



14<sup>th</sup> December 2023

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 19<sup>th</sup> DECEMBER 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 and R Seabright

Yours Sincerely

Clare Turner  
Town Clerk

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## **BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 19<sup>th</sup> DECEMBER 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 and accept 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 meeting of Bridgnorth Town Council held on Tuesday 21<sup>st</sup> November 2023.  
(TC/12/2324 on the Town Council website)
- 5.2 To approve the minutes of the Extraordinary meeting of Bridgnorth Town Council held on Tuesday 7<sup>th</sup> November 2023.  
(TC/11/2324 on the Town Council website)
- 5.3 To note the minutes of the Extraordinary Finance Committee meeting held on Tuesday 31<sup>st</sup> October 2023  
(FIN/04/2324 on the Town Council website)
- 5.4 To note the minutes of the Personnel Committee meeting held on Tuesday 14<sup>th</sup> November 2023.  
(PER/02/2324 on the Town Council website)

## **6. Mayor's and Deputy Mayor's Diary – November 2023**

### **6.1. Mayor's Diary**

1.11.23 - Townswomen's Guild 70<sup>th</sup> anniversary celebration  
2.11.23 - Public Meeting re: retaining wall. Castle Hall  
5.11.23 - Met with Twinning Association and visitors from Thiers and Schrobenhausen.  
7.11.23 - Presented with Gideon Bible from Geoff Bristow and John Woolridge  
11.11.23 - Visited Spartans Soccer School  
11.11.23 - Two minutes silence – Castle Grounds  
12.11.23 - Remembrance Sunday  
13.11.23 - Charity Fundraiser Eurasia Restaurant  
16.11.23 - Public Meeting Castle Hall  
19.11.23 - Bridgnorth Community Choir concert at Birmingham Town Hall  
24.11.23 - Christmas Lights Switch On  
25.11.23 - Attended Gateway Club Christmas Party – Down Inn  
27.11.23 - Visited Bridgnorth Food Bank

### **6.2. Deputy Mayor's Diary**

No official appointments 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 Kirsty Hurst-Knight.

## **9. Finance**

### **9.1 Payment Schedules**

Members are asked to:

9.1.1 Approve the payment schedules.

*(RFO note: The reports show payments that are to be made for the November 2023 purchase ledger invoices and all payments that have been made in accordance with Financial Regulation 5.5 for Cashbooks 1, 2 & 3).  
(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 22<sup>nd</sup> December 2023.

9.1.3 Members are asked to note that Councillors C Aked and R Connolly, on 24<sup>th</sup> November 2023, authorised bank payments and verified bank statements for October 2023 and authorised payroll for October and November 2023.

9.2 Bank Reconciliations

Members are asked to note the bank reconciliations for November 2023.  
*(Appendix B on the Town Council website)*

9.3 Accounting Reports

9.3.1 Budget Report

Members are asked to note that the Budget Summary report, as at 30<sup>th</sup> November 2023, 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 30<sup>th</sup> November 2023, can be viewed on the Town Council website.

**10. Draft Budget 2024/2025**

Members are asked to receive a report from the RFO and discuss the progress to date on the draft budget for 2024/2025.  
(BTC/39/2324 and Appendix 1 on the Town Council website)

**11. Community Governance Review**

Members are asked to receive a report from Councillor D Cooper and debate the community governance update.  
(BTC/43/2324 on the Town Council website)

**12. Personnel Committee New Member**

Members are asked to note in order to minute in open session for transparency the decision made in confidential session on the 21<sup>st</sup> November 2023 for Councillor A Chetter to join the Personnel Committee.

**13. Borrowing Consultation Update**

Members are asked to receive a report from the Retaining Wall Working Group regarding the progress on the borrowing consultation.  
(BTC/40/2324 on the Town Council website)

#### **14. Joint Strategic Needs**

Members are asked to receive an update from the Mayor and provide any feedback on identified items for the Joint Strategic Needs Assessment that seeks to identify current and future health and wellbeing needs in the local population.

#### **15. Asset & Property Update**

Members are asked to receive a report from the Property Manager regarding the Town Council's assets and property portfolio.  
(BTC/41/2324 on the Town Council website)

#### **16. DLF Update**

Members are asked to receive an update report from the DLF Supervisor regarding the Town Council's DLF service and delivery.  
(BTC/42/2324 on the Town Council website)

#### **17. Review of Town Council Assets**

Members are asked to receive an update from Councillor Green regarding a review of the Town Council's Assets, debate and agree a way forward for the Town Council.

#### **18. Items for Future Agenda**

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

#### **19. 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.

#### **20. Update on the Retaining Wall**

Members to note the verbal update from the Town Clerk on the Retaining Wall  
(BTC/45/2324 on the Town Council website)

#### **21. Update on the Town Council's Incidents**

Members are asked to receive, review, and note the update on the Town Council's Incidents update report.  
(Report BTC/44/2324 on the Town Council website)

#### **22. Shropshire Youth Association for 2024/2025**

Members are asked to receive a verbal update from the Deputy Clerk regarding the cost for the 2024/2025 Shropshire Youth Association provision and agree the provision for 2024/2025.