



13th September 2023

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 19th September 2023** at **6.45PM** when the following Members are summoned to attend:

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

Note: Vacancy x 1 Councillor

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Clare Turner'.

Clare Turner
Town Clerk

BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 19th September 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

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.

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. Safer Neighbourhoods Team

Members are asked to suspend standing orders to proceed with an update regarding current policing in Bridgnorth. Members will be given the opportunity to ask questions.

6. Future Bridgnorth - Project Update

Members are asked to receive representatives from Shropshire Council's Economic Growth Team to provide a verbal update to Members regarding the change in project lead for the Future Bridgnorth Project.

Members are asked to reinstate standing orders to proceed with the remainder of the meeting.

7. Minutes

5.1 To approve the minutes of the Bridgnorth Town Council meeting held on the 18th July 2023
(*TC/07/2324 on the Town Councils website*)

5.2 To approve the minutes of the Bridgnorth Extra-Ordinary Town Council meeting held on the 4th July 2023
(*BTC/06/2324 on the Town Council's website*)

8. Mayor's Diary – July and August 2023

Mayor's Diary July and August 2023

Saturday 1 July – Welcomed John O Groats to Lands' End bike ride.

Thursday 6 July – Good 2 Great Summer Social

Saturday 8 July – Bridgnorth Spartans Grey Roots Festival

Monday 10 July – Judged Bridgnorth in Bloom Competition

Thursday 27 July – Attended Teddy Bears Picnic

Tuesday 8 August – Met with the Mayor of Church Stretton

Thursday 17 August – Opening of Bridgnorth District Arts Society Annual Exhibition

Saturday 26 & Sunday 27 August – Bridgnorth Music and Arts Festival

Deputy Mayor's Diary July, and August 2023

Wednesday 5 July – Shropshire Regeneration Presentation

Thursday 27 July - Teddy Bears Picnic, Castle Grounds

Tuesday 15 August - WMP PACT Meeting, Bridgnorth Library

Thursday 17 August - National Flood Forum presentation, Low Town Community Centre

Friday 25 August - Opening of Bridgnorth & District Camera Club, Exhibition, Bridgnorth

Thursday 31 August - Mayor of Ludlow, Annual Charity Fayre, Ludlow Market Square.

9. 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.

10. Shropshire Councillor

Members are asked to receive a verbal update and report from Shropshire Councillor Christian Lea

11. Finance

10.1 Accounts Paid – July 2023

Members are asked to receive notification of items paid for July 2023 and approve, retrospectively, the payments shown on the List of Payments Reports attached for Cashbooks 1, 2 & 3.

(RFO note: The reports show all payments that were made in July 2023 from all cashbooks and the purchase ledger.

(Appendix A on the Town Council website)

10.2 Accounting and Audit

Members are asked to note that Councillors N Cooper, K Sawbridge and D Cooper authorised bank payments, as per resolution from the Town Council meeting of 18th July 2023 (0080/2324), verified bank statements for July 2023 and authorised payroll for August 2023.

10.3 Payment Schedules

Members are asked to:

10.3.1 Approve the payment schedules for the month of August 2023.

(RFO note: The reports show all payments that have been made in accordance with Financial Regulation 5.5 for all cashbooks and payments that are to be made in August 2023 from the purchase ledger).

(Appendix B on the Town Council website)

10.3.2 Confirm which Councillors will be authorising bank payments, verifying bank statements and authorising September 2023 payroll on Friday 22nd September 2023.

10.4 Accounting Reports

Members are asked to note the following reports for August 2023:

10.4.1 Budget Report, including Earmarked Reserves

(Appendix C on the Town Council website)

10.4.2 Balance Sheet

(Appendix D on the Town Council website)

10.4.3 Bank Reconciliation Statements

(Appendix E on the Town Council website)

12. Direct Debits

Members are asked to give retrospective approval for direct debit payments to SSE, for the Christmas lights electricity unmetered supply and Quadient, for lease of the franking machine.

13. Annual Governance & Accountability Return - Year End 31 March 2023

Members are asked to:

- i) Note the satisfactory review by the external auditor (PKF Littlejohn LLP) of Bridgnorth Town Council's Annual Governance & Accountability Return (AGAR), without additional comment.
- ii) Note a copy of the Notice of Conclusion of Audit
- iii) Note that the publishing of the Notice and Sections 1, 2 & 3 of the AGAR occurred on 5th September 2023 on both the town notice boards and the Town Council's website.
- iv) The External Auditor has stated that Council must decide how long they wish for the above notice to be published; it has previously been 14 days.

Members are asked to agree a time period.
(Appendix F on the Town Council website)

14. Banking

- i) Internal Bank Transfers

Members are asked to consider amending the Town Council's Unity Trust bank mandate with regards to internal transfers only. To permit officers to move money between accounts: transferring from the current account to the deposit account without Councillor authorisation. This is to assist with the treasury management and take advantage of the current interest rates.

- ii) Internet Banking – HSBC

Members are asked to consider re-establishing internet banking with HSBC that has been suspended due to lack of usage and further delegate to the RFO the task of setting this up.

15. Councillor Vacancy

Councillors are asked to note that the date for the election is 21 September 2023 for the vacancy of Councillor in Morfe Ward.

16. A&E Services within Shropshire and Telford & Wrekin

Members are asked to receive a verbal update from the Mayor of Bridgnorth Town Council and to discuss and debate the proposed motion for Bridgnorth Town Council to support retaining fully functioning A&E's in both Shrewsbury and Telford.
(BTC/14/2324 on the Town Council's Website)

17. Community Meeting for Residents on Retaining Wall

Members are asked to debate holding a community meeting for residents to provide up to date information and inform on the next stages of the project and costs.

18. Update – Bridgnorth & Shifnal Area Committee

Members are asked to receive a report and verbal update from Councillor D Cooper regarding the Bridgnorth & Shifnal Area Committee.

(BTC/15/2324 and BTC/16/2324 on the Town Council's Website)

19. Update - Place Plan

Members are asked to receive a report and verbal update from Councillor D Cooper regarding the Place Plan for the Bridgnorth and local area.

(BTC/17a/2324 and BTC/17b/2324 on the Town Council's Website)

20. Update – Boundary Review and Community Governance Review

Members are asked to receive report and verbal update from Councillor David Cooper regarding the Boundary Review and Community Governance Review and recommendation for the Town Council to have a joint working group for Community Governance Review and Boundary Review.

(BTC/18/2324 on the Town Council's Website)

21. DLF Environmental

Members are asked to receive a report from the DLF Supervisor and verbal update from the Town Clerk regarding the DLF, this to include the following items:

(BTC/19a/2324 and BTC/19b/2324 on the Town Council's Website)

- Work completed over the summer months
- Hanging baskets – Weight Test
- Play Areas
- General Update

22. Property and Assets

Members are asked to receive a report and verbal updated from the Property Manager regarding the Town Councils assets, this to include the following items:

(BTC/20/2324 - to follow)

- Toilet update
- General Property update

23. Planning Committee

22.1 Members are asked to agree for Brian Jones to be co-opted on to the Planning Committee for year 2023/2024
(LGA1972 – S102 (3))

22.2 Members are asked to agree the renewal of Delegated Authority for the Planning Committee

24. Cartway Refuse

Members are asked to debate the issue raised previously regarding the Cartway and agree any recommendations.

25. Items for Future Agenda

Members are asked to discuss items for inclusion on a future agenda.

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. Mobile Phone Contract

Members are asked to consider the report and recommendations with regards to the mobile phone contract.
(report to follow)

28. Health and Safety Report

Members are asked to receive an update report from the Town Clerk, debate and agree recommendations.
(report to follow)

29. Retaining Wall

Members are asked to receive an update on the ongoing repairs of the Retaining Wall from the Town Clerk
(report to follow)