



Broseley Town Council

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

[Broseley Town Council website](#)

NOTICE IS HEREBY GIVEN that the Annual Town Council Meeting of the above-named Town Council will be held at The Birchmeadow Centre, Broseley at 7pm on **Tuesday 14 May 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: 8 May 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. Election of Town Mayor

- a) In pursuance of the LGA 1972 s15(1)(2) Members are asked to consider the motion proposed by Town Council on 12 March 2024 that Cllr. Andy Taylor be elected as Town Mayor for the ensuing year
- b) The newly elected Town Mayor will sign their Declaration of Acceptance of Office.

2. Election of Deputy Town Mayor

- a) In pursuance of the LGA 1972 s15(6) Members will be asked to consider the motion proposed by Town Council on 12 March 2024 that Cllr. Caroline Bagnall be elected as Deputy Town Mayor for the ensuing year.

3. Chairman's Welcome

The Town Mayor will welcome everyone to the meeting.

4. Apologies for absence

Members are asked to receive apologies for absence.

5. 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.

6. Dispensations

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

7. Reaffirm the General Power of Competence

Members are asked to **CONSIDER and APPROVE** that Broseley Town Council confirms that under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the Council meets the prescribed criteria as an eligible council for use of the General Power of Competence in that it meets the following conditions:

- o The clerk must hold at least one of the sector-specific qualifications
- o The number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

8. 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.)

9. Police

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

10. Mayors Announcements

11. 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.)

12. 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 April 2024
- b) To **NOTE** and **ADOPT** the minutes of a Finance Committee Meeting held on 26 March 2024
- c) To **NOTE** and **ADOPT** the minutes of the Planning & Transport Committee held 28 March 2024.

13. Financial Matters

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

- a) To **NOTE** the Income and expenditure to end of March
- b) To **NOTE** the bank reconciliation to end of March
- c) To **NOTE** the level of earmarked reserves
- d) To **NOTE** the Payments to date
- e) To **CONSIDER** and **APPROVE** any requests for payment.

14. Annual Governance and Accountability Return 2023/2024

Members are asked to **CONSIDER** and **APPROVE**:

- a) The internal audit report for the financial year 1 April 2023 – 31 March 2024
- b) The Annual Governance Statement 2023/2024
- c) The Accounting Statement for 2023/2024.

15. Internal Audit

Members are asked to **CONSIDER** and **APPROVE** the internal Audit report for 2023/2024.

16. Appointment of Committees

To **CONSIDER** and **APPROVE** membership of the following:

- a) Staffing Committee (5)
- b) Finance Committee (5)
- c) Planning and Transport Committee (5)
- d) Estates Committee (5).

17. Appointment of Representatives

To **CONSIDER** and **APPROVE** the appointment of representatives to the following:

- a) Birchmeadow Centre Management Committee (1)
- b) Birchmeadow Park Management Committee (2)
- c) Victoria Hall Management Committee (2)
- d) Severn Gorge Countryside Trust (1)
- e) Bridgnorth and Shifnal Area Committee (1)
- f) Ironbridge Gorge World Heritage Site Steering Group (1)
- g) JL Edwards Memorial Trust (1).

18. Review of Terms of Reference and Powers of Delegation

To **CONSIDER** and **APPROVE** a reviewed Scheme of Delegation for the following:

- a) Estates Committee
- b) Finance Committee
- c) Staffing Committee
- d) Planning & Transport Committee
- e) Tourism Working Group
- f) Climate Action Group.

19. Review/Adoption of the Following Policies:

To **CONSIDER** and **APPROVE** the following:

- a) Standing Orders
- b) Financial Regulations
- c) Health & Safety at work Policy
- d) Manual Handling
- e) Safeguarding Policy
- f) Reserves Policy
- g) Procedure for Recording Meetings
- h) Code of conduct
- i) Password Policy
- j) General Privacy Notice
- k) Cemetery Memorial Seating Policy
- l) Complaints Policy
- m) Vexatious Policy
- n) Muga Hire Policy
- o) Lone Working
- p) Library Hire Policy
- q) Internal Controls Policy.

20. Christmas Lights Install 2024

- a) Members are asked to **CONSIDER** and **APPROVE** the Christmas Lights tender notice for 2024
- b) Members are to nominate two members to review tenders for approval.

21. Communications

- a) Members are asked to ensure that they refer to the Town Council's communications and media policy for all communications when acting on behalf of the Town Council.
- b) Members are also asked to **NOTE** that any communications to outside bodies should come from or seek approval from the Council office or the elected Shropshire County Councillor.

22. Future Projects

Members are asked to **CONSIDER** and **APPROVE** an informal meeting date to discuss new projects and aspirations for the Town.

23. D-Day

Town Mayor: Cllr. Andy Taylor

Deputy Town Mayor: Cllr. Caroline Bagnall

Members are asked to receive an update on the memorial service plans for 6 June 2024 with Rev. L Lilley.

24. Photo Identification

Members are to **NOTE** that voters in England now need to show photo ID to vote at polling stations in some elections, however this requirement will only affect people voting in person at a polling station. This will apply to:

- Local elections
- Police and crime commissioner elections
- UK parliamentary by-elections
- Recall petitions
- Referendums.

25. Correspondence

Members are asked to receive and **NOTE** any correspondence received.

- Proposed closure of 2 household recycling centres in Shropshire
- Introduction from the New Local Policing inspector
- Do you have your Parish ready for D-Day 80.

26. Agenda Items for Next Meeting

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

27. Date of Next Meeting

- a) Members are asked to **NOTE** that the next Councillors Surgery will take place on **27 May 2023** within the Memorial Garden between **10-11am**. Cllr Caroline Bagnall, Cllr Raymond Sergeant and Cllr. Mark Garbett will be in attendance hosting a Smart Water Sign Up event. This is part of the Town Council's response to the recent incidents in Town, and residents will be encouraged to attend and sign up.

- b) Members are asked to **NOTE** that the next Full Town Council Meeting will take place on Tuesday **11 June 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

28. 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.