

BRIDGNORTH TOWN COUNCIL

Minutes of the Meeting of Bridgnorth Town Council held in the Annexe, College House on Tuesday 15th March 2022 at 7.15pm

Present:

Councillors:

- Aked
- Baines MBE
- Buckley
- Buffey
- Chetter
- Connolly
- D Cooper
- N Cooper
- Ireland
- Marshall
- Neal
- Rochelle
- Sawbridge BEM (Chair)
- Seabright
- Wellings

In Attendance:

- L Jakeman, Town Clerk
- R Williams, Deputy Town Clerk
- 1 member of the press
- 17 members of the public

0346/2122 APOLOGIES FOR ABSENCE

Councillor S Barlow Unwell

0347/2122 DECLARATIONS OF INTEREST

Nil

0348/2122 PUBLIC QUESTION TIME

RESOLVED: to suspend Standing Orders to allow members of the public to speak.

Signed: Date:

Representations were made by 5 members of the public (electors of Bridgnorth) in support of a proposal by Councillor R Ireland to form a Marketing and Business Promotion Working Group.

Members were made aware of the presence of 6 children who attend the Youth Centre on Innage Lane by a Youth Worker from Shropshire Youth Association.

All attendees were thanked for their input, and it was **RESOLVED:** to re-instate Standing Orders

It was further **RESOLVED:** to move agenda items 15, 16 and 17 to this part of the meeting.

0349/2122 **YOUTH CLUB INNAGE LANE**

- i) Members considered correspondence from the CEO of SYA and the latest termly monitoring and evaluation reports.
- ii) Members were asked to consider a proposal from Councillor A Chetter:
 - a. '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
 - b. That consideration be given as part of the budget process for 2023/24 for the service to be extended beyond 31 March 2023.'

Following much debate, an amendment was put forwarded and seconded that paragraph 2 be removed from the original proposal and replaced with:

'That the Bridgnorth Youth Partnership is set up to work across Bridgnorth to look at youth provision and funding for future sustainability, reporting back to the council in a timely manner'

It was therefore **RESOLVED:**

- a. 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
- b. That the Bridgnorth Youth Partnership is set up to work across Bridgnorth to look at youth provision and funding for future sustainability, reporting back to the council in a timely manner.

Members considered 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.
- To seek approval from Council prior to formally engaging with or co-opting community groups/individuals to the Group, supporting initiatives etc. The Working Group will research, plan and formulate proposals for Council approval before implementing.

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.

RESOLVED: to form a Marketing and Business Promotion Working Group with membership to the working group consisting of Councillors R Ireland, C Aked, S Barlow, A Buffey, R Connolly and I Wellings.

0351/2122 **PUBLIC TOILETS (LISTLEY STREET)**

Members considered a report regarding the impact of vandalism to the public toilets in Listley Street and were given a number of options:

- a. Maintain the current position with the toilets being free to use and open from 8am to 4pm.
- b. Reinstate the paddle doors with access being available subject to contactless payment (20 pence currently).
- c. 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).
- d. Change the opening hours to be from 9am to 4pm and keep the toilets free of charge.
- e. Change the opening hours and reinstate the paddle doors with access being available subject to contactless payment (20 pence).

and the following recommendation:

‘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).’

Members considered all options and it was

RESOLVED:

- **that no action be taken on the recommendation above to reinstate the paddle gates**
- **to endorse the action of the Town Clerk on the current opening times (8am to 4pm) and to delegate to the Town Clerk to use his discretion on when to return to the normal opening hours**
- **to investigate options to deter vandalism and report back to Council**

Councillor R Seabright left the meeting at this point

0352/2122 **MINUTES**

- i) **RESOLVED:** to approve the minutes of the meeting of Bridgnorth Town Council held on 15th February 2022.
- ii) Members noted receipt of the minutes of the Events & Christmas Committee meeting held on 1st March 2022.

And

RESOLVED: that £2,000 be allocated from grant funding to be spent on the Senior citizens Jubilee Tea Party and that funding be transferred to the civic events budget for financial year 2022/23.

0353/2122 **ANNOUNCEMENTS**

i) Mayor's Diary

Members were informed that on Monday 7th March 2022 the Mayor had attended and did a reading at the funeral, on behalf of the Council, of the late Mr Edward Shirley, a former Councillor and Mayor to Bridgnorth Town Council.

ii) Announcements:

- a. Members noted that Councillor Chetter had resigned as a Town Council representative on the Sir Robert Lee Trust.
- b. The Deputy Town Mayor announced that she would be writing a letter of support to a local junior football team coach for an initiative called Bootroom following Council's wishes to endorse the proposal of offering free access to football and football equipment.

0354/2122 **MEMBERS QUESTION TIME**

Nil

0355/2122 **FINANCE**

i) Accounts Paid – February 2022

Members received notification of items which had been paid in accordance with Financial Regulation 5.5.

RESOLVED: that the accounts amounting to £56,533.61 be retrospectively approved for payment.

ii) Cashbooks 1, 2 & 3

Members noted receipt of Cashbooks 1, 2 & 3.

iii) Budget Report

Members noted the Budget Summary report, including Earmarked Reserves.

iv) Balance Sheet

Members noted the balance sheet as at 28th February 2022 (£655,825) comprising:

General Fund	£347,111
Ear Marked Reserves	£136,081
Useable Capital Receipts	£172,633

(* Sub totals combined do not necessarily agree with overall total due to roundings)

v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 28th February 2022. (Reconciled sum of all bank accounts £481,835.48)

vi) Accounts for Payment

Members noted receipt of a list of payments for approval.

i) **RESOLVED:** that the accounts amounting to £34,336.53 be approved for payment.

And

ii) **RESOLVED:** to authorise councillors J Buckley and D Cooper to sign the cheques (on Friday 18th February 2022).

vii) Accounting and Audit

Members noted that councillors C Aked and R Connolly, on Friday 18th February 2022, verified/signed the bank statements for January 2022 and signed those cheques approved by Council at the meeting held on 15th February 2022. Councillors Aked and Connolly authorised payroll for February 2022.

0356/2122 **BUDGET FOR FY 2022/2023**

RESOLVED: to approve the budget for financial year 2022/2023 as follows

Cost Centre	Expenditure	22/23 Budget £
101	Central Costs	297,453
110	Civic & Democratic	12,961
120	Grants	27,934
205	College House	24,803
206	Annexe	4,749
210	Town Hall	15,922
211	Market	1,274
215	Northgate	2,195
230	Cemetery	7,146
231	Cemetery Lodge	2,200
248	Cyclical Repairs	7,000
249	Other Properties	1,000
250	Grounds	400,075
255	Allotments	1050
260	Severn Park	49,928
285	Public Conveniences	32,400
291	Town Services	31,010
294	Projects & Improvements	3,000
299	Castle Hall	38,194
301	CCTV	11,668
302	Events	4,800
Expenditure Sub Total		976,762

0357/2122 **TOWN COUNCIL FEES FOR FY 2022/2023**

RESOLVED: to accept the Town Council fees agreed at the meeting held on the 15th February 2022

0358/2122 **MEETINGS (TOWN COUNCIL AND COMMITTEES)**

- i) Members considered draft terms of reference for a finance committee.

RESOLVED: to accept the draft Terms of Reference for a Finance Committee following the amendment of the document; removal of Asset Management.

- ii) Members considered a draft schedule of meetings for 2022/2023 civic year.

RESOLVED: to accept the following schedule:

(Clerk’s note: The schedule will be approved at the Annual Meeting being held on 17th May 2022)

Full Town Council	Planning Committee	Personnel Committee	Events Committee	Finance Committee
17 May 2022				
7 June	13 June	14 June	6 June	
21 June				
5 July				
19 July				12 July
16 August				
6 September				
20 September	12 September	9 September	5 September	
18 October				11 October
1 November				
15 November				
20 December	12 December	13 December		
17 January 2023			9 January	10 January
7 February				
21 February				
21 March	13 March	14 March	6 March	
18 April				11 April
17 May 2023				

0359/2122 **BANK MANDATES**

RESOLVED: In accordance with Financial Regulation 5.1, Members authorised 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).

0360/2122 **GRANTS POLICY**

Members considered a report and recommendation to adopt a grants policy and application form.

RESOLVED: to suspend Standing Orders to allow the meeting to continue beyond the 2.5 hours permitted.

RESOLVED: to approve both the policy and the application form following the addition of the word 'hardship' at point number one on the policy under the heading 'eligibility'.

0361/2122 **FLOOD REACTION WORKING GROUP**

Members received and noted a report from Councillor Ian Wellings regarding the Flood Reaction Working Group.

0362/2122 **BRIDGNORTH TOWN HALL IMPROVEMENTS WORKING GROUP**

Members considered a draft set of terms of reference prepared by Councillor Wellings.

RESOLVED: to accept the Terms of Reference for the Town Hall Working Group.

(Clerk's Note: Town Council minute 0325/2122 refers. The Town Council has previously appointed members to the working group, namely: Councillors **Aked, Buffey, Ireland, Seabright and Wellings**)

0363/2122 **THE BOUNDARY COMMISSION FOR ENGLAND'S SECONDARY PUBLIC CONSULTATION**

Members considered a proposal from Councillor Marshall and **RESOLVED:** that:

Bridgnorth Town Council 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.

0364/2122 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED 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, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

(Clerk's note: While the discussions are confidential the decisions made are documented for the public record)

0365/2122 **CONTRACTS**

- a) **RESOLVED:** to delegate to the Town Clerk the task of renegotiation of two Fishing Licence Agreements.

Councillor E Marshall declared a pecuniary interest in item b at this point and left the meeting.

- b) Members received and noted correspondence that had been forwarded to a current tenant in relation to an existing lease. Also noting that legal costs will occur.

- c) **RESOLVED:** to accept quotations with regards to HR, payroll and Health & Safety contracts from Shropshire Council in the sums of £3,000, £1,200 and £1,500 respectively.

- d) **RESOLVED:** to accept the quotation for the delivery of Youth Services at Innage Lane Youth Centre for 2022/2023 from Shropshire Youth Association in the sum of £14,500 plus VAT. Noting the need to waive Financial Regulations; time constraints

(Clerk's note: The quote of £14,500 has assumed that room hire will not be chargeable by Shropshire Council as was the case for 2021/2022)

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