



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 15th NOVEMBER 2016 AT 7.30 PM

PRESENT: Cllr J Carroll (Vice-Chairman)

Cllrs K Bance, J Gaffney, A Houghton, R Houghton, A-M Jackson, J Magill and G Perry

IN ATTENDANCE: Cllr J Keeley, Mrs M Seldon (Town Clerk) and two members of the public

The Clerk read out the Summons

FIRE PROCEDURE

102.16/17 APOLOGIES

To note apologies

Apologies had been received from:

Cllr Bavastock – personal reasons

Cllr Roberts – holiday

Cllr Harris – work problems

Cllr Whittingham – unwell

Proposed Cllr Perry, seconded Cllr Gaffney and **RESOLVED**

103.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll – THT

Cllr Magill – THT

Cllr R Houghton – SC financial strategy and Public Hall

104.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 18th October 2016

Cllr Jackson proposed two amendments for item 88.16/17 and read out her suggested amendment.

Proposed to accept amendments Cllr Jackson, seconded Cllr Magill and **RESOLVED**.

Proposed to approve the Minutes with the amendments Cllr A Houghton, seconded Cllr Jackson and **RESOLVED**.

105.16/17 CLERK'S REPORT

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

- Christmas Lights – the Clerk reported that activities for the night were gradually taking shape and indicated the various publicity materials in the Councillor folders. 28 trees had been ordered and the SpArC bauble appeal was underway. Carol singers had been booked and Santa's grotto was also coming together. Various groups within the town were gradually letting the council know if they were doing something Christmassy so it could be added to the publicity.
- Playing Fields – the Clerk reported that there had been communications between the Community College and the Council and a letter had gone home to all parents explaining the problems that were being experienced on the playing fields. Vandalism was also discussed at the PACT meeting and the report of this was distributed to councillors.
- Scaffolding – there had been no reply to the letter sent from the Clerk, so a follow-up letter would be sent this week.
- Electricity Accounts – the contract for the Playing Fields had ended and so the Clerk had got a selection of quotes from providers. The Finance Committee had chosen EON and a contract for 1 year only entered into so that more time could be spent on this next time. The possibility of a greener more ethical supplier had been looked into, but not possible for the playing fields due to the very low usage. The contract for the Town Hall was now being looked at – and the ethical aspect would be taken into account. However, there was a slight problem as the sell-back from the solar panels meant that only the big 6 suppliers could be used, but it is thought that they now offered a greener package.
- BT Telephone box – the listed one in the High Street had been reported as needing much care and attention, and the communication had been acknowledged and there was no ongoing dialogue between the Council and BT, but nothing to report at present.
- Christmas Dinner – the menus were distributed and councillors asked to name the date they could manage.
- Newsletters – the December/January issue was now at the printers and would be ready for delivery by 25th November at the latest.

106.16/17 REPORT FROM THE MAYOR

- Playing fields – new signs for the entrances, as the others had been ambiguous in their meaning.
- Cllr Carroll reported the ongoing saga of the broadband box – the next stage being the move of the litter bin and new box. There was also an agreement that these would be painted black.

107.16/17 REPORT FROM THE UNITARY COUNCILLOR

- OpenReach Cabinet - live by Christmas
- Hedges on the bottom of Union Street – tenant says landlord will cut the hedge – this is being sorted.
- Youth money to LJC

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

Sue Wilmer gave a brief history of the Arts Festival:

- 6th festival in 2017.
- Started to help businesses at a very poor time of year.
- Started as three day, now five day.
- This must be inclusive – so nearly everything is free.

- Therefore income only sponsorship/fundraising/grants etc.
- Very good for the town and does help the town – people do visit, etc

Cllr Gaffney proposed that item 110.16/17vi be moved to this point in the agenda. Seconded Cllr A Houghton and **RESOLVED**.

The Chairman asked for comments, and Councillors felt this was a local project they would like to support using s137 of the Local Government Act 1972. Proposed to fund the requested £300 Cllr Gaffney, seconded Cllr Magill and **RESOLVED**.

Cllr R Houghton informed Councillors that this would be paid from the Earmarked Youth Reserve as it would benefit children.

109.16/17 TOWN & COUNTRY PLANNING ACT 1990

a) Applications: None

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

NOTED

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:

Payee	Details	Invoice	Amount (Gross)£	VAT	Cost Centre
SO 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 Receipts Total:	14.63 72.21 5.80 60.00 152.64	Z 14.44 Z Z	Staffing Lights Admin Civic
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
Telescopic Window Cleaning	November contract	09/11/16	45.00	OTS	Town Hall
Andrew Evans Landscapes	Grass cutting/playing fields checks/trees and hedges	1883	4,123.92	687.32	Playing Fields and Maintenance Grant
Royal British Legion	Wreath for Remembrance Day	Letter	25.00	Z	Admin
Leaton Forest Christmas Trees	Trees for Town Hall	Oder form	150.00	Z	Admin
Tony Baker	Maintenance around the town hall and litter bins	11	120.00	OTS	Town Hall Playing Fields
DD British Gas	Auction Yard electricity	955162693	119.39	5.68	Toilets
DD Pitney Bowes	Postage top-up	62930803	50.00	Z	Admin
DD Npower	Playing Fields	79535130300	137.24	6.54	Playing Fields

Cllr R Houghton confirmed that the Finance Committee had completed their audit of the invoices and cheques and administratively they were correct.

Proposed approved for payment Cllr Jackson, seconded Cllr A Houghton and **RESOLVED**

ii) **FINANCE & RESOURCES COMMITTEE**

a) To receive an update on the Committee Meeting: Tuesday 15th November and discuss any required decisions.

Cllr R Houghton reported from the committee:

- Received internal audit report – no actions needed but in January the committee would look at the Financial Risk Assessment and propose that the full council adopt this.
- Recommend cost of Civic Awards to come from Civic Duties budget line
- Recommend that the Mayor holds and monitors their own budget each year

Recommendations proposed for approval Cllr Bance, seconded Cllr Perry and **RESOLVED**.

b) To formally approve the Interim Internal Audit Report from October 2017

Proposed Cllr R Houghton, seconded Cllr Jackson and **RESOLVED**.

iii) **MONTHLY REVIEW**

a) To receive the October bank reconciliation statement

b) To receive a copy of the cost centre YTD analysis

The Clerk was asked about heading 4650 (donations) as the sum of £3350 appeared and Councillors could not recall where this had been allocated. The Clerk was asked to check the donations pot and report at the next meeting.

Proposed for approval Cllr R Houghton, seconded Cllr Jackson and **RESOLVED**

iv) **PUBLIC HALL**

a) To receive a report on the necessary work required at the Public Hall

Cllr R Houghton had produced a list of some of the required work that was necessary to ensure the Public Hall was safe for all and could be hired to the public. There would be some future formal inspections, but to date the list was only from a visual needs perspective.

Cllr R Houghton introduced the list and said that the committee had worked hard and a considerable amount of work had already taken place. However, as the hall was now being used more it was important to look at all aspects of safety and significant work was going to be required.

Cllr Gaffney had looked around the hall with the Chairman on the previous day – and reiterated that there were some items on the list that were urgent – especially at the external entrance. There was a fence that could be pushed over, with a horrible drop – and this needed looking at quickly. There was much to consider when looking at the budget as it would be unfortunate if operations had to be closed down even for a short time, and the answer was to make it safe so it could continue to be used.

Cllr R Houghton reported that the Land Registry was still problematic and this aspect could take a very long time to resolve.

It was agreed that this was all the responsibility of the Town Council. Cllr R Houghton reported that the COIF fund had to be held and not used. Cllr A Houghton pointed out that the decking should also be a priority to make it safe and keep people using the facility.

Proposed meeting for Councillors to inspect facility with list – Sunday 20th November at 2pm.

b) To discuss financial implications in the light of budget setting for 2017/18

Already discussed above.

v) **BUDGET SETTING 2017/18**

The draft proposed budget had been previously circulated to Councillors with explanatory notes.

Cllr Gaffney – questioned the amount proposed to help SpArC Leisure and the Public Hall and there was much discussion about this.

Cllr Jackson proposed that in the light of the discussions the amount budgeted for SpArC Leisure should be increased by £5000 to give £15,000 – still leaving a proposed £10,000 for the Public Hall.

Seconded Cllr R Houghton: 7 councillors for, 1 against. Proposal carried.

With this addition it was proposed to accept the budget for 2017/18:

Proposed Cllr Gaffney, seconded Cllr Perry: 7 councillors for and 1 against. Proposal carried.

vi) **GRANT APPLICATION**

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

See above

111.16/17 TOWN HALL TRUST

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

Cllr R Houghton reported that there had been no public at the AGM and all had gone very smoothly. There had been significant discussion around the budget, and income streams needed to be reviewed.

Cllr Houghton had just finished her rotation of three months and now Cllr Jackson would take over – this would then be brought back to the Council in 2 months time.

Henry Hunter had been voted as Chairman.

112.16/17 CO-OPTION POLICY

To approve the new Co-Option Policy

There was much discussion about the proposed newly worded Policy. The Clerk was asked to review the following areas and bring it back to the next meeting:

- Process review: advertising needed a timescale and methods of advertising also required review.
- Revert back to the process being handled by the Staffing Committee – and other councillors being invited. Recommendations then made to full council.
- How the Staffing Committee 'score' each candidate.

113.16/17 STAFFING COMMITTEE

a) To receive a report from the Staffing Committee and agree any necessary actions
None

114.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- Allotment Working Party
- PACT
- NHS
- SpArC
- Town Plan Steering Group – follow up group including the Mayor. This meeting taken place – set up community partnership – some brainstorming around this. Second meeting when anyone missing can come along.

115.16/17 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

- Mud on road
- CLT expression of interest in Business Park – ask Rachel
- Christmas
- Committee members public hall

116.16/17 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. Proposed Cllr Carroll, seconded Cllr R Houghton and **RESOLVED**.

117.16/17 Gross misconduct

Confidential

Meeting closed 9.15pm

Correspondence:

DWF LLP – The Boar's Head bollards

Bishop's Castle Community College – anti-social behaviour