



11<sup>th</sup> January 2023

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 17<sup>TH</sup> JANUARY 2023** 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

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## **BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 17<sup>TH</sup> JANUARY 2023**

### **1. Welcome**

Members are asked to receive a welcome to the meeting from the Mayor.

### **2. Apologies for Absence**

Members are asked to receive any apologies for absence.

### **3. 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.

### **4. 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)*

## 5. Minutes

5.1. To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 20<sup>th</sup> December 2022.  
(*BTC/11/2223 on the Town Council website*)

5.2. To note the minutes of the meeting of the Workforce Committee held on Tuesday 13<sup>th</sup> December 2022. Members are also asked to review the following proposal.

It is **RECOMMENDED**: to continue the contract for Payroll, HR, and Health & Safety with Shropshire Council for 1 year and to review contract arrangements again from 1st April 2024 in the first half of the next financial year (through the Workforce Committee).  
(*WF/04/2223 on the Town Council website*)

5.3. To note the minutes of the meeting of the Events Committee held on Monday 9<sup>th</sup> January 2023.  
(*EVE/04/2223 on the Town Council website*)

5.4. To note the minutes of the meeting of the Finance Committee held on Tuesday 10<sup>th</sup> January 2023.  
(*FIN/04/2223 on the Town Council website*)

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

### 6.1. Mayor's Diary

1<sup>st</sup> - Christmas Light switch on at Oldbury Grange Nursing Home  
13<sup>th</sup> - Flood Action group meeting

### 6.2. Deputy Mayor's Diary

2<sup>nd</sup> - Northgate Swimming Presentation  
25<sup>th</sup> - Together at Christmas, Christmas meal at Bridgnorth Endowed School

## 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.

## 8. Shropshire Councillor

Members are asked to receive a written and verbal report from Shropshire Councillor Julia Buckley.  
(*TC/39/2223 on the Town Council website*)

## 9. Finance

### 9.1. Accounts Paid – December 2022

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5.  
(*Appendix A on the Town Council website*)

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

### 9.3. Budget Report

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

### 9.4. Balance Sheet

Members are asked to note the balance sheet as of the 31<sup>st</sup> December 2022.  
(Appendix D on the Town Council website)

### 9.5. Town Council Bank Reconciliation Statements

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

9.6.2. Confirm that Councillors D Cooper and E Marshall will be authorised to sign the cheques on Friday 20<sup>th</sup> January 2023.

### 9.7. Accounting and Audit

Members are asked to note that Councillors R Ireland and D Cooper, on Friday 23<sup>rd</sup> December 2022, verified/signed the bank statements for November 2022 and signed those cheques approved by Council at the meeting held on Tuesday 20<sup>th</sup> December 2022 and authorised payroll for December 2022.

## 10. 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)

## 11. Agreeing the Budget and Setting the Precept for FY 2023/2024

Members are asked to receive a report from the RFO, agree the budget for 2023/2024 and agree the setting of the level of precept at £723,978 as per the recommendation from the Finance Committee.  
(TC/40/2223 on the Town Council website)

## **12. Risk Management Schedule**

Members are asked to adopt the revised risk management schedule.  
(*Appendix G on the Town Council website*)

## **13. Bunting**

Members are asked to review a report regarding bunting and the following recommendations;

- To permit the purchasing of 1000m of option B bunting.
- To consider purchasing additional bunting for Low Town.

(*TC/41/2223 on the Town Council website*)

## **14. Traffic Calming in Bridgnorth**

Members are asked to note that correspondence has taken place with Derek Buchanan, Traffic Engineering Manager at Shropshire Council, regarding traffic calming measures in Bridgnorth. This is following on from an item on the agenda of the Town Council meeting on Tuesday 1<sup>st</sup> February 2022, from which a letter was sent to Andy Wilde, Head of Highways at Shropshire Council. This is attached. Although happy to explore the idea further, Mr Buchanan would like some further details as to what is being considered. Members are asked to discuss this.  
(*Appendix H on the Town Council website*)

## **15. Shropshire Council Parking Consultation**

The following item has been deferred from the meeting on the 20<sup>th</sup> December 2022 as it could not be resolved due to the Council being inquorate.

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 30<sup>th</sup> November to 19<sup>th</sup> December 2022. Members are asked to discuss and agree a corporate response to this public consultation.

## **16. Code of Conduct**

Following on from training, the Local Government Association Model Councillor Code of Conduct 2020 was circulated to all Councillors. It is **RECOMMENDED**: to adopt the Code of Conduct.

## **17. Bridgnorth Connectivity**

Members are asked to receive a verbal update from Councillor J Buckley regarding the £4.5 million Bridgnorth connectivity proposal funding.

## **18. Bridgnorth BID**

Members are asked to receive a report relating to the Bridgnorth BID meeting that took place on the 10<sup>th</sup> January 2023 and the progress and way forward for the project.  
(*Report to Follow*)

## **19. Community Governance Review**

Members are asked to review the proposed response to the LGBCE's current review of electoral divisions in Shropshire formulated by the working group.  
(*Report to Follow*)

## **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. Project Update**

Members are asked to receive a verbal update from the Town Clerk regarding the Retaining Wall on Castle Walk project.

## **23. Town Council Debtors**

This item is being discussed in confidential as it may relate to the early stages of dispute.