



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
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The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

**MEMBERS OF THE COUNCIL YOU ARE HERBY SUMMONED
TO ATTEND A REGULAR MEETING OF
BISHOP'S CASTLE TOWN COUNCIL WHICH WILL BE
HELD IN THE TOWN HALL
ON TUESDAY 19TH AUGUST AT 7.30 PM**

Signed:

TOWN CLERK

CiLCA (England and Wales) Cer HE Ceg

Fellow of the SLCC

A G E N D A

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| 1. | <u>APOLOGIES</u> To note apologies |
| 2. | <u>DECLARATIONS OF INTEREST</u> Disclosable Pecuniary Interest Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate. a) To declare any disclosable pecuniary interests. b) To declare any personal interests. |
| 3. | <u>APPROVAL OF MINUTES</u> a) To approve the minutes of the meeting of the Town Council held on Tuesday 15 th July 2025. b) To approve the minutes of the Extraordinary meeting of the Town Council held on Thursday 17 th July 2025. |

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| | c) To approve the minutes of the Extraordinary meeting of the Town Council held on Thursday 31 st July 2025. |
| 4. | <u>PUBLIC PARTICIPATION SESSION</u> Members of the public wishing to speak must give prior notification of their wish to speak |
| 5. | <u>MAYOR'S REPORT</u> To receive a report from the mayor |
| 6. | <u>UNITARY COUNCILLOR</u> To receive a report from the Unitary Councillor |
| 7. | <u>SHROPSHIRE COUNCIL CALL FOR INFORMATION</u> See attached email |
| 8. | <u>VACANCY FOR COUNCILLOR</u> To discuss and decide on co-option to fill the existing vacancy |
| 9. | <u>REVIEW OF MEMBERSHIP OF COMMITTEES</u> To review the current Committee members To discuss and decide on substitute members (to ensure that meetings are quorate) |
| 10. | <u>REVIEW OF POLICES</u> Update from Councilor Gayle from the Policy and terms of reference (Cllr. Gayle) |
| 11. | <u>HR Support</u> To discuss and decide employment of a HR company |
| 12. | <u>THE THREE TUNS</u> Update to Council |
| 13. | <u>PLANNING</u> |
| 14. | <u>PLAYING FIELD</u> Repair to fencing |
| 15. | <u>GRANT PAYMENT</u> i. To discuss the purchase of Health and Safety Equipment to hire out to groups. (In the wake of Martin's Law and new guidelines for public events). Enterprise House has now bought the equipment. |

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| | <ul style="list-style-type: none"> ii. Friends of the Playing Field Survey Grant. iii. Bishop's Castle Map Project. |
| 16. | <p><u>MONTHLY FINANCES</u></p> <ul style="list-style-type: none"> i. To approve the following invoices for payment: ii. To approve an Interim (six month) Internal Audit and auditor. Mrs Cathy Brown (Former Clerk and RFO to Caernarfon Town Council) iii. To approve a councilor as a replacement signatory to the Town Council Bank Accounts. |
| 17. | <p><u>STANDING AGENDA ITEM – PLANNING FOR BIODIVERSITY NET GAIN</u></p> <p>To Receive any Reports / Updates. To Consider Actions / Impacts</p> |
| 18. | <p><u>CLIMATE ACTION PLAN</u></p> <p>To review and adopt Climate Action Plan, already circulated to Council.</p> |
| 19. | <p><u>REPORTS FROM MEETINGS ATTENDED</u></p> <p>To receive reports from meetings attended</p> |
| 20. | <p><u>NEXT MEETING</u></p> <p>Regular Town Council meeting Tuesday 16th September 2025</p> |
| 21. | <p><u>CONFIDENTIAL MATTERS</u></p> <p>* To resolve 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 to be discussed involves the likely disclosure of confidential information as defined in the Acts.</p> <ul style="list-style-type: none"> a) Agenda and Minutes of all Council meetings, including committee meetings, to be prepared, taken and retained. b) Staff Appraisals; Annual Appraisal to be undertaken internally. If a conflict of opinion occurs that cannot be resolved internally the council may need to appoint an external HR Company Appraiser, so a fair and impartial conclusion can be reached; Job descriptions and contracts should be examined as part of the appraisal procedures to make sure they are still appropriate for the current work undertaken. The use of time sheets may be helpful in this process. c) A procedure/policy for communication <ul style="list-style-type: none"> i. With Staff/Line Managers/Councillors should be reviewed and ratified so that the correct people are informed of sickness/holidays. ii. Requests for agenda items should be considered by the Town Clerk and a draft presented to the Chair for ratification. |