



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

MINUTES OF THE MAYOR MAKING AND ANNUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ON TUESDAY 21ST MAY 2024 AT 7.30PM

| PRESENT | APOLOGIES |
|--|---|
| Cllr J. Carroll Cllr A. Stelman Cllr T. Halford Cllr G Perry Cllr J. Dickin Cllr M Gayle Cllr S. Jones Cllr L. Blundell | Cllr S. Morris Cllr R. Houghton Cllr B. Drake Cllr L. Kosciuczyk |

IN ATTENDANCE

Mrs SJ Smith, Clerk, Mrs C. Owen, Mr A Evans, Town Crier and approximately 40 members of the public.
Fire Procedure

| Minute No. | Agenda Item | |
|------------|-------------|--|
| 76-24 | 1 | <u>ELECTION OF MAYOR</u> RESOLVED Cllr Dickin was elected. Proposed Cllr Jones; Seconded Cllr Blundell. All in favour. |
| 77-24 | 2 | <u>ELECTION OF DEPUTY MAYOR</u> RESOLVED Cllr Stelman was elected. Proposed Cllr Perry; Seconded Cllr Halford. All in favour. The Town Crier announced the results. |
| 78-24 | 3 | <u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u> The Mayor and Deputy Mayor declared their acceptance and oath and signed the documents. |
| 79-24 | 4 | <u>APPOINTMENT OF THE MAYOR'S CHAPLAIN</u> Revd Stephanie Fountain was nominated. |
| 80-24 | 5 | <u>APPOINTMENT OF MAYOR'S CONSORT</u> Mr Shane Breeze was nominated. (The Mayor thanked Ms V Anthony for her support). |
| 81-24 | 6 | <u>MAYOR'S CIVIC DAY ARRANGEMENTS</u> The Civic Service will be held at St John's Church at 11am, with procession before and Civic Awards presented afterwards. |

- 82-24 7 **APOLOGIES** Cllrs Drake, Morris, Houghton and Kosciuczyk.
- 83-24 8 **COUNCILLORS' ACCEPTANCE OF OFFICE**
The Clerk received the acceptance of office from the Councillors.
- 84-24 9 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests. Cllrs Perry and Dickin Item 20.iv. Invoices. (Defib Warehouse and Mayor's Allowance).
b) To declare any personal interests. None
- 85-24 10 **APPROVAL OF MINUTES** of 18th April 2024.
RESOLVED Accepted. Proposed Cllr Halford; Seconded Cllr Gayle. All in favour.
It was noted that the Allotments Awards will now be distributed in the Autumn, not in June, as stated in the minutes.
- 86-24 11 **RESOLVED** In the absence of the Clerk it was agreed to defer items 11 and 12 to the next meeting and ask the Clerk to circulate the information to all Councillors. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
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
- 87-24 12 **REPRESENTATION ON OUTSIDE BODIES**
SALC, LJC, PACT, SPARC, Public Hall, Town Hall Trust, and any other bodies.
- 88-24 13 **RESOLVED** In the absence of the Clerk it was agreed to defer items 13 and 14 to the next meeting and ask the Clerk to circulate the information to all Councillors. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.
REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS
Standing Orders, Financial Regulations, Assets Register, Insurance cover for all insured risks.
- 89-24 14 **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.
- 90-24 15 **PUBLIC PARTICIPATION SESSION** None wishing to speak.
- 91-24 16 **UNITARY COUNCILLOR** Not present
- 92-24 17 **REPORT FROM THE CLERK**
Albert Howard Plaque The plaque has now been cast and will be mounted inside the Town Hall. A cheaper replica will be mounted on the outside of the Town Hall.
RESOLVED. Agreed. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
- 93-24 18 **NEIGHBOURHOOD DEVELOPMENT PLAN**
At the referendum, 88.5% of those who voted were in support of the plan. Shropshire Council need to adopt the plan at its July meeting for it to become a legal document.
- 94-24 19 **PLANNING**
a. 24/01736/FUL
Application for a proposed extension to bedrooms and living accommodation to front and rear of existing dwelling at 80 Oak Meadow, Bishops Castle, Shropshire, SY9 5PA

95-24 20

RESOLVED. Support. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

MONTHLY FINANCES

i) To note the bank reconciliation

RESOLVED. Noted. Proposed Cllr Perry; Seconded Cllr Halford. All in favour.

ii) To agree that Bishop’s Castle Town Council meets the criteria to exercise the General Power of Competence.

RESOLVED. Agreed. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

iii) To agree the Accounts 2023-2024 – in the absence of the Clerk it was agreed to defer to next meeting.

iv) To approve the following invoices for payment:

| Payee | Item | Invoice | Amount £ |
|--------------------------------|-------------------------|------------|-----------------|
| Shropshire County Pension Fund | Monthly pension payment | May Return | 1042.29 |
| HMRC | PAYE and NI | May Return | 738.06 |
| Staff salaries | 4 staff | May Return | 3080.64 |
| C. Owen | Minute taker | 36. | 60.00 |
| G. Dudley | Toilet cleaning | 37. | 500.00 |
| Dan Turner | Grass cutting | 38. | 1338.90 |
| Sentinel | Alarm | 39. | 370.24 |
| PHS | Toilet consumables | 40. | 1228.82 |
| PHS | Toilet consumables | 41. | 490.08 |
| Boels Rental Limited | Playground equipment | 42. | 652.74 |
| Exemplum | Printing | 43. | 25.02 |
| SALC | Affiliation Fees | 44. | 837.10 |
| DEFIB Warehouse | Maintenance | 45. | 84.54 |
| PWLB | Loan | 46. | 4489.93 |
| Zoom | Subscriptions | 47. | 155.88 |
| Halls SMS | Toilet Consumables | 48. | 55.08 |
| Mousematt | IT service | 49. | 720.00 |
| J. Dickin | Mayor’s allowance | 50. | £1000.00 |
| For Information | | | |
| BT | telephone /broadband | 51. | 473.67 |
| Shropshire Council | Rates | 52. | 187.00 |
| Lloyds Bank | Bank Charges | 53. | 3.00 |
| Going Wild | Yearly Grant | 52. | 1000.00 |
| | | | |
| | Total | | 15526.99 |

RESOLVED The invoices be paid. Proposed Cllr Perry; Seconded Cllr Jones. All in favour.

96-24 21

NEXT MEETING

Tuesday 18th June at 7.30pm Meeting closed at 19.51pm.

The Town Crier invited all to attend the reception downstairs.