



Minutes of the Annual Meeting of Broseley Town Council
held at 7.00 pm on Tuesday, 10th May 2016
at the Birchmeadow Centre, Broseley

Standard abbreviations used throughout: Shropshire Council – SC
Local Joint Committee – LJC
Birchmeadow Centre - BMC

1. PRESENT

Councillors Burton, Childs, Cooke, L Garbett, M Garbett, Harris, Jones, Scott, Smith, Taylor.

2. IN ATTENDANCE

Mrs T Barrett – Town Clerk, Mrs D Webb - RFO
Mr D Pountney

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 Jean Jones as Deputy Mayor for the ensuing year.

5. PUBLIC PARTICIPATION

Mr D Pountney gave a rights of way report. Many paths were still muddy. The tree which had fallen over the Monewood footpath had been removed.

6. APOLOGIES FOR ABSENCE

Councillor Pickles – unwell.

7. DECLARATIONS OF INTEREST

| Councillor | Agenda item | Subject | Type of interest | Reason | Minute no. |
|------------|-------------|-----------------------------|------------------|---|------------|
| L Garbett | 28a and b | Grants: Broseley Festival | Bias | Member of committee | 30a and b |
| | 33 | Planning | Pecuniary | Owner of land subject to planning application | 35 |
| M Garbett | 33 | Planning | Pecuniary | Owner of land subject to planning application | 35 |
| Jones | 16 | SC Asset Transfers | Bias | Member of Shropshire Council | 18 |
| | 17 | Birchmeadow Park | Bias | Shropshire Council representative | 19 |
| | 18 | Much Wenlock Leisure Centre | Bias | Governor at William Brookes School | 20 |
| | 34 | Review of CIL priorities | Bias | Member of Shropshire Council | 36 |

8. MINUTES OF THE MEETING HELD ON 12TH APRIL 2016

RESOLVED to approve the minutes of the meeting held on 12th April 2016 as a true record of the proceedings.

9. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 12TH APRIL 2016

Minute 322: the Clerk had contacted the intruder alarm contractor who would be visiting the following week.

10. STANDING ORDERS

RESOLVED to approve Standing Orders as presented with the following amendments:

- a. That Standing Order 2viii should refer to “standing order 4 *below*” rather than “*above*.”
- b. That any remaining references to “he” or “she” should read “they” throughout.

11. FINANCIAL REGULATIONS AND FINANCIAL RISK ASSESSMENT

Councillors noted that amendments were required to the financial regulations and Financial Risk Assessment and **RESOLVED that revised documents should be submitted for Council approval at the June meeting.**

12. COMMITTEE STRUCTURE, TERMS OF REFERENCE AND POWERS OF DELEGATION

- a. Councillors considered amendments to the Terms of Reference for the Estate Committee and **RESOLVED to approve the amendments proposed.**
- b. **RESOLVED to amend the Terms of Reference for the Planning Committee as follows: to add an additional task as point 8 “To keep under consideration whether to take forward a Neighbourhood Plan for the town.”**
- c. **RESOLVED to approve the remaining Committee Structure, Terms of Reference and Powers of Delegation.**

13. APPOINTMENTS TO THE PLANNING COMMITTEE

RESOLVED to appoint Councillors Burton, Childs, Cooke, Pickles and Smith to the Planning Committee.

14. APPOINTMENTS TO THE ESTATE COMMITTEE

RESOLVED to appoint Councillors Childs, L Garbett, M Garbett, Smith and Taylor to the Estate Committee.

15. APPOINTMENTS TO THE PERSONNEL GROUP

RESOLVED to appoint Councillors Burton, Cooke and Scott to the Personnel Group with Councillor Taylor as deputy.

16. SCHEDULE OF MEETINGS

RESOLVED to approve the schedule of meetings for the year from May 2016 to May 2017.

17. APPOINTMENTS TO OUTSIDE BODIES

RESOLVED to make the following appointments to outside bodies:

- a. Birchmeadow Centre Management Committee: Councillors Cooke and Jones
- b. Birchmeadow Park Management Committee: Councillors Childs, M Garbett and Pickles
- c. Victoria Hall Management Committee: Councillors Burton and Scott
- d. Local Joint Committee: Councillors Cooke and Taylor, with Councillors Smith and L Garbett as reserves.
- e. MUGA Group: Councillors Childs, Jones and Pickles
- f. Bridgnorth and Shifnal Area Committee of SALC: Councillors L Garbett and M Garbett with Councillor Childs as reserve.
- g. Severn Gorge Countryside Trust: Councillor Cooke
- h. Ironbridge Gorge World Heritage Site Steering Group: Councillor Pickles
- i. JL Edwards Memorial Trust: Councillor Pickles

18. ASSET TRANSFER WORKING GROUP

RESOLVED that the current asset transfer working group should continue work on the transfers of the library, car park, Maypole Green and Guest Road open space until those transfers are complete.

19. BIRCHMEADOW PARK

- a. Councillors noted that SC had approached the Council to discuss the future of the Birchmeadow Park.
- b. **RESOLVED to appoint a task and finish group comprising Councillors Harris, M Garbett, Jones and Smith to meet representatives from SC to discuss the Birchmeadow Park and to take forward any further discussions.**

- c. Councillors noted that the BMX track had been completed and was in use. The track had been very well received by local youngsters.
- d. Councillors noted that a launch event for the BMX track was being organized for Saturday, 25th June. The track builders, Clark and Kent, would ensure the track was in good condition before the event and would provide demonstration riders. It was hoped also to arrange a bouncy castle and barbeque.

20. MUCH WENLOCK LEISURE CENTRE

- a. Councillors noted that an approach had been received from William Brookes School to discuss support for continued community use of the Leisure Centre.
- b. **RESOLVED that Councillors Harris and L Garbett should attend a meeting with William Brookes School to discuss options with regard to the Leisure Centre.**
Councillor Jones would also be present as a school governor and Town Councillor.

21. ASSET REGISTER

RESOLVED to approve the Asset Register as at 31st March 2016.

22. PUBLICATION SCHEME

RESOLVED to approve the Council's Publication Scheme.

23. REVIEW OF POLICIES AND PROCEDURES

In view of the length of the current meeting agenda, **RESOLVED that the following matters and documents be considered at the June full Council meeting:**

- a. Confirmation of insurance cover.
- b. Review of Council's and/or staff subscriptions to other bodies.
- c. Review of the Council's complaints procedure
- d. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- e. Review of the Council's policy for dealing with the press/media.

24. 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 2017.**
- b. **RESOLVED to pay tax, pension contributions and any statutory deductions necessary for employees for the financial year ending March 2017.**

25. 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 + remainder of 2015/16 budget)
- CHR3 Christmas Lighting (£8,300 + any remaining 2015/16 budget)
- BUR7 Burial Grounds (£7,620)
- BIR4 Birchmeadow Centre (£19,500 + any remaining 2015/16 budget)
- GEN1 General maintenance and repairs (£5,000)
- TOI3 Public Toilets (£7,500)
- ASS 1 Car Parks (£1,190)
- ASS 3 Library Premises (£11,580)
- ASS 4 Library Supplies & Services (£800)
- ASS5 Green Spaces Maintenance (£1,000)

To the Planning Committee: GEN4 Town Planning Consultations (£500)

Councillor Scott voted against.

26. BUDGET REVIEW TO 31ST MARCH 2016

Councillors noted the budget review to 31st March 2016.

- 27. ACCOUNTS FOR PAYMENT**
RESOLVED to approve for payment the schedule of accounts.
- 28. BANK RECONCILIATION**
RESOLVED to approve the bank reconciliation as at 31st March 2016.
- 29. MUGA BANK RECONCILIATION**
RESOLVED to approve the MUGA bank reconciliation as at 31st March 2016.
- 30. GRANTS**
- a. Councillors considered a grant application from the Broseley Festival and **RESOLVED** to award **£3,000** to support the staging of a music festival in the town.
 - b. **RESOLVED** to make a virement from budget heading **GRA2 Community Funding** to budget heading **GRA1 Grants** to enable the payment to the Broseley Festival to be made from **GRA1**.
 - c. Councillors considered a grant application from Bridgnorth & South Shropshire Crucial Crew and **RESOLVED** to award **£406** to support the attendance of **Broseley primary school children in year 6** at an annual safety event.
 - d. **RESOLVED** that **Councillors Jones and Smith and the RFO** should review the **Council's grants policy** in order to best
 - i. **Provide ongoing support for our important public facilities.**
 - ii. **Award grants to local voluntary groups or organisations that provide activities/support to local people.**and that the policy should be considered at the July meeting of full Council.
- 31. IRONBRIDGE POWER STATION ARTEFACTS**
- a. Councillors noted a report from the task and finish group.
 - b. Councillors considered a recommendation from the task and finish group and **RESOLVED** that a **budget of £7,000** be allocated from reserves for the relocation and display of the artefacts.
- 32. 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:
- Agenda item 31. Personnel matters
- 33. PERSONNEL MATTERS**
Councillors considered a report from the Personnel Group.
- 34. ANNUAL REPORT**
Councillors noted that contributions were required for the Council's Annual Report for 2015/16 to enable the Clerk to draft the report and publish before the end of June. The Clerk was asked to circulate the previous year's report.
- 35. PLANNING COMMITTEE**
Councillors L Garbett and M Garbett were advised that, as their planning application was no longer live, they were legitimately able to remain in the meeting and participate in debate.
- a. Councillors noted the draft minutes of the Planning Committee meeting held on 28th April 2016.
 - b. Councillors noted a report from the Planning Committee.
Councillor Scott expressed his concerns about the safety of the pinch point on Avenue Road and the fact that a lorry was parking by the pinch point at night.
Minute 232: Councillor Jones had contacted SC regarding rubbish on the footpath.
Minute 234: Changes had been made to the scheme for Coalport Road traffic calming.

36. REVIEW OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL) PRIORITIES

- a. Councillors noted that the Planning Committee had agreed to restate previous CIL priorities with the exception of a.ii., the creation of a new 20mph zone and traffic calming outside John Wilkinson School as funding for this scheme was available from the existing SC Highways budget.
It was noted that the format of the Place Plan was being revised and Councillors therefore **RESOLVED to await notification of the revised Place Plan format before restating CIL priorities.**
- b. Councillors noted correspondence received from Broseley C of E Primary School regarding the need for additional classroom capacity for the school and correspondence received from SC regarding the allocation of CIL funds. **RESOLVED to write to SC in support of the school's request, pointing out that the additional classroom capacity was a strategic requirement arising from development in the town.**
- c. **RESOLVED to retain priority a.iii., measures to improve safety of the Dark Lane and High Street junction, as a CIL priority.**

37. ESTATE COMMITTEE

- a. Councillors noted the minutes of the Estate Committee meeting held on 18th April 2016.
- b. Councillors noted that all relevant issues were included in the minutes.

38. BUS SHELTER

Councillors noted that Councillors Childs and L Garbett were awaiting quotations for bus shelters.

Chairman