



14th December 2022

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 20TH DECEMBER 2022** at **7.15PM** when the following Members are summoned to attend:

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

Yours Sincerely

Clare Turner
Town Clerk

BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 20TH DECEMBER 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

Mr Daniels

Members are asked to note the response given to Mr Daniels public question received in the Town Council meeting on Tuesday 15th November 2022.

Q:

Whilst it is understood that pressing circumstances may force the Council to go back on its public assurances, there are no such pressing circumstances that justify going back on the public assurances given that all the Arts Trail Statues will be removed at the end of a fixed period, and does not the Council therefore think that this reflects poorly on its probity, or on the confidence that people may have in its present and future deliberations?

A:

As mentioned in the answer to one of your previous public questions, the Council never wishes for anyone to feel as though they cannot have confidence in its undertakings. The main aim of the Council is to always try to make the right decision for the good of the residents in the Town. However, this sometimes results in altering decisions and projects along the way. Please rest

assured that this is not something that is taken lightly and always follows debate and discussion in a Town Council or Committee meeting.

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

4. Minutes

4.1. To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 15th November 2022.

(BTC/10/2223 on the Town Council website)

4.2. To note the minutes of the extraordinary meeting of the Events Committee held on Friday 18th November 2022 and the following recommendations:

(EVE/03/2223 on the Town Council website)

4.2.1. Terms of Reference

It is **RECOMMENDED**: to review and adopt the attached Terms of Reference.

(Appendix A on the Town Council website)

4.2.2. Funfair

An application has been received to hold the Funfair in Severn Park on the 20th-23rd April 2023.

It is **RECOMMENDED**: to delegate power to the Town Clerk to set an appropriate fee for a three day funfair, in keeping with the Severn Park conditions of hire.

4.2.3. Bridgnorth Lions Walk

An application has been received from the Bridgnorth Lions to use inside the Town Hall (from 7am-7pm) as an area for storage and toilets whilst also using underneath the Town Hall (6.30am-6pm) for the Bridgnorth Walk on the 1st May 2023.

Members are asked to consider the following proposal; No charges should be applied to the hire of the Town Hall by the Bridgnorth Lions. However, the building should be used by event organisers only.

4.2.4. Paddleboarding Event

Z-I-P Pre Pitched would like to hold a paddleboarding event on the River Severn on the 13th May 2023 and use a small section of Severn Park for registration.

It is **RECOMMENDED**: to charge the paddleboarding company £150 for the use of the slipway and to not charge for the use of Severn Park on the conditions that the footpath is kept clear, and all attending who are using the car park, pay for parking.

4.3. To note the minutes of the meeting of the Planning Committee held on Monday 12th December 2022.

(PL/03/2223 on the Town Council website)

5. Mayor's and Deputy Mayor's Diary – November 2022

5.1. Mayor's Diary

- 24th - Bridgnorth BID Meeting
- 25th - Bridgnorth Christmas Light Switch on
- 26th - Bridgnorth League of Friends annual Christmas Coffee morning
- 28th - Met with the High Sheriff and representatives of local charities at the Town Hall

5.2. Deputy Mayor's Diary

- 25th - Bridgnorth Christmas Light Switch on

6. 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.

7. Shropshire Councillor

Members are asked to receive a verbal report from Shropshire Councillor Rachel Connolly.

8. Outside Bodies

Members are asked to receive a verbal update from representatives of the following Outside Bodies;

- St Leonard's, Weaver, and Bluecoat Trust
 - Bridgnorth & Shifnal Area Committee of Local Councils
 - Sir Robert Lee's Charity
 - Bridgnorth Parish Charity
 - Bridgnorth & District Twinning Association
 - Bridgnorth Community Hall Management Committee
- (Reports to follow)*

9. Finance

9.1. Accounts Paid – November 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)

9.2. Members are asked to note receipt of Cashbooks 1, 2 & 3.
(Appendix C on the Town Council website)

9.3. Budget Report

Members are asked to note the Budget Summary report, including Earmarked Reserves.
(Appendix D on the Town Council website)

9.4. Balance Sheet

Members are asked to note the balance sheet as of the 30th November 2022.
(Appendix E on the Town Council website)

9.5. Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.
(*Appendix F on the Town Council website*)

9.6. Accounts for Payment

Members are asked to:

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

9.6.2. Confirm that Councillors D Cooper and R Ireland will be authorised to sign the cheques on Friday 23rd December 2022.

9.7. Accounting and Audit

Members are asked to note that Councillors R Ireland and K Sawbridge on Friday 18th November 2022, verified/signed the bank statements for October 2022 and signed those cheques approved by Council at the meeting held on Tuesday 15th November 2022 and authorised payroll for November 2022.

9.8. Draft Budget 2023/2024

Members are asked to receive a report from the RFO regarding the 2023/2024 draft budget.
(*TC/34/2223 on the Town Council website*)

10. Grant Applications

10.1. Haydn Festival

Members are asked to review additional information provided by the Haydn Festival to support their existing grant application taken to the Town Council meeting on Tuesday 1st November 2022 and to then **RESOLVE**: whether to grant the Haydn Festival with £1,500
(*Appendix H on the Town Council website*)

10.2. Bridgnorth Community Garden

Members are asked to consider the attached report and grant application from the Bridgnorth Community Garden Project. It is

RECOMMENDED: To award the Bridgnorth Community Garden Project with a grant of £426.50
(*TC/32/2223 on the Town Council website*)

11. Art Trail Working Group

Members are asked to consider a proposal from the Arts Trail Working Group to retain three Arts Trail statues as per the attached document.
(*Appendix I on the Town Council website*)

12. Chartwell Business Park

Members are asked to note a report following a meeting that took place on Monday 12th December with BECG, a communications company acting on behalf of McDonald's.
(*TC/33/2223 on the Town Council website*)

13. Code of Conduct

Following an earlier meeting, members are asked to consider the following. It is

RECOMMENDED: to adopt the Local Government Association Code of Conduct.
(*Appendix J on the Town Council website*)

14. Workforce Committee

Members are asked to consider the following recommendation from the Workforce Committee meeting on Thursday 6th October 2022.

RECOMMENDED: that the name of the Workforce Committee reverts to the Personnel Committee.

15. Community Governance Review Working Group

Members are asked to consider the following agenda submission from Councillor E Marshall:

The Local Government Boundary Commission for England is currently reviewing the electoral divisions in Shropshire. It is **RECOMMENDED:**

- 15.1. To include an examination of LGBCE's current review of electoral divisions in Shropshire within the work of the Community Governance Review Working Group.
- 15.2. To agree the revised terms of reference.
- 15.3. To agree membership to the working group.

(*Appendix K on the Town Council website*)

16. Appointment to Events Committee

Members are asked to consider a request from Councillor R Ireland to join the Events Committee.

17. Bank Mandate

Members are asked to confirm the addition of the new Town Clerk, Clare Turner and new Councillor, Rollon Leraistre to the bank mandate. Along with the removal of ex Councillor Alexa Buffey.

18. Standing Orders

Members are asked to review the amendments made to the existing standing orders and consider adopting the new version.
(*Appendix L on the Town Council website*)

19. Shropshire Council Parking Consultation

Members are asked to consider the following agenda submission from Councillor E Marshall:

Shropshire Council are currently undertaking the following public consultation on their proposals for parking in Bridgnorth - *Bridgnorth residents' parking workshops (stage 2 informal consultations)*. This consultation is open to anyone, residents, and businesses, from 30th

November to 19th December 2022. Members are asked to discuss and agree a corporate response to this public consultation.

20. Items for Next Agenda

Members are asked to discuss items for inclusion on the next agenda.

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. Contracts

Members are asked to discuss correspondence regarding contracts.

23. Project Update

Members are asked to receive a verbal briefing from the Town Clerk regarding the Cliff Railway.

24. Staffing Matters

Members are asked to receive a briefing from the Town Clerk regarding staffing matters.