



Minutes of the Meeting of Broseley Town Council
held at 7.00 pm on Tuesday, 14th June 2016
at the Birchmeadow Centre, Broseley

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

39. PRESENT

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

40. IN ATTENDANCE

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

41. PUBLIC PARTICIPATION

- a. Mr D Pountney gave a rights of way report.
- b. Mr D Bould conveyed his dissatisfaction with information provided about the finances of the Birchmeadow Centre by Councillors and at the AGM of the BCMC. He felt that he had still not obtained answers to questions raised several years ago. Mr Bould had written to the BCMC and to the Charity Commission. Mr Bould requested a meeting with the Mayor and Personnel Manager.

42. APOLOGIES FOR ABSENCE

RESOLVED to accept the following apology:

Councillor Jones – holiday.
Shropshire Councillor David Turner had also sent apologies.

43. DECLARATIONS OF INTEREST

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Childs	18 25, 26	Grants - BMC Birchmeadow Centre	Pecuniary Pecuniary	Employee Employee	58 65, 73
Cooke	18 25	Grants Birchmeadow Centre	Bias Bias	Member of BCMC Member of BCMC	58 65
Smith	18	Grants	Bias	Trustee and Secretary of BCMC	58
	21	Dark Lane Housing Development	Bias	Point of contact between site and jointly owned property	61
	25	Birchmeadow Centre	Bias	Trustee and Secretary of BCMC	65
Taylor	30	Christmas Lights	Bias	Chair of Committee	69

44. MAYOR'S ANNOUNCEMENTS

The Mayor gave an overview of recent activities:

- he had been providing support to the Men in Sheds initiative;
- he had met the Chief Executive of the Ironbridge Gorge World Heritage Site Steering Group and would be showing her around Broseley the following week;
- he was supporting a project to extend the Telford Steam Railway from Horsehay to Ironbridge Power Station, following the old railway line. It was hoped to reopen the old Broseley and Ironbridge railway station in the future.

The Town Council had taken a stall at the recent Broseley Alive Day, which had provided a useful networking opportunity.

The Broseley Festival would be held over the coming weekend and the organisers would be allowed to use the Memorial Garden for children's activities.

- 45. MINUTES OF THE MEETING HELD ON 10TH MAY 2016**
RESOLVED to approve the minutes of the meeting held on 10th May 2016 as a true record of the proceedings.
- 46. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10TH MAY 2016**
None.
- 47. APPROVAL OF ANNUAL ACCOUNTS 2015/16**
RESOLVED to approve the Annual Accounts for the year ended 31st March 2016, including statement of accounts, balance sheet, adjustments, allocated year end reserves, annual bank reconciliation and annual bank reconciliation for MUGA account.
- 48. INTERNAL AUDIT**
- a. Councillors noted the positive report from the Internal Auditor and thanked the RFO.
 - b. **RESOLVED** that the RFO should draft a policy covering the timescale for revaluation of its assets for consideration at the next full council meeting.
- 49. APPROVAL OF ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDED 31ST MARCH 2016**
RESOLVED that the Council had met the requirements of the Annual Governance Statement and therefore to approve the Annual Governance Statement for the year ended 31st March 2016.
- 50. APPROVAL OF ANNUAL ACCOUNTING STATEMENTS TO 31ST MARCH 2016 FOR ANNUAL RETURN**
RESOLVED to approve the Annual Accounting Statements to 31st March 2016 for the Annual Return.
- 51. EXPLANATION OF VARIANCES**
RESOLVED to note and approve the Explanation of Variances for the year ended 31st March 2016.
- 52. FINANCIAL REGULATIONS**
Councillors noted that revisions were required to the Financial Regulations due to recent legislative changes. **RESOLVED to approve the Financial Regulations, as amended.** The RFO was asked to provide a summary of the Public Contracts Regulations 2015 for Councillor M Garbett.
- 53. FINANCIAL RISK ASSESSMENT**
RESOLVED to approve the Financial Risk Assessment, as amended.
- 54. CONFIRMATION OF INSURANCE COVER**
Councillors noted that the Council was insured with Zurich Insurance plc and that the current policy would fall due for renewal on 1st November 2016.
- 55. REVIEW OF POLICIES AND PROCEDURES**
Councillors reviewed and **RESOLVED to approve the following policies and procedures:**
- a. Council's and staff subscriptions to other bodies.
 - b. Complaints Procedure
 - c. Procedure for handling requests made under the Freedom of Information Act 2000.
 - d. Data Protection Policy
 - e. Communications Policy.
- 56. ANNUAL REPORT**
- a. **RESOLVED to approve the full Annual Report for 2015/16.**
 - b. **RESOLVED to approve the Summary Annual Report for 2015/16.**
- 57. ACCOUNTS FOR PAYMENT**
RESOLVED to approve for payment the schedule of accounts.

Having declared an interest in the following item, Councillors Childs and Smith left the meeting.

58. GRANTS

Councillors considered a grant application from the Birchmeadow Centre Management Committee in the amount of £3,000. No vote or decision was taken.

Councillors Childs and Smith returned to the meeting.

59. SUMMER PLAY SCHEME

Councillors noted the proposal from Little Owls that the summer play scheme run for three weeks from 1st to 19th August for a set fee and **RESOLVED to commission Little Owls to run the scheme.**

60. PLANNING COMMITTEE

- a. Councillors noted the draft minutes of the Planning Committee meeting held on 26th May 2016.
- b. Councillors noted a report from the Planning Committee.
Minute 12: Appeal - it was noted that it had been necessary to slightly amend the agreed submission to the Secretary of State due to a technical inaccuracy.
Minute 16: it was noted that Councillor Cooke's colleague would be unable to attend the June Planning Committee meeting but would be invited to the July meeting to discuss the process of producing a Neighbourhood Plan.
Minute 20: the Mayor had received a reply from the SC Chief Planning Officer regarding CIL funding.

61. DARK LANE HOUSING DEVELOPMENT

It was noted that traffic problems had diminished. 11 houses had been sold so far. Tonbrie contractors would be assessing the possibility of providing a connection from the BMC drains into the housing development drains.

62. HIGHWAYS

Councillors noted a report on highways matters.

63. SPAR CAR PARK

Councillors were pleased to note that some repairs had finally been carried out to the surface of the car park at the rear of the Spar store. There was still considerable litter in the area.

64. ESTATE COMMITTEE

- a. Councillors noted the minutes of the Estate Committee meeting held on 17th May 2016.
- b. There was no additional report from the Estate Committee.

Having declared an interest in the following item, Councillors Childs and Smith left the meeting.

65. BIRCHMEADOW CENTRE

- a. Councillors noted that the Lease Agreement between the Town Council and the Birchmeadow Centre Management Committee (BCMC) was signed on 2nd October 2000.
- b. Councillors noted that a Deed of Variation of Lease was signed on 8th May 2008.
- c. Councillors noted that the draft Management Agreement between the Town Council and the BCMC was approved by Council on 9th July 2013 and came into operation on 1st October 2013.
- d. **RESOLVED that the Estate Committee and representatives of the BCMC should review the Management Agreement.**

Agenda item 26 was moved to the end of the agenda to be considered in private session due to the confidential nature of the business.

Councillors Childs and Smith returned to the meeting.

66. ASSET TRANSFER

Councillors noted a report from the asset transfer working party.

The library lease had been sent to the Council's solicitor. The revised SLA had been received from SC and would be forwarded to the solicitor when it had been checked by members of the working party.

The Mayor, Councillor Smith and the Clerk had attended meetings of SC and other local councils at which asset transfers and the transfer of services had been discussed. Circumstances were still changing and there was a lack of clarity over what was being asked of local councils by SC. SC had asked local councils to join together in small groups to form "clusters" to take forward discussions on the transfer of services. There was considerable resistance from many councils. The next meeting between SC and the Town Council was scheduled for the following Monday. SC should be asked to revisit the issue of freehold versus leasehold for the property under discussion.

67. ANCILLARY USE AND HIRE OF THE LIBRARY BUILDING POLICY

Councillors considered the draft Ancillary Use and Hire of the Library Building Policy.

RESOLVED to approve the policy and to refer consideration of the schedule of fees to the Estate Committee for future submission to full Council for approval.

68. MUCH WENLOCK LEISURE CENTRE

a. It was noted that the nominated Councillors had attended a meeting at William Brookes School with representatives of the School. They had been informed that there would be no funding for the Leisure Centre from SC from 2017 onwards. Councillor Scott offered to contact the school as he had some experience of dealing with a similar situation.

b. No real options had been presented at the meeting with the school's representatives and therefore Councillors did not agree a position.

69. CHRISTMAS LIGHTS

a. **RESOLVED to permit the Christmas Lights Committee to use the Memorial Gardens during the switch-on event on Saturday, 26th November.**

b. **RESOLVED that the Christmas Lights Committee be permitted to display the Book of Remembrance in the Library in a free standing display case.**

70. CITIZEN / YOUNG CITIZEN OF THE YEAR

Councillors noted that nominations for Citizen of the Year and Young Citizen of the Year would be invited in the forthcoming edition of Town Talk.

71. TOWN TALK

RESOLVED to approve the draft copy of Town Talk for printing and distribution.

72. 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 26.	Birchmeadow Centre Gable End Wall
Agenda item 31.	Personnel matters

Having declared a prejudicial interest in the following item, Councillor Childs left the meeting.

73. BIRCHMEADOW CENTRE GABLE END WALL

a. Councillors noted that quotations had been assessed by the working group.

b. **RESOLVED to place the order with the preferred contractor.**

Councillor Childs returned to the meeting.

74. PERSONNEL MATTERS

Councillors considered a report and recommendations from the Personnel Group.