



# Broseley Town Council

The Library Building  
Bridgnorth Road  
Broseley  
Shropshire  
TF12 5EL  
01952 882172

<http://www.broseleytowncouncil.co.uk>

**NOTICE IS HEREBY GIVEN** that a meeting of the above named town council will be held at the Birchmeadow Centre, Broseley, commencing at 7 pm on Tuesday **10 March 2020** and Members are hereby summoned to attend for the purpose of transacting the following business.

A handwritten signature in blue ink, appearing to read 'S. Clayton'.

Signed:

Sharon Clayton MPA, BA (Hons), Fellow SLCC  
Locum Town Clerk

Date of issue: 3 March 2020

## AGENDA

### **FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018**

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may; film photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act.

**Anyone who objects to being filmed or recorded should notify the Clerk prior to the commencement of the meeting.**

#### **1. Mayor's Welcome**

#### **2. Apologies for absence**

To receive apologies for absence

#### **3. Nominations for Mayor 2020/2021**

To receive nominations for Mayor for the period May 2020 to May 2021

#### **4. Nominations for Deputy Mayor 2020/2021**

To receive nominations for Deputy Mayor for the period May 2020 to May 2021

#### **5. Chairman's Training**

To consider and approve that all Members elected to the office of Chairman should attend Chairmanship training

#### **6. Election of Councillors to Staffing Committee**

To consider and approve the appointment of members to the Staffing Committee

#### **7. Shropshire Council**

To receive a verbal report from Shropshire Councillor, Simon Harris

#### **8. Public Participation**

Members of the public will be given an opportunity to make representations to the parish council on matters included on the agenda or which are of public interest

## **9. Minutes**

- a) To consider and approve the minutes from a Town Council meeting held on 11 February 2020
- b) To consider and approve the minutes from an Extraordinary Town Council meeting held on 27 February 2020
- c) To note and adopt the minutes of a Planning Committee meeting held on 27 February 2020
- d) To note and adopt the minutes of an Estates Committee meeting held on 21 January 2020
- e) To note and adopt the minutes of the Staffing committee meeting held on 21 February 2020

## **10. Disclosure of Pecuniary Interests**

Members are required to declare a disclosable pecuniary interest in a matter to be discussed at this meeting and which is not included in the Register of Interests. Members should 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

## **11. Dispensations**

To consider and approve any requests for dispensations

## **12. Town Clerk's Report**

To receive a report from the Locum Town Clerk

## **14. Financial Matters**

To consider and approve:

- a) Income and expenditure and bank reconciliations to
- b) Payments for (information to follow)

## **15. Grants**

To consider and approve the following grant requests from:

- a) Victoria Hall
- b) RBL Social Club
- c) Broseley in Bloom

## **16. Policies, Procedures and Terms of Reference**

To consider and approve the following draft/reviewed policies:

- a) Seating Policy
- b) Communications Policy
- c) Media Policy
- d) Social Media and Electronic Communication

To consider and approve the following reviewed procedures:

- e) The Role of the Mayor
- f) Procedure for Recording Meetings

To consider and approve the following revised Terms of Reference for:

- g) The Staffing Committee
- h) The Estates Committee
- i) The Planning Committee
- j) Place Plan Review Working Group

To NOTE the following legal advice from NALC:

- k) Non Councillor Members of Committees
- l) Councillors Powers to Discharge Their Functions

## **17. Neighbourhood Plan**

- a) To receive an update on the Neighbourhood Development Plan for Broseley (Cllr. Phil Revell)
- b) To consider and approve the draft Neighbourhood Development Plan for Broseley and that it is submitted to Shropshire Council for appraisal and Section 14 consultation

## **18. Town Talk**

To consider and approve the spring edition of Town Talk

## **19. Smart Water**

To make a decision on the purchase of Smart Water (We Don't Buy Crime)

## **20. Task & Finish Groups**

To consider and approve the establishment of Task & Finish Groups for the following:

- a) Asset Transfer
- b) Community Training
- c) Place Plan Review

## **21. Correspondence**

To receive and NOTE the following correspondence:

- a) SALC information bulletin and NALC information

## **22. Consultation**

To consider and approve any consultation received

## **23. Agenda Items for Next Meeting**

Members are invited to suggest items for inclusion on the agenda for the next meeting

## **24. Date for Future Meetings**

To **NOTE** that the next meeting will take place on Thursday 9 April 2020 at the Birchmeadow Centre

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## **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be PROPOSED, SECONDED and RESOLVED that the public and press should not be present**

## **25. Library**

- a) To consider and approve a request for the Library to change its opening hours
- b) To consider and approve the purchase of new storage furniture for the library

## **26. Town Clerk's Office**

To consider and approve:

- a) The purchase of an upgrade of the sage payroll package to improve efficiency
- b) That RBS Rialtas is deployed to assist with the year-end functions

## **27. Staffing**

- a) Local Government Pension Scheme – 28-day notice is hereby given that the Town Council considers and approves that the newly appointed staff members join the Local Government Pension Scheme
- b) To consider and approve the hourly rate for the Locum Town Clerk
- c) To receive an update on staffing matters (Cllr. Tarlochen Singh-Mohr)
- d) To consider and approve additional expenditure for staffing (Cllr. Tarlochen Singh-Mohr)