



Broseley Town Council

The Library Building, Bridgnorth Road, Broseley, Shropshire TF12 5EL

Tuesday 3rd December 2019

To: All Members:
Councillors Burton (Mayor), Childs, Harris, L Garbett, Mark Garbett, Michael Garbett, Maltby and Singh-Mohr.

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Broseley Town Council to be held on **Tuesday 10th December 2019** commencing at **7.00pm** in the Birchmeadow Centre, Broseley TF12 5LP.

Clare Turner
Locum Clerk

AGENDA

1. **WELCOME FROM THE MAYOR**

2. **FORMAL INTRODUCTION OF COUNCILLOR PHIL REVELL OF BROSELEY WOOD**

3. **APOLOGIES FOR ABSENCE**

To receive, consider and accept as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972.

4. **DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

5. **PUBLIC PARTICIPATION**

Members of the public will have the opportunity to raise parish matters for 10 minutes, in accordance with the Council's Standing Orders. Members of the public may make representations, answer questions and give evidence without prior notice on matters which are on the agenda of the meeting. If members of the public wish to speak on matters which are not on the agenda, they must give notice in writing to the Town Clerk at least three clear days in advance of the meeting, with details of the subject on which they wish to speak. Members of the public are not allowed to present or circulate documents at Town Council meetings.

This session is not intended as a forum for debate and issues requiring a response may be referred to the next meeting of the Council.

6. **MAYOR'S ANNOUNCEMENTS**

The Mayor to provide Council with a verbal update on the duties carried out and invitations received.

7. **MINUTES OF THE LAST FULL COUNCIL MEETING**

To receive and approve minutes of the Town Council Meetings and to be certified as a true record of proceedings:

a. Of the Broseley Town Council meeting held on Tuesday 12th November 2019 –
Appendix 1.

b. Of the Broseley Town Council Extraordinary meeting held on Saturday 26th October 2019 –
Appendix 2.

8. FINANCES

- a. **Accounts Paid Statement** – To receive the accounts for payment and the payments made statement up to 10th December 2019 - ***to be tabled at the meeting.***
- b. **BTC Bank Reconciliation – FOR DECISION:** to review and approve the BTC bank reconciliation as at 30th November 2019 – ***Appendix 3.***
- c. **MUGA Bank Reconciliation – FOR DECISION:** to review and approve the MUGA bank reconciliation as at 30th November 2019 – ***Appendix 4.***
- d. **Quarterly Budget Review – TO NOTE:** the quarterly budget review to 30th September 2019 – ***to be tabled at the meeting.***

9. PLANNING COMMITTEE

- a. **TO NOTE:** a verbal update from the Vice Chair of the Planning Committee.
- b. **TO APPROVE:** the minutes of the Planning Committee meeting held on the 31st October 2019 – ***Appendix 5.***
- c. **TO NOTE:** the draft minutes of the Planning Committee meeting held on the 28th November 2019 and **RATIFY** any decisions/ recommendations reached – ***Appendix 6.***

10. ESTATES COMMITTEE

- a. **TO NOTE:** a verbal update from the Chair of the Estates Committee.
- b. **TO APPROVE:** the minutes of the Estates Committee meeting held on the 17th September 2019 – ***Appendix 7.***
- c. **TO NOTE:** the draft minutes of the Estates Committee meeting held on the 19th November 2019 and **RATIFY** any decisions/ recommendations reached – ***Appendix 8.***

11. PLACE PLAN & RESERVES GROUP

TO NOTE: the meeting scheduled for 27th November 2019 was cancelled.

12. NEIGHBOURHOOD PLAN

TO NOTE: a verbal report update from Phil Revell, Chair of the Neighbourhood Plan Advisory Group, on the report from the meeting held on 25th November 2019 – ***Appendix 9.***

13. HIGHWAYS

TO NOTE: a verbal update report from Councillor Harris on Highways.

14. RECORDING MEETINGS - PROGRESS REPORT

TO NOTE: a verbal update report from Councillor Singh-Mohr.

15. TOURISM

TO NOTE: a verbal update report from Councillor Singh-Mohr.

16. CORRESPONDANCE

TO NOTE: any correspondence received.

17. EXCLUSION OF PUBLIC AND PRESS

Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

18. STAFFING UPDATE

- a. **Staffing Update** – to received report from the Locum Clerk – *to be tabled at the meeting.*
- b. **Vacant Posts Update** – to receive a verbal report from the Locum Clerk.

19. LOCUM CLERK'S REPORT

Locum Clerk to provide a verbal update on the report provided – *tabled at the meeting.*

20. DATE OF NEXT MEETING

To confirm the next Town Council Meeting will be held on Tuesday 14th January 2020 to commence at 7:00pm at the in the Birchmeadow Centre, Broseley TF12 5LP.