

**BRIDGNORTH TOWN COUNCIL**

**Minutes of the Meeting of Bridgnorth Town Council held remotely via Zoom  
Video-Conferencing on Tuesday 23<sup>rd</sup> February 2021 at 7.15pm**

Present:

Councillors:

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

In Attendance:

L Jakeman, Town Clerk

(Note: several members of the public also attended virtually)

0210/2021 **APOLOGIES FOR ABSENCE**

Nil

0211/2021 **DECLARATIONS OF INTEREST**

Nil

0212/2021 **PUBLIC QUESTION TIME**

Nil

0213/2021 **MINUTES**

- i) Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 19<sup>th</sup> January 2021.

**RESOLVED: to approve the minutes of the Meeting of Bridgnorth Town Council held on 19<sup>th</sup> January 2021.**

- ii) Members noted receipt of the draft minutes of the Extraordinary Meeting of Bridgnorth Town Council held on 26<sup>th</sup> January 2021.

**RESOLVED: to approve the minutes of the Extraordinary Meeting of Bridgnorth Town Council held on 26<sup>th</sup> January 2021.**

0214/2021 **ANNOUNCEMENTS**

- i) Mayor and Deputy Mayor's Diary

Members noted the Mayor and Deputy Mayor's diaries since the last meeting:

Mayor's Diary

- 25/1 Track and trace awareness session via Zoom
- 8/2 Census workshop
- 9/2 Meeting with c lea re signage for Low town and high town
- 16/2 Meeting with Deputy Mayor and Town Clerk

Deputy Mayor's Diary

- 26/1 Speaking on BBC Radio Shropshire about the flooding

- ii) Any other announcements

- i) Bridgnorth Flooding

Councillor S Barlow advised members that she had approached the Environment Agency asking that they attend a meeting of the Town Council to provide an update on measures being considered or to be undertaken to address flooding concerns in Bridgnorth.

- ii) Census

Members were advised that the Census will take place on 21<sup>st</sup> March 2021, the Mayor and Deputy Mayor along with officers had recently attended an on line briefing on the matter.

iii) Rapid Testing

Members were advised (that as Sole Trustee of the Bridgnorth Community Centre) that the Town Council has arranged for a Covid-19 rapid testing centre to be operational from the Bridgnorth Community Hall for a period likely to be around 2 weeks.

0215/2021 **MEMBERS QUESTION TIME**

Nil

0216/2021 **FINANCE**

i) Accounts Paid – January 2021

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

**RESOLVED: that the accounts amounting to £50,739.85 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> January 2021 (£672,778) comprising:

General Fund	£346,213
Ear Marked Reserves	£141,574
Useable Capital Receipts	£184,991

v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 31<sup>st</sup> January 2021.

vi) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 31<sup>st</sup> January 2021.

vii) Accounts for Payment

Members noted receipt of a list of payments for approval.

**RESOLVED: that the accounts amounting to £5,154.92 be approved for payment.**

(Clerk's Note: Cllrs E Marshall and S Stevens to sign cheques on behalf of Town Council)

viii) Accounting and Audit

Members are noted that Councillors S Barlow and E Marshall, on Thursday 21 January 2021, verified/signed the bank statements for December 2020, authorised payroll for January 2021 and signed those cheques approved by Council at the meeting held on 19 January 2021

0217/2021 **DIRECT DEBIT PAYMENTS**

**RESOLVED: to delegate to the RFO the task of setting up a direct debit with SSE for the payment of electricity.**

0218/2021 **YEAR END CLOSEDOWN**

Members noted that the Year End closedown for 2020/2021 has been arranged for Friday 16<sup>th</sup> April 2021. The closedown will be carried out remotely by RBS using Microsoft Teams.

0219/2021 **ADVERTISING BANNERS ON TOWN COUNCIL PROPERTY**

Members considered a report regarding a review of the procedures for booking of advertising banner on Town Council property. Members considered a recommendation that the Town Council forms a working group to review the current guidelines and application form and does not in the meantime authorise any advertising on Town Council property.

The recommendation was not proposed and therefore failed.

*(Clerk's Note: the current procedures, as per the application form remain, in that officers can apply reasonable discretion as to what is appropriate and what is not).*

0220/2021 **TOWN COUNCIL MEETING DATES – MUNICIPAL YEAR 2021/22**

**RESOLVED:** to provisionally approve the draft schedule of meetings at FLAG A (noting the dates are not formally set until the Annual Council Meeting in May)

Full Town Council <sup>1</sup>	Planning Committee <sup>2</sup>	Personnel Committee <sup>3</sup>	Annual Town Meeting
18 May 2021			
1 June	7 June	10 June	
15 June			
6 July	5 July		
20 July			
17 August	2 August		
7 September	6 September	9 September	
21 September			
19 October	4 October		
2 November	1 November		
16 November			
14 December	6 December		
18 January 2022	10 January 2022		
1 February	7 February		
15 February	7 March		TBC
15 March			
19 April	4 April		
17 May 2021			

<sup>1</sup> Full Town Council meetings will normally commence at 7:15 pm and be held in the Annex of College House, St Leonards Close

<sup>2</sup> Planning Committee meetings will normally commence at 7:15 pm and be held in the Annex of College House, St Leonards Close.

<sup>3</sup> Personnel Committee meetings will normally be held at 11am in the Annex of College House, St Leonards Close

0221/2021 **NOMINATIONS FOR MAYOR AND DEPUTY MAYOR 2021/2022**

i) Town Mayor 2021/2022

It was **PROPOSED** by Councillor Hurst-Knight and **SECONDED** by Councillor C Whittle that Councillor Barlow be appointed as Mayor for 2021/2022.

**RESOLVED:** that Councillor Barlow be appointed the Mayor Elect

- ii) Deputy Mayor 2021/2022

It was **PROPOSED** by Councillor C Whittle and **SECONDED** by Councillor S Stevens that Councillor Sawbridge be appointed as Deputy Mayor for 2021/2022.

It was **PROPOSED** by Councillor Baines and **SECONDED** by Councillor Fox that Councillor Buckley be appointed as Deputy Mayor for 2021/2022.

**RESOLVED: that Councillor Sawbridge be appointed the Deputy Mayor Elect.**

*(Clerk's Note: the vote is non-binding and indicative; the formal vote will take place at the Annual Council meeting in May.)*

#### 0222/2021 **OUTDOOR AND PROPERTIES MANAGER'S REPORT**

Members noted the report from the Outdoors and Property Manager, which provided a general overview of estate management matters and **RESOLVED:**

- i) **That the Town Council agree that going forward street furniture that requires a repaint will routinely be painted burgundy.**
- ii) **That as part of our ongoing staff training and to enhance our operational capabilities we train 2 DLF as bench saw operators at a cost of £675 plus VAT (training will take place on site).**

A further recommendation that the Outdoor and Property Manager may utilise all/any of the underspend (in the current financial year – currently £1259) of the College House Annexe repairs budget (Cost Centre 205 /4170), to contribute to the funding of the re-carpeting of the public areas of College House was not proposed and therefore failed.

#### 0223/2021 **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.

*(Clerk's note: While the discussions are confidential the decisions made are documented for the public record)*

0224/2021 **TOWN COUNCIL DEBTORS**

Members considered a report from the Responsible Financial Officer.

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

0225/2021 **LEASES**

Members considered a report from the Town Clerk

**RESOLVED: to delegate the matter of the lease renewals discussed to the Town Clerk in line with Option C which is consistent with the advice from the Council's solicitor.**

0226/2021 **SEVERN PARK - SECURITY QUOTES**

Members considered a report from the Town Clerk.

**RESOLVED: To accept the quote from Company B to undertaking the locking of Severn Park between 1 April and 26<sup>th</sup> September 2021 while acknowledging that there might be a small overspend in the budget.**

And

**That the Town Clerk be delegated authority to modify the contract on behalf of the Town Council (in consultation with the Town Mayor) if cost savings can be identified in line with the comments made in the report to Town Council.**

0227/2021 **YOUTH CLUB COMMISSIONING**

Members considered a report following the receipt of quotes 4 options were included in the report:

- i. Agree to accept option 1 in the quote (with funding sourced: from 'Grants and from the general reserve).
- ii. Agree to accept option 1 in the quote (with funding sourced: from 'Grants and from the general reserve and by reducing commitment to other services).
- iii. Agree to no longer consider commissioning youth service provision at Innage Lane (as the cost is significantly more than anticipated).
- iv. Agree to no longer consider commissioning youth service provision however, agree to approach Shropshire Council to request that they continue to commission the service in its current format (for a further 12 months), with Bridgnorth Town Council content to provide grant funding of up to £7k.

With the officer recommendation being:

1. *That it [the Town Council] will no longer consider commissioning youth service provision (Innage Lane) but instead approach Shropshire Council to request that they continue to commission the service in its current format (for a further 12 months).*

*AND*

2. *Inform Shropshire Council that Bridgnorth Town Council will commit up to £7k, to provide grant funding [to Shropshire Council] (provided it does not exceed 33% of the contracted price).*

*AND*

3. *That the Town Council begins fruitful discussions with the newly established Shropshire Council Team Lead for Youth Support in South Shropshire (and partners) on needs and aspirations.*

(The recommendation was proposed by Councillor R Whittle and seconded by Councillor Stevens)

An amendment to the motion above was proposed (proposed by Councillor J Buckley and seconded by Councillor D Cooper) that the entire recommendation above be replaced with the following:

*The Town Council begins fruitful discussions with the newly established Shropshire Council Team Lead for Youth Support in South Shropshire (and partners) on needs and aspirations with a request for match funding from Shropshire Council to deliver both cohorts of the Youth Club.*

The amendment was defeated

(A recorded vote was requested; For (5): Councillors: Baines, Buckley, Cooper, Fox and Howell. Against (8) : Councillors: Davies, Dyson, Hurst-Knight, Marshall, Sawbridge, Stevens, C Whittle and R Whittle. Abstentions (2) : Councillors: Barlow and Walden)

The initial proposal (officer recommendation) was considered:

The proposal was defeated.

(A recorded vote was requested: For (6): Councillors: Barlow, Davies, Hurst-Knight, Stevens, C Whittle and R Whittle. Against (7): Councillors: Baines, Buckley, Cooper, Dyson, Fox, Howell and Sawbridge. Abstentions (2): Councillors: Marshall and Walden)

(Clerk's Note: It should be noted that the no contract was awarded)

0228/2021 **COMPLAINTS**

Members received and noted a report prepared by Councillors E Marshall and C Whittle.

(Clerks' Note: The Town Clerk left the meeting for the duration of this item and the Town Mayor stood in for the Clerk in his absence).