

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held remotely via Zoom
Video-Conferencing on Tuesday 23rd March 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 Whittle
R Whittle

In Attendance:

L Jakeman, Town Clerk
R Williams, RFO

(Note: 30+ members of the public also attended virtually)

Absent:

Councillor C Walden

Prior to the start of the meeting and in recognition of the National Day of Reflection, the Town Mayor, Councillor Kirstie Hurst-Knight, felt that it was appropriate for councillors to take a few moments to reflect on those who have suffered, lost and continue to battle with Covid and the key workers, carers and all in our community that undertake that which is needed at this time and asked that they observe a minute's silence.

0242/2021 **APOLOGIES FOR ABSENCE**

Nil

0243/2021 **DECLARATIONS OF INTEREST**

Nil

0244/2021 **ENVIRONMENT AGENCY BRIEFING (FLOODING)**

Due to unforeseen and overriding circumstances, the Environmental Agency officer scheduled to attend the meeting to provide a presentation on flooding matters was unable to attend.

(Clerk's note: The officer concerned has agreed to attend a future meeting of the Council)

0245/2021 **PUBLIC QUESTION TIME**

RESOLVED: to suspend the meeting to take comments from the Public

A summary of public questions posed and responded to where appropriate is provided below.

Name: Rowan Seabright

Subject: Youth Club

What are the Council's plans for keeping the youth club open?

Response: The matter will be discussed as part of a later agenda item.

Name: Sally Themans

Subject: Community Cleaning

Commented positively on the volunteers that had recently helped to tidy up in and around the High Street.

Response: N/A

Name: Andrew McLean

Subject: Youth Club

Wish to thank Julia for her efforts with the crowdfunding and say how important it is to support the Youth Club

Response: The matter will be discussed as part of a later agenda item

Name: Richard Bailey

Subject: Youth Club

Wish to thank Julia and reiterate how important it is to support the centre after the public support has been overwhelming. Could I have an explanation on why the process has taken so long and why has it been delayed?

Response: The Town Council agreed to explore options back in November and has worked through the matter since, most notably at the November meeting there was no financial commitment made.

RESOLVED: to resume the meeting.

0246/2021 **YOUTH COMMISSIONING**

RESOLVED that Bridgnorth Town Council accepts the donation of £12,000 from Julia Buckley's crowd funding towards the Youth Commissioning, and the Council:

- a. **agrees to accept the quotation (option 1) for the provision of Open Access Youth Clubs during the period 1/4/2021 to 31/3/2022, but with flexibility about the format to be delivered in the light of the ongoing Coronavirus pandemic, provided the quoted cost for that option is not exceeded and an understanding that the clear intention is that Council funding is for one year only while alternative funding is sought.**

And

- b. **delegates authority to the Town Clerk to finalise the terms of the contract.**

(Clerk's Note: An amendment to the proposal was made that was accepted by Councillor Buckley as the proposer and Councillor Barlow as seconder. Therefore the substantive proposal was modified in accordance with the amendment.)

(Clerk's Note: A recorded vote was requested; all 14 councillors present voted for the proposal.)

0247/2021 **MINUTES**

- i) **Members noted receipt of the draft minutes of the Meeting of Bridgnorth Town Council held on Tuesday 23rd February 2021.**

RESOLVED: to approve the minutes of the Meeting of Bridgnorth Town Council held on 23rd February 2021.

- ii) Members noted receipt of the draft minutes of the Personnel Committee Meetings 4th March (Adjourned) and 10th March 2021.

RESOLVED: to receive the minutes of the Personnel Committee Meetings held on 4th March (Adjourned) and 10th March 2021.

- iii) Members noted receipt of the Planning Committee meeting held on Monday 8th March 2021.

RESOLVED:

To receive the minutes of the Planning Committee Meeting held on Monday 8th March 2021.

AND

To approve that the interim Covid-19 delegated powers process for responding to planning applications continues until a review is carried out at the first meeting of the Planning Committee, subsequent to the formation of the new Council.

0248/2021 **ANNOUNCEMENTS**

- i) Mayor's Diary

Members noted the Mayor diary since the last meeting:

Mayor's Diary

- 24/2 @sportingbridgnorth meeting
- 26/2 Mayoral award to Sister Gregory
- 27/2 Tree planting as St John's Primary School, Bridgnorth with Treetown
- 1/3 Mayoral award presented to Harry Liddle volunteer for youth sports
- 2/3 Bridgnorth Area traffic and transport assessment meeting with Shropshire Council
- 4/3 Award to Holly Lewis
- 8/3 Hospital League of Friends AGM (as President)
- 9/3 Bridgnorth High Street / Saturday market meeting with Shropshire Council
- 10/3 Career play filming as Town Mayor (supporting local youth careers project)
- 13/3 Raffle draw for Mayoral charity Innage Lane Day Care centre
- 17/3 Youth provision meeting with Shropshire Council

0249/2021 **MEMBERS QUESTION TIME**

Nil

0250/2021 **FINANCE**

i) Accounts Paid – February 2021

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

RESOLVED: that the accounts amounting to £54,402.35 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 28th February 2021 (£628,970) comprising:

General Fund	£311,826
Ear Marked Reserves	£141,272
Useable Capital Receipts	£175,873

(Clerk's Note: the 3 elements the not equal the summary figure due to rounding.)

v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 28th February 2021.

vi) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 28th February 2021.

vii) Accounts for Payment

Members noted receipt of a list of payments for approval.

RESOLVED: that the accounts amounting to £19,284.10 be approved for payment.

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

viii) Accounting and Audit

Members are noted that Councillors K Hurst-Knight and E Marshall, on Friday 26th February 2021, verified/signed the bank statements for January 2021, authorised payroll for February 2021 and signed those cheques approved by Council at the meeting held on 23rd February 2021

0251/2021 **INTERNAL AUDIT 2020/2021**

Members received the second internal audit report for 2020/2021 and noted the RFO's comments.

0252/2021 **ELECTIONS UPDATE**

Members noted that the elections will take place on Thursday 6th May 2021.

0253/2021 **FOOTPATH BETWEEN TREVITHICK CLOSE AND WENLOCK ROAD, BRIDGNORTH**

Members considered correspondence from Tasley Parish Council.

RESOLVED: to approve the request from Tasley Parish Council to use CIL monies to fund the surfacing of the public footpath between Trevithick Close and Wenlock Road, in consultation with Shropshire Highways.

0254/2021 **OUTDOOR AND PROPERTIES MANAGER'S REPORT**

Members considered a report from the Outdoor and Property Manager.

RESOLVED: to approve the purchase of a replacement water bowser and delegate to the Outdoors and Properties Manager the task of disposing of the current bowser in the most appropriate and best value manner.

Furthermore, it was suggested that any invitation to tender for the contract or extension of the current contract to maintain the public toilets should include the current provision of 3 toilet blocks (Innage Lane, Listley St and Fox Corner) and options that would not include the toilets at Innage Lane and / or Fox Corner.

0255/2021 **TOWN HALL – USE OF SPACE UNDER THE TOWN HALL FOR CHARITABLE COMMUNITY EVENTS**

RESOLVED: to approve the use of the space under the Town Hall without charge on Sunday 12th September (for the Bridgnorth Lions Walk & Marathon) and Sunday 3rd October (for the Rotary Club. Up Steps Walk).

0256/2021 **TRANSFER TO EARMARKED RESERVES**

RESOLVED: to authorise the transfer of £15,000 from Cost Centre Projects and Improvements – Cemetery Extension (294/4433) to Earmarked Reserve Cemetery Land (327) nothing that there will be no ‘net’ change to the budget as the predicted spend had already been taken into account.

0257/2021 **ARTS TRAIL**

Members noted the minutes of the Arts Trail Working Party meeting held on 2nd February 2021.

0258/2021 **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)

0259/2021 **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.

0260/2021 **PERSONNEL COMMITTEE**

Members noted the report and considered the recommendations.

RESOLVED:

(i) To note receipt of the report

AND

- (ii) **to approve recommendation A (note 1) contained within the Personnel Committee confidential report (subject to a minor alteration of the wording in the report for the purpose of clarity).**

(Because of the imminent retirement of a long serving member of staff, re-allocation of roles of staff were agreed.)

AND

- (iii) **to approve recommendation A (note 2) contained within the Personnel Committee confidential report.**

(Undertake recruitment for a Part-Time Receptionist)

AND

- (iv) **To approve recommendation B (note 1) contained within the Personnel Committee confidential report (subject to a minor amendment for the purpose of clarity)**

(To obtain legal advice on a contractual matter.)

(Clerk's Note: A recorded vote was requested: For: Cllrs Baines, Barlow, Buckley, Cooper, Davies, Dyson, Fox, Howell, Hurst-Knight, Marshall, Stevens, C Whittle, and R Whittle. Against: Cllr Sawbridge, Abstained: Nil).

AND

- (v) **To approve recommendation B (note 2) contained within the Personnel Committee confidential report**

(To approve sending a letter relating to a contractual matter.)

(Clerk's Note: A recorded vote was requested: For: Cllrs Barlow, Buckley, Davies, Dyson, Fox, Hurst-Knight, Marshall, Stevens, C Whittle, and R Whittle. Against: Nil, Abstained: Cllrs Baines, Cooper, Howell and Sawbridge)

AND

- (vi) **To approve recommendation C contained within the Personnel Committee confidential report**

(To approve a salary review)