



# BISHOP'S CASTLE TOWN COUNCIL



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**MINUTES OF THE EXTRAORDINARY MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD  
IN THE COUNCIL CHAMBER, TOWN HALL, ON THURSDAY 31<sup>st</sup> JULY 2025 AT 7.30PM**

<b>PRESENT</b>	<b>APOLOGIES</b>
Cllr T Halford Cllr J. Dickin Cllr L. Kosciuczyk Cllr L. Blundell Cllr J. Magill Cllr E. Embrey Cllr S. Angell Cllr M Gayle Cllr G Perry Cllr S. Jones	Cllr. J. Carroll
<b>IN ATTENDANCE</b>	

**Fire Procedure**

Minute No.	Agenda Item	
139-25	1	<b><u>APOLOGIES</u></b>
140-25	2	<b><u>DECLARATIONS OF INTEREST</u></b> 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. None b) To declare any personal interests. None
141-25	3	<b><u>PUBLIC CONVENIENCE</u></b> <b><u>RESOLVED:</u></b> At the Bishop's Castle Town Council meeting on 24th July 2025, it was resolved to seek the approval of the secretary for housing, communities and Local Government to apply for borrowing approval for the loan of £45,000 over the borrowing term of 20 years for the refurbishment of the Public Convenience. The Annual loan repayments will come to around £34797 It is also intended to increase the council tax precept for the purpose of the loan repayments by 9.9% which is the equivalent of an additional £28.85 a year. This has been subject to a precept increase consultation.

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### **NEWSLETTER**

A cost analysis was presented to council to look to move production of the newsletter to Enterprise House.

**RESOLVED:** To produce the next two editions of the newsletter at Enterprise House. Pending a successful trial period to review further editions and the printer facilities in the Town Council Offices. Proposed Cllr Gayle; Seconded Cllr Perry. All in favour.

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### **H R SUPPORT**

Two HR proposals were presented to council. Council discussed current practises, policies and procedures. Cllr Halford addressed council with regards to current procedure. Cllr Kosciuczyk asked what a HR company would be instructed to undertake in relation to the councils' requirements. Cllr Embrey noted that training courses would enable both councillors and staff to undertake HR procedures. It was noted that this proposed expenditure is not budgeted for, a budget diriment could be made from the Training Budget.

**RESOLVED:** To obtain a further quotation and defer the proposal until the August meeting where a decision will be made. Proposed Cllr Halford; Seconded Cllr Magill. All in favour.

**RESOLVED:** That Cllr Gayle; Cllr Perry, Cllr Embrey and the Assistant Clerk would undertake a review of current personnel practise, policies and procedural systems in place (incl. employment contracts) with a view to updating where required. To consider one off projects in specialised areas; the introduction of time sheets and holiday notification periods for employees. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.

The meeting closed at 20.26pm.