



11th May 2022

The **ANNUAL MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **TOWN HALL, HIGH STREET, BRIDGNORTH** on **TUESDAY 17TH MAY 2022** at **7.15PM** when Members are summoned to attend.

Yours sincerely

Lee Jakeman
Town Clerk
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AGENDA

1. To elect the Town Mayor for the Municipal Year 2022/23
2. To elect the Deputy Town Mayor for the Municipal Year 2022/23

(Clerk's Note: At this point, Members may wish to adjourn the remainder of the meeting until 7:15pm. On Thursday 19th May 2022 in the Annexe at College House in order to take refreshments at Castle Hall)

3. Apologies for absence
4. 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.

5. 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 1s (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)

6. Minutes

a. To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 26th April 2022.

(BTC/18/2022 on the Town Council website)

b. To note the minutes of the meeting of the Planning Committee held on Tuesday 3rd May 2022.

(PL/03/2122 on the Town Council Website)

c. To note the minutes of the meeting of the Personnel Committee held on Tuesday 3rd May 2022.

(PERS/06/2122 on the Town Council Website)

7. Announcements

i) Mayor's Diary

27/04/2022 – Dracups Cottage art exhibition opening.

28/04/2022 – 70th Anniversary celebration of the Camera Club.

29/04/2022 – Attended the Bridgnorth Lions Charter evening with the Deputy Mayor.

02/05/2022 – The Mayor started the Bridgnorth Lion's Walk.

10/05/2022 – Visit to Faraday Business Park

8. 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.

9. Schedule of Meetings

To approve a schedule of meetings for the municipal year 2022/23.

(Appendix A on the Town Council website)

ANNUAL REVIEWS

10. Terms of References

To review the terms of reference for the following committees:

Planning Committee

Personnel Committee

Finance Committee

Events Committee

(Appendix B on the Town Council website)

11. Appointment of Members to Committees

To confirm the membership of the following committees:

Planning Committee (3 to 6 members)
Personnel Committee (3 to 5 members)
Finance Committee (3 to 6 members)
Events & Christmas Committee (3 to 6 members)

12. External Bodies

a. To review representation on external bodies:

- i. St Leonard's Weaver and Bluecoat Trust (2 posts – 3 year term)
Currently S Barlow and A Chetter
- ii. Bridgnorth & Shifnal Area Committee of Local Councils (2 posts – 1 year term)
Currently R Connolly
- iii. Sir Robert Lee's Charity (2 posts)
Currently L Rochelle and E Marshall
- iv. Bridgnorth Parish Charity (1 post – 3 year term)
Currently C Baines
- v. Bridgnorth & District Twinning Association (1 post – 3 year term)
Currently K Sawbridge

Members are asked to note that representatives will be required to provide a report to Council at least once in the year.

b. To appoint a replacement for Councillor I Wellings for the Bridgnorth & Shifnal Area Committee of Local Councils.

13. Review of Inventory of Land and Assets

To note that a review of the asset register had been undertaken as part of the end of year accounting process, copy attached
(Appendix C on the Town Council website)

14. Insurance Arrangements

Members are asked to note that the Town Council has a 3-year contract with WPS Insurance which expires in July 2023 and further asked to delegate the task of maintaining appropriate insurance cover to the Town Clerk.

15. Subscriptions

- i) To note that the Council is currently a member (by subscription) of the following organisations (agreed as part of the budget process):
 - Shropshire Association of Local Councils
 - National Association of British Market Authorities
 - Institute of Cemetery and Crematorium Management.

- ii) To consider delegating the decision of continued membership (of the above) for next financial year as part of the standard budgeting process.

16. Policies

- a) To review and adopt (without amendment):

- i. Standing Orders
- ii. Financial Regulations
- iii. Town Council Complaints Procedure
- iv. Freedom of Information Procedure
- v. Data Protection Policy
- vi. Policy for dealing with the press/media
- vii. Risk management Strategy
- viii. Financial Reserves Policy
(Available under the policies page on the website)
- ix. Staff Handbook
(Circulated separately to Town Councillors)

- b) Members are asked to consider the attached report from the RFO and resolve to adopt the amended Risk Management Schedule.
(TC/01/2223 on the Town Council website)

17. FINANCE

- i) Accounts Paid – April 2022

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5
(Appendix D on the Town Council website)

- ii) Members are asked to note receipt of Cashbooks 1, 2 & 3
(Appendix E on the Town Council website)

- iii) Budget Report

Members are asked to note the Budget Summary report, including Earmarked Reserves.
(Appendix F on the Town Council website)

- iv) Balance Sheet

Members are asked to note the balance sheet as at 30 April 2022.
(Appendix G on the Town Council website)

- v) Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.
(Appendix H 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 20 May 2022.

(Appendix I on the Town Council website)

vii) Accounting and Audit

Members are asked to note that Councillors S Barlow and C Aked on Friday 29 April 2022, verified/signed the bank statements for March 2022 and signed those cheques approved by Council at the meeting held on 26 April 2022. Councillors S Barlow and C Aked authorised payroll for April 2022.

viii) Internal Audit Report

- i) Members are asked to receive and accept the final Internal Audit Report for 2021/2022 whilst noting the comments from the Town Clerk and RFO.
(Appendix J on the Town Council website)
- ii) Members are asked to retrospectively approve the following movements to Earmarked Reserves:

EMR 346 - Committed Funds 2022/2023:
Past Mayoral badges £1,300

EMR 345 – Mayoral Allowance Unspent:
Mayoral Allowance £100

xi) Earmarked Reserves

Members are asked to consider a report from the Town Clerk and approve the following Earmarked Reserves from the General Fund.
(Report to follow – TC/02/2223)

xii) Regular Payments and Standing Orders

Members are asked to approve a list of regular payments, direct debits and standing orders.

(Appendix K on the Town Council website)

18. Grant Application

To consider a report on grant applications from the Town Clerk.
(TC/03/2223 on the Town Council website)

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. Staffing Matters

To consider a report from the personnel committee.

(Report to follow – TC/04/2223)

Membership: Councillor S Barlow (Town Mayor), C Baines, C Aked, J Buckley, A Buffey, A Chetter, R Connolly, D Cooper, N Cooper, R Ireland, E Marshall, L Neal, L Rochelle, K Sawbridge, R Seabright, I Wellings