

BRIDGNORTH TOWN COUNCIL  
St Leonard's Close  
Bridgnorth  
Shropshire  
WV16 4EJ  
www.bridgnorthtowncouncil.gov.uk



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16<sup>th</sup> May 2023

To all members of Bridgnorth Town Council:  
Councillor K Sawbridge (Town Mayor), R Connolly (Deputy Mayor), C Aked, C Baines,  
S Barlow, J Buckley, A Chetter, D Cooper, N Cooper, R Ireland, R Leraistre, E Marshall,  
L Neal, L Rochelle, R Seabright, I Wellings

The **ADJOURNED ANNUAL MEETING** of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEX, COLLEGE HOUSE, ST LEONARDS, HIGH STREET, BRIDGNORTH** on **TUESDAY 23<sup>rd</sup> MAY 2023** at **6.45PM** when Members are summoned to attend.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Clare Turner', is written over a light blue horizontal line.

Clare Turner  
Town Clerk  
Email: [info@bridgnorthtowncouncil.gov.uk](mailto:info@bridgnorthtowncouncil.gov.uk)  
Telephone: 01746 762231

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## **BRIDGNORTH ADJOURNED ANNUAL TOWN COUNCIL AGENDA - TUESDAY 23<sup>rd</sup> MAY 2023**

### **1. Welcome**

Welcome to the meeting from the Town Mayor

### **2. Apologies for absence**

Members are asked to receive any apologies for absence.

### **3. Declarations of Interest**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest or other registerable interest.

Members are reminded that should you declare a pecuniary interest at a meeting, it is their 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 items on the agenda. Where a question relates more generally to the business of the Council, advance notification is preferred so that a considered response can be provided. It is not always possible to give a verbal response at a meeting and 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 any other named person.

*(Clerk's Note: The Council will generally permit up to 15 minutes to take questions with each question being limited to 3 minutes)*

#### 5. Minutes

- a. To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 18<sup>th</sup> April 2023.  
*(BTC/18/2223)*
- b. To note the minutes of the meeting of the Personnel Committee held on Tuesday 25<sup>th</sup> April 2023.  
*(PER/07/2223)*
- c. To approve the minutes of the Extra Ordinary meeting of Bridgnorth Town Council held on Tuesday 25<sup>th</sup> April 2023.  
*(BTC/19/2223)*

#### 6. Announcements

- i) **Previous Mayor's Diary**
  - Tuesday 25th April at 2pm - Bridgnorth Library Book Reading Competition
  - Wednesday 26th April at 3pm - Shrewsbury Museum Investiture of Local Resident with a BEM
  - Thursday 27th April at 7pm - Twinning AGM
  - Saturday 29th April At 7pm - The Lions Annual Charter Dinner at the Punchbowl Inn
  - Monday 1st May at 9am (until 5:15pm) - Starting the Bridgnorth Marathon & Walk & Presenting a Medal to every runner & Walker
  - Wednesday 3rd May at 7:30pm at Bridgnorth Library - Judging the Coronation Crowns of the Towns Women Guild
  - Sunday 7th May at 10:30am - Service at St Marys, followed by unveiling the Coronation Plaque as instructed by the Lord Lieutenant, Anna Turner, at Noon
  - Tuesday 9th May at 7:30pm - Attendance at the Energy Reduction Steering Group Meeting
  - Thursday 11th May at 6pm - Twinning Planning Meeting regarding visit to the Festival in Schrobenhausen in June 2023

#### 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. Schedule of Meetings**

Members to note the schedule of meetings for the 2023/2024 municipal year, which has been previously circulated.

(The schedule of meetings were agreed at the Full Council meeting on the 18<sup>th</sup> April 2023).

## **ANNUAL REVIEWS**

### **9. Appointment of Members to Committees**

To confirm the membership of the following committees:

Personnel Committee (3 to 5 members)  
Planning Committee (3 to 6 members)  
Finance Committee (3 to 6 members)  
Events & Christmas Committee (3 to 6 members)  
(Appendix A)

### **10. Terms of References**

To review the terms of reference for the following committees:

Planning Committee  
Personnel Committee  
Finance Committee  
Events Committee  
(Appendix B)

### **11. External Bodies**

a. To review representation on external bodies:

- i. St Leonard's Weaver and Bluecoat Trust (2 posts – 3 year term)
- ii. Bridgnorth & Shifnal Area Committee of Local Councils (2 posts – 1 year term)
- iii. Sir Robert Lee's Charity (3 posts)
- iv. Bridgnorth Parish Charity (1 post – 3 year term)
- v. Bridgnorth & District Twinning Association (1 post – 3 year term)

Members are asked to note that representatives will be required to provide a report to Council at least once in the year.

(Appendix C)

### **12. Review of Inventory of Land and Assets**

To note that a review of the asset register had been undertaken as part of the end of year accounting process, copy attached

(Appendix D)

### **13. Insurance Arrangements**

Members are asked to note that the Town Council has a 3-year contract with WPS Insurance which expires in July 2023 and further asked to delegate the task of maintaining appropriate insurance cover to the Town Clerk.

## 14. Subscriptions

- i) To note that the Council is currently a member (by subscription) of the following organisations (agreed as part of the budget process):
  - Shropshire Association of Local Councils
  - National Association of British Market Authorities
  - Institute of Cemetery and Crematorium Management.

## 15. Policies

- a) To review and adopt (without amendment):
  - i. Standing Orders
  - ii. Financial Regulations
  - iii. Town Council Complaints Procedure
  - iv. Freedom of Information Procedure
  - v. Data Protection Policy
  - vi. Policy for dealing with the press/media
  - vii. Risk management Strategy
  - viii. Financial Reserves Policy  
*(Available under the policies page on the website)*
  - ix. Staff Handbook  
*(Circulated separately to Town Councillors)*

## 16. FINANCE

- i) **Accounts Paid – April 2023**  
Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5  
*(Appendix E)*
- ii) **Year End for FY 2022/2023**  
Members are asked to note that the year end closedown for 2023/2024 will be taking place on Tuesday 16<sup>th</sup> May 2023.
- iii) **Accounts for Payment**  
Members are asked to:
  - i) Authorise the signing of invoices for payment.
  - ii) Confirm those Councillors who will be authorised to sign the cheques on Friday 20 May 2022.  
*(Appendix F)*
- iv) **Accounting and Audit**  
Members are asked to note that Councillors S Barlow, R Connolly and I Wellings on Friday 21 April 2023, verified/signed the bank statements for March 2023 and signed those cheques approved by Council at the meeting held on 18 April 2023. Councillors R Connolly and I Wellings authorised payroll for April 2022.

v) **Internal Audit Report**

- i) Members are asked to receive and accept the second interim Internal Audit Report for 2022/2023 whilst noting the comments from the RFO. *(Appendix G)*

vi) **Regular Payments and Standing Orders**

Members are asked to approve a list of regular payments, direct debits and standing orders. *(Appendix H)*

vii) **Earmarked Reserves**

Members are asked to give retrospective approval to the following transfers to EMRs which have been completed as part of the year end process:

<b>Cost Centre</b>	<b>Nominal Code</b>	<b>Amount</b>	<b>EMR</b>
Grants 120	Grants Other 4800	£3,600 CAP Bridgnorth	Committed Funds 346
Grants 120	Grants Other 4800	£500 Bridgnorth Festival	Committed Funds 346
Grants 120	Grants Carnival 4433	£2,500 Bridgnorth Carnival	Committed Funds 346
Civic & Democratic 110	Mayor's Allowance 4500	£1,443	Mayoral Allowance - Unspent 345

17. **Payments by Direct Debit**

Members are asked to consider and give authorisation for the water rates to be paid by direct debit with immediate effect.

18. **Project Update from the Foundry Yard Commemorative Garden**

Members are asked to receive a presentation from the designer of the Hazeldine Foundry Yard Commemorative Garden Update.

19. **Energy Reduction Steering Group**

23.1 Members are asked to receive an update from the Chairman of the Energy Reduction Steering Group

23.2 Members are asked to debate and agree how the Town Council will support the Energy Reduction Steering Group

20. **Local Cycling & Walking infrastructure Plan(LCWIP)**

24.1 Members are asked to note the consultation currently being undertaken by Shropshire Council for the LCWIP. Information has previously been provided.

24.2 Members are asked to agree delegated authority to the Town Clerk with consultation with the LCWIP Working Group to provide feedback on behalf of the Town Council to this consultation.

**21. Boundary Commission**

25.1 Members are asked to note the information previously provided from the Boundary Commission

25.2 Members are asked to nominate and agree extra members to the Working Group.

**22. Grant Application**

Members are asked to consider a report on grant applications from the Town Clerk.  
(Appendix I)

**23. Art Trail Working Group**

To note the updated provided from the Art Trail Working Group.  
(Appendix J)

**24. Public Attendance & Council Meeting Location**

Members are asked to receive an update from Councillor Marshall and discuss public attendance and the request to change the location of council meetings to various locations around the Town.

**25. Agenda Items for Future Council Meeting**

Members are asked to discuss future agenda items.

**26. Public Bodies (Admission to Meetings) Act 1960**

**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.

**27. CCTV Maintenance Contract Renewal**

Members are asked to discuss and agree the new contract for CCTV maintenance.  
(TC/01/2324)

**30. Staffing Matters**

To receive a verbal update and consider a report from the personnel committee.  
(To follow)

**28. Retaining Wall Project Update**

Members are asked to receive a verbal update from the Town Clerk regarding the Retaining Wall Project.