



## BRIDGNORTH TOWN COUNCIL

### Minutes of the Bridgnorth Town Council Meeting held in the Annexe, College House on Tuesday 20<sup>th</sup> June 2023 at 6.45pm.

**Present:**

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

**In Attendance:** Mrs C Turner, Town Clerk

0043/2324 **WELCOME**

The Mayor issued a welcome to the meeting.

0044/2324 **APOLOGIES FOR ABSENCE**

It was proposed by Councillor Barlow, seconded by Councillor Chetter  
Unanimously agreed by all Councillors

**RESOLVED:** that the Committee accept the apologies and reasons for absence for the following Councillors:

J Buckley – Work Commitment  
R Leraistre – Work Commitment  
L Neal – Family Commitment

0045/2324 **DECLARATIONS OF INTEREST**

The following declarations of interest were declared:

Councillor E Marshall - Other interest – Northgate Swimming Club, Northgate Museum and Chairman of the Historical Society.

0046/2324 **PUBLIC QUESTION TIME**

There were no members of the public present.

0047/2324 **MINUTES**

It was proposed by Councillor N Cooper, seconded by Councillor S Barlow  
Abstained by Councillors Wellings and Ireland

**RESOLVED:** to approve the minutes of the Annual Town Council meeting held on Tuesday 16<sup>th</sup> May 2023 as a true record of the business transacted.



It was proposed by Councillor C Baines, seconded by Councillor N Cooper  
Abstained by Councillors A Chetter, I Wellings, S Barlow, R Ireland, and R Seabright  
**RESOLVED:** to approve the minutes of the Extra Ordinary Town Council meeting held on Thursday 18<sup>th</sup> May 2023 as a true record of the business transacted and for the following changes to be made:

0007/2324 – Apologies for Absence - seconded by Councillor Neal

It was proposed by Councillor S Barlow, seconded by Councillor N Cooper  
Abstained by Councillors A Chetter, C Baines, Ireland, and R Seabright  
**RESOLVED:** to approve the minutes of the adjourned Annual Town Council meeting held on Thursday 23<sup>rd</sup> May 2023 as a true record of the business transacted and for the following changes to be made:

0014/2324 – Apologies for Absence - A Chetter apologies for absence was a work commitment.

0017/2324 – Minutes – Page 4 – 0431/2223 change working to wording

0034/2324 – Boundary Commission – Page 6 - change to read - The consultation was in progress and the Community Governance review would be unable to take place while the Boundary Commission is still in progress. Remove = review would be undertaken but with the delays this would have a tight timescale

0035/2324 – Grant Application – Page 6 – change to read – Councillors N Cooper and K Sawbridge left the meeting.

0038/2324 – Items for Future Agenda – change to read – Boys Clubs

0042/2324 – Retaining Wall Project – change to read – **RESOLVED:** to agree for a Crowd Fund to be launched for an appeal to assist the Town Council with the funding for the remedial works on the retaining wall.

Members noted the minutes of the Finance Committee meeting held on Wednesday 24<sup>th</sup> May 2023 at 6.00pm and noted the following amendments:

FIN04/2324 – Apologies for Absence – Page 1 – Councillor K Sawbridge – Work Commitment

0048/2324 **MAYOR'S DIARY**

Members noted the Mayor's Diary for May 2023.

0049/2324 **MEMBERS QUESTION TIME**

There were no members questions raised.

0050/2324 **SHROSHIRE COUNCILLOR**

Members were provided with a written report from Councillor Julia Buckley.

0051/2324 **LOCAL POLICE UPDATE**

Members were informed that the Local Policing Team were unable to attend and would be asked for an update report and attend a future Town Council Meeting.

The Town Clerk was asked to contact the Local Policing Team and inform on the incident at Squirrel Bank and ask what action was being taken following this incident.



0052/2324

**FINANCE**

## 1. Accounts Paid – May 2023

It was proposed by Councillor Ireland, seconded by Councillor Wellings

Unanimously agreed by all Councillors

**RESOLVED:** that the accounts amounting to £104,428.95 be retrospectively approved for payment.

## 2. Members noted receipt of Cashbooks 1, 2 &amp; 3.

## 3. Members noted the budget Summary report including earmarked reserves.

## 4. Balance Sheet

Members noted the balance sheet as of the 31<sup>st</sup> May 2023 (£1,221,128) comprising:

General Fund:	£822,620
Earmarked Reserves:	£225,875
Useable Capital Receipts:	£172,633

## 5. Town Bank Reconciliation Statements

Members noted the bank reconciliation statements as of the 31<sup>st</sup> May 2023. (Reconciled sum of all bank accounts (£212,480.50))

## 6. Accounts for Payment

Members noted receipt of a list of payments for approval.

It was proposed by Councillor S Barlow, seconded by Councillor R Connolly

Unanimously agreed by all Councillors

6.1. **RESOLVED:** that the accounts amounting to £31,275.58 be approved for payment.

It was proposed by Councillors S Barlow, Seconded by C Aked

Unanimously agreed by all Councillors

6.2. **RESOLVED:** to authorise Councillors R Connolly and N Cooper to sign the cheques on Thursday 22<sup>nd</sup> June 2023.

## 7. Accounting and Audit

Members noted that Councillors N Cooper and C Aked, on Friday 26<sup>th</sup> May 2023, verified/signed the bank statements for April 2023 and authorised the electronic payments approved by Council at the meeting held on Tuesday 23<sup>rd</sup> May 2023 and authorised payroll for May 2023.

0053/2324

**END OF YEAR ACCOUNTS 2022 / 2023**

## 1. Members noted the End of Year Accounts for year 2022/2023.



2. Members received and noted the Annual Governance and Accountability Return (AGAR) 2022/23.
3. Members noted the Annual Internal Audit Report 2022/23, page 3 of the Annual Governance and Accountability Return 2022/23 Form 3.
4. Members noted the Section 1 – Annual Governance Statement 2023/23, page 4 of the Annual Governance and Accountability Return 2022/23 Form 3.
5. Members were asked to acknowledge their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounts Statements. Confirm they, to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31<sup>st</sup> March 2023 answer the questions as detailed on the Section 1 - Annual Governance Statement 2023/23, page 4 of the Annual Governance and Accountability Return 2022/23 Form 3. The Questions were answered as follows:
  - a. Proposed by Councillor N Cooper, seconded by Councillor S Barlow  
Unanimously agreed by all Councillors  
**RESOLVED:** to question 1. Yes – We have put in place arrangements for the effective financial management during the year, and for the preparation of the accounting statements.
  - b. Proposed by Councillor N Cooper, seconded by Councillor R Connolly  
Against by Councillor Marshall  
**RESOLVED:** to question 2. Yes – We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
  - c. Proposed by Councillor C Baines, seconded by Councillor I Wellings  
Unanimously agreed by all Councillors  
**RESOLVED:** to question 3. Yes – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
  - d. Proposed by Councillor N Cooper, seconded by Councillor I Wellings  
Unanimously agreed by all Councillors  
**RESOLVED:** to question 4. Yes – We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
  - e. Proposed by Councillor R Connolly, seconded by Councillor A Chetter  
Unanimously agreed by all Councillors  
**RESOLVED:** to question 5. Yes – We carried out an assessment of the risks facing this authority and took appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance cover where required.
  - f. Proposed by Councillor N Cooper, seconded by Councillor S Barlow  
Unanimously agreed by all Councillors



**RESOLVED:** to question 6. Yes – We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control system.

- g. Proposed by Councillor N Cooper, seconded by Councillor R Connolly  
Unanimously agreed by all Councillors

**RESOLVED:** to question 7. Yes – We took appropriate action on all matters raised in reports from internal and external audit.

- h. Proposed by Councillor R Seabright, seconded by Councillor S Barlow  
Abstained by Councillor Sawbridge

**RESOLVED:** to question 8. Yes – We consider whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

The Town Clerk was asked to put a note on the balance sheet for year ending 2022/23 the value of the Stage 2 of the wall project.

- i. Proposed by Councillor E Marshall, seconded by Councillor S Barlow  
Unanimously agreed by all Councillors

**RESOLVED:** to question 9. Yes – (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibility for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Proposed by Councillor R Connolly, seconded by Councillor S Barlow  
Unanimously agreed by all Councillors

**RESOLVED:** to approve the Annual Governance Statement 2022/23 and approve the Chairman and the Clerk of the meeting where the approval was given to sign the Annual Governance Statement 2022/23 on behalf of the Bridgnorth Town Council.

Members noted the Section 2 – Accounting Statements 2022/23 for Bridgnorth Town Council. page 5 of the Annual Governance and Accountability Return 2022/23 Form 3.

Proposed by Councillor R Connolly, seconded by Councillor S Barlow  
Abstained by Councillor K Sawbridge

**RESOLVED:** to approve the Annual Governance Statement 2022/23 and agree for documentation to be signed by the Responsible Finance Officer and Chairman of the meeting where the Accounting Statements were approved for Bridgnorth Town Council.

#### 0054/2324 FOLLY HOLE PATH

Members were asked to receive and debate the information from a Bridgnorth Resident regarding the history of Folly Hole.

Members debated in detail this agenda item.

Proposed by Councillor E Marshall, seconded by Councillor R Seabright  
Unanimously agreed by all Councillors.

**RESOLVED:** to approve for the Town Clerk to write to Shropshire Council and ask for the footpath to be put on the rights of way mapping for the area.



**0055/2324 COUNCILLOR FUTURE PLANNING EVENT**

Members debated the request for the Town Council to hold a Councillor Future Planning Event and agree a date for this to be held.

Members debated the request in depth and at length.

Proposed by Councillor A Chetter, seconded by Councillor C Baines  
Unanimously agreed by all Councillors.

**RESOLVED:** to approve for the Town Council to hold a Future Planning Event in September 2023 to discuss and identify initiatives that could be achieved for residents over the next two to three years, this event to include identified values for the Town Council and to hold a further event in January 2024.

Councillor Seabright left the meeting.

**0056/2324 YOUTH FUNDING**

Members noted the verbal update provided by the Town Clerk regarding the award of the UKSPF Funding for additional support to the youth provision in the Town.

The Town Clerk was asked to note that this funding could also enhance the community garden at the Bridge and Innage Lane.

**0057/2324 GRANT FUNDING**

Members noted this item was to be deferred to the next meeting.

**0058/2324 TOILET PROVISION**

Members noted the update provided to the Town Clerk on the additional toilet provision at Severn Park.

**0059/2324 ADDITIONAL COMMITTEE**

Members debated the request for a Property & Grounds Committee to be formed and agree the members for the is committee.

Members had a debate on the scope for this committee.

Proposed by Councillor I Wellings, seconded by Councillor R Connolly  
Unanimously agreed by all Councillors.

**RESOLVED:** to agree for this additional committee to be debated at the Councillor Future Planning Event, which could include why this was needed, what its purpose would be, the outcomes for the committee and draft Terms of Reference.

**0060/2324 BOUNDARY COMMISSION**

Members received a verbal update from Councillor D Cooper on the reports provided.

Members had a debate regarding the verbal update and the reports provided.

Proposed by Councillor A Chetter, seconded by Councillor K Sawbridge  
Unanimously agreed by all Councillors.

**RESOLVED:** to agree for an extraordinary council meeting to be called by the Mayor to debate further and make a decision of the recommendations provided.

**0061/2324 ITEMS FOR FUTURE AGENDA**

Members discussed the following items for inclusion on the next agenda:

- CCTV Spend
- Shropshire Council response to the inspectors report of the Local Plan
- Football Club – recreational goals and cuttings against the wall
- Main speaker for the Annual Town Council meeting

**0062/2324 PUBLIC BODIES**

Proposed by Councillor R Connolly, Seconded by Councillor S Barlow

Unanimously agreed by all Councillors

**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.

Councillor S Barlow left the meeting.

Proposed by Councillor E Marshall, seconded by Councillor K Sawbridge

Unanimously agreed by all Councillors

**RESOLVED:** to move item 22 above item 21 on the agenda for discussion.

**0063/2324 RETAINING WALL**

Members received a verbal update from Councillor N Cooper regarding the details within the confidential report for the costs relating to the retaining wall.

Members were given the opportunity to ask questions and debate the report

Proposed by Councillor D Cooper, seconded by Councillor R Connolly

Unanimously agreed by all Councillors.

**RESOLVED:** to agree to suspend standing orders to allow the remaining items on the agenda to be transacted.

The Town Clerk was asked to note a thank you to everyone for the work providing the update and work on the retaining wall project.

Councillor E Marshall left the meeting.

**0064/2324 ELECTRICITY CHARGES AT NORTHGATE MUSEUM**

Proposed by Councillor N Cooper, seconded by Councillor C Baines

Unanimously agreed by all Councillors.

**RESOLVED:** to agree to make a payment to the Northgate Museum of £386.55 following their request for reimbursement for the electricity used for the Christmas Lights and for this to be paid from the Christmas Lighting budget.

The meeting closed at 9.30pm.

