



Broseley Town Council

The Library Building
Bridgnorth Road
Broseley
Shropshire
TF12 5EL
01952 882172

[Broseley Town Council website](#)

NOTICE IS HEREBY GIVEN that a Town Council Meeting of the above-named Town Council will be held at The Birchmeadow Centre, Broseley at 7pm on **Tuesday 12 March 2024** and Members are hereby summoned to attend for the purpose of transacting the following business.

J. Munday

Signed:
Jenna Munday
Acting Town Clerk

Date of issue: 6 March 2024

AGENDA

FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018

Anyone who wishes to record the meeting will need to comply with Broseley Town Councils 'Recording of Council Meetings Policy' a copy of which is available on the website or by request.

Anyone who objects to being filmed or recorded should notify the Town Clerk prior to the commencement of the meeting.

1. Chairman's Welcome

The Town Mayor, Cllr. Andy Taylor will welcome everyone to the meeting.

2. Apologies for absence

Members are asked to receive apologies for absence.

3. Disclosure of Pecuniary Interests

Members are required to declare a disclosable pecuniary interest in a matter to be discussed at this meeting and which is not included in the Register of Interests. Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the monitoring officer.

4. Dispensations

Members are to **CONSIDER** and **APPROVE** any requests for dispensations.

5. Public Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda or matters about the town itself. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

A member of the public shall not speak for more than 3 minutes unless directed by the Chairman.

Standing Order number 3(g).

(Please note that any person wishing to ask questions of the Town Council that require a detailed response or report, must write to the Town Clerk so that their request is received 10 days prior to the next relevant meeting to allow sufficient time to respond and enable their question to be included on the agenda for consideration and relevant action. This is in addition to and not to replace 2(e) where members of the public may ask questions of the Council during the public session.)

6. Nominations for Mayor 2024/25

To receive nominations for Mayor for the period May 2023 to May 2024.

7. Nominations for Deputy Mayor 2024/25

To receive nominations for Deputy Mayor for the period May 2023 to May 2024.

8. Police

Members are asked to receive a report from the Broseley and Much Wenlock Safer Neighbourhood Team

9. Mayors Announcements

Members are asked to receive a verbal update from the Town Mayor.

10. Shropshire Council

Members are asked to receive reports from Shropshire Councillors, Cllr. Caroline Bagnall and Cllr. Daniel Thomas. *(Please note that these reports will refer APPROVE to the ongoing work between Shropshire Council and Broseley Town Council. Questions about the wider work of Shropshire Councillors are outside the scope of Broseley Town Council meetings.)*

11. Minutes

NOTE: Draft minutes served on councillors shall be taken as read. There shall be no discussion about the draft minutes except in relation to their accuracy. (Standing Order number 13(a)(b).

- a) To **CONSIDER** and **APPROVE** the minutes from the Town Council Meeting held on 9 January 2024
- b) To **NOTE** and **ADOPT** the minutes of the Finance Committee held on 23 January 2024
- c) To **NOTE** and **ADOPT** the minutes of the Planning & Transport Committee held on 25 January 2024
- d) To **NOTE** and **ADOPT** the minutes of the Staffing Committee held on 10 January 2024.

12. Financial Matters

Members are asked to **CONSIDER** the following financial matters:

- a) To **NOTE** the Income and expenditure to end of January
- b) To **NOTE** the bank reconciliation to end of January
- c) To **NOTE** the level of earmarked reserves
- d) To **NOTE** the Payments to date
- e) To retrospectively **APPROVE** the expenditure for the Mayors Awards event
- f) To receive a recommendation from the finance committee to **APPROVE** a grant to the Market Group
- g) To **APPROVE** delegated powers to the Acting Clerk for organising the Easter Play Scheme
- h) To receive a recommendation from the finance committee to extend the opening hours of the Library from April 2024, and to set an EMR of £5,000 to cover the staffing expenditure to open the service on a Tuesday from April 2024
- i) To **APPROVE** any requests for payment.

13. Climate Change Working Group

Members are asked to **CONSIDER** and **APPROVE** an update from the climate action working group.

14. Tourism Working Group

Members are asked to **CONSIDER** and **APPROVE** an update from the Tourism working group.

15. Cemetery Extension

Members are asked to **CONSIDER** the Tier 2 assessment prepared by CDS and to **APPROVE** any required actions.

16. Town Talk

- a) Members are asked to **CONSIDER** and **APPROVE** the spring edition of Town Talk
- b) Members are asked to **CONSIDER** and **APPROVE** a quotation for printing the spring edition of Town Talk.

17. Annual Parish Meeting

Members are asked to confirm the arrangements for the Annual Parish Meeting and **APPROVE** any actions.

18. D-Day 80, 6 June 2024

Members are asked to **CONSIDER** and **APPROVE** a plan for the 80th anniversary of D-Day celebrations.

19. Councillor Surgeries 24/25

Members are asked to **CONSIDER** and **APPROVE** the councillor surgery rota for 2024/25.

20. Correspondence

Members are asked to receive and **NOTE** any correspondence received and to **APPROVE** any necessary actions

- Messy Church Thank You
- John Campion Letter
- We don't buy crime.

21. Birchmeadow Park

To **NOTE** the draft tender invitation and to **APPROVE** any required actions.

22. Agenda Items for Next Meeting

Members are invited to suggest items for inclusion on the agenda for the next meeting.

23. Date of Next Meeting

- a) Members are asked to **NOTE** that the next Councillors Surgery will take place on **30 March 2024** at Broseley Library with Cllr. Caroline Bagnall and Cllr. Ian West in attendance.
- b) Members are asked to **NOTE** that the next Full Town Council Meeting will take place on Tuesday 9 April 2024.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be PROPOSED, SECONDED and APPROVED that the public and press should not be present

24. Staffing

- a) Members are asked to **CONSIDER** and **APPROVE** an update on the Town Clerks absence
- b) Members are asked to receive a verbal report on any other staffing matters and to **APPROVE** any required actions.

25. Birchmeadow Centre

Members are asked to **CONSIDER** and **APPROVE** a quotation to service the toilet pump.



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J. Munday

Signed:

Jenna Munday

Acting Town Clerk

Date of issue: 7 March 2024

AGENDA

ADDENDUM

FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018

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1. Staffing and HR Matters

- a) Members are asked to **CONSIDER** and **APPROVE** a recommendation from the Staffing Committee to adopt the new employment policies and employment contracts as per recommendation from HR.
- b) Members are asked to **CONSIDER** a recommendation from the staffing committee to see seek **APPROVAL** to pay three members of staff for untaken annual leave.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be **PROPOSED**, **SECONDED** and **APPROVED** that the public and press should not be present

2. Maypole

Members are asked to receive a verbal update on the installation of a noticeboard and to **APPROVE** any required actions.