



13 March 2024

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 19th March 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, R Seabright, K Sawbridge BEM

Yours Sincerely

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

Clare Turner
Town Clerk

BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 19th March 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 20th February 2024
(*TC/16/2324 on the Town Council website*)

5.2 To note the minutes of the Events Committee held on 23 January 2024
(*EVE/03/2324 on the Town Council website*)

6. Mayor's and Deputy Mayor's Diary – February 2024

6.1. Mayor's Diary

12 February – Attended Digital Switchover drop in Castle Hall
23 February – Shropshire Day event with High Sheriff of Shropshire
25 February – World Thinking Day event with Bridgnorth and District Girl Guiding at Castle Hall

6.2. Deputy Mayor's Diary

20 February - Future Bridgnorth

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 payments that are to be made for the February 2024 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. Members are asked to retrospectively approve the attached payment at Appendix Ai to the Mosaic Partnership in the sum of £5,550.00. This payment is due, to enable the Town Council to make a second claim, through Shropshire Council, from the UKSPF Fund. Please note there is one further claim to be made for the works as part of the Bridgnorth BID feasibility study.

(*Appendix Ai on the Town Council website*)

9.1.3 Confirm which Councillors will be authorising bank payments, verifying bank statements and authorising payroll on Friday 22nd March 2024.

9.1.4 Members are asked to note that Councillors C Aked and N Cooper, on Friday 23rd February, authorised bank payments and verified bank statements for January 2024 and authorised payroll for February 2024.

9.2. Accounting Reports

Members are asked to:

9.2.1 Note the Bank Reconciliations for February 2024
(Appendix B on the Town Council website)

9.2.2 Note the Budget Summary report as at 29th February 2024
(Appendix C on the Town Council website)

9.2.3 Note the Balance Sheet for February 2024
(Appendix D on the Town Council website)

10. Useable Capital Receipts

Members are asked to receive a verbal update from the RFO and note the concern raised by the RFO regarding Useable Capital Receipts.

11. IT Contract Report

Members are asked to receive a report, verbal update and recommendation from the RFO on the IT Contract for the Town Council.
(BTC/54/2324 on the Town Council website)

12. Payroll Report

Members are asked to receive a report, verbal update and recommendation a report from the RFO on Payroll Services for the Town Council.
(BTC/55/2324 on the Town Council Website)

13. SYA Bridgnorth Reports

Members are asked to receive and note the reports provided by SYA Bridgnorth on the youth services delivered.
(BTC/57/2324 and BTC/58/2324 on the Town Council website)

14. Update - Bridgnorth Place Plan area (PPA) Health and Wellbeing Survey

Members are asked to receive an update on the Bridgnorth Place Plan area (PPA) Health and Wellbeing survey.
(BTC/64/2324 on the Town Council website)

15. Update Events Committee

Members are asked to receive an update from the Chair of the Events Committee and agree any recommendations, including the following items:

- Harry Potter Birthday Fund
- Christmas Light Switch on Date

16. Mayoral Changes Debate

Members are asked to receive a verbal updated from Councillor Wellings and debate possible changes to the Mayoral responsibilities and tenure.

17. Update Local Cycling and Walking Infrastructure Plan (LCWIP)

Members are asked to receive a verbal updated from Councillor D Cooper and note the update.

18. Property & Assets Report

Members are asked to receive a report from the Property & Assets Manager
(BTC/59/2324 on the Town Council website)

19. DLF Update Report

Members are asked to receive a report from the DLF Supervisor and agree any recommendations.
(BTC/60/2324 on the Town Council website)

20. Items for Future Agenda

Members are asked to discuss items for inclusion on a future Town Council agenda.
Note: Forward plan previously circulated to Councillors.

21. Public Bodies

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.

22. The Hive Works – Lease Report

Members are asked to receive a report and update on the lease agreement for The Hive Works debate and agree recommendations for the completion of this lease agreement.
(BTC/56/2324 on the Town Council website)

23. Health & Safety Report

Members are asked to receive a report and update from the Town Clerk, debate and agree recommendations.
(BTC/62/2324 on the Town Council website)

24. Tenant Update

Members are asked to receive a report and update from the Town Clerk, debate and agree recommendations regarding the property rented out.
(BTC/63/2324 on the Town Council website)

25. Enquiry and Proposal for Severn Park

Members are asked to receive a report and update from the Town Clerk and debate the enquiry and proposal for Severn Park and way forward.
(BTC/61/2324 on the Town Council website)

26. Retaining Wall

Members are asked to receive a verbal update from the Working Group and Town Clerk regarding the retaining wall project.