



10 January 2024

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 16 January 2024** 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

BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 16 January 2024

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 meeting of Bridgnorth Town Council held on Tuesday 19th December 2023

(TC/13/2324 on the Town Council website)

5.2 To note the draft minutes of the Finance Committee held on 9 January 2024
(FIN/04/2324 on the Town Council website)

Members attention is drawn to the recommendation contained at minute number FCM59/2324 (ii). Members are asked to consider and vote accordingly:

*'It proposed by Councillor A Chetter and seconded by Councillor K Sawbridge and unanimously **RESOLVED**: to recommend the following charges for the Severn Park car park:*

<i>Up to 2 hours</i>	<i>£2.50</i>
<i>2 hours – 4 hours</i>	<i>£4.00</i>
<i>All day</i>	<i>£5.50'</i>

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

6.1. Mayor's Diary - to follow

6.2. Deputy Mayor – nothing 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 C Lea.

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 December 2023 purchase ledger invoices and all payments that have been made in accordance with Financial Regulation 5.5 for Cashbooks 1, 2 and 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 19th January 2024.

9.1.3 Members are asked to note that Councillors R Connolly and N Cooper, on Thursday 23rd December 2023, authorised bank payments and verified bank statements for November 2023 and authorised payroll for December 2023.

9.2. Accounting Reports

Members are asked to:

9.2.1 Note the Bank Reconciliations for December 2023
(Appendix B on the Town Council website)

9.2.2 Note the Budget Summary report as at 31st December 2023
(Appendix C on the Town Council website)

9.2.3 Note the Balance Sheet for December 2023
(Appendix D on the Town Council website)

10. Borrowing Consultation Update and Next Steps

Members are asked to receive a verbal update from the Town Clerk and members of the Retaining Wall Project Working Group and agree the next steps following the completion of the Borrowing Consultation.

11. Severn Park Concessions 2024/2025

Members are asked to consider a report and recommendations from the RFO with regards to the concessions for Severn Park.
(BTC/46/2324 on the Town Council website)

12. Approval of Town Council Fees

To agree the attached revised list of fees for 2024/2025 (new fees shown in red). Members are asked to note that some fees are proposed to remain at the same level as 2023/2024 with the following exceptions: market fees are to be increase by 6.7% and cemetery fees by 5%).
(Appendix E on the Town Council website)

13. Draft Budget for 2024/2025

Members are asked to receive a report and the revised draft budget from the RFO and agree the budget for 2024/2025 as per the recommendation from the Finance Committee.
(BTC/47/2324 and appendix 1 on the Town Council website)

14. Working Group for the Review of Town Council Buildings and Assets

Members are asked to consider and agree to create a Working Group for the review of the Town Council's buildings and assets, discuss and agree the purpose and remit of the Working Group, to agree the membership of this working group, agree for the Working Group to elect a Chair, for the Working Group to create draft terms of reference for this group and for these draft terms of reference to be agreed at a future Town Council meeting.

15. Meeting with the Police Crime Commissioner (PCC)

Members are asked to consider, discuss and agree for the Police Crime Commissioner, John Campion to be invited to a future Town Council meeting to discuss the current policing concerns and issues within Bridgnorth and to agree the process for the Town Clerk to collate the issues and concerns to be raised for this meeting.

16. Town Council Drop In / Surgeries

Members are asked to consider, discuss and agree for quarterly Town Council drop in / surgeries to be put in place at various locations within the town boundary and a rota to be created for Members to attend on behalf of the Town Council.

17. Update Bridgnorth meeting with Shropshire Council

Members are asked to receive a verbal update following the meeting with the Assistant Director for Economy and Place at Shropshire Council, as part of the Bridgnorth Future Partnership and agree any actions going forward.

18. Flood Update

Members are asked to receive a verbal update from Councillor I Wellings regarding the recent floods, the Bridgnorth Flood Action Forum and agree any actions for the Town Council going forward.

19. Town Meeting May 2024

Members are asked to discuss and suggest guest speakers for the next Town Meeting to be held May 2024 and agree any actions.

20. Crowd Funding

Members are asked to discuss setting up a Crowd Fund to raise funding for the retaining wall project, agree for this Crowd Fund to be set up for this purpose and agree any further actions.

21. Update Town Clerks Meeting

Members are asked to receive a verbal update from the Town Clerk following the Town Clerks meeting held on Friday 5th January 2024 and agree any actions going forward.

22. Items for Future Agenda

Members are asked to discuss items for inclusion on a future agenda of the Town Council.

23. 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.

24. Update on the Retaining Wall

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

25. Shropshire Youth Association for 2024/2025

Members are asked to discuss and agree the youth provision for 2024/2025.
(*Appendix F in the restricted access area on the Town Council website*)

26. Staffing Update

Members are asked to receive a verbal update from the Chair of the Personnel Committee and Town Council regarding staffing.