

BRIDGNORTH TOWN COUNCIL

Minutes of the Meeting of Bridgnorth Town Council held in the Annexe, College House on Tuesday 21st September 2021 at 7.15pm

(Draft until signed at a subsequent meeting)

Present:

Councillors:

- Aked
- Baines MBE
- Barlow (Chair)
- Buckley
- Buffey
- Connolly
- D Cooper
- N Cooper
- Neal
- Rochelle
- Sawbridge
- Wellings

In Attendance:
R Williams, Deputy Town Clerk

Absent:
Councillor Chetter

0173/2122 **APOLOGIES FOR ABSENCE**

RESOLVED: to accept the apologies from:

- Councillor Colley - family commitment
- Councillor Round – work commitment
- Councillor Seabright - unwell

0174/2122 **DECLARATIONS OF INTEREST**

Nil

0175/2122 **PUBLIC QUESTION TIME**

Nil

0176/2122 **MINUTES**

- i) **RESOLVED: to approve the minutes of the Meeting of Bridgnorth Town Council held on 7 September 2021.**
- ii) Members noted receipt of the minutes of the Personnel Committee meeting held on 9 September 2021.

0177/2122 **ANNOUNCEMENTS**

- i) Members noted the Mayor and Deputy Mayor's Diary detailing recent events:

Mayor's Diary

26/08 – River Safety Day
26/08 – Opening of a hairdressing salon; Envy
01/09 – Meeting with S McVicker, Bridgnorth Aluminium with the Deputy Mayor
14/09 – Agenda Prep meeting with the Deputy Mayor and Deputy Town Clerk

Deputy Mayor's Diary

01/09 – Meeting with S McVicker, Bridgnorth Aluminium with the Mayor
14/09 – Agenda Prep meeting with the Mayor and Deputy Town Clerk

- ii) Announcements
 - i) Meeting with Lezley Picton, Leader of Shropshire Council - Members were advised that the Mayor and Deputy Mayor had welcomed Lezley Picton to a meeting on Tuesday 14 September at College House. The purpose of the meeting had primarily been for introductions between the two parties, with the acknowledgement that a meeting with full council would take place in due course. Frank and constructive discussions were held over a number of issues, namely:
Concerns over communication between the two councils
Grounds maintenance/signage
Future Bridgnorth Group
Ambulance depot closure
Bridgnorth highways depot
Flooding
Transport

- ii) Shropshire Council presentation
The meeting was informed that all Town Councillors were invited to attend a presentation from some senior Shropshire Council Officers last night and had heard about some potential strategic plans that might be worthy of some consideration if funding was available. Part of the purpose of having some of the ideas presented was to be able to respond quickly to central government funding that is often available at short notice. Those Town Councillors present (9 of 16) appeared to be supportive of Shropshire Council's desire to hold some public engagement events from mid to late October for approximately 4 weeks. It was further felt, by those present, to be appropriate for the Town Council to provide support and demonstrate partnership working with Shropshire Council in promoting the engagement events.

Councillors Buckley and Buffey joined the meeting at this point.

- iii) Ambulance Service
Members were informed that the Town Clerk had written to the West Midlands Ambulance Service with regard to the planned closure of the Bridgnorth Ambulance Station. A response has been received and will be circulated to Members in due course.
- iv) Highways Depot
Members were informed that the future of the Highways Depot in Bridgnorth is to be discussed by Shropshire Council on Thursday 23 September 2021.
- v) Police contact
The Mayor informed Members that she is in regular contact with the Police and that they are looking at the areas that the Town Council had informed them that we were concerned about. A river safety day had been held with the other emergency services and the traffic operations are to be ongoing.
- vi) Planning Committee
The Chairman of the Planning Committee, Councillor D Cooper, informed Members that a Planning Committee meeting would be called shortly to discuss the Westgate site application as an appeal had been received.

0178/2122 **MEMBERS QUESTION TIME**

Nil

0179/2122 **FINANCE**

i) Accounts Paid – August/September 2021

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

RESOLVED: that the accounts amounting to £52,325.88 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 August 2021 (£983,044) comprising:

General Fund	£641,657
Ear Marked Reserves	£168,754
Useable Capital Receipts	£172,633

(* Sub totals combined do not necessarily agree with overall total due to roundings)

v) Town Council Bank Reconciliation Statements

Members noted the bank reconciliation statements as at 31 August 2021.

vi) Receipts and Payments Summary

Members noted the in-year receipts and payments summary as at 31 August 2021.

vii) Accounts for Payment

Members noted receipt of a list of payments for approval.

i) RESOLVED: that the accounts amounting to £11,019.84 be approved for payment.

- ii) **RESOLVED: to authorise Councillors Barlow and Buckley to sign the cheques** (on Friday 24 September 2021)

- viii) Accounting and Audit

Members noted that Councillors S Barlow and N Cooper, on Friday 20 August 2021, verified/signed the bank statements for July 2021 and signed those cheques approved by Council at the meeting held on 17 August 2021. Councillors S Barlow and N Cooper authorised payroll for August 2021

0180/2122 **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN - YEAR END 31 MARCH 2021**

Members

- i) Noted the review of Bridgnorth Town Council's Annual Governance & Accountability Return (AGAR).
- ii) Noted the satisfactory review by the external auditor (PKF Littlejohn LLP) of Bridgnorth Town Council's Annual Governance & Accountability Return (AGAR), without additional comment.
- iii) Noted that a copy of the Notice of Conclusion of Audit and the publishing of the Notice and Sections 1, 2 & 3 of the AGAR occurred on 10th September 2021 on the Council's website and notice boards.

0181/2122 **BUDGET PREPARATION 2022/23**

RESOLVED: to confirm the budget setting timetable for FY 2021/2022.

0182/2122 **VAT PARTIAL EXEMPTION 2020/2021**

Members noted that the calculations for the VAT Partial Exemption position for 2020/2021 had been completed by DCK Accounting Solutions and that the VAT recovered on the exempt activities for the year was £4,355.83 which had not exceeded the de-minimis limit of £7,500.

0183/2122 **BRIDGNORTH ARTS TRAIL WORKING GROUP MINUTES**

Members noted the minutes of the Bridgnorth Arts Trail Working Group meeting held on Monday 6 September 2021.

0184/2122 **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)

0185/2122 **TOWN COUNCIL DEBTORS**

RESOLVED: to note a debtors' report and approve the actions being taken.

0186/2122 **PERSONNEL COMMITTEE**

Members considered a confidential report summarising the discussions, any delegated decisions made, and any recommendations to Town Council.

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