



# Broseley Town Council

The Library Building, Bridgnorth Road, Broseley, Shropshire, TF12 5EL.

7<sup>th</sup> May 2019

Dr. Kate Howe  
Town Clerk

To the Members  
of Broseley Town Council

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You are summoned to attend the Annual Meeting of Broseley Town Council to be held at The Birchmeadow Centre, Broseley on Tuesday, 14<sup>th</sup> May 2019 at 7.00 pm.

Yours faithfully,

Dr Kate Howe  
Town Clerk

## AGENDA

- 1. ELECTION OF MAYOR**  
**For decision:** to elect the Mayor for 2019/20 and to receive the new Mayor's Declaration of Acceptance of Office.
- 2. ELECTION OF DEPUTY MAYOR**  
**For decision:** to elect the Deputy Mayor for 2019/20.
- 3. PUBLIC PARTICIPATION**  
Members of the public will have the opportunity to raise parish matters for 10 minutes, in accordance with the Council's Standing Orders. Members of the public may make representations, answer questions and give evidence without prior notice on matters which are on the agenda of the meeting. If members of the public wish to speak on matters which are not on the agenda, they must give notice in writing to the Town Clerk at least three clear days in advance of the meeting, with details of the subject on which they wish to speak. Members of the public are not allowed to present or circulate documents at Town Council meetings.  
This session is not intended as a forum for debate and issues requiring a response may be referred to the next meeting of the Council.
- 4. APOLOGIES**  
**To note:** to receive any apologies for absence.
- 5. DECLARATIONS OF INTEREST**  
**To note:** 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, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer.
- 6. REQUESTS FOR DISPENSATIONS**  
**To consider** requests for dispensations (must be notified in writing).
- 7. MAYOR'S ANNOUNCEMENTS**  
**To note** the Mayor's announcements
- 8. MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> APRIL 2019**  
**For decision:** to confirm the minutes of the meeting held on 9<sup>th</sup> April 2019.

- 9. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> APRIL 2019**  
**To note** any matters arising from the minutes of the meeting held on 9<sup>th</sup> April not appearing elsewhere on the agenda.
- 10. CLERK'S REPORT**  
**To receive the Clerk's Report on matters outstanding that may not appear on the agenda.**
- 11. FINANCES**
- (a) **BUDGET REVIEW TO 31<sup>ST</sup> MARCH 2019 - To note** the budget review to 31<sup>st</sup> March 2019.
  - (b) **ACCOUNTS FOR PAYMENT - For decision:** to approve for payment the schedule of accounts.
  - (c) **BANK RECONCILIATION - For decision:** to approve the bank reconciliation as at 30<sup>th</sup> April 2019.
- 12. COUNCIL AND STAFF SUBSCRIPTIONS**  
**To note** the following subscriptions, paid annually:
- |  |                        |
|--|------------------------|
| Shropshire Association of Local Councils | £1,484.97 (April 2018) |
| Society of Local Council Clerks          | £ 165.00 (June 2018)   |
| Information Commissioner's Office        | £ 40.00 (Jan 2019)     |
| Association of Accounting Technicians    | £ 92.00 (July 2018)    |
- 13. PAYMENT OF SALARIES, WAGES, PAYE AND PENSION CONTRIBUTIONS**
- (a) **To resolve** to pay the salaries and wages due to employees for the financial year ending March 2020.
  - (b) **To resolve** to pay tax, pension contributions and any statutory deductions necessary for employees for the financial year ending March 2020.
  - (c) **To note** implementation of agreed NJC new pay scales for 2019-20 will be in May 2019, backdated to 1<sup>st</sup> April 2019 which gives an average 2% pay increase to staff.
- 14. DELEGATION OF BUDGETS**  
**For decision:** in addition to the delegations already contained within the Council's agreed Powers of Delegation, to resolve to delegate budgets as follows:
- To the Staffing Committee: SAL7 Salaries and Wages
- To the Estate Committee: PUB5 Public Lighting + earmarked reserve for street lighting  
CHR3 Christmas Lighting  
BUR7 Burial Grounds  
BIR4 Birchmeadow Centre  
GEN1 General maintenance and repairs  
TOI3 Public Toilets  
ASS1 Car Parks  
ASS3 Library Premises  
ASS4 Library Supplies & Services  
ASS5 Green Spaces Maintenance  
BMP1 Maintenance contribution to SC for Birchmeadow Park
- 15. APPOINTMENTS TO COMMITTEES:**  
**For decision:** to make appointments to the following committees:
- (a) **Planning Committee** – to appoint at least four members to the Planning Committee.
  - (b) **Estate Committee** - to appoint at least four members to the Estate Committee.
  - (c) **Staffing Committee** – to appoint at least four members to the Staffing Committee
- 16. SCHEDULE OF MEETINGS**  
**For decision:** to approve the schedule of meetings for the year from June 2019 to May 2020.

**17. APPOINTMENTS TO OUTSIDE BODIES**

**For decision:** to make appointments to the following outside bodies:

- (a) Birchmeadow Centre Management Committee (2 appointments)
- (b) Birchmeadow Park Management Committee (3 appointments)
- (c) Victoria Hall Management Committee (2 appointments)
- (d) MUGA Group (3 appointments)
- (e) Severn Gorge Countryside Trust (1 appointment)
- (f) Bridgnorth and Shifnal Area Committee of SALC (2 appointments)
- (g) Ironbridge Gorge World Heritage Site Steering Group (1 appointment)
- (h) JL Edwards Memorial Trust (1 appointment)

**18. APPOINTMENTS TO WORKING GROUPS**

**For decision:** to make appointments to the following committees:

- (a) **Asset Transfer Working Group** – to appoint four members to the Asset Transfer Working Group
- (b) **Taylor Wimpey Liaison** - to resolve that the Mayor and Chair of the Planning Committee should attend any further meetings with Taylor Wimpey on behalf of the Council
- (c) **Place Plan & Reserves Group** - to appoint four members to the PP&R Group.
- (d) **CCTV** - to appoint 2 members to assist the Clerk in obtaining funding and specification of CCTV equipment.

**19. PLACE PLAN & RESERVES GROUP**

- (a) To note PP&R Group Minutes of Meeting held on 2<sup>nd</sup> May 2019.
- (b) To resolve to accept the Draft Place Plan version 2 as circulated subject to any further comments received by 9 am Monday 13<sup>th</sup> May 2019.
- (c) To resolve to accept the Terms of Reference of the PP&R Group.

**20. GRANT APPLICATIONS (Recommended by PP&R GROUP)**

- (a) **For resolution:** to agree a grant to the Broseley Festival for the amount of £2,000 towards the costs of staging the Music Festival in June 2019.
- (b) **For resolution:** to agree a grant to the Ironbridge Gorge Brass Band Festival of £100.

**21. PLANNING COMMITTEE**

**To note** the draft minutes of the Planning Committee meeting held on 25<sup>th</sup> April 2019.

**22. ESTATES COMMITTEE**

**To agree** to the purchase and installation of 2 new street lamps on Wilkinson Avenue.

**23. NEIGHBOURHOOD PLAN**

- (a) **To note** a report from the Advisory Group.
- (b) **To approve** the appointment of a Planning Consultant to produce the Neighbourhood Plan

**24. SHROPSHIRE WIDE 20 MILE AN HOUR CAMPAIGN**

To resolve to support the campaign for a 20 mph speed limit in all Shropshire towns as described in the letter by Professor Whitelegg and Andrew Williams.

**25. MEET THE COUNCILLORS**

To resolve to agree a date to hold a Meet the Councillors session in the Library.

**26. ANNUAL REPORT**

To note that contributions are required for the Council's Annual Report for 2018/19 to enable the Clerk to draft the report and publish before the end of June.

**27. CORRESPONDENCE**

**To note** any correspondence received and to agree any action to be taken in relation to the correspondence.

**28. DATE OF NEXT MEETING**

**To note** that the next Town Council Meeting will be held on Tuesday 11<sup>th</sup> June 2019 commencing at 7:00pm at the in the Birchmeadow Centre, Broseley TF12 5LP.

**29. CONFIDENTIAL ITEMS**

Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".