



# Bishop's Castle TOWN COUNCIL

LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION

Gwilym J Rippon Cert. He CEG, PSLCC  
Town Clerk  
Tel: 01588 638141  
Email: townclerk@bishopscastle.co.uk

The Town Hall  
Bishop's Castle  
Shropshire  
SY9 5BG

**MEMBERS OF THE COUNCIL YOU ARE HERBY SUMMONED  
TO ATTEND A MAYOR MAKING AND ANNUAL MEETING OF  
BISHOP'S CASTLE TOWN COUNCIL WHICH WILL BE HELD  
IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 15<sup>th</sup> MAY 2018 AT 7.30 PM**

Signed:

PSLCC, Cert HE Ceg

Date: 9<sup>th</sup> May 2018

TOWN CLERK

## A G E N D A

### FIRE PROCEDURE

1.	<b><u>ELECTION OF MAYOR</u></b>
2.	<b><u>ELECTION OF DEPUTY MAYOR</u></b> <i>(THE NEW MAYOR AND DEPUTY MAYOR VACATE THE ROOM TO RETURN ROBED)</i>
3.	<b><u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u></b>
4.	<b><u>APPOINTMENT OF MAYOR'S CHAPLAIN</u></b>
5.	<b><u>APPOINTMENT OF MAYOR'S CONSORT</u></b>
6.	<b><u>MAYOR'S CIVIC DAY ARRANGEMENTS</u></b>
7.	<b><u>APOLOGIES</u></b> To note apologies
8.	<b><u>COUNCILLORS ACCEPTANCES OF OFFICE</u></b> To receive Declarations of Acceptance of Office from all councillors
9.	<b><u>TO CO-OPT NEW COUNCILLORS</u></b> To co-opt any new councillors and receive Acceptances of Office
10.	<b><u>DECLARATIONS OF INTEREST</u></b> a) To declare any disclosable pecuniary interests. b) To declare any personal interests.
11.	<b><u>APPROVAL OF MINUTES</u></b> To approve the minutes of the Town Council meeting held on Tuesday 17 <sup>th</sup> April 2018

<b>12.</b>	<b><u>REVIEW OF COMMITTEES</u></b> a. Continuation of Committees, Working Parties, Task & Finish Groups etc b. Terms of Reference of Committees etc c. Membership of Committees etc d. Confirm Delegated Powers of Committees, Working Parties, Task & Finish Groups etc																																																																																				
<b>13.</b>	<b><u>REPRESENTATION ON OUTSIDE BODIES</u></b> SALC, LJC, PACT, SPARC, PUBLIC HALL, TOWN HALL TRUST, and any other bodies																																																																																				
<b>14.</b>	<b><u>REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS</u></b> Standing Orders, Financial Regulations, Assets Register, Insurance cover for all insured risks																																																																																				
<b>15.</b>	<b><u>REVIEW OF</u></b> Council's Complaints Procedure, Council's procedures for handling requests made under the Freedom of Information and Data Protection Acts, Council's Press policy.																																																																																				
<b>16.</b>	<b><u>PUBLIC PARTICIPATION SESSION</u></b> Members of the public wishing to speak must give prior notification of their wish to speak																																																																																				
<b>17.</b>	<b><u>UNITARY COUNCILLOR</u></b> To receive a report from the Unitary Councillor																																																																																				
<b>18.</b>	<b><u>CLERK'S REPORT</u></b>																																																																																				
<b>19.</b>	<b><u>PLANNING</u></b>																																																																																				
<b>20.</b>	<p style="text-align: center;"><b><u>MONTHLY FINANCES</u></b></p> <p>i. To note the Bank Reconciliation</p> <p>ii. To approve the following invoices for payment:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Item</th> <th style="text-align: left;">Invoice</th> <th style="text-align: right;">Amount £</th> </tr> </thead> <tbody> <tr> <td>Shropshire County Pension Fund</td> <td>Monthly pension payment</td> <td>May Return</td> <td style="text-align: right;">640.21</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI</td> <td>May Return</td> <td style="text-align: right;">743.83</td> </tr> <tr> <td>Staff salaries</td> <td>4 staff</td> <td>May Return</td> <td style="text-align: right;">2109.64</td> </tr> <tr> <td>Highline</td> <td>Street lighting</td> <td style="text-align: center;">35</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>Exemplum</td> <td>Printer</td> <td style="text-align: center;">36</td> <td style="text-align: right;">658.61</td> </tr> <tr> <td>G. Dudley</td> <td>Toilet cleaning</td> <td style="text-align: center;">37</td> <td style="text-align: right;">336.00</td> </tr> <tr> <td>SMS</td> <td>Toilet rolls</td> <td style="text-align: center;">38</td> <td style="text-align: right;">154.34</td> </tr> <tr> <td>Allotment society</td> <td>Allotment society 2yrs (one year paid)</td> <td style="text-align: center;">39</td> <td style="text-align: right;">800.00</td> </tr> <tr> <td>PHS</td> <td>Sanitary products</td> <td style="text-align: center;">40</td> <td style="text-align: right;">1244.40</td> </tr> <tr> <td>A. Evans</td> <td>Grass cutting</td> <td style="text-align: center;">41</td> <td style="text-align: right;">226.2</td> </tr> <tr> <td>Tony Baker</td> <td>Maintenance to Pubic hall</td> <td style="text-align: center;">42</td> <td style="text-align: right;">1500.00</td> </tr> <tr> <td>Garry Ord</td> <td>Maintenance to Pubic hall</td> <td style="text-align: center;">43</td> <td style="text-align: right;">455.00</td> </tr> <tr> <td>G.J.Rippon</td> <td>Reimbursement</td> <td style="text-align: center;">44</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>BCBS</td> <td>Maintenance to Pubic hall</td> <td style="text-align: center;">45</td> <td style="text-align: right;">1979.05</td> </tr> <tr> <td>Allotment</td> <td>Repayment of Allotment fee</td> <td style="text-align: center;">46</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>Sentinel security systems</td> <td>Alarm</td> <td style="text-align: center;">47</td> <td style="text-align: right;">354.00</td> </tr> <tr> <td>A. Wallace</td> <td>Street Cleaning</td> <td style="text-align: center;">48</td> <td style="text-align: right;">31.40</td> </tr> <tr> <td>N. Balutol</td> <td>Maintenance to Pubic hall</td> <td style="text-align: center;">49</td> <td style="text-align: right;">475.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Item	Invoice	Amount £	Shropshire County Pension Fund	Monthly pension payment	May Return	640.21	HMRC	PAYE and NI	May Return	743.83	Staff salaries	4 staff	May Return	2109.64	Highline	Street lighting	35	150.00	Exemplum	Printer	36	658.61	G. Dudley	Toilet cleaning	37	336.00	SMS	Toilet rolls	38	154.34	Allotment society	Allotment society 2yrs (one year paid)	39	800.00	PHS	Sanitary products	40	1244.40	A. Evans	Grass cutting	41	226.2	Tony Baker	Maintenance to Pubic hall	42	1500.00	Garry Ord	Maintenance to Pubic hall	43	455.00	G.J.Rippon	Reimbursement	44	150.00	BCBS	Maintenance to Pubic hall	45	1979.05	Allotment	Repayment of Allotment fee	46	35.00	Sentinel security systems	Alarm	47	354.00	A. Wallace	Street Cleaning	48	31.40	N. Balutol	Maintenance to Pubic hall	49	475.00								
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For Information			
Shropshire Council	Rates	28	108.00
Shropshire Council	Rates	29	55.00
Rivers Leasing	Printer / scanner	30	230.00
BT	Telephone / broadband	32	254.08
British Gas	Electricity	33	351.10
	<b>Total</b>		<b>13040.86</b>

**21. MAYOR'S ALLOWANCE for 2018/19**

To authorise the annual Mayoral Allowance

**22. TOWN HALL TRUST**

To receive an update on the Town Hall and the Town Hall Trust

**23. LABURNUM ALLEY**

To consider the proposal to tarmac Laburnum Alley in 2019/20 and to note this would need to be included in the 2019/20 budget

**24. ALLOTMENTS**

To consider available immediate remedies to the rabbit problem, at the request of the Allotment Society and the allotment tenants

**25. PLANNING**

18/01777/FUL

Application for the retention of ten-bay demountable building to provide childcare and children's centre facilities for further temporary period of ten years at Bishops Castle Primary School Oak Meadow Bishops Castle Shropshire SY9 5PA

18/01817/DIS

Application to discharge of conditions 3 (Joinery), 4 (Decorative Finishes) and 5 (Bird Boxes) at 38 40 High Street Bishops Castle Shropshire SY9 5BQ

18/01892/DIS

Application to discharge Conditions 3 (archaeology), 4 (drainage), 5 (materials), 6 (fenestration), 7 (roof detailing) and 8 (porch) of planning permission No. 17/04364/FUL (for erection of dwelling) at proposed Dwelling West Of Copall Cottage Off Copall Paddock Bishops Castle Shropshire

18/01906/DIS

Application to discharge of condition 3 (method statement for stud partitioning) of application 18/01166/LBC for 'Internal works to include removal of stud wall; removal of two doors to enable relocation of kitchen; modification of facilities' at The Old Vicarage Church Lane Bishops Castle Shropshire SY9 5AF

18/01974/FUL

Application for the proposed partial demolition of lean-to and erection of two storey extension; re-roofing works; replacement windows and doors; demolition of existing garage and widening and enlargement of parking area at Old Ways 19 Banks Head Bishops Castle Shropshire SY9 5JQ

26.	<p><b><u>GDPR UPDATE</u></b></p> <p>To receive an update report, to adopt GDPR required policies: Privacy policy, Privacy Notice (short, for emails), Privacy Notice (detailed, for website). To agree an email disclaimer. To note, add to, and approve the Data Audit spreadsheet previously circulated.</p>
27.	<p><b><u>REPORTS FROM MEETINGS ATTENDED</u></b></p> <p>To receive reports from meetings attended</p>
28.	<p><b><u>ITEMS FOR FACEBOOK/WEBSITE</u></b></p> <p>To consider items for inclusion on the Facebook page</p>
29.	<p><b><u>NEXT MEETINGS</u></b></p> <p>Ordinary Town Council meetings Tuesdays 19<sup>th</sup> June, 17<sup>th</sup> July, 21<sup>st</sup> August 2018.</p>
30.	<p><b><u>MAYOR'S ADDRESS</u></b></p> <p>To receive a brief address by the new Mayor, followed by</p>

**REFRESHMENTS**  
(All are Welcome)