



16<sup>th</sup> February 2023

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 21<sup>ST</sup> FEBRUARY 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 21<sup>ST</sup> FEBRUARY 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

To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 7<sup>th</sup> February 2023.

*(BTC/14/2223 on the Town Council website)*

## 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 report from Shropshire Councillor Kirstie Hurst-Knight.

## 8. Finance

### 8.1. Accounts Paid – January 2023

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)*

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

*(Appendix B on the Town Council website)*

### 8.3. Budget Report

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

*(Appendix C on the Town Council website)*

### 8.4. Balance Sheet

Members are asked to note the balance sheet as of the 31<sup>st</sup> January 2023.

*(Appendix D on the Town Council website)*

### 8.5. Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.

*(Appendix E on the Town Council website)*

### 8.6. Accounts for Payment

Members are asked to:

#### 8.6.1. Authorise the signing of invoices for payment.

*(Appendix F on the Town Council website)*

#### 8.6.2. Confirm that Councillors E Marshall and K Sawbridge will be authorised to sign the cheques on Friday 24<sup>th</sup> February 2023.

### 8.7. Accounting and Audit

Members are asked to note that Councillors D Cooper and E Marshall, on Friday 20<sup>th</sup> January 2023, verified/signed the bank statements for December 2022 and signed those

cheques approved by Council at the meeting held on Tuesday 17<sup>th</sup> January 2023 and authorised payroll for January 2022.

## **9. Quarterly Budget Monitoring**

Members are asked to note the quarterly budget monitoring report from the RFO. The report provides Council with an explanation of significant budget variances as at 31<sup>st</sup> December 2022. Details are given for items that have exceeded 75% of the budget and where the cash value of overspend is more than £250.

(The end of December is the end of month 09 in accounting terms and if all expenditure was even throughout the year, then we should expect to see expenditure of 75% - we notionally spend 8.33% of the budget each month. However, much of the expenditure is irregular e.g. rates are paid twice yearly, the Christmas lighting contract is paid in Dec/Jan etc.)

*(Appendix G on the Town Council website)*

## **10. Standing Orders**

Members are asked review a report, and the contained recommendations, from the RFO on standing orders.

*(TC/42/2223 on the Town Council website)*

## **11. Mayoral Allowance Protocol**

Members are asked to review that attached information on the Mayoral Allowance Protocol from the RFO.

*(Appendix H on the Town Council website)*

## **12. Hanging Baskets**

Members are asked to consider a report from the Outdoors & Properties manager regarding hanging baskets.

*(TC/43/2223 on the Town Council website)*

## **13. Recording of Meetings**

Members are asked to discuss recording the Town Council and Committee meetings.

## **14. Carbon Reduction Working Group**

Members are asked to form a carbon reduction working group and agree its membership.

## **15. Local Nature Reserve**

Members are asked to receive a verbal update on a local nature reserve from Councillor Neal.

## **16. Items for Next Agenda**

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

## **17. 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.

#### **18. Retaining Wall at Castle Walk**

Members are asked to receive a verbal update on the progress of the Retaining Wall at Castle Walk project.

#### **19. Information Governance**

Members are asked to receive a brief from the Town Clerk regarding Information Governance.  
*(Report to Follow)*