



10th August 2022

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 16TH AUGUST 2022** at **7.15PM** when Members are summoned to attend.

Yours Sincerely

Roslyn Williams
Interim Town Clerk

BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 16TH AUGUST 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 meeting of Bridgnorth Town Council held on Tuesday 19th July 2022.
(BTC/04/2223 on the Town Council website)

5. Announcements

5.1. Mayor's Diary – July 2022

- 6th July – QBR meeting at Bridgnorth Rugby Club
- 11th July – QBR meeting at the Severn Valley Railway
- 15th July – Judging Blooming Bridgnorth alongside Love Bridgnorth
- 23rd July – Opened the Community Sports Fun Day for the Queen's Baton Relay and welcomed the Queen's Baton to Bridgnorth
- 30th July – Opened the annual Strawberry Fayre at Danesford Grange Care Home

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

7.1. Accounts Paid – July 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)

7.2. Members are asked to note receipt of Cashbooks 1, 2 & 3

(Appendix B on the Town Council website)

7.3. Balance Sheet

Members are asked to note the balance sheet as of the 31st July 2022.

(Appendix C on the Town Council website)

7.4. Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements

(Appendix D on the Town Council website)

7.5. Accounts for Payment

Members are asked to:

7.5.1. Authorise the signing of invoices for payment.

(Appendix E on the Town Council website)

7.5.2. Confirm that Councillors A Buffey and A Chetter will be authorised to sign the cheques on Friday 19th August 2022.

7.6. Accounting and Audit

Members are asked to note that Councillors A Buffey and R Ireland, on Friday 22nd July 2022, verified/signed the bank statements for June 2022 and signed those cheques approved by Council at the meeting held on Tuesday 19th July 2022 and authorised payroll for July 2022.

8. Bank Mandates

Members are asked to:

8.1. Confirm the removal of the previous Town Clerk, Mr L Jakeman, from the bank mandate for internet banking facilities.

8.2. Authorise the addition of Miss A Plimmer, Business Administrator, for the view and submit functions only.

9. Task & Finish Group

Members are asked to consider the attached Terms of Reference and membership for a newly formed Task and Finish Group with the aim of reviewing the recently acquired quinquennial report.

(Appendix F on the Town Council website)

10. Appointment of Internal Auditor

Members are asked to consider a report and recommendations from the interim RFO with regards to the appointment of the Internal Auditor for FY's 2023/2024, 2024/2025 and 2025/2026.

(TC/11/2223 on the Town Council website)

11. Bridgnorth Roundabouts

To consider a report with regards to the following roundabouts in Bridgnorth:

- Bandon Island (A442)
- Wolverhampton Island (B4363)
- Ludlow Island (A458)
- Kidderminster Island (A442)

(TC/12/2223 on the Town Council website)

12. Bridgnorth Community Hall

12.1. To note the minutes of the Annual General meeting of the Bridgnorth Community Hall held on Friday 22nd July 2022.

(Appendix G on the Town Council website)

12.2. To note the minutes of the Management Committee meeting of the Bridgnorth Community Hall held on Friday 22nd July 2022.

(Appendix H on the Town Council website)

13. Bridgnorth Art Trail Working Group

Members are asked to note the minutes of the Bridgnorth Art Trail Working Group meeting held on Monday 25th July 2022.

(Appendix I on the Town Council website)

14. Bridgnorth Green Spaces Working Group

Members are asked to note the minutes of the Bridgnorth Green Spaces Working Group meeting held on Monday 11th July 2022.

(Appendix J on the Town Council website)

15. Youth Club

Members are asked to note the latest termly monitoring and evaluation reports from SYA.
(Appendix K on the Town Council website)

16. Statement for NHS Crisis in Shropshire

Members are asked to review the statement provided on behalf of the Shropshire Needs Ambulances campaign and resolve whether Bridgnorth Town Council should stand as a signatory.
(Appendix L on the Town Council website)

17. Standing Orders

To form a working group with the aim of amending and reviewing the current standing orders and to confirm membership of the working group.

18. 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.

19. Staffing Matters

To receive a brief from the chair of the Workforce Committee regarding updates on staffing matters.

Membership: Councillors K Sawbridge BEM (Mayor), C Aked, C Baines MBE, 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