



BISHOP'S CASTLE TOWN COUNCIL



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The Town Hall
Bishop's Castle
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SY9 5BG

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ON TUESDAY 18th JUNE 2024 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr A. Stelman Cllr T. Halford Cllr G Perry Cllr B. Drake Cllr S. Jones Cllr L. Blundell Cllr S. Morris	Cllr R. Houghton Cllr L. Kosciuczyk Cllr J. Dickin
IN ATTENDANCE	

Fire Procedure

Minute No.	Agenda Item	
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With sadness the Council is informed that ex-Deputy Mayor Ms Abbie Naiad has died. The Council extends its condolences to family and friends.

97-24 1 **APOLOGIES** Cllrs Drake, Morris, Houghton and Kosciuczyk.

98-24 2 **DECLARATIONS OF INTEREST**

- a) To declare any disclosable pecuniary interests. Cllrs Perry Item 15.vii. Invoices.
- b) To declare any personal interests. None

99-24 3 **APPROVAL OF MINUTES** of 21st May 2024.

RESOLVED Accepted. Proposed Cllr Perry; Seconded Cllr Jones. All in favour.

100-24 4 **PUBLIC PARTICIPATION SESSION**

Mr Glynne Roberts asked the council whether there were enough defibrillators in town and whether a map could be produced of their locations. Not all defibrillators are accessible 24/7. (Some are in business premises, for example). There is not a 24/7 accessible defibrillator at the top of town, for instance. Also, could training be laid on? Enterprise House are supportive and would consider it. (Councillors could be trained).

Cllr Perry assured Mr Roberts that all the 24/7 defibrillators reassuringly talk you through what to do. The private ones are all slightly different.

It would also be useful to have a first responder in the town.

RESOLVED. a) Consider purchasing a 24/7 defibrillator for the top of town and facilitate the recruiting of a first responder; b) form a small group to work out the best

location and think about how best to recruit a first responder for the town. Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.

Mrs Cathy Owen spoke on behalf of the Church, which has been trying over the last 6 years to acquire a small parcel of overgrown land adjacent to the Churchyard in order to extend it. There are only about 10 years of burial space left. It would be beneficial to the town to have the Church continuing to manage the Churchyard, because once declared full the local Council would have to take over the maintenance and insurance. The Town Council fully supports this action, but Shropshire Council, who owns the land, seems unable to sort out the issue.

RESOLVED. The Clerk will write to Shropshire Council to ask them to resolve the issue. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

101-24 5 **REPORT FROM THE CLERK**

Water Plus outstanding bill.

RESOLVED. Water Plus be asked if the instalments can be spread over two years. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

The Clerk had received a large invoice for the Pump Track..

The change of auditor has been beneficial, with £17,000 of unclaimed VAT having been spotted. The new auditor is very thorough.

102-24 6 **UNITARY COUNCILLOR** Not present

No update

103-24 7 **DEFIBRILLATORS**

Already discussed in item 4.

104-24 8 **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 Delegated Powers of Committees, Working Parties, Task & Finish Groups etc
- e. Note portfolio Holder of Youth and Safeguarding, Climate Action/Biodiversity, Town Scape (Highways, Parking, Culture, Heritage, Promotion), Newsletter, Finance, Public Hall, Planning, Personnel, Tourism and Footpaths, Local Housing

RESOLVED All accepted as circulated and amended. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

105-24 9 **REPRESENTATION ON OUTSIDE BODIES**

SALC, LJC, PACT, SPARC, Public Hall, Town Hall Trust, and any other bodies.

RESOLVED Accepted as circulated and amended. Proposed Cllr Perry; Seconded Cllr Morris. All in favour..

106-24 10 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**

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

RESOLVED. All the above are up to date apart from the Assets Register which is under review for the correct audit format. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

- 107-24 11 **REVIEW OF POLICES**
 Council's Complaints Procedure, Council's procedures for handling requests made under the Freedom of Information and Data Protection Acts, Council's Press policy.
RESOLVED. All the above are up to date. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.
- 108-24 12 **AUDIT OF CURRENT 'PUBLIC' SPACE IN BISHOP'S CASTLE**
 Cllr Halford had prepared a paper that was circulated to Councillors prior to the meeting.
 The Church requires a lot of money spending on it: in particular the roof is leaking and needs repairing to make it watertight. Along with SpArC, it is the largest venue in town and there is a plan to make the Church building more accessible for community use in addition to the weekly services, baptisms, weddings and funerals. Also, the Public Hall, Scout Hall and Civil Defence Bowling Green site are also currently under review. It is suggested that a co-ordinated approach to the re-development of the town's public spaces would be beneficial and an understanding of the requirements of the community, local charities and visitors would be helpful in the planning of the future use of these public spaces. A quote has been received from Resources for Change of £4-5,000 to undertake the consultation exercise.
RESOLVED The audit be funded as per the paper. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
- 109-24 13 **ESWS**
 Promotion of Bishop's Castle & surrounding areas as a key visitor destination through Enterprise South West Shropshire. (£2,400 + VAT). A paper had been circulated.
RESOLVED. The funding is already in place. Therefore the proposal is accepted and can proceed. Proposed Cllr Perry; Seconded Cllr Halford. All in favour.
- 110-24 14 **PLANNING**
 a. 24/02013/FUL
 Application for the creation of 2 bedrooms within the loft space at Tall Trees Church Lane Bishops Castle Shropshire SY9 5AF
RESOLVED. Support. Proposed Cllr Perry; Seconded Cllr Drake. All in favour.
- 111-24 15 **MONTHLY FINANCES**
 i. To note the Bank Reconciliation
RESOLVED. Accepted after a correction. Proposed Cllr Morris; Seconded Cllr Perry. All in favour.
 ii. To receive the internal auditors report
 iii. To agree the governance statement on the Annual return
 iv. To agree the statement of accounts on the Annual return.
 v. Grant to Enterprise House 720.00 (Community Drop in)
RESOLVED. Items ii., iii., iv., and v. are deferred to an extraordinary Full Council Meeting before 30th June as awaiting information from the internal auditor.
 vi. Grant to Enterprise House 720.00 (Community Drop in) (Omitted in error from the grants list).
RESOLVED. Awarded. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
 To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	June Return	1131.17
HMRC	PAYE and NI	June Return	812.80
Staff salaries	4 staff	June Return	3250.97
C. Owen	Minute taker	81.	160.00
G. Dudley	Toilet cleaning	82.	500.00
Dan Turner	Grass cutting	83.	1338.90
Happy bap	Civic expenses	84.	400.00
Josh Dickin	Twinning	85.	22.00
Lovatt	Skip hire	86.	300.00
Rural Services Partnership	Affiliation Fees	87.	120.00
Halls SMS	Toilet consumables	88.	38.02
Millford collection	Town pride/playing fields	89.	648.00
Glasdon	Town pride/playing fields	90.	836.96
Viking	Printing	91.	203.03
Grant Perry	Town pride/playing fields	92.	27.46
BCBS	Town pride/playing fields	93.	212.30
TWJ Partnership	License fee	94.	1.00
BCBS	Allotments	95.	128.34
For Information			
BT	telephone /broadband	96.	487.93
water plus	Water rates	97.	4.97
Lloyds Bank	Bank Charges	98.	3.00
Going Wild	Yearly Grant	99.	1000.00
SSE	Electricity	100.	2297.57
SSE	Electricity	101.	256.97
SSE	Electricity	102.	296.80
Shropshire Council	Rates	103.	187.00
	Total		10712.85

The Invoice for RC Jones was deleted from the above list as it had been sent to the Council in error.

Extra Invoices: Mr Denbigh (Service of Clock) £308.40; Exemplum printing £898.04; Window Cleaning £48; Play Safely (safety checks) £422.40; TDP Planters £3,477.14.

RESOLVED. The invoices, minus RC Jones, plus the extra ones, be paid. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

It was noted that the fence in the park needs repairing as a matter of urgency.

112-24 16 **REPORTS FROM MEETINGS ATTENDED**

None attended.

113-24 17 **NEXT MEETING**

Tuesday 16th July. Meeting closed at 20.52pm.



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MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ON TUESDAY 28th June 2024 AT 3.30PM

PRESENT

Cllr J. Carroll (until 3.35pm)
Cllr A. Stelman
Cllr T. Halford
Cllr G Perry
Cllr R. Houghton

APOLOGIES

Cllr L. Kosciuczyk
Cllr J. Dickin
Cllr B. Drake
Cllr S. Jones
Cllr L. Blundell
Cllr S. Morris

IN ATTENDANCE

G.J.Rippn

Minute No.	Agenda Item	
114-24	1	<u>APOLOGIES</u> Se list above
115-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. None
116-24	3	<u>FINANCE</u> i. To note the Yearly Bank Reconciliation RESOLVED The Yearly Bank Reconciliation was noted and agreed ii. To agree the accounts 31st March 2024 RESOLVED The accounts 31st March 2024 was noted and agreed iii. To receive the Internal Auditors Report RESOLVED The Internal Auditors Report together with the Recommendations were noted. It was agreed that an action plan be formulated together with the clerk and two/three councillors to work through the several recommendation prior to the interim audit in the autumn. The clerk to drafty a letter to accompany the annual return to itemise the initial actions. It was also agreed to have an interim Audit in the Autum.

iv. To agree the Governance Statement on the Annual return
RESOLVED
The Governance Statement was noted and agreed

v. To agree the Statement of Accounts on the Annual return.
RESOLVED
The Statement of Accounts was noted and agreed

The meeting was closed at 4.35pm