



Minutes of the Annual Meeting of Broseley Town Council  
held at 7.00 pm on Tuesday, 8<sup>th</sup> May 2018  
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, Mark Garbett, Michael Garbett, Goodall, Harris, Maltby, Singh-Mohr, Taylor, West.

**2. IN ATTENDANCE**

Mrs T Barrett – Town Clerk, Mrs A Williams - RFO  
Shropshire Councillor D Turner, 20 members of the public.

**3. ELECTION OF MAYOR**

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

**4. ELECTION OF DEPUTY MAYOR**

**RESOLVED to elect Councillor Ian West as Deputy Mayor for the ensuing year.**

**5. PUBLIC PARTICIPATION**

- a. Ms L Brookes spoke on behalf of the residents around Guest Road. She explained that the residents considered that the play equipment selected for Guest Road open space was not suitable for the site. The residents had suggested alternative equipment which was lower in height and which they felt would have less visual impact. Residents would like to work with the Town Council to find an agreeable solution.
- b. Mr Bould stated that he had not received answers to his letters. Mr Bould was informed that this matter was not on the agenda and that he had not given notice of his intention to speak about this issue, so would be unable to do so.
- c. Mr D Turner introduced himself as Shropshire Councillor for Much Wenlock division, including Broseley Wood. Councillor Turner expressed his thanks to Councillor Harris, former Mayor, and congratulations to Councillor Burton as incoming Mayor.
- d. Mr Blenkiron expressed his views on the use of social media and the reporting of the actions of the Town Council. He was concerned that the need for members of the public to give advance notice that they wished to speak on issues not on the agenda of the meeting could be seen as censorship. He noted that Councillors should work for the benefit of the town and not be divided on political lines.  
Mr Blenkiron was informed that the procedures in place were designed to protect Councillors, employees and members of the public and to ensure that no comments were made that were inappropriate or offensive.

**6. APOLOGIES FOR ABSENCE**

None – all Councillors were present.

**7. DECLARATIONS OF INTEREST**

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Goodall	34	Neighbourhood Plan	Bias	Member of Advisory Committee	36
Harris	13a	Broseley Festival Grant Application	Bias	Helper of Committee	16a
	13b	Victoria Hall Grant Application	Bias	Member of Committee as Shropshire Councillor	16b
	34	Neighbourhood Plan	Bias	Member of Advisory Committee	36

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Maltby	13b	Victoria Hall Grant Application	Bias	Member of Victoria Hall Committee	16b
	34	Neighbourhood Plan		Member of Advisory Committee	36
West	34	Neighbourhood Plan	Bias	Member of Advisory Committee	36

**8. MAYOR'S ANNOUNCEMENTS**

The Mayor thanked his fellow Councillors for electing him as Mayor.

**9. MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> APRIL 2018**

**RESOLVED to approve the minutes of the meeting held on 10<sup>th</sup> April 2018 as a true record of the proceedings.**

**10. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> APRIL 2018**

Minute 372d: work was in hand to obtain a drainage survey and quotations for the Birchmeadow Park.

**11. BROSELEY PARTNERSHIP**

The former Chair of the Partnership had been unable to attend the meeting. Councillors noted that the Partnership had been dissolved at the Special Meeting held on 17<sup>th</sup> April. The remaining funds held by the Partnership would be used to pay for a new Jitties leaflet and the balance would then be donated to the Church Heritage Project. The minutes of the Special Meeting would be displayed on Council notice boards. Councillors expressed their thanks to the members of the Broseley Partnership, who had made a significant contribution over many years to projects which had improved the town.

**Agenda item 29 was brought forward.**

**12. PLAY EQUIPMENT FOR GUEST ROAD OPEN SPACE**

- a. Councillors noted that play equipment had been ordered for Guest Road open space using the Everybody Active funding awarded for this purpose but that residents had expressed concerns about the installation.
- b. Councillors considered the situation and **RESOLVED to change the specification of the play equipment to accommodate the views of residents, remaining within the allocated budget.** The Clerk and Councillor Mark Garbett would agree details of changes with the residents.

**13. BUDGET REVIEW TO 31<sup>ST</sup> MARCH 2018**

Councillors noted the budget review to 31<sup>st</sup> March 2018.

**14. ACCOUNTS FOR PAYMENT**

**RESOLVED to approve for payment the schedule of accounts.**

**15. MUGA BANK RECONCILIATION**

**RESOLVED to approve the MUGA bank reconciliation as at 31<sup>st</sup> March 2018.**

**16. GRANT APPLICATIONS**

- a. Councillors considered a grant application from the Broseley Festival. **RESOLVED to award a grant of £4,500 towards the costs of staging the Music Festival in June 2018.** It was noted that the Festival Committee should ensure that they presented independently examined accounts to the Council.
- b. Councillors considered a service support grant application from the Victoria Hall. **RESOLVED to award a grant of £3,000 for the replacement of the existing lighting and ceiling at the Victoria Hall.**

**17. 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 2018.

**18. COUNCIL AND STAFF SUBSCRIPTIONS**

Councillors noted the following subscriptions, paid annually:

Shropshire Association of Local Councils	£1,484.97 (April 2018)
Society of Local Council Clerks	£ 157.00 (May 2017)
Information Commissioner's Office	£ 35.00 (Jan 2018)

**19. 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 2019.**
- b. **RESOLVED to pay tax, pension contributions and any statutory deductions necessary for employees for the financial year ending March 2019.**
- c. **RESOLVED to implement the National Joint Council for Local Government Services agreement on new pay scales for 2018-19, backdated to 1<sup>st</sup> April 2018, which gave an average 2% pay increase to staff.**

**20. 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 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

**21. STANDING ORDERS**

- a. Councillors noted that new model standing orders had been issued by NALC, which incorporated new legislation introduced after 2013.
- b. Councillors reviewed and **RESOLVED to approve the revised Standing Orders.**

**22. FINANCIAL REGULATIONS**

**RESOLVED to defer the review of the Financial Regulations to the June meeting.**

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

Councillors reviewed and **RESOLVED to approve the Committee Structure, Terms of Reference and Powers of Delegation.**

**24. APPOINTMENTS TO THE PLANNING COMMITTEE**

**RESOLVED to appoint Councillors Childs, Michael Garbett, Goodall, Harris and Singh-Mohr to the Planning Committee.**

**25. APPOINTMENTS TO THE ESTATE COMMITTEE**

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

**26. APPOINTMENTS TO THE STAFFING COMMITTEE**

**RESOLVED to appoint Councillors Goodall, Maltby, Singh-Mohr and Taylor to the Staffing Committee.**

**27. SCHEDULE OF MEETINGS**

**RESOLVED to approve the schedule of meetings for the year from May 2018 to May 2019.**

- 28. APPOINTMENTS TO OUTSIDE BODIES**  
**RESOLVED to make the following appointments to outside bodies:**
- a. Birchmeadow Centre Management Committee: Councillors Goodall and West (deputy).
  - b. Birchmeadow Park Management Committee: Councillors Childs, Mark Garbett and Michael Garbett.
  - c. Victoria Hall Management Committee: Councillors Childs and Maltby.
  - d. Local Joint Committee: Councillors Burton and West, with Councillors Goodall and Mark Garbett as deputies.
  - e. MUGA Group: Councillors Childs, L Garbett and Mark Garbett.
  - f. Bridgnorth and Shifnal Area Committee of SALC: Councillors L Garbett and West with Councillors Childs and Mark Garbett as deputies.
  - g. Ironbridge Gorge World Heritage Site Steering Group: Councillor Taylor.
  - h. JL Edwards Memorial Trust: Councillor Goodall.
- 29. ASSET TRANSFER WORKING GROUP**  
**RESOLVED to appoint Councillors Mark Garbett, Maltby, Singh-Mohr and West to the Asset Transfer Working Group.** Councillor Harris would attend as Shropshire Councillor.
- 30. TAYLOR WIMPEY LIAISON**  
**RESOLVED that the Mayor and Chair of the Planning Committee should attend any further meetings with Taylor Wimpey on behalf of the Council.**
- 31. ASSET REGISTER**  
Councillors reviewed and **RESOLVED to approve the Asset Register as at 31<sup>st</sup> March 2018.**
- 32. GENERAL DATA PROTECTION REGULATION (GDPR)**
- a. Councillors reviewed and **RESOLVED to approve the following documents:**
    - i. **Personal data management and audit policy.**
    - ii. **Privacy Policy.**
    - iii. **General Privacy Notice and Short Privacy Notice.**
    - iv. **Subject Access Policy.**
  - b. Councillors noted that further documents would be presented at the June meeting.
- 33. PUBLICATION SCHEME**  
**RESOLVED to defer the review of the Council's Publication Scheme to the June full Council meeting.**
- 34. REVIEW OF POLICIES AND PROCEDURES**  
**RESOLVED to defer the review of the following policies and procedures to the June full Council meeting:**
- a. Complaints procedure.
  - b. Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
  - c. Communications Policy.
- 35. PLANNING COMMITTEE**
- a. Councillors noted the draft minutes of the Planning Committee meeting held on 26<sup>th</sup> April 2018.
  - b. Councillors noted a report from the Planning Committee.
- 36. NEIGHBOURHOOD PLAN**
- a. Councillors noted a report from the Advisory Group. A questionnaire was being prepared for distribution throughout the town with a further public event planned for July.
  - b. Councillors noted the report "Neighbourhood Plan and Housing Needs Analysis." SC had advised that as there was a very clear need for affordable housing in the town, there would be no need to carry out a specific analysis. However, SC would be pleased if relevant questions were included in the Neighbourhood Plan questionnaire and reported

back. SC had advised the Town Council to begin discussions with affordable housing providers and, consequently, suitable providers would be invited to discuss options with the Council.

**37. ANNUAL REPORT**

Councillors noted that contributions were required for the Council's Annual Report for 2017/18 to enable the Clerk to draft the report and publish before the end of June.

**38. SUMMER PLAY SCHEME**

Councillors considered a quotation to run this year's summer play scheme. **RESOLVED to contract The Little Sports Club to run the play scheme at the Birchmeadow Centre from Monday, 23<sup>rd</sup> July until Friday, 17<sup>th</sup> August.** The Clerk would make the necessary arrangements.

**39. CORRESPONDENCE**

Councillors noted the following correspondence received and agreed actions as stated:

- a. Broseley Youth Partnership minutes of the meeting held on 15<sup>th</sup> March and notice of next meeting on 10<sup>th</sup> May.
- b. Letter from SC dated 30<sup>th</sup> April regarding highways improvement schemes.
- c. Letter from member of the public regarding the Annual Town Meeting. Councillors agreed that members of the Neighbourhood Plan Advisory Group would follow this up.

Councillors Harris and Maltby left the meeting.

**40. SUSPENSION OF STANDING ORDERS**

**RESOLVED to suspend Standing Orders to allow the meeting to continue past 9.00pm.**

**41. 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:

- 39. CORRESPONDENCE**
- 40. VACANCY FOR LIBRARY BRANCH MANAGER**
- 41. STAFFING MATTER**
- 42. LEGAL MATTER**
- 43. DATA PROTECTION MATTER**

**42. CORRESPONDENCE**

Councillors considered correspondence from two members of the public and agreed responses.

**43. VACANCY FOR LIBRARY BRANCH MANAGER**

Councillors noted progress with the recruitment of a new Library Branch Manager.

**44. STAFFING MATTER**

Councillors noted a staffing matter, which was referred to the Staffing Committee.

**45. LEGAL MATTER**

Councillors noted legal advice received and agreed to take robust action in future.

**46. DATA PROTECTION MATTER**

Councillors noted the confidential report DP3.

Chairman