



BISHOP'S CASTLE TOWN COUNCIL



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**

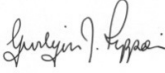
**VIA ZOOM (details below)
ON TUESDAY 19th MAY 2020 AT 7.30 PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/3592617954?pwd=NINva202UHB5N0xIOEhWYUxWVIZ5dz09>

Meeting ID: 359 261 7954

Password: 7QNWbs

Signed:  FSLCC, Cert HE Ceg

Date: 12^h May 2020

TOWN CLERK

A G E N D A

FIRE PROCEDURE

1.	<u>ELECTION OF MAYOR</u>
2.	<u>ELECTION OF DEPUTY MAYOR</u>
3.	<u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u>
4.	<u>APPOINTMENT OF MAYOR'S CHAPLAIN</u>
5.	<u>APPOINTMENT OF MAYOR'S CONSORT</u>
6.	<u>MAYOR'S CIVIC DAY ARRANGEMENTS</u>
7.	<u>APOLOGIES</u> To note apologies
8.	<u>TO CO-OPT NEW COUNCILLORS</u> To co-opt any new councillors and receive Acceptances of Office
9.	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. b) To declare any personal interests.

10.	<u>APPROVAL OF MINUTES</u> To approve the minutes of the Town Council meeting held on Tuesday 21 st April 2020																																																								
11.	<u>REVIEW OF COMMITTEES</u> 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																																																								
12.	<u>REPRESENTATION ON OUTSIDE BODIES</u> SALC, PACT, SPARC, PUBLIC HALL, TOWN HALL TRUST, and any other bodies																																																								
13.	<u>REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS</u> Standing Orders, Financial Regulations, Assets Register, Insurance cover for all insured risks																																																								
14.	<u>REVIEW OF</u> Council's Complaints Procedure, Council's procedures for handling requests made under the Freedom of Information and Data Protection Acts, Council's Press policy.																																																								
15.	<u>PUBLIC PARTICIPATION SESSION</u> Members of the public wishing to speak must give prior notification of their wish to speak																																																								
16.	<u>UNITARY COUNCILLOR</u> To receive a report from the Unitary Councillor																																																								
17.	<u>CLERK'S REPORT</u>																																																								
18.	<u>PLANNING</u> 1. Update on the NDP (<i>Neighbourhood Development Plan</i>) 2. To discuss the offer in relation to the Boar's Head.																																																								
19.	<u>MONTHLY FINANCES</u> i. To note the Bank Reconciliation ii. To discuss the purchase of medals for heroes iii. To approve the following invoices for payment: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Payee</th> <th>Item</th> <th>Invoice</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Shropshire County Pension Fund</td> <td>Monthly pension payment</td> <td>May Return</td> <td>900.26</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI</td> <td>May Return</td> <td>806.44</td> </tr> <tr> <td>Staff salaries</td> <td>4 staff</td> <td>May Return</td> <td>2336.38</td> </tr> <tr> <td>C. Owen</td> <td>minute taker</td> <td></td> <td>37.56</td> </tr> <tr> <td>A. Wallace</td> <td>Street cleaning</td> <td></td> <td>18.04</td> </tr> <tr> <td>G. Dudley</td> <td>Toilet cleaning</td> <td></td> <td>420.00</td> </tr> <tr> <td>Mark One</td> <td>Safety Solutions</td> <td></td> <td>116.96</td> </tr> <tr> <td>BCBS</td> <td>Materials</td> <td></td> <td>46.38</td> </tr> <tr> <td>A. Evans</td> <td>Grass cutting</td> <td></td> <td>1938.00</td> </tr> <tr> <td>Exemplum</td> <td>printing</td> <td></td> <td>11.43</td> </tr> <tr> <td>Tony Baker</td> <td>Painting (town Hall)</td> <td></td> <td>480.00</td> </tr> <tr> <td>G.J.Rippon</td> <td>Work from home allowance</td> <td></td> <td>24.00</td> </tr> <tr> <td>M. Gwilliam</td> <td>Work from home allowance</td> <td></td> <td>24.00</td> </tr> </tbody> </table>	Payee	Item	Invoice	Amount £	Shropshire County Pension Fund	Monthly pension payment	May Return	900.26	HMRC	PAYE and NI	May Return	806.44	Staff salaries	4 staff	May Return	2336.38	C. Owen	minute taker		37.56	A. Wallace	Street cleaning		18.04	G. Dudley	Toilet cleaning		420.00	Mark One	Safety Solutions		116.96	BCBS	Materials		46.38	A. Evans	Grass cutting		1938.00	Exemplum	printing		11.43	Tony Baker	Painting (town Hall)		480.00	G.J.Rippon	Work from home allowance		24.00	M. Gwilliam	Work from home allowance		24.00
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	Tina Jackson	Back pay	4.00
	For Information		
	British Gas	Electricity	2092.99
	Zoom	Video conferencing	143.88
	BT	telephone and broad band	372.69
	Shropshire Council	Rates	57.00
	Shropshire Council	Rates	141.00
		Total	£9967.01

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| 20. | MAYOR'S ALLOWANCE for 2019/20
To authorise the annual Mayoral Allowance |
| 21. | <u>TOWN HALL TRUST</u>
To receive an update on the Town Hall and the Town Hall Trust |
| 22. | <u>NEWSLETTER</u>
To discuss the next edition of the newsletter. |
| 23. | <u>ALLOTMENTS</u>
An update from the allotment society |
| 24. | <u>REPORTS FROM MEETINGS ATTENDED</u>
To receive reports from meetings attended |
| 25. | <u>ITEMS FOR FACEBOOK/WEBSITE</u>
To consider items for inclusion on the Facebook page |
| 26. | <u>*STAFFING ISSUES</u> |
| 27. | <u>NEXT MEETINGS</u>
Ordinary Town Council meetings Tuesdays 16 th June. |
| 28. | <u>MAYOR'S ADDRESS</u>
To receive a brief address by the new Mayor, followed by |

* To discuss and decide to pass a resolution that by the Public Bodies (Admission to Meetings) Act 1960 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.