

**NOTICE IS HEREBY GIVEN THAT A MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL WILL BE HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 17th MAY 2016 AT 7.30 PM**

Signed:

Date: 10th May 2016

TOWN CLERK

A G E N D A
FIRE PROCEDURE

17.16/17 APOLOGIES

To note apologies

18.16/17 DECLARATIONS OF INTEREST

- a) To declare any disclosable pecuniary interests.
- b) To declare any personal interests.

19.16/17 TO CO-OPT NEW COUNCILLORS

To co-opt new councillors and receive Acceptance of Office

20.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 19th April 2016

21.16/17 CLERK'S REPORT

Update on discussions from the April meetings and other matters for information only:

- Playing Fields usage:

May Fair
Carnival
Michaelmas Fair
Party in the Park

- Heritage Lottery Fund – final payment
- Electricity Supply and Usage
- Civic Pride Day Celebrations
- Boar's Head Hotel Bollards

22.16/17 REPORT FROM THE MAYOR

23.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.

24.16/17 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor

25.16/17 TOWN & COUNTRY PLANNING ACT 1990

To note:

Decisions:

Reference: 16/01163/FUL (validated: 24/03/2016)
Address: The Grange , Kerry Lane, Bishops Castle, Shropshire, SY9 5AU
Proposal: Erection of extension to residential care home; alterations to existing staff accommodation/storage building to provide additional resident bedrooms and ancillary facilities; alterations to parking provision.
Decision: **Grant Permission**

Reference: 16/00748/FUL (validated: 22/03/2016)
Address: 45 Church Street, Bishops Castle, Shropshire, SY9 5AD
Proposal: Change of use from office use to cafe/takeaway establishment (A3)
Decision: **Grant Permission**

Reference: 16/01270/LBC (validated: 22/03/2016)
Address: 45 Church Street, Bishops Castle, Shropshire, SY9 5AD
Proposal: Change of use from office use to cafe/takeaway establishment
Decision: **Grant Permission**

26.16/17 BISHOP'S CASTLE POST OFFICE CONSULTATION

To discuss a Town Council response to the current consultation to the proposal by Post Office Ltd to move to new premises and branch modernisation.

27.16/17 LOCAL GOVERNMENT (Miscellaneous Provisions) ACT 1982 SCHEDULE 4

To discuss whether the Town Council wishes to record an expression of interest in having powers to issue street trading consents as delegated by Shropshire Council

28.16/17 MONTHLY FINANCES

i) To receive the monthly payment/receipt schedule and then approve the accounts listed below and instruct signatories to authorise payment.

Town Council:

Payee	Item	Invoice	Method	Amount £
Staff costs	Salaries excl. HMRC	Payroll May	SO	1626.87
Shropshire Council Pension Fund	Monthly pension payment	Return May	chq	369.06
HMRC	PAYE and NI	Return May	chq	414.32
Mr F S Whittingham	Catering 21st April	11	chq	55.00
Exemplum Ltd	Photocopying April	23425	chq	101.16
Andrew B Wallace	Monday working x4	211	chq	28.80
Enterprise House	Donation to SpArC fund	06/04/16	chq	2,500
Meg Gwilliam	Additional 5 hours for Business Park Partnership as agreed £1.39 scrap book for invoices file	Payroll May Expenses 5/5	chq	38.47 1.39
Auditing Solutions Ltd	Final visit internal audit	A4420	chq	492.00
NCG Parks and Gardens	April grass cutting	S1-80	chq	282.00
Whitchurch Town Council	Fire Warden Training x2	CC5602	chq	37.50
Severn Trent Water	Surface Water TH Toilets	15/04/2016	chq	31.39
Anne-Marie Jackson	Expenses: Road Safety Event	3rd March 16	chq	21.60
Mary Seldon	Expenses – hospitality	3rd May	chq	13.70
Halls SMS	Toilet rolls for public toilets	9977	chq	74.52
SpArC Theatre	Annual Donation	See budget	chq	750.00
BC Mayor's Fund	Annual Allowance	See budget	chq	250.00
Npower Business	Playing Fields Electricity	4th May	chq	129.28
Enterprise South West Shropshire	Town Plan usage April	9619	chq	36.20
McMillan Masonry	Cleaning/repairing plaque	23115	chq	1,170.00
Mrs ME Maclachlan	Guerilla Gardening donation	Letter	chq	100.00
DW Cole	Repair of bus shelter/water heaters	69	chq	351.00
Shropshire Council	NDR public toilets JUNE	1/6/16	DD	54.00
Shropshire Council	NDR council office JUNE	1/6/16	DD	91.00
British Gas	Auction Yard Toilets	25th April	DD	271.05

Mayor's Charity Account

Payee	Item	Invoice	Method	Amount £
Jane's Petals & Gifts	Flower Arrangement	3rd May	Cheque	15.00
Wendy Oakley	Catering for Mayor Making	1746	Cheque	100.00

ii) **DONATION REQUEST**

To consider a request from The Community College for financial assistance with their 2016 trip to partnership school in Tanga, Tanzania.

iii) **CHRISTMAS LIGHTS**

To consider the proposal that the Town Council adopt the organisation of the Christmas lights and to consider the quotation from Blachere Illumination

iv) **OVERTIME PAYMENTS**

To approve holiday cover payments for Assistant Clerk – retrospective and future.

v) **FINANCE & RESOURCES COMMITTEE**

- a) To receive any recommendations from the Finance and Resources Committee
- b) To receive the internal auditors report following the year end council audit
- c) To receive and discuss the Town Council's Financial Statement
- d) To review the Town Council's earmarked reserves
- e) To receive and approve the Town Council's Financial Return and Governance Statement

vi) **MONTHLY REVIEW**

- a) To receive the April budget monitoring report
- b) To receive the April bank reconciliation statements

29.16/17 REPRESENTATIVES ON COMMITTEE & WORKING PARTIES

- a) To elect Town Council representatives for separate organisations
- b) To elect Town Council members to serve on Town Council Committees

30.16/17 TOWN PLAN

To receive an update on the Town Plan and the working parties involved

31.16/17 TOWN HALL TRUST

- a) To receive an update on the Town Hall and the Town Hall Trust
- b) To approve installation of a water softening for the water heater in the Market Hall

32.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

33.15/16 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

34.15/16 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC

To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

35.15/16 STAFFING COMMITTEE

To receive recommendations from the Staffing Committee

CORRESPONDENCE LIST:

Community College – Assistance with trip to Tanga
Post Office Ltd – Move from Board's Head to Spar

Pat Wainwright – planning discussions

Anonymous – Parking matter

DWF LLP – Boar's Head Hotel Bollards

Michaelmas Fair

**DATES OF FUTURE MEETINGS:
TUESDAY 21st JUNE 2016 – 7.30pm**