



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: townclerk@bishopscaletowncouncil.gov.uk

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

**MEMBERS OF THE COUNCIL YOU ARE HEREBY SUMMONED
TO ATTEND A MEETING OF BISHOP'S CASTLE TOWN COUNCIL
WHICH WILL BE HELD AT THE TOWN HALL BISHOP'S CASTLE
ON TUESDAY 16TH APRIL 2024 AT 7.30 PM**

Signed:

FSLCC, Cert HE Ceg
TOWN CLERK

Date: 10/04/2024

A G E N D A

FIRE PROCEDURE

1.	<u>APOLOGIES</u> To note apologies
2.	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. b) To declare any personal interests.
3.	<u>APPROVAL OF MINUTES</u> To approve the minutes of the Town Council Meeting held on 19 th March 2024
4.	<u>PUBLIC PARTICIPATION SESSION</u> Members of the public wishing to speak should give prior notification of their wish to speak.
5.	<u>REPORT FROM THE MAYOR</u> To receive a report from the Mayor
6.	<u>REPORT FROM THE CLERK</u> To receive a report from the Clerk

7.	<u>UNITARY COUNCILLOR</u> To receive a report from the Unitary Councillor																																																																
8.	<u>CYBER SECURITY</u> To discuss and decide on (encrypted) synchronising the Town Council's Server with another server for backup purposes with the two servers.																																																																
9.	<u>PUMP TRACK</u> Update on Pump Track, Discuss and decide when to commence phase 2. £15k grant was been awarded																																																																
10.	<u>PLANNING</u> 1. 24/01222/DIS Discharge of condition 9 (construction management plan) on planning permission 23/01242/FUL (For information only)																																																																
11.	<u>CCTV</u> To discuss and decide on the installation of CCTV in the town area																																																																
12.	<u>TOWN HALL TRUST</u> To nominate a further councillor to act as an additional member of the Town Hall Trust																																																																
13.	<u>MONTHLY FINANCES</u> i. To receive a Bank Reconciliation ii. Grants: - To approve the final list iii. To approve the following invoices for payment:																																																																
	<table><tr><th>Payee</th><th>Item</th><th>Invoice</th><th>Amount £</th></tr><tr><td>Shropshire County Pension Fund</td><td>Monthly pension payment</td><td>April Return</td><td>1042.29</td></tr><tr><td>HMRC</td><td>PAYE and NI</td><td>April Return</td><td>738.06</td></tr><tr><td>Staff salaries</td><td>4 staff</td><td>April Return</td><td>3080.64</td></tr><tr><td>C. Owen</td><td>Minute taker</td><td>1.</td><td>40.04</td></tr><tr><td>G. Dudley</td><td>Toilet cleaning</td><td>2.</td><td>500.00</td></tr><tr><td>D. Turner</td><td>Grass cutting</td><td>3.</td><td>1338.90</td></tr><tr><td>BCBS</td><td>Materials</td><td>4.</td><td>11.81</td></tr><tr><td>G.J.Rippon</td><td>Expenses</td><td>5.</td><td>43.99</td></tr><tr><td>Wendy Oakley</td><td>Refreshments</td><td>6.</td><td>600.00</td></tr><tr><td>Viking</td><td>Stationery</td><td>7.</td><td>143.64</td></tr><tr><td>Halls SMS</td><td>Toilet supplies</td><td>8.</td><td>110.16</td></tr><tr><td>Exemplum</td><td>Printing</td><td>9.</td><td>1728.35</td></tr><tr><td>TDP</td><td>Planter</td><td>10.</td><td>263.16</td></tr><tr><td>Blachere</td><td>Christmas lights</td><td>11.</td><td>1656.00</td></tr><tr><td>VTPrints</td><td>Printing In leu of Grant to the Carnival</td><td>12.</td><td>£837.60</td></tr></table>	Payee	Item	Invoice	Amount £	Shropshire County Pension Fund	Monthly pension payment	April Return	1042.29	HMRC	PAYE and NI	April Return	738.06	Staff salaries	4 staff	April Return	3080.64	C. Owen	Minute taker	1.	40.04	G. Dudley	Toilet cleaning	2.	500.00	D. Turner	Grass cutting	3.	1338.90	BCBS	Materials	4.	11.81	G.J.Rippon	Expenses	5.	43.99	Wendy Oakley	Refreshments	6.	600.00	Viking	Stationery	7.	143.64	Halls SMS	Toilet supplies	8.	110.16	Exemplum	Printing	9.	1728.35	TDP	Planter	10.	263.16	Blachere	Christmas lights	11.	1656.00	VTPrints	Printing In leu of Grant to the Carnival	12.	£837.60
Payee	Item	Invoice	Amount £																																																														
Shropshire County Pension Fund	Monthly pension payment	April Return	1042.29																																																														
HMRC	PAYE and NI	April Return	738.06																																																														
Staff salaries	4 staff	April Return	3080.64																																																														
C. Owen	Minute taker	1.	40.04																																																														
G. Dudley	Toilet cleaning	2.	500.00																																																														
D. Turner	Grass cutting	3.	1338.90																																																														
BCBS	Materials	4.	11.81																																																														
G.J.Rippon	Expenses	5.	43.99																																																														
Wendy Oakley	Refreshments	6.	600.00																																																														
Viking	Stationery	7.	143.64																																																														
Halls SMS	Toilet supplies	8.	110.16																																																														
Exemplum	Printing	9.	1728.35																																																														
TDP	Planter	10.	263.16																																																														
Blachere	Christmas lights	11.	1656.00																																																														
VTPrints	Printing In leu of Grant to the Carnival	12.	£837.60																																																														

	For information			
	BT	telephone /broadband	13.	427.76
	Water Plus	Rates	14.	34.80
	Water Plus	Rates	15.	48.55
	Shropshire Council	Rates	16.	188.25
		Total		£12754.00
14.	<u>VIRE BUDGET HEADING</u>			
	discuss and decide on using budget heading of festival officer £7.5k to be used this year on new signage, planters, noticeboards and some streetscape items			
15.	<u>RED SHELTER</u>			
	To discuss and decide on disposing of the Red Shelter			
16.	<u>CIVIC AWARDS</u>			
	To discuss and decide how to proceed with this year's awards			
17.	<u>REVIEWS</u>			
	To review Council's procedures for management of Risks and Internal Controls, and			
	To resolve that its arrangements for managing risks and internal controls are adequate.			
	(Review of effectiveness — Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. Source – JPAG 2023)			
18.	<u>REQUIREMENTS REGARDING MANAGING RISKS</u>			
	To consider setting up a Risk Register to formalise the management and regular monitoring of risks in line with JPAG guidance			
19.	<u>REPORTS FROM MEETINGS ATTENDED</u>			
	To receive reports from meetings attended			
20.	<u>NEXT MEETINGS</u>			
	Council Meeting Tuesday 21st MAY 2024			