



0010/1920 **PREVIOUS MINUTES**

Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council Meeting held on Tuesday 16<sup>th</sup> April 2019.

**RESOLVED: that the minutes of the Bridgnorth Town Council Meeting held on Tuesday 16<sup>th</sup> April 2019 be signed by the Chairman as a true record.**

0011/1920 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

Members noted that the past Town Mayor's and past Deputy Mayor had attended the following since the last Town Council meeting:

Mayor's Diary (Councillor R Whittle)

- 18/4. Little Greenhouse Easter Bonnet judging
- 19/4. Re-Opening of Bridgnorth Museum
- 27/4. Launch of OCT machine at Specsavers
- 29/4. League of Friends of Bridgnorth Hospital AGM
- 30/4. Bridgnorth Town Meeting
- 4/5. Bridgnorth Spartans AFC Awards Night
- 8/5. Meet Schrobenhausen pupils at SVR
- 10/5. Bewdley Mayor Making
- 13/5. Aristocats Fashion Show at Patshull Park (Mayor's Fund Raiser).

Deputy Mayor's Diary (Councillor J Onions)

- 13/5. Aristocats Fashion Show

After 16<sup>th</sup> May 2019

Mayor's Diary (Councillor Jean Onions)

- 17/5. Bridgnorth Ukulele Club's Inaugural Buskers Concert

0012/1920 **MEMBERS QUESTION TIME**

Nil

0013/1920 **COMMITTEE MINUTES**

- i) Planning Committee – minutes of the meeting held on 8<sup>th</sup> May 2019

**RESOLVED: to receive the minutes of the Planning Committee meeting held on 8<sup>th</sup> May 2019 and note the resolutions contained therein.**

0014/1920 **COMMITTEE TERMS OF REFERENCE**

Members considered the draft TORs and suggested a number of minor/ subtle changes

**RESOLVED: to adopt the terms of reference for the Events & Christmas Committee, Personnel Committee and Planning Committee** (as amended at the meeting).

0015/1920 **APPOINTMENT OF MEMBERS TO COMMITTEES**

**RESOLVED: to appoint the following Councillors to the committees listed below:**

Committee	Membership	Councillors
Planning	3 to 6 members	D Cooper S Barlow C Dyson G Davies K Hurst-Knight C Whittle
Events & Christmas	3 to 6 members	C Baines S Barlow S Stevens R Whittle
Personnel Committee	3 to 5 members	C Dyson K Hurst-Knight E Marshall R Fox C Whittle

0016/1920 **STANDING ORDERS**

**RESOLVED: to approve Standing Orders without amendment**

0017/1920 **FINANCIAL REGULATIONS**

**RESOLVED: to approve Financial Regulations without amendment.**

0018/1920 **EXTERNAL BODIES**

**RESOLVED: to appoint the following Councillors to the External Bodies as listed below:**

<b>Outside Bodies</b>	<b>Term of Office</b>	<b>Membership 2019/2020</b>
Arthur Weaver and Bluecote School Foundation	3 Years (WEF May 2019)	Cllr Stevens
		Cllr Hurst-Knight
Bridgnorth & Shifnal Area Committee of Local Councils	One year from May (2 members)	Cllr Marshall
		Cllr Cooper
Sir Robert Lee's Charity	One year from May	Cllr Fox
		Cllr Dyson
		Cllr R Whittle
		Cllr Marshall
Bridgnorth Parish Charity	3 years (WEF May 2019)	Cllr Baines

0019/1920 **REVIEW OF LAND AND ASSETS**

Members noted the Asset Register as at 31 Mar 2019 (value £2,333,591).

0020/1920 **INSURANCE ARRANGEMENTS**

Members noted that the Council is in a 3 year contract and **RESOLVED: to delegate to the Town Clerk the task of maintaining appropriate insurance cover throughout the year.**

0021/1920 **SUBSCRIPTIONS**

- i) Members noted 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) **RESOLVED: To delegate the decision of continued membership (of the above) for next financial year as part of the standard budgeting process.**

0022/1920 **TOWN COUNCIL COMPLAINTS PROCEDURE**

**RESOLVED: to approve the revised complaints procedure but to ensure that a full review takes place within the current year.**

0023/1920 **REVIEWING THE COUNCILS PROCEDURES FOR HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION**

- i) Freedom of Information – Members noted that the Town Council updated its model publication scheme in September 2018 and it is available to view on the Town Council’s website.

**RESOLVED: to approve adoption (without amendment) of the model publication scheme and undertake a review at the earliest opportunity.**

- ii) Data protection – Members noted that the Town Council Data Protection Policy was revised in 2018 as a result of the implementation of GDPR it is recommended that the policy be reviewed in the current municipal year.

**RESOLVED: to delegate to the Town Clerk the task of reviewing the current Data Protection Policies.**

0024/1920 **POLICY FOR DEALING WITH THE PRESS/MEDIA**

Members noted that no formal policy currently exists and requested that the Town Clerk provides a draft for future consideration.

0025/1920 **EMPLOYMENT POLICIES AND PROCEDURES**

Members noted the current draft employee handbook and deferred a review until later in the year.

0026/1920 **EXPENDITURE UNDER THE GENERAL POWER OF COMPETENCE**

Members noted that there had been no expenditure under The General Power of Competence in the previous financial year.

0027/1920 **SCHEDULE OF MEETINGS**

**RESOLVED: to accept the proposed schedule of meetings.**

0028/1920 **RISK MANAGEMENT**

**RESOLVED: to adopt the Risk Management Strategy and schedule without amendment.**

0029/1920 **FINANCIAL RESERVES**

**RESOLVED: to adopt the Financial Reserves Policy without amendment.**

0030/1920 **REGULAR PAYMENTS AND STANDING ORDERS**

**RESOLVED: to approve the list of regular payments, standing orders and direct debits.**

0031/1920 **FINANCE**

i) Accounts Paid – April 2019

Members noted receipt of a list of retrospective payments for approval.

**RESOLVED: that the accounts amounting to £74,121.64 be retrospectively approved for payment.**

ii) Budget Report

Members noted the Budget Summary report.

iii) Balance Sheet

Members noted the balance sheet as at 30<sup>th</sup> April 2019.

iv) Town Council Bank Reconciliation Statement

Members noted the bank reconciliation statement as at 30<sup>th</sup> April 2019.

v) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 30<sup>th</sup> April 2019.

vi) Accounts for Payment

Members noted receipt of a list of payments for approval.

**RESOLVED: that the accounts amounting to £13,438.35 be approved for payment.**

0032/1920 **INTERNAL AUDIT REPORT**

**RESOLVED: to receive and accept the final Internal Audit Report for 2018/2019.**

0033/1920 **APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED:** to accept the quotation from JDH Business Services Ltd in the sum of £1,292 plus VAT and appoint them as the Internal Auditor for Financial Year 2019/2020 (*noting that it was not the lowest quote but acknowledging that a regular change of internal auditor was healthy*).

0034/1920 **END OF YEAR ACCOUNTS**

i) **RESOLVED:** to approve the End of Year Accounts 2018/2019.

ii) Annual Governance and Accountability Return

a) Annual Governance Statement 2018/2019 – Section 1

**RESOLVED:** to agree the Annual Governance Statement (comprising the 9 statements, page 4)

b) Accounting Statements 2018/2019 – Section 2

**RESOLVED:** to authorise the Accounting Statements (page 5), prepared and certified by the RFO.

0035/1920 **BRIDGNORTH (LOW TOWN) COMMUNITY HALL**

i) Accounts for Payment

**RESOLVED:** to retrospectively approve payments and those invoices paid in between meetings amounting to £1,057.24

0036/1920 **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

0037/1920 **TOWN COUNCIL DEBTORS**

Members considered a report from the RFO.

**RESOLVED:** to note a debtors report and approve the actions being undertaken to address unpaid invoices due to the Town Council.

0038/1920 **DISPUTED INVOICES**

**RESOLVED:** to pay JLB Electrical the sum of £2,622.52 as full and final payment for previously disputed and outstanding invoices in relation to the Christmas Lighting works in 2012/13.

0039/1920 **STAFFING MATTERS**

**RESOLVED:** to delegate to the Town Clerk to recruit a temporary member of staff to provide up to 37 hours per week from the beginning of June as a result of the impending departure of the Property and Grounds Administrator.