



15th November 2023

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 21 NOVEMBER 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, T Green, R Ireland, E Marshall, L Neal, L Rochelle, K Sawbridge BEM, R Seabright

Yours Sincerely

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

Clare Turner
Town Clerk

BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 21ST NOVEMBER 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. Minutes

- 5.1 To approve the minutes of the Extraordinary meeting of Bridgnorth Town Council held on Tuesday 11th October 2023.
(TC/09/2324 on the Town Council website)
- 5.2 To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 17th October 2023.
(TC/10/2324 on the Town Council website)
- 5.3 To note the minutes of the Extraordinary Finance Committee meeting held on Tuesday 1st August 2023
(FIN/03/2324 on the Town Council website)
- 5.4 To approve the minutes of the Extraordinary meeting of Bridgnorth Town Council held on Tuesday 7th November 2023.
(Minutes to follow)

6. Mayor's and Deputy Mayor's Diary – October 2023

6.1. Mayor's Diary

10 October 2023 Visited Crowsmill Craft Centre
14 October 2023 Opened Fone Fella shop on High Street
14 October 2023 Attended Edith Piaf concert at Castle Hall
26 October 2023 Attended Art House event at Bishop Percy's House
28 October 2023 Attended League of Friends Coffee Morning

6.2. Deputy Mayor's Diary

No events to report.

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 verbal report from Shropshire Councillor Julia Buckley.

9. Finance

9.1 Payment Schedules

Members are asked to:

- 9.1.1 Approve the payment schedules.
(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 for the October 2023 purchase ledger invoices).
(Appendix A on the Town Council website)
- 9.1.2 Confirm which Councillors will be authorising bank payments, verifying bank statements and authorising payroll on Friday 24th November 2023.

9.1.3 Members are asked to note that Councillors N Cooper and K Sawbridge authorised bank payments and verified bank statements for September 2023.

9.2 Bank Reconciliations

Members are asked to note the bank reconciliations for October 2023.

9.3 Accounting Reports

9.3.1 Budget Report

Members are asked to note that the Budget Summary report, including Earmarked Reserves can be viewed on the Town Council website.

9.3.2 Balance Sheet

Members are asked to note that the balance sheet, as of the 30th November 2023, can be viewed on the Town Council website.
(Appendix B on the Town Council website)

9.4 Finance Committee

Members are asked to approve the appointment of Councillor A Chetter to the Finance Committee.

10 Draft Budget 2024/2025

Members are asked to receive a report from the RFO discuss progress to date on the draft budget and discuss progress to date on the raft budget for 2024/2025
(Report BTC/37/2324 and Appendix 1 on the Town Council website)

11 Proposed Borrowing Consultation Timetable

Members are asked to note the Consultation timetable.
(Report BTC/38/2324 on the Town Council website)

12 Low Town Community Hall Terms of Reference

Members are asked to receive, debate, and agree the updated Terms Of Reference for the Low Town Community Hall
(Note: Draft TOR's previously circulated by the Town Clerk)
(Appendix C on the Town Council Website)

13 Bridgnorth Future Partnership

Members are asked to receive, debate, and agree representation from the Bridgnorth Town Council on Bridgnorth Future Partnership.
(Report to follow)

14 Items for Next Agenda

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

15 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.

16 Personnel Report

Members to note a verbal update from the Personnel Committee following the meeting held on 14th November 2023

17 Update on the Retaining Wall

Members to the note the verbal update from the Town Clerk on the Retaining Wall

18 Floral Provision Tender Award 2024

Members are asked to receive, review, and agree the supplier for the Floral Provision for 2024 (Report BTC/36/2324 on the Town Council website)