

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Annual Meeting of Bridgnorth Town Council held remotely via Zoom  
Video-Conferencing on Tuesday 26<sup>th</sup> May 2020 at 7.15pm**

Present:

Councillors:

C Baines  
S Barlow  
J Buckley  
D Cooper  
G Davies  
C Dyson  
R Fox  
H Howell  
K Hurst-Knight  
E Marshall  
K Sawbridge  
S Stevens  
C Whittle  
R Whittle

In Attendance:

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

Absent:

E Lynch  
C Walden

**0001/2021 TO ELECT THE TOWN MAYOR FOR THE MUNICIPAL YEAR 2020/21**

It was proposed by Councillor G Davies and seconded by Councillor S Barlow that Councillor K Hurst-Knight be elected Town Mayor of Bridgnorth for the municipal year 2020/21.

**RESOLVED: that Councillor K Hurst-Knight be elected Town Mayor of Bridgnorth for the municipal year 2020/21.**

Councillor Hurst-Knight made a brief acceptance speech which included a request to formally record her thanks to her predecessor, Councillor R Whittle and the outgoing Mayoress, Councillor C Whittle.

0002/2021 **TO RESOLVE THAT THE ACCEPTANCE OF OFFICE FORM BE SIGNED AT A LATER DATE BUT BEFORE THE NEXT MEETING (STANDING ORDER 5(J)I REFERS)**

**RESOLVED:** that the acceptance of office form be signed at a later date but before the next meeting (Standing Order 5(j)I refers).

0003/2021 **TO ELECT THE DEPUTY TOWN MAYOR FOR THE MUNICIPAL YEAR 2020/21**

It was proposed by Councillor R Whittle and seconded by Councillor C Dyson that Councillor S Barlow be elected Deputy Town Mayor for the municipal year 2020/21.

**RESOLVED:** that Councillors S Barlow be elected Deputy Town Mayor for the municipal year 2020/21.

0004/2021 **APOLOGIES FOR ABSENCE**

Members **RESOLVED** that for the purposes of S85 (1) of the Local Government Act 1972, the Council approves social distancing as the reason for absence of members (*namely councillors: R Fox, H Howell, E Lynch, S Stevens and C Whittle*) who submitted their apologies for absence for the meeting of the Council held on 17<sup>th</sup> March 2020.

0005/2021 **DECLARATIONS OF INTEREST**

Nil

0006/2021 **TO APPROVE THE MINUTES OF THE MEETING OF BRIDGNORTH TOWN COUNCIL HELD ON TUESDAY 17<sup>TH</sup> MARCH 2020**

i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 17<sup>th</sup> March 2020.

**RESOLVED:** that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 17<sup>th</sup> March 2020 be signed by the Chairman as a true record.

0007/2021 **SCHEDULE OF MEETINGS**

Members noted:

1. There is a revised draft schedule in light of the ongoing coronavirus pandemic;
2. That with the ability to hold remote meetings and a schedule of meetings approved the 'Virtual Emergency Advisory Committee' will no longer need to exist).

**RESOLVED:** that Members approve the revised draft schedule of meetings.

Full Council	Town	Planning Committee	Christmas & Events	Personnel Committee	Annual Town Meeting	
23 June		TBC	To become a Working Group	TBC		
21 July						
18 August						
22 September						
20 October						
17 November						
15 December						
19 January 2021						
23 February						
23 March						TBC
20 April						

(Clerk's note: It was acknowledged that the meeting dates could be added to and that there was a request for items relating to wider town issues to be included on future agendas; Members are entitled to submit agenda items to the Clerk as normal council procedure).

0008/2021 **FINANCE**

**RESOLVED:** to delegate approval for financial matters below to the Town Clerk:

- i) Accounts Paid – April 2020
- ii) Accounts for Payment – up to 26<sup>th</sup> May 2020

0009/2021 **TO CONSIDER AN EXTENSION TO THE DELEGATED AUTHORITY ARRANGEMENTS (CURRENTLY IN PLACE TO 23<sup>RD</sup> JUNE) UNTIL 24TH JULY 2020**

An amendment was proposed to change the date to 21<sup>st</sup> July 202 in line with next scheduled full council meeting. The amendment was carried and Members

**RESOLVED: to extend the delegated authority arrangements until 21<sup>st</sup> July 2020.**

0010/2021 **ANNUAL REVIEWS**

**RESOLVED: to defer all remaining items not previously agreed at this meeting that would normally be required at the Annual Meeting (Standing Order No 5j refers) until a future meeting (to be no later than the 2021 Annual Meeting) namely:**

SO 5 j) –

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Clerk's Notes:

1. All appointments to committees and outside bodies will remain the same (other than the Mayor being removed from the Personnel Committee if the newly elected Mayor is currently a member of that committee).
2. All current policy documents will remain valid until such time as they can be reviewed by Council formally.
3. All existing memberships will roll over.