

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Meeting of Bridgnorth Town Council held in the Annexe, College House  
on Tuesday 21<sup>st</sup> January 2020 at 7.15pm**

Present:

Councillors:

R Whittle (in the Chair)  
C Baines  
S Barlow  
J Buckley  
D Cooper  
G Davies  
R Fox  
H Howell  
E Lynch  
E Marshall  
K Sawbridge  
C Walden  
C Whittle

In Attendance:

L Jakeman, Town Clerk  
R Williams, Responsible Financial Officer  
A Kendrick, PA to the Town Clerk

Absent:

Nil

0362/1920 **APOLOGIES FOR ABSENCE**

Members noted the apologies as listed below:

Councillors:

K Hurst-Knight - Unwell  
C Dyson – Personal Commitment  
S Stevens – Personal Commitment

0363/1920 **DECLARATIONS OF INTEREST**

The following Councillors declared an interest in Item 9(iv) - Bridgnorth Community Hall - as they are all management trustees of the charity and appointed by the Town Council.

Cllr Marshall  
Cllr R Whittle  
Cllr C Baines  
Cllr C Walden

*Clerk's Notes:*

- *Cllr Marshall had requested a dispensation prior to the meeting – Not granted by the Town Clerk.*
- *The nature of the interest (Appendix B to NALC Legal Briefing 09-12 dated May 2018) means that Cllr Marshall may contribute to the debate but not vote on the matter*

0364/1920 **PUBLIC QUESTION TIME**

Nil

0365/1920 **MINUTES**

- i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 17<sup>th</sup> December 2019.

**RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 17<sup>th</sup> December 2019 be signed by the Chairman as a true record.**

0366/1920 **DIARY OF THE MAYOR AND MAYORESS/DEPUTY MAYOR**

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

Mayor and Mayoress

22/12. Carols and lessons at St Mary's.  
23/12. Danesford Grange - Christmas visit  
23/12. Oldbury Grange – Christmas visit  
25/12. Bridgnorth Hospital – Christmas visit  
25/12. Innage Grange – Christmas visit  
25/12. Together at Christmas at Castle Hall

Deputy Mayor

14/1 Innage Day Care Services visit  
16/1 63 Bridgnorth Squadron  
20/1 Bridgnorth Beavers/Cubs visit

0367/1920 **MEMBERS QUESTION TIME**

Nil

0368/1920 **COMMITTEE MINUTES**

- i) Planning Committee – minutes of the meeting held on 9<sup>th</sup> January 2020

**RESOLVED: to receive the minutes of the Planning Committee meeting held on 9<sup>th</sup> January 2020 and noted the resolutions contained therein.**

- ii) Personnel Committee – minutes of the meeting held on 17<sup>th</sup> January 2020

**RESOLVED: to receive the minutes of the Personnel Committee meeting held on 17<sup>th</sup> January 2020.**

0369/1920 **FINANCE**

- i) Accounts Paid – December 2019

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

**RESOLVED: that the accounts amounting to £56,876.91 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 31<sup>st</sup> December 2019 (£703,461.00)

- v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 31<sup>st</sup> December 2019.

- v) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 31<sup>st</sup> December 2019.

- vi) Accounts for Payment

Members noted receipt of a list of payments for approval.

**RESOLVED: that the accounts amounting to £30,786.35 be approved for payment.**

0370/1920 **BRIDGNORTH (LOW TOWN) COMMUNITY HALL**

- i) Accounts for Payment

Members noted a list of accounts for Payment.

**RESOLVED: that the accounts amounting to £1,727.52 be approved for payment.**

- ii) Minutes of the AGM of Bridgnorth Community Hall held on 6<sup>th</sup> January 2020.

Members noted the minutes.

- iii) Minutes of the business meeting of Bridgnorth Community Hall held on 6<sup>th</sup> January 2020.

Members noted the minutes.

- iv) Report from the Town Clerk

**RESOLVED: that the Town Council notes the intention to align the end of year accounting date for the Bridgnorth Community Hall to that of the Town Council, namely 31 March.**

**AND:**

- **To accept the proposed arrangement for the Bridgnorth Community Hall to pay the Town Council £6,000 for services provided up to 31 March 2020.**

- To agree the proposed draft management arrangement (whereby the Bridgnorth Community Hall will pay the Town Council £20,400 per annum) from 1 April 2020.
- To agree in principle that, the Town Council is content that the management committee take steps for the Bridgnorth Community Hall becoming a Charitable Incorporated Organisation.

0371/1920 **PRECEPT/BUDGET SETTING FOR FY 2020/2021**

Members considered a report from the RFO that provide a number of budgetary and precept options.

- i) **RESOLVED: To approve the summary budget (Flag 1 of the attached report) for FY 2020/21.**

*(Precept of £632,066 General Reserve at £160,000 and Band D equivalent of £138.05, percentage increase of 2.50%.)*

- ii) **RESOLVED: that a precept be issued, requiring Shropshire Council to pay Bridgnorth Town Council £632,066 (Six Hundred and Thirty-two Thousand and Sixty-six Pounds) to meet its expenditure for the financial year 2020/21**

*Clerk's Note: Cllr Cooper requested and members agreed that it be noted that no allowance had been made in the budget for provision of youth services (in relation to the Shropshire Council consultation on the matter and their suggestions that the services be funded/supported/taken on by parish councils)*

0372/1920 **APPROVAL OF TOWN COUNCIL FEES**

Members considered the revised list of fees that were agreed in principle at the Town Council meeting on Tuesday 19<sup>th</sup> November 2019 (minute 0308/1920(ii) refers).

**RESOLVED: to approve the revised list of draft fees presented to the meeting.**

0373/1920 **SEVERN PARK**

- i) Temporary Toilets

Members considered a report from the Town Clerk and **RESOLVED: to agree to a slightly shortened season than normal for the provision of mobile toilets to allow the savings to be used to ensure a higher level of service during the likely busier periods**

**And**

**RESOLVED:**

**To delegate to the Responsible Financial Officer the procurement of the Severn Park mobile toilets contract for 2020 and acknowledges that the lowest price might not necessarily be the best value.**

(Clerk's Note: In reaching the 2 decisions members were in agreement that some flexibility should be afforded the RFO in providing an adequate service. That might include: providing fewer toilets than the usual 3 per week to lengthen the season; obtaining more regular cleans in a shorter season, thereby managing the precise service provision in response to fluctuating demand)

ii) Concessions

**RESOLVED:**

- a. That it will permit up to 3 opportunities for concessions to trade from Severn Park (Light Refreshments, Ice Cream Van and Children's Entertainment).
- b. That a set level of minimum fees be required for any concession:
  - i) Ice Cream Van - £4,600
  - ii) Light refreshments - £1,200
  - iii) Children's Entertainment (e.g. Bouncy Castle) - £800

(Where there is more than one applicant, the RFO may ask for sealed bids – [*above the minimum fee*] - to be submitted or negotiate a best price.)

- c. That the Outdoor & Property Manager will have delegated authority to approve any concession and its location.
- d. That all concession payments should be made in advance. With the RFO being authorised to negotiate staged payments where the concession holder has a track record of paying promptly.

0374/1920 **MAYOR ELECT**

Members noted that nominations for Mayor and Deputy Mayor Elect will be invited and discussed at the Town Council meeting on 4<sup>th</sup> February 2020.

0375/1920 **BANKING ARRANGEMENTS – TRANSFERRING MONEY BETWEEN ACCOUNTS**

Members received a report from the RFO which discussed amending the Town Council's bank mandates to permit an officer of the Council to transfer monies from the Unity Trust Current account to the CCLA Deposit Fund and/or the Unity Trust Current account to Unity Deposit account.

**RESOLVED: that the Town Council authorises amendments to its bank mandates to allow a single user (an officer of the Council) to move money between accounts, provided that those changes do not also permit payments to third parties.**

An amended bank mandate would be brought back to Council.

0376/1920 **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.

0377/1920 **TOWN COUNCIL DEBTORS**

Members considered a report from the Responsible Finance Officer.

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

0378/1920 **PERSONNEL COMMITTEE MINUTES**

Members considered a report from the Personnel Committee in relation to a wide range of staffing matters. They noted that some were standard contractual matters and others were intended to generally inform councillors.

However, there were a number of recommendations from the personnel committee.

**RESOLVED: to approve the first of the 2 recommendations within the personnel committee report and defer consideration on the 2nd.**

**RESOLVED: to adopt the resolutions and approve of the notes in the personnel committee report.**