



BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM
TOWN CLERK
Tel: 01588 638141
E-mail: 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 16th MAY 2017 AT 7.30 PM**

Signed:

MILCN, Cert HE Ceg

Date: 10th May 2017

TOWN CLERK

A G E N D A

FIRE PROCEDURE

21.17/18: ELECTION OF MAYOR

22.17/18: ELECTION OF DEPUTY MAYOR

(THE NEW MAYOR AND DEPUTY MAYOR VACATE THE ROOM TO RETURN ROBED)

23.17/18: DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE

24.17/18: APPOINTMENT OF MAYOR'S CHAPLAIN

25.17/18: APPOINTMENT OF MAYOR'S CONSORT

26.17/18: MAYOR'S CIVIC DAY ARRANGEMENTS

27.17/18: APOLOGIES

To note apologies

28.17/18: COUNCILLORS ACCEPTANCES OF OFFICE

To receive Declarations of Acceptance of Office from all councillors

29.17/18: DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

30.17/18: APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 18th April 2017

31.17/18: REVIEW OF COMMITTEES

- a.Continuation of Committees, Working Parties, Task & Finish Groups etc
- b.Terms of Reference of Committees etc
- c.Membership of Committees etc
- d.Confirm any Delegated Powers of Committees, Working Parties, Task & Finish Groups etc

32.17/18: REPRESENTATION ON OUTSIDE BODIES

SALC, LJC, PACT, SPARC, PUBLIC HALL, TOWN HALL TRUST, and any other bodies

33.17/18: REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS:

Standing Orders, Financial Regulations, Assets Register, Insurance cover for all insured risks.

34.17/18: REVIEW OF ANNUAL SUBSCRIPTIONS TO OTHER BODIES

SALC, SLCC

35.17/18: REVIEW OF:

Council's Complaints Procedure, Council's procedures for handling requests made under the Freedom of Information and Data Protection Acts, Council's Press policy.

36.17/18: PUBLIC PARTICIPATION SESSION

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

37.17/18 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor

38.17/18 TO CO-OPT NEW COUNCILLORS

To co-opt any new councillors and receive Acceptance of Office

To approve steps to encourage new councillor applications including advertising Casual Vacancies

39.17/18: CLERK'S REPORT

To receive a report from the Clerk:

the Precept and CIL Neighbourhood Fund has been received into Council's Bank Account. Total

£107,804.38p. CIL must be accounted for separately.

40.17/18: RETROSPECTIVE AUTHORISATION OF PRECEPT:

To retrospectively formally approve the previously approved by full council but not minuted 2017/18

Precept figure of £106,728, which with details of the breakdown was published in the April/May newsletter.

41.17/18: TOWN & COUNTRY PLANNING ACT 1990

New Applications:

17/01886/FUL; erection of 3 terraced dwellings following demolition of existing buildings, formulation of vehicular access and parking area; Lyndhurst, Harley Jenkins street, SY9 5AH.

42.17/18: MONTHLY FINANCES

i)To receive any recommendations from the Finance & Resources Committee

ii)To receive the monthly payment schedule, approve the accounts listed below, and instruct signatories to authorise payment.

INVOICES TO PAY:

Payee	Item	Invoice	VAT	Amount £
Shropshire Council Pension Fund	Monthly pension payment	Return May		
HMRC	PAYE and NI May	Return May		
NCG Parks & Gardens	Grass cutting April	SI 160	108.00	648.00
Andrew B Wallace	Mondays street cleaning	252		22.50
Meg Gwilliam	Additional hours in May + deficit on SO			
Bishop's Castle Tourism CIC	Christmas Lights insurance			165.00
Public Hall Committee	Fencing costs			3,500.00
Young/Screwfix	Padlock			36.99
Telescopic Window Cleaning	Town Hall window cleaning May	3/5/17		45.00
Halls SMS	Toilet rolls for public toilets, and other supplies	15856	18.49	110.95
Auditing Solutions Ltd	Final visit internal audit	A4932	84.00	504.00
Andrew Evans Landscapes	Various works 31/1-30/4/17	1011	270.92	1,625.52
Water Plus (Severn Trent)	Surface Water TH	4/4/17		64.01
Water Plus (Severn Trent)	Surface Water public toilets	4/4/17		35.57
Staff costs	Salaries excl. HMRC	Payroll May		
Shropshire Council	NDR public toilets May			
Shropshire Council	NDR council office May			
British Gas	Electricity, Town Hall	430449650	114.89	689.38

iii) **MAYOR'S ALLOWANCE for 2017/18**

To authorise the annual Mayoral Allowance

43.17/18: COMMUNITY PARTNERSHIP

To receive an update on the Community Partnership

44.17/18 TOWN HALL TRUST

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

45.17/18: WINTLES ROAD

To authorise a request to Shropshire Council for the Wintles Road to be adopted without further delay

46.17/18: REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

47.17/18: ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

48.17/18: NEXT MEETINGS

(NOTE - The Annual Town Meeting is on Tuesday 23rd May 2017)

Ordinary Town Council meetings Tuesdays 20th June, 18th July, 15th August 2017.

49.17/18: MAYOR'S ADDRESS

To receive a brief address by the new Mayor, followed by

REFRESHMENTS

(All are Welcome)