



Broseley Town Council

The Library Building
Bridgnorth Road
Broseley
Shropshire
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<http://www.broseleytowncouncil.co.uk>

NOTICE IS HEREBY GIVEN that the Annual Town Council Meeting of the above-named Town Council will be held by an online Zoom meeting at 7 pm on Tuesday **12 May 2020** and Members are hereby summoned to attend for the purpose of transacting the following business. The link to the meeting is: <https://us04web.zoom.us/j/74925438231>
Password: 2HLsa1

A handwritten signature in blue ink, appearing to read 'S. Clayton'.

Signed:
Sharon Clayton MPA, BA (Hons), Fellow SLCC
Locum Town Clerk

Date of issue: 4 May 2020

AGENDA

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

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may; film photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act.

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

1. Election of Town Mayor

In pursuance of the LGA 1972 s15(1)(2) Members will consider the motion proposed by Cllr. Lynda Garbett and seconded by Cllr. Simon Harris that Cllr. Tarlochen Singh-Mohr be elected as Mayor for the ensuing year

2. Declaration of Acceptance of Office

The newly elected Chairman will sign their Declaration of Acceptance of Office

3. Election of Deputy Chairman

In pursuance of the LGA 1972 s15(6) Members will consider the motion proposed by Cllr. Tarlochen Singh-Mohr and seconded by Cllr. Simon Harris that Cllr. Mark Garbett be elected as Deputy Mayor for the ensuing year

4. Apologies for absence

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

To consider and approve any requests for dispensations

7. Shropshire Council

To receive a verbal report from Shropshire Councillors, Simon Harris and David Turner

8. Public Participation

Members of the public will be given an opportunity to make representations to the Town Council on matters included on the agenda or which are of public interest

9. Minutes

- a) To consider and approve the minutes from a Town Council meeting held on 11 February 2020
- b) To consider and approve the minutes from an Extraordinary Town Council meeting held on 27 February 2020
- c) To consider and approve the minutes from a Town Council meeting held on 10 March 2020
- d) To note and adopt the minutes of a Planning Committee meeting held on 27 February 2020
- e) To note and adopt the minutes of an Estates Committee meeting held on 21 January 2020
- f) To note and adopt the minutes of Staffing Committee meetings held on 21 February 2020, 3 March 2020, 20 March 2020, and 16 April 2020

10. Town Clerk's Report

To receive a report from the Locum Town Clerk on action taken since the last Town Council meeting including actions taken that need retrospective approval

11. Financial Matters

To consider and approve:

- a) Income and expenditure to 31 March 2020
- b) Bank reconciliations to 31 March 2020
- c) Payments to date (information to follow)

12. Appointment of Committees

To consider and approve membership of the following:

- a) Planning Committee
- b) Estates Committee
- c) Staffing Committee

13. Appointment of Working Groups/Task and Finish Groups

To consider and approve membership of the following:

- a) Place Plan and Reserves Working Group
- b) Asset Transfer Task & Finish Group
- c) Community Training Task & Finish Group
- d) Place Plan for Broseley Review Task & Finish Group

14. Appointment of Representatives

To consider and approve the appointment of representatives to the following:

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

15. Review of Terms of Reference and Powers of Delegation

To consider and approve a reviewed Scheme of Delegation as follows:

- a) Estates Committee
- b) Planning Committee
- c) Staffing Committee
- d) Discipline and Grievance Panel
- e) Appeals Panel
- f) Place Plan and Review Working Group

16. Review/Adoption of the Following

To consider and approve the following:

- a) Standing Orders
- b) Financial Regulations
- c) Bullying & Harassment Policy
- d) Disciplinary Policy
- e) Grievance Policy
- f) Lone Working Policy
- g) Whistleblowing Policy
- h) Member Conduct Policy

17. Schedule of Future Meetings

To consider and approve future meeting dates

18. Future Meetings

To consider and approve that all future virtual meetings are held using Zoom

19. Youth Provision

To consider youth provision within the parish (Cllr. Colette McCabe)

20. Neighbourhood Plan

To receive an update on the Neighbourhood Development Plan for Broseley (Cllr. Phil Revell)

21. Correspondence

To receive and **NOTE** the following correspondence:

- a) SALC information bulletin and NALC information

22. Consultation

To consider and approve any consultation received

23. Agenda Items for Next Meeting

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

24. Date for Future Meetings

To **NOTE** that the next meeting will take place on Tuesday **8 June 2020** by online video

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 RESOLVED that the public and press should not be present

25. Flowers for the Cemetery

To consider and approve the purchase of flower baskets for the cemetery (quote provided)

26. Cemetery

To consider and approve the purchase of additional burial land