a quote for the continuation of the service for consideration. Any agreement on the awarding of a contract will need to be held in confidential session as it relates to the awarding of a contract.)

17. Marketing and Business Promotion Working Group

To consider a proposal from Councillor Ireland; to form a Marketing and Business Promotion Working Group with the following Aims and Objectives:

- To create an integrated Business Plan(s) to promote the profitable use of Town Council owned and managed assets. Particularly the grouping of Town Hall, Castle Hall, College House Annexe and Castle Grounds and separately Severn Park.
- To actively seek, working with other organisations and individuals in Bridgnorth, to encourage tourists to visit our Town.
- To help promote all Town events, large or small however organised.
- To work with others to establish social media and other forms of publicity (including a website and emailing list) in a co-ordinated manner so that as many people as possible become aware of the Town and its activities, services, attractions etc.
- To co-operate in promoting responsible attitudes to reducing single use plastic and litter reduction. (Green Tick Campaign?)
- To promote free of cost (apart from possible advertising), equally and without favour all businesses and organisations in the Town.
- To do the above with minimal expenditure or Council staff involvement but by the sponsorship of local businesses, (possible advertising) grants and the volunteer efforts of members and co-operating organisations and individuals.
- To provide regular updates and reports to the full Council.

The role of the individual members of the Working Group will include:

- attending meetings as required and participating in the group's work
- demonstrating a genuine interest in the initiatives and the outcomes being pursued in the programme
- being an advocate for the program's outcomes and achievements
- being committed to, and actively involved in, pursuing the programme's aims and outcomes.

### **Membership**

The Working Group will comprise: Etc.

18. The Boundary Commission for England's secondary public consultation.

To consider a proposal from Councillor Marshall that:

Bridgnorth Town Council should submit a response to the currently open Secondary Public Consultation being run by The Boundary Commission for England on their proposals for Parliamentary Constituencies in England. The response to be: Bridgnorth Town Council support The Boundary Commission for England's proposal that the name for our local Parliamentary Constituency includes the name Bridgnorth, and as Bridgnorth is the largest settlement in the constituency, whatever name is eventually chosen, Bridgnorth is at the beginning of the name of the constituency.

19. 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

20. Contracts

This item is being discussed in confidential as it relates to contracts with the Town Council.

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