



Broseley Town Council

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[Broseley Town Council website](#)

NOTICE IS HEREBY GIVEN that a Town Council Meeting of the above-named Town Council will be held by an online Zoom meeting at 7 pm on Tuesday **9 February** 2021 and Members are hereby summoned to attend for the purpose of transacting the following business. Follow this link to the [Zoom](#) meeting

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: 2 February 2021

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 Town Clerk prior to the commencement of the meeting.

1. Chairman's Welcome

2. Apologies for absence

To receive apologies for absence

3. Co-option

To consider and approve the co-option of a councillor to fill the casual vacancy caused by the resignation of Mark Garbett

4. Declaration of Acceptance of Office

The newly appointed Councillor will sign their Declaration of Acceptance of Office

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

Reports from Shropshire Councillors

(Please note that these reports will refer 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.)

8. Police Report

To receive a report from the Broseley and Much Wenlock Safer Neighbourhood Team

9. Public Participation

Members of the public may make representations, answer questions and give evidence at a meeting to which they are entitled to attend in respect of the business on the agenda.

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

(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.)

10. 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 a Town Council meeting held on 12 January 2021
- b) To note and adopt the minutes of a Planning Committee meeting held on 17 December 2020
- c) To note and adopt the minutes of an Extraordinary Staffing Committee meeting held on 20 October 2020
- d) To note the minutes from a Chair's meeting held on 5 January 2021

11. Town Clerk's Report

To receive a report from the Locum Town Clerk on action taken in relation to decisions made at the last Town Council meeting

12. GDPR

To consider and approve GDPR policies as follows:

- a) Checklist for Subject Access Requests
- b) Consent Form
- c) Data Breach Policy
- d) Data Breach Risk Management Policy
- e) DPIA checklist
- f) Privacy Notice for Staff, Councillors and Role Holders
- g) Release of Data if Covered by Exemption (letter)
- h) Response Letter to SAR
- i) Data Audit Schedule
- j) SAR Letter to Deny Request for Personal Data
- k) Subject Access Request Policy
- l) The Role of Data Protection Officers
- m) Data Protection SAR

13. Financial Matters

To consider and approve:

- a) Income and expenditure to date (information previously circulated)
- b) Bank reconciliations to date (information previously circulated)
- c) Payments to date (information to follow)
- d) A Shop Front Grant of £1,275 to R.J.S. Law for repainting of the shop front and sign writing
- e) A grant to The Friendly Bus of £540 towards transport costs to support Covid-19 vaccinations
- f) The transfer of £5,000 in reserves from the Christmas Lights budget to Public Lighting Maintenance
- g) The transfer of £8,000 from Earmarked Reserves for a Replacement Vehicle and £6,000 from General Reserves to the new vehicle purchase

14. MUGA Representative

To consider and approve the appointment of a Member to represent the Town Council on the MUGA Group

15. Scheme of Delegation

To consider and approve:

- a) A revised Scheme of Delegation – effective from approval
- b) Existing Committee membership to remain the same but under revised Terms of Reference
- c) The establishment of a Finance Committee with 5 Members pending approval of 15(a) above

16. Policies

To consider and approve the adoption of the following draft policies:

- a) Councillor Email Policy
- b) IT Device Use Policy
- c) Climate Change Action Plan

17. Street Lighting Upgrade

- a) To receive a report and advice on the procedure for procuring a street lighting upgrade
- b) To consider and approve a specification for the tendering process to upgrade the Town Council's street lighting

18. Councillor Emails

To consider and approve that all Town Councillors use the new Town Councillor emails assigned to them to conform with GDPR (as agreed at a PPR working group meeting in August 2019)

19. Correspondence

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

- a) SALC information bulletin and NALC information – emailed to Members
- b) Information concerning COVID-19 – emailed to Members
- c) Training opportunities for councillors
- d) Shropshire Council's intention to carry out a boundary review later in the year after the May 2021 elections

20. Consultation

To consider and approve the following:

- a) Shropshire Council's Local Plan Review – [further information](#)

21. Election of Deputy Mayor

To consider and approve the election of a Deputy Mayor (Note: there is no legal requirement to appoint a Deputy Mayor)

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

To **NOTE** that the next Town Council meeting will take place on Tuesday **9 March 2021**

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

24. Bench Ends

To consider and approve that the Town Council's groundsmen make seats from the bench ends that have been donated to the Town Council

25. Street Lighting

To consider and approve that, if the installation of the solar lights at King Street is further delayed, the Administration Officer be granted delegated authority to seek another contractor to carry out the work within the approved budget

26. Cemetery

- a) To receive a Hydrogeological Risk Assessment report for a proposed cemetery extension
- b) To consider and approve that investigative work is carried out on land adjacent to the cemetery as advised in accordance with the recent Land Survey carried out by Groundwater Solutions

27. Playground Matting

To consider and approve a quote for the installation of playground matting, a disabled roundabout and disabled access at the Guest Road Play Area

28. Staffing Matters

To consider and approve:

- a) The Locum Town Clerk's timesheet
- b) The re-instatement of overtime for the groundsman to spend one hour on Saturday and one hour on Sunday of each week checking the Birchmeadow Park
- c) To receive a report from the Chair of Staffing on behalf of the Staffing Committee (Cllr Phil Revell)
- d) Any further action required concerning Dr Kate Howe v Broseley Town Council