

BRIDGNORTH TOWN COUNCIL  
St Leonard's Close  
Bridgnorth  
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30th May 2022

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 7<sup>TH</sup> JUNE 2022** at **7.15PM** when Members are summoned to attend.

Yours Sincerely

Lee Jakeman  
Town Clerk

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## **BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 7<sup>TH</sup> JUNE 2022**

### **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 agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so 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 another named person.

*(Clerks Note: The Council will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes)*

### **4. Minutes**

4.1. To approve the minutes of the Annual and Adjourned meetings of Bridgnorth Town Council held on Tuesday 17<sup>th</sup> and Thursday 19<sup>th</sup> May 2022.

*(BTC/01/2223 on the Town Council website)*

4.2. To note the minutes of the Annual Town Meeting of Electors held on Tuesday 10<sup>th</sup> May 2022.

*(Appendix A on the Town Council website)*

### **5. Announcements**

5.1. Mayor's Diary

20/05/2022 – Visit to the Cliff Railway with Dr Malvern Tipping, M.P. Philip Dunne and Councillor David Cooper.

5.2. To note that Members have been offered the opportunity to attend a Code of Conduct training event (via zoom) on Wednesday 15<sup>th</sup> June 6pm to 8pm.

### **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. End of Year Accounts 2021/2022**

7.1. To approve the end of year accounts 2021/2022.  
*(Appendix B on the Town Council website)*

7.2. Annual Governance and Accountability Return  
*(Appendix C on the Town Council website)*

7.2.1. To receive and note the Annual Internal Audit Report 2021/2022.  
*(page 3 of 6)*

7.2.2. To consider and approve the following:

7.2.2.1. Annual Governance Statement 2021/2022  
*(Section 1, page 4 of 6)*

Members are asked to consider and agree the Annual Governance Statement (comprising the 9 statements)

*(RFO's note: The attached report is intended to provide Members with assistance when considering the systems of internal control)*

7.2.2.2. Accounting Statements 2021/2022  
*(Section 2, page 5 of 6)*

Members are asked to consider and authorise the Accounting Statements, prepared and certified by the RFO.

*(RFO's note: The attached reports from RBS are intended to provide Members with assistance when authorising the Accounting Statements)*

## **8. Videoing/streaming of Town Council meetings**

To consider an indicative layout and quote for the instillation of a video conferencing facility in the Annexe, College House.  
*(Appendix D on the Town Council website)*

## **9. Water Fountains**

To consider a proposal from Councillor Buffey that:

9.1. The Town Council explores the possibility of installing refill water stations within the Town

and

9.2. To set aside funding of up to £6k from the general reserve to install 2 water stations at either Castle Grounds and/or the Town Hall.

*(An example can be found at: <https://www.miw.co.uk/our-range/bottle-filling-stations/outdoor>)*

## **10. Marketing and Business Promotion Working Group**

To receive any updates from Councillor Ireland.

## **11. Town Hall Improvements Working Group**

To receive an update from Councillor Wellings.  
(Appendix E on the Town Council website)

## **12. Castle Hall Refurbishment**

To consider a proposal from Councillor Connolly that:

The council agree in principle to the refurbishing of the Castle Hall. To include external walls, signage, and larger coat of arms on exposed brick wall subject to appropriate quotes.

## **13. Shropshire Councillors at Town Council meetings**

To consider a proposal from Councillor Barlow that:

Bridgnorth Town Council formally invites all four Shropshire Councillors to attend Town Council meetings on a rota basis and to produce a short report of latest/relevant news.

## **14. Building Maintenance**

To consider a proposal from Councillor Barlow that:

A member of staff puts together a rolling programme for maintaining our buildings and assets and a realistic time frame be set.

## **15. Public Bodies**

**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.

## **16. Staffing Matters**

To receive any updates.

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