



12<sup>th</sup> October 2022

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 18<sup>th</sup> OCTOBER 2022** at **7.15PM** when Members are summoned to attend.

Yours Sincerely

Roslyn Williams  
Interim Town Clerk

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## BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 18<sup>TH</sup> OCTOBER 2022

### 1. Apologies for Absence

### 2. Declarations of Interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

### 3. Public Question Time

Members of the public who are electors of the parish of Bridgnorth are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with Standing Order 1s (viii), questions should be related to matters of Town Council policy or practice and not related to the individual affairs of either the questioner or another named person.

*(Clerks Note: The Council will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes)*

### 4. Policing Charter – Safer Neighbourhood Team

At the Town Council meeting held on the 15<sup>th</sup> of February 2022, the following resolutions were made under minute 0316/2122:

*“Members **RESOLVED** that:*

*The 3 policing priorities should now be:*

- 1. Elimination/reduction of illegal drug activity.*
- 2. Reduce speeding cars in and round the town and town centre and antisocial driving.*
- 3. Tackle vehicle related crime (thefts for vehicles, vandalism, and vehicle theft).”*

Members are asked:

- 4.1. To receive a briefing from a member of the local policing team regarding performance against the charter priorities.
- 4.2. To confirm the Town Council's three policing charter priorities for the next six months.

## 5. Minutes

5.1. To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 27<sup>th</sup> September 2022.  
(BTC/07/2223 on the Town Council website)

5.2. To note the minutes of the meeting of the Events Committee held on Monday 5<sup>th</sup> September 2022 and approve the following recommendations:  
(EVE/02/2223 on the Town Council website)

5.2.1. To reinstate the Teddy Bears Picnic for 2023.

5.2.2. To approve the Slipway Permit Scheme and set an Annual fee of £500 to commence in April 2023.  
(Appendix A on the Town Council website)

5.2.3. To ask the Town Carnival Committee to return £3,552 to the Town Council, represented by:

**£1,972.64** (The difference between the grant given and grant required. The original grant of £5,000 would have funded 50% of the expected expenditure, however this amounted to £6,054.71 in actuality. Therefore 50% of the actual expenditure is £3,027.36 and the difference between this and £5,000 is £1,972.64)

**£205.50** (50% of the additional waste removal costs incurred by the Town Council.)

**£1,373.93** (The Town Council requires compensation for the expenditure incurred by the last-minute erection of bunting along the High Street. This includes the purchase of the bunting, time spent putting it up and hiring of equipment needed to put it up and take it down.)

5.3. To note the minutes of the meeting of the Planning committee held on Tuesday 4<sup>th</sup> October 2022 and to discuss the appointment of additional members.  
(PL/02/2223 on the Town Council website)

5.4. To note the minutes of the meeting of the Workforce committee held on Thursday 6<sup>th</sup> October 2022.  
(WF/03/2223 on the Town Council website)

## 6. Mayor and Deputy Mayor's Diary – September 2022

### 6.1. Mayor's Diary

8<sup>th</sup> September – Annual gathering at RAF Cosford (This event was cut short due to the death of Her Majesty the Queen)

17<sup>th</sup> September – Green Day Festival in the Castle Grounds

18<sup>th</sup> September – A gathering near the Town Hall to hold a minute's silence and reflect upon the passing of HM Queen Elizabeth II, the day before her Funeral

## 6.2. Deputy Mayor's Diary

11<sup>th</sup> September – The proclamation to announce the accession of the new sovereign in Shrewsbury

## 7. Members Question Time

Members are asked to receive questions, if any, in accordance with Standing Order 27 and to take no more than 15 minutes in total.

At the Town Council meeting held on Tuesday 27<sup>th</sup> September 2022 the following questions were asked by Councillor R Ireland:

1. *Why was the process and reasoning behind the final approval of this payment not publicly debated or recorded?*
2. *Why was the decision not recorded at subsequent Events Committee meetings, why weren't all Events Committee members informed, why wasn't full council informed?*
3. *Why was the significant Subsequent Event (ie. scrutiny and payment) not disclosed during the meeting of 6th June when reading the questions and answers from March? Bearing in mind the MoP who had asked the questions was also at the meeting.*

The written reply provided by the Interim Town Clerk, stated below, was forwarded to Councillor R Ireland on 11<sup>th</sup> October 2022:

### Answer to Question 1

In essence, it didn't need to be. As you so rightly pointed out, in your synopsis, Council resolved at the meeting held on 6<sup>th</sup> July 2021, under minute number 0083/2122, to increase the grants budget by £7,500 to allow seed funding for a community group to co-ordinate and run the Town Carnival. This was duly completed; £5,000 was put into the budget for 2022/2023 with the remaining £2,500 going into the budget for 2023/2024.

Once a decision has been made by Council, to allocate funds for a specific purpose, it is then up to the Officers of the Council to carry out the relevant checks and follow the procedures, as we do for all expenditure.

The budgetary controls and authority to spend are set out in our Financial Regulations:

### **4. 'BUDGETARY CONTROL AND AUTHORITY TO SPEND**

*4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- *the council for all items over £15,000;*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items between £5,000 and £15,000*
- *the staff member responsible for the service delivery in conjunction with the Town Clerk or RFO for any item below £5,000*

*Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.*

*Contracts may not be disaggregated to avoid controls imposed by these regulations.'*

The relevant checks would have been carried out by the Town Clerk in the normal course of business; checks would have been made on the constitution, the minutes from the community group meetings, and that there were suitable banking arrangements in place, as was stipulated at the Events Committee meeting on 1<sup>st</sup> March 2022. Once the Officer is satisfied that everything was in order then the payment can be made without further approval from the Council.

### Answer to Question 2

It didn't need to be, as per the answer above.

### Answer to Question 3

Looking to answer this question, from a technical viewpoint, I would conclude that the answers to the original questions were given at this meeting retrospectively and noted by the Events Committee as is protocol. The member of the public had received a written reply to his questions in a letter dated 4<sup>th</sup> March 2022. Should the member of the public have taken the opportunity to ask a further question at this meeting I am sure that an appropriate answer would have been provided.

## **8. Resignation**

Members are asked to note that following the resignation of Councillor A Buffey the election process has begun and the closing date to request an election to fill the vacancy is 20<sup>th</sup> October 2022. If the request to hold an election is not received by this date, the Town Council must co-opt someone to fill the vacancy.

## **9. Resignation from Committee**

Members are asked to discuss and confirm an appointment to the Finance Committee following the resignation of Councillor R Seabright.

## **10. Finance**

### 10.1. Accounts Paid – August 2022

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5.

*(Appendix B on the Town Council website)*

### 10.2. Members are asked to note receipt of Cashbooks 1, 2 & 3.

*(Appendix C on the Town Council website)*

### 10.3. Budget Report

Members are asked to note the Budget Summary report, including Earmarked Reserves.

*(Appendix D on the Town Council website)*

### 10.4. Balance Sheet

Members are asked to note the balance sheet as of the 31<sup>st</sup> September 2022.

*(Appendix E on the Town Council website)*

### 10.5. Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.

*(Appendix F on the Town Council website)*

## 10.6. Accounts for Payment

Members are asked to:

10.6.1. Authorise the signing of invoices for payment.  
*(Appendix G on the Town Council website)*

10.6.2. Confirm that Councillors N Cooper and R Connolly will be authorised to sign the cheques on Friday 21<sup>st</sup> October 2022.

## 10.7. Accounting and Audit

Members are asked to note that Councillors N Cooper and C Aked, on Friday 30<sup>th</sup> September 2022, verified/signed the bank statements for August 2022 and signed those cheques approved by Council at the meeting held on Tuesday 27<sup>th</sup> September 2022 and authorised payroll for September 2022.

## 11. Burial deeds

Members will be updated at the meeting with any documents that require sealing and are asked to note that Councillors will be requested to witness and sign the relevant documents on Friday 21<sup>st</sup> October 2022.

## 12. Bridgnorth & District Twinning

Members are asked to discuss the ongoing grant for Bridgnorth & District Twinning Association. The AGM of the organisation is due to be held on Thursday 27<sup>th</sup> October 2022.

## 13. Town Hall Working Group

Members are asked to consider the following agenda submission from Councillor I Wellings:

*'The Working Group have now reached a stage where the agreed scheme (if approved by Council) progresses to a professional Feasibility Study. The Professional Team would comprise an Architect, Structural Engineer, Quantity Surveyor (A specialist Conservation Consultant maybe required in the future but not at this stage). We would suggest that locally based professionals are requested to submit fixed price Fee Quotations. (3 per discipline). We request that a sum of £15,000 is approved to cover Fee costs for this Feasibility Stage. As part of our submission, we would like to give a short visual presentation of our ideas. The proposals we feel not only fulfil Councils obligations to provide access for all but are exciting in concept and would bring this iconic building to life and importantly provide another income stream.'*

## 14. Schedule of Meetings

At the Annual Town Council meeting held on Tuesday 19<sup>th</sup> May 2022, under minute number 0013/2223, the following resolution was made:

**'RESOLVED:** *To approve the following schedule of meetings for the municipal year 2022/23 subject to a review at the Town Council meeting on the 20<sup>th</sup> September 2022'*

Members are asked to discuss and approve a schedule of meetings for the remainder of municipal year 2022/23 whilst noting that the date and venue for the Annual Town Meeting has

been added onto the schedule as per the resolution under minute number 0162/2223 from the Town Council meeting held on Tuesday 27<sup>th</sup> September 2022.

*(Appendix H on the Town Council website)*

## **15. Annual Review of Carbon Footprint**

Members are asked to consider a report and review the activities to reduce the carbon footprint of Bridgnorth Town Council.

*(TC/19/2223 on the Town Council website)*

## **16. VAT Partial Exemption 2021/2022**

Members are asked to note that the calculations for the VAT Partial Exemption position for 2021/2022 have been completed by DCK Accounting Solutions Ltd. The VAT recovered on the exempt activities for the year was £7,003.57 which has not exceeded the de-minimis of £7,500.

## **17. Repairs to Bus Shelters**

Members are asked to consider a report with regards to glazing repairs of three bus shelters: One on the High Street and two on the Relief Road.

*(TC/22/2223 on the Town Council website)*

## **18. Signage at the Castle Keep, Castle Grounds**

Bridgnorth Historical Society have approached the Town Council with regards to the information board that is located at the Castle in Castle Grounds. They wish to gain Councils initial permission to update the board before they progressed further. There would be no cost to the Council. They would of course bring any prototype before Council for our agreement.

Members are asked to discuss and agree a way forward.

## **19. Meeting of Bridgnorth Retailers**

A meeting was called by Love Bridgnorth and Bridgnorth Retailers to talk about business improvement in the town. The meeting was held on Wednesday 5<sup>th</sup> October 2022 and was well attended. Discussions were held around how the community group, Bridgnorth Litter Pickers, could assist with keeping the town looking appealing to enhance the retail experience for all concerned. Informal discussions also took place with regards to what the retailers felt about setting up a 'Bridgnorth BID'. It was the opinion of those present that more information was needed. It was noted that a further meeting should be arranged with representatives present from existing BID towns. It was suggested that although the Town Council may be supportive of the scheme, they would not be involved in setting up or running the BID, this is purely down to the retailers themselves. However, we are best placed to host the next meeting and Members are asked to note that this will be held on Thursday 24<sup>th</sup> November at 7pm in the Castle Hall where all Councillors are welcome to attend.

## **20. SALC AGM**

The SALC AGM is being held, via Zoom, on Friday 11<sup>th</sup> November 2022 at 6pm. Members are asked to consider if they wish to nominate two voting representatives.

## **21. Public Bodies**

**RECOMMENDED** 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, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

## **22. Staffing Matters**

To consider a confidential report, summarising discussions, any delegated decisions made and any recommendations to Town Council from the Workforce Committee.  
(Appendix I to follow)

Membership: Councillors K Sawbridge BEM (Mayor), C Aked, C Baines MBE, S Barlow, J Buckley, A Chetter, R Connolly, D Cooper, N Cooper, R Ireland, E Marshall, L Neal, L Rochelle, R Seabright, I Wellings