



# BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

**NOTICE IS HEREBY GIVEN THAT A MEETING OF  
BISHOP'S CASTLE TOWN COUNCIL WILL BE HELD  
IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 15<sup>th</sup> NOVEMBER 2016 AT 7.30 PM**

*Mary Seldon*

Signed:

Date: 9<sup>th</sup> November 2016

TOWN CLERK

## **A G E N D A**

FIRE PROCEDURE

### **102.16/17 APOLOGIES**

To note apologies

### **103.16/17 DECLARATIONS OF INTEREST**

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

### **104.16/17 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 18<sup>th</sup> October 2016

### **105.16/17 CLERK'S REPORT**

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

- Christmas Lights
- Playing Fields
- Scaffolding
- Electricity Accounts

### **106.16/17 REPORT FROM THE MAYOR**

### **107.16/17 REPORT FROM THE UNITARY COUNCILLOR**

### **108.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

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

- a) Sue Wilmer – Bishop's Castle Arts Festival

## **109.16/17 TOWN & COUNTRY PLANNING ACT 1990**

### **a) Applications:**

To note:

### **b) Decisions:**

Reference: 16/03771/FUL (validated: 23/08/2016)

Address: Shelsley, Castle Street, Bishops Castle, Shropshire, SY9 5BU

Proposal: Erection of extensions to dwelling; demolition of rear ground floor WC and lobby; works associated with conversion of attached garage into additional habitable accommodation

Decision: Grant Permission

## **110.16/17 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 Account:**

<b>Payee</b>	<b>Details</b>	<b>Invoice</b>	<b>Amount (Gross)£</b>	<b>VAT</b>	<b>Cost Centre</b>
Staff costs	Salaries (gross)	November Payroll	2132.95	Z	Staffing
Shropshire County Pensions	Staff Pension contributions	November Return	399.78	Z	Staffing
HMRC	Staff Tax and National Insurance	November Payroll	435.66	Z	Staffing
Meg Gwilliam	Extra hours plus pay increase	November Payroll	44.86	Z	Staffing
Mary Seldon	Pay increase Expenses Christmas Expenses Hospitality	November Payroll Receipts Receipts Total:	14.63 72.21 5.80 <b>92.64</b>	Z 14.44 Z	Staffing Christmas Lights Admin
Severn Trent Water	Public toilets surface water drainage	15/10/2016	38.75	Z	Town Hall
SALC	Chairmanship Part II	136	22.00	Z	Training
Keith Whiddon	Town Plan expenses	23/10/16	76.28	Z	Town Plan EMR
Auditing Solutions Ltd	Interim Internal Audit	A4703	504.00	84.00	Admin
MarkOne Safety Solutions Ltd	Fault on Fire Alarm call-out	16376	78.00	13.00	Town Hall
Sentinel Security Systems	New key fob programming	85919 85418	40.50 60.74	6.75 10.12	Town Hall
Highline Electrical Ltd	Replacement and repair work	1285	256.20	42.70	Street Lights
Furniture @ Work	Town Clerk's Desk	ORD0176856	238.80	39.80	Admin
Allotment Society	Annual Payment	Letter	350.00	Z	Allotments
Andrew B Wallace	Extra time for Mondays	241	36.00	Z	Maintenance Grant
Exemplum Ltd	October Photocopying	24425	152.85	25.47	Admin
ESWS	Town Plan Photocopying	9918	263.20	43.87	Town Plan EMR
Andrew Evans Landscapes	Grass cutting/playing fields checks/trees and hedges	1883	4,123.92	687.32	Playing Fields and

					Maintenance Grant
DD British Gas	Auction Yard electricity	955162693	119.39	5.68	Toilets
DD Pitney Bowes	Postage top-up	62930803	50.00	Z	Admin

ii) **FINANCE & RESOURCES COMMITTEE**

- a) To receive an update on the Committee Meeting: Tuesday 18<sup>th</sup> November and discuss any required decisions
- b) To formally approve the Interim Internal Audit Report from October 2017

iii) **MONTHLY REVIEW**

- a) To receive the October bank reconciliation statement
- b) To receive a copy of the cost centre YTD analysis

iv) **PUBLIC HALL**

- a) To receive a report on the necessary work required at the Public Hall
- b) To discuss financial implications in the light of budget setting for 2017/18

v) **BUDGET SETTING 2017/18**

vi) **GRANT APPLICATION**

To receive a grant application from the Bishop's Castle Arts Festival

**111.16/17 TOWN HALL TRUST**

- a) To receive an update on the Town Hall and the Town Hall Trust

**112.16/17 CO-OPTION POLICY**

To approve the new Co-Option Policy

**113.16/17 STAFFING COMMITTEE**

- a) To receive a report from the Staffing Committee and agree any necessary actions

**114.16/17 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended

**115.16/17 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

**Correspondence:**

DWF LLP – The Boar's Head bollards

Bishop's Castle Community College – anti-social behaviour