



Minutes of the Annual Meeting of Broseley Town Council  
held at 7.00 pm on Tuesday, 16<sup>th</sup> May 2017  
at the Birchmeadow Centre, Broseley

Standard abbreviations used throughout: Shropshire Council – SC  
Birchmeadow Centre – BMC  
Birchmeadow Centre Management Committee - BCMC

**1. PRESENT**

Councillors Burton, Childs, L Garbett, M Garbett, Goodall, Harris, Maltby, Pearce, Taylor, West.

**2. IN ATTENDANCE**

Mrs T Barrett – Town Clerk  
Shropshire Councillor D Turner, several members of the public.

**3. ELECTION OF MAYOR**

**RESOLVED to elect Councillor Simon Harris as Mayor for the ensuing year.**

**4. ELECTION OF DEPUTY MAYOR**

**RESOLVED to elect Councillor Mick Burton as Deputy Mayor for the ensuing year.**

**5. MINUTE'S SILENCE**

A minute's silence was held to remember Mr Derrick Pountney, former Rights of Way officer, who died on 19<sup>th</sup> April 2017 aged 92.

**6. PUBLIC PARTICIPATION**

- a. Ms A Beddow asked when she would receive a reply to the letter she had sent to the Council following the April meeting. The Mayor informed Ms Beddow that the reply was in hand.
- b. Mr Bould complained about the length of time taken to respond to his letters. He expressed his desire to inspect Council documents associated with the changing room extension at the Birchmeadow Centre and was asked to put his request in writing. Mr Bould was informed that the Council's Standing Orders stated that nobody would be permitted to make complaints against a member of staff in a public Council meeting and that the appropriate procedures should be followed.
- c. Mr D Turner introduced himself as Shropshire Councillor for Much Wenlock division, including Broseley Wood. Councillor Turner invited those present to refer any matters associated with Broseley Wood to him for his attention. He noted that Cobwell Road and Maypole Road would be resurfaced in July which would involve a road closure. Councillor Turner welcomed all new Councillors and expressed his thanks to Jean Jones, former Shropshire Councillor for Broseley, with whom he had worked closely prior to her retirement from Council office.
- d. Mr Mark Garbett congratulated Councillors on their election. He distributed a revised bid for a share of the Community Infrastructure Levy funds from the Broseley Sports Partnership, which now included the Bowling Club, as well as the Tennis Club, Cricket Club and Broseley AFC. A representative from the Tennis Club informed the meeting that 97 people had attended the recent free tennis event at the Club, which demonstrated a demand for the sport. In order to cope with demand the tennis courts needed to be resurfaced.

**7. APOLOGIES FOR ABSENCE**

None

**8. DECLARATIONS OF INTEREST**

None

**9. MAYOR'S ANNOUNCEMENTS**

The Mayor had taken part in the recent Bike For Life event, which had raised £73,000 for the Air Ambulance.

**10. CO-OPTION OF COUNCILLOR**

- a. Councillors noted that one vacancy remained on the Council following the recent uncontested election for Broseley East.
- b. **RESOLVED to advertise the vacancy for 14 days, to invite applications and to arrange a meeting with applicants prior to co-option at the next Council meeting.**

**11. MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> APRIL 2017**

**RESOLVED that draft minute 325 should be amended from:**

“Councillors considered amendments to the Committee Structure and Terms of Reference to take account of the need to replace the Personnel Group with a Committee. **RESOLVED to approve the changes recommended.**”

to:

“..... **RESOLVED to review the document at the next full Council meeting.**”

**With this amendment, RESOLVED to approve the minutes of the meeting held on 11<sup>th</sup> April 2017 as a true record of the proceedings.**

**12. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> MARCH**

Minute 324b: a thank you letter had been received from Bridgnorth & District Crime Prevention Panel for the grant towards this year's Crucial Crew event.

Minute 338: the Clerk had submitted the Council's comments on the draft Strategy for Economic Growth and received an acknowledgement.

**13. GENERAL POWER OF COMPETENCE**

**RESOLVED that the Council is eligible to use the General Power of Competence as it meets the required criteria: at least two thirds of the total number of councillors were elected at the last ordinary election and the Council has a qualified Clerk.**

**14. STANDING ORDERS**

Councillors reviewed and **RESOLVED to approve Standing Orders.**

**15. FINANCIAL REGULATIONS**

Councillors reviewed and **RESOLVED to approve the Financial Regulations.**

**16. COMMITTEE STRUCTURE, TERMS OF REFERENCE AND POWERS OF DELEGATION**

- a. Following the amendment to the draft minutes, it was noted that the Committee Structure, Terms of Reference and Powers of Delegation had been reviewed but not approved in April 2017.
- b. As a result of the amendment to the draft minutes, **RESOLVED to defer consideration of the Committee Structure, Terms of Reference and Powers of Delegation to the next meeting.**

**17. APPOINTMENTS TO THE PLANNING COMMITTEE**

**RESOLVED to appoint Councillors Childs, M Garbett, Maltby and West to the Planning Committee.**

**18. APPOINTMENTS TO THE ESTATE COMMITTEE**

**RESOLVED to appoint Councillors L Garbett, M Garbett, Goodall, Pearce and Taylor to the Estate Committee.**

**19. APPOINTMENTS TO THE STAFFING COMMITTEE**

**RESOLVED to defer item 16 on the agenda pending consideration of the Committee Structure, Terms of Reference and Powers of Delegation.**

**20. SCHEDULE OF MEETINGS**

**RESOLVED to approve the schedule of meetings for the year from May 2017 to May 2018, incorporating a change to the scheduled Estate Committee meeting from 30<sup>th</sup> May to 6<sup>th</sup> June but excluding meetings scheduled for the Staffing Committee.**

- 21. APPOINTMENTS TO OUTSIDE BODIES**  
**RESOLVED to make the following appointments to outside bodies:**
- a. Birchmeadow Centre Management Committee: Councillors Goodall and West.
  - b. Birchmeadow Park Management Committee: Councillors Burton, Childs and M Garbett.
  - c. Victoria Hall Management Committee: Councillors Childs and Maltby.
  - d. Local Joint Committee: Councillors Pearce and West, with Councillors Burton and Goodall as reserves.
  - e. MUGA Group: Councillors Childs, L Garbett and Maltby.
  - f. Bridgnorth and Shifnal Area Committee of SALC: Councillors L Garbett, Pearce, Maltby and West.
  - g. Ironbridge Gorge World Heritage Site Steering Group: Councillor Taylor.  
The Clerk was asked to enquire whether the Council might send more than one representative to meetings as Councillor Burton would also like to attend.
  - h. JL Edwards Memorial Trust: Councillor Goodall.
- 22. APPOINTMENT TO SEVERN GORGE COUNTRYSIDE TRUST (SGCT)**
- a. Councillors noted that the term of office of the Council's previous representative, Mr Andy Cooke, as Trustee on the SGCT, would end on 22<sup>nd</sup> November 2017.
  - b. **RESOLVED that Mr Cooke should continue to represent the Town Council on the SGCT until 22<sup>nd</sup> November 2017.**
- 23. ASSET TRANSFER WORKING GROUP**  
**RESOLVED to appoint Councillors Harris, M Garbett, Maltby and Pearce to the Asset Transfer Working Group to negotiate with Shropshire Council with regard to maintenance of the Birchmeadow Park.**
- 24. TAYLOR WIMPEY LIAISON**  
**RESOLVED to appoint Councillors Harris and Taylor to attend liaison meetings with Taylor Wimpey.**
- 25. ASSET REGISTER**  
Councillors reviewed and **RESOLVED to approve the Asset Register as at 31<sup>st</sup> March 2017.**
- 26. PUBLICATION SCHEME**  
Councillors reviewed and **RESOLVED to approve the Council's Publication Scheme.**
- 27. REVIEW OF POLICIES AND PROCEDURES**
- a. Councillors reviewed and **RESOLVED to approve the Complaints Procedure.**
  - b. Councillors reviewed and **RESOLVED to approve procedures for handing requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**
  - c. Councillors considered the changes proposed to the Council's Communications Policy. **RESOLVED to make no changes to the policy but to retain the version dated 14<sup>th</sup> June 2016.**
- 28. BUDGET REVIEW TO 31<sup>ST</sup> MARCH 2017**  
Councillors noted the budget review to 31<sup>st</sup> March 2017.
- 29. ACCOUNTS FOR PAYMENT**  
**RESOLVED to approve for payment the schedule of accounts.**
- 30. BANK RECONCILIATION**  
**RESOLVED to approve the bank reconciliation as at 31<sup>st</sup> March 2017.**
- 31. MUGA BANK RECONCILIATION**  
**RESOLVED to approve the MUGA bank reconciliation as at 31<sup>st</sup> March 2017.**
- 32. CONFIRMATION OF INSURANCE COVER**  
Councillors noted that the Council had a Local Council Insurance Policy with Zurich Insurance plc and that the policy would expire on 31<sup>st</sup> October 2017.

**33. COUNCIL AND STAFF SUBSCRIPTIONS**

Councillors noted the following subscriptions, paid annually:

Shropshire Association of Local Councils	£1,466.00
Society of Local Council Clerks	£ 157.00
Information Commissioner's Office	£ 35.00

**34. SUSPENSION OF STANDING ORDERS**

**RESOLVED to suspend standing orders to allow the meeting to continue past 9.00pm.**

**35. PAYMENT OF SALARIES, WAGES, PAYE AND PENSION CONTRIBUTIONS**

- a. **RESOLVED to pay the salaries and wages due to employees for the financial year ending March 2018.**
- b. **RESOLVED to pay tax, pension contributions and any statutory deductions necessary for employees for the financial year ending March 2018.**
- c. Councillors noted that the National Joint Council for Local Government Services agreement on new pay scales for 2017-18 was implemented from 1<sup>st</sup> April 2017 resulting in a 1% pay increase for staff.

**36. DELEGATION OF BUDGETS**

**In addition to the delegations already contained within the Council's agreed Powers of Delegation, RESOLVED to delegate budgets as follows:**

To the Estate Committee:

- PUB5 Public Lighting (£20,000 + earmarked reserve of £40,084)
- CHR3 Christmas Lighting (£8,300)
- BUR7 Burial Grounds (£8,960)
- BIR4 Birchmeadow Centre (£20,900)
- GEN1 General maintenance and repairs (£3,000)
- TOI3 Public Toilets (£7,750)
- ASS1 Car Parks (£690)
- ASS3 Library Premises (£800)
- ASS4 Library Supplies & Services (£11,580)
- ASS5 Green Spaces Maintenance (£6,000)

To the Planning Committee: GEN4 Town Planning Consultations (£1,000)

**RESOLVED to defer consideration of the delegation of budget SAL7 Salaries and Wages.**

**37. PLANNING COMMITTEE**

- a. Councillors noted the draft minutes of the Planning Committee meeting held on 27<sup>th</sup> April 2017.
- b. Councillors noted a report from the Planning Committee. The Mayor and the Administrative Assistant had attended a Visit Telford event which had been very useful.

**38. ANNUAL REPORT**

Councillors noted that contributions were required for the Council's Annual Report for 2016/17 to enable the Clerk to draft the report and publish before the end of June.

**39. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED** that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the following items of business, on the grounds they involve the likely disclosure of exempt information as defined in the Acts: 35. Personnel Matters

**40. PERSONNEL MATTERS**

- a. Councillors noted an update on the staffing review.
- b. **RESOLVED to approve the payment of overtime to office staff due for April**
- c. Councillors noted forthcoming staff holiday dates. It was agreed that telephone calls should be forwarded to the Mayor during the staff absence.