

BRIDGNORTH TOWN COUNCIL

Minutes of the Meeting of Bridgnorth Town Council held remotely via Zoom Video-Conferencing on Tuesday 23rd June 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 (in the Chair)
E Marshall
K Sawbridge
C Walden
C Whittle
R Whittle

In Attendance:

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

Absent:

E Lynch

0016/2021 **APOLOGIES FOR ABSENCE**

S Stevens – family commitment

0017/2021 **DECLARATIONS OF INTEREST**

Nil

0018/2021 **PUBLIC QUESTION TIME**

Nil

0019/2021 **MINUTES**

- i) Members noted receipt of the draft minutes of the Annual Meeting of Bridgnorth Town Council held on Tuesday 26th May 2020.

RESOLVED: that the minutes of the Annual Meeting of Bridgnorth Town Council held on Tuesday 26th May 2020 be signed by the Chairman as a true record.

- ii) Members noted receipt of the draft minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Tuesday 9th June 2020

RESOLVED: that the minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Tuesday 9th June 2020 be signed by the Chairman as a true record.

0020/2021 **MEMBERS QUESTION TIME**

Nil

0021/2021 **FINANCE**

- i) Accounts Paid – May 2020

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

RESOLVED: that the accounts amounting to £58,300.76 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 31st May 2020 (£1,060,280.00).

v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 31st May 2020.

vi) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 31st May 2020.

vii) Accounts for Payment

Members noted receipt of a list of payments for approval.

RESOLVED: that the accounts amounting to £5,221.70 be approved for payment.

0022/2021 **FINANCIAL REGULATIONS**

RESOLVED: to adopt the Financial Regulations as they stand with the RFO's recommendations with the exception of 6.20 which should be amended to include "Personal credit or debit cards of members or staff shall not be used except as a means for paying for petty cash items where paying in cash is not practical".

0023/2021 **REVIEW OF INVENTORY OF LAND AND ASSETS**

Members noted that a review of the Asset Register had been undertaken as part of the end of year accounting process.

0024/2021 **SUBSCRIPTIONS**

Members noted that the Council is currently a member (by subscription) of the following organisations:

Shropshire Association of Local Councils

National Association of British Market Authorities

Institute of Cemetery and Crematorium Management

0025/2021 **EXPENDITURE UNDER THE GENERAL POWER OF COMPETENCE**

Members noted that there had been no expenditure under the General Power of Competence in the financial year 2019/2020.

0026/2021 **FINANCIAL RESERVES POLICY**

RESOLVED: to adopt (without amendment) the Financial Reserves Policy.
(However, the likelihood of the risk and the value of the risk of IT security should be considered during the course of the year.)

0027/2021 **REGULAR PAYMENTS**

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

0028/2021 **INTERNAL AUDIT REPORT**

RESOLVED: to accept the final Internal Audit Report for 2019/2020 whilst noting the comments from the Town Clerk and RFO.

0029/2021 **END OF YEAR ACCOUNTS 2019/2020**

i) End of Year Accounts

RESOLVED: to approve the End of Year Accounts 2019/2020

ii) Annual Governance and Accountability Return

a. **RESOLVED to agree the annual Governance Statement** (comprising the 9 statements on page 4)

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

0030/2021 **APPOINTMENT OF INTERNAL AUDITOR 2020/2021**

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 the Financial Year 2020/2021 with an option for a 3 year appointment.

0031/2021 **BRIDGNORTH TOWN COUNCIL WEBSITE UPGRADE**

RESOLVED: to delegate to the Town Clerk to award the contract for the Town Council website design, build and maintenance.

0032/2021 **OUTDOORS AND PROPERTIES MANAGER REPORT**

RESOLVED

- i) **To approve expenditure of up to £2,200 from Cost centre 248 (cyclical repairs) to upgrade the kitchen, make good the fireplace and replace some carpet in the cemetery lodge.**
- ii) **To approve the ongoing maintenance contract for the car parking machines for a further 12 months.**
- iii) **To note that there is likely to be a requirement for unbudgeted expenditure to effect repairs to the Clock Tower (Low Town).**

- i) **RESOLVED: to confirm the terms of reference (without amendment) and appointments to the 2 Town Council standing committees (Planning and Personnel).**

Personnel Committee
(up to 5 members)

Cllr C Dyson
Cllr R Fox
Cllr E Marshall
Cllr C Whittle
Cllr C Walden

Planning Committee
(up to 6 members)

Cllr S Barlow
Cllr D Cooper
Cllr G Davies
Cllr C Dyson
Cllr K Sawbridge
<u>Vacancy</u>

- ii) **RESOLVED: to confirm membership of the management committee of the Bridgnorth Community Hall (the Town Council being the sole trustee).**

Bridgnorth Community Hall (Registered Charity No 1050804)

(No defined limit to number of members)

Cllr C Baines
Cllr K Hurst-Knight
Cllr E Marshall
Cllr S Stevens
Cllr R Whittle
Cllr C Walden

0034/2021 **SUSTAINABLE BRIDGNORTH – SUSTAINABLE TOWN STATUS**

RESOLVED: that Bridgnorth Town Council support the work by Sustainable Bridgnorth to reduce the use of avoidable single use plastic and make Bridgnorth a “Plastic Free Community”. We will lead by example and review the plastic use in our activities and functions, removing unnecessary plastics and considering sustainable alternatives. We encourage our businesses and the wider community in their progress in this area.

(Clerk’s Note: A recorded vote was requested:

For: Cllrs Barlow, Buckley, Dyson, Fox, Baines, Cooper and Howell
Against: Cllrs Davies, Marshall, Sawbridge, C Walden, C Whittle and R Whittle
Abstentions: Cllr Hurst-Knight)

0035/2021 **TOWN COUNCIL EVENTS – SCARECROW COMPETITION**

RESOLVED: to approve a request to organise a Scarecrow Competition and allocate £150 for prizes from the Carnival budget.

Outline details;

Bridgnorth Scarecrow Competition

*Residents of Bridgnorth are invited to take part in making a scarecrow (using materials from home) on a theme of their choice.

*The scarecrow is put in their front garden.

*They email the council to enter their scarecrow.

*Judging to take place on Monday 27th July, by members of the events working party.

*Winners announced on Wednesday 29th July.

*Suggested Prizes 1st - £50
2nd - £25
3rd - £15

* A second category is available for people who might not have a garden.

Where that is the case, they may submit a picture or similar piece of art work of a scarecrow to display in a window (prizes tbc).”

0036/2021 **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.

0037/2021 **TOWN COUNCIL DEBTORS**

i) 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.

ii) **RESOLVED: to write off the Provision for Bad Debts, Code 107, totalling £549.96**

(Clerk’s Note: A recorded vote was requested:

For: Cllrs Baines, Barlow, Buckley, Davies, Dyson, Fox, Hurst-Knight, Howell, Sawbridge, Walden, C Whittle and R Whittle

Against: Cllr Marshall

Abstentions: Cllr Cooper)

0038/2021 **SEVERN PARK – CAR PARK MACHINES**

RESOLVED: To authorise the RFO to negotiate an appropriate payment method for historic charges associated with parking machines.

0039/2021 **INSURANCE POLICY QUOTES**

RESOLVED: To accept the insurance quote presented by Company A.