

**PUBLIC NOTICE OF MEETING AND  
SUMMONS TO ALL MEMBERS OF BEWDLEY TOWN COUNCIL**

The **MEETING** of the Town Council will be held in **The Guildhall, Load Street, Bewdley** on  
**Wednesday 19 January 2022 at 7pm**

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 9612 below. Members of the public are permitted three minutes to speak and may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

**AGENDA**

**9609 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**9610 DECLARATIONS OF INTEREST:**

Councillors are reminded:-

- i) To keep their Register of Interests updated.
- ii) To declare any Disclosable Pecuniary Interests in agenda items and their nature.
- iii) To declare any Other Disclosable Interests agenda items and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

**9611 DISPENSATIONS**

To consider and vote upon any member's written requests received before the meeting for dispensation to stay in the meeting, speak and/or vote on matters for which the member has made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and the Council's Standing Orders and Code of Conduct.

**9612 OPEN SESSION – TO HEAR FROM**

- i) Members of the public

**9613 FINANCE**

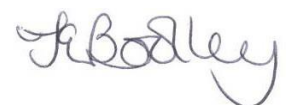
- i) To receive budget recommendations for 2022/2023, see attached Page 3
- ii) To approve the precept for 2022/2023 of £205,542 (Band D impact of £56.57pa)

**9614 DATE AND TIME OF NEXT ORDINARY MEETING –**

The next council meeting thereafter will be the Town Council Meeting on 7 February 2022, 7pm, Wribbenhall Parish Rooms

Council members:

Cllr J Byng	(Wrib)	Cllr S Billett	(Wrib)
Cllr A Coleman,	(East)	Cllr R Coleman,	(West)
Cllr L Davies,	(Wrib)	Cllr C Edginton White	(West)
Cllr P Gittins MBE	(East)	Cllr P Harrison,	(Wrib)
Cllr H Lacy,	(East)	Cllr I Latimer	(West)
Cllr D Morehead	(Wrib)	Cllr E Seldon,	(West)
Cllr R Stanczyn,	(East)		



Tracy Bodley, Town Clerk  
11 January 2022

Agenda Item: 9613 Finance i) and ii) To receive budget recommendations for 2022/2023 and approve precept for 22/23.

In the table provided at page 3 - 8, the budget working group has made recommendations to set budget provision for each cost centre and drilled down cost code. These recommendations are based on extrapolation of income and expenditure up to December 2021 and known outcomes from contracts awarded for commencement or continuation in FY 22/23, for example RNP Grass cutting contract and the recently approved contract for the waste hygiene contract at load street toilets.

Provided for your assistance in column 4 are details for reasoning on why the budget working group have made these proposals.

Following calculations based on expected income and expenditure for the forthcoming financial year operating costs minus income is equal to £235,594, however the budget working group propose to use £30,052 of reserves in order to minimise taxpayer burden.

The proposed precept following recommendation from the budget working group is £205,542 an increase of 2.41% from the precept in 21/22. This equates to an actual percentage increase to the taxpayer of 1.95% when using the current tax base figure provided by WFDC, with a band D impact of £56.67.

Attached at page 9 for your convenience, the table contains data only without corresponding notation.

For information:

Coupled with budgeting and the setting of the precept a local authority must ensure that it has appropriate reserves to carry out its business. As a general reserve the JPAG Guidance (P.38 section 5.32) recommends 3 to 12 months revenue expenditure. In addition (section 5.33), the council should retain as much money in earmarked reserves to carry out the projects it has identified and budgeted for. Please refer to the Joint Panel on Accountability and Governance Practitioners' Guide for additional reading.

**Bewdley Town Council Budget  
Proposals 2022/2023**

	2021/22	2022/23	Notes/Reasons for proposed figure
	Budget	Proposed Budget	
<b>Staff/Training/Allowances</b>			
Staff costs	85000	114600	Calculated on current staff levels and costs with a 2.75% pay awarded estimate + incremental increase.
WFDC Payroll Admin Charge	550	600	Allow for slight increase
Expenses	150	150	To remain the same
Councillor Allowances - travel and parking	200	100	To reduce by half as budget not utilised
Town Clerk- Temp Cover	500	0	Not required
Training- Staff	600	600	Clerk is required to retain a CPD score of between 18 & 26. There is no current first aider for BTC.
Training- Councillors	300	300	Retain the same amount
Mayor's Expenses	4000	4000	Retain the same amount
Young Mayor's Expenses	0	0	
<b>Total Employment Costs</b>	<b>91300</b>	<b>120350</b>	
<b>Administration</b>			
Advertising & Official notices	100	500	If BTC employ a future staff member average cost for newspaper advert is £380
Audit Fees	1000	1500	BTC may face increased External Audit Charges due to moving to an intermediate review as a result of the 20.21 AGAR
Legal Fees	1000	3800	Quotes received for conveyancing work in the range of £950 for each conveyance. 4 possible conveyances in 22/23 = Guildhall, Museum, Jubilee Gardens & land by All Saints
Photocopier	1500	600	Copier charges only
Postage	200	500	2nd class large letter stamps £1.53 for 250g multiply by 13 Cllrs fortnightly interval. Plus standard stamps for correspondence
Computer and Small Office Equipment and office consumable	350	Remove	Code to Capital expenditure

Software & Support	3000	2700	Monthly support approx. £200 to allow for annual increase.
Stationery	1500	1200	Print only when really necessary to reduce costs.
Subscriptions	2000	2500	Adobe, SLCC, Worcs Calc £1385, Parish Online, Scribe £564
Bank Charges	150	324	£27 per month
General Admin	Remove		
Meeting Room Hire	200	600	To continue with room hire at Wribbenhall Parish Rooms to allow for disability access for attending members and public.
Guildhall Lease Hire		660	£55 per month WFDC charge. Once transfer has occurred this will cease but the Trust may charge BTC for use.
Election Costs	5000	5000	check actual costs maybe higher 7K. Email sent awaiting outcome.
Website	200	300	
<b>Total Administration</b>	<b>16200</b>	<b>20184</b>	
<b>Office Running Cost</b>			
Insurance & Valuations	5300	5300	Insurance under review, renewal Feb 22
Broadband & Landline	350	970	£48.10 calls and £32.40 broadband x 12 months
Office Energy		2500	July to Nov £1079, Divide by 5 months and multiply by 12 months in the year.
Intruder Alarm	750	750	
Maintenance (office cleaning and maintenance etc)	2000	3000	Work to be carried out, including damp in the kitchen, water ingress at roof over front by disabled access etc.
Refreshments	200	200	For office use tea, coffee. Milk and sugar
Telephones	600	0	Remove and add amount to Broadband and landline
Property Costs & Loan Repayment	5000	0	
<b>Total Office Running Cost</b>	<b>14200</b>	<b>12720</b>	

<b>Garage Rent- rear 14 Load St</b>			
Garage Rent- rear 14 Load St	4000	4500	Lease renewal August 2022
Service Charge & Business rates - Garage	1200	1200	Electricity Charged by Fisher German quarterly BTC pay 12% of energy bill. Rates and Service Charge additional.
<b>Total Garage Rent</b>	<b>5200</b>	<b>5700</b>	
<b>Town Environs / Highways</b>			
Bus Shelters cleaning & maintenance	1200	4000	Work needed on survey to prioritise maintenance repair work required, rolling programme to maintain 9 shelters, Load Street bus shelter to be the first.
General Maintenance	500	Remove	
VAS sign maintenance	300	400	Replacement batteries
Lifebuoy Maintenance	200	200	To remain the same
Bench Maintenance	2000	2000	To remain the same, maintenance contract awarded to Emily Jordan Foundation over a four-year period.
Signs & Notice Boards	300	150	No expenditure in 21.22 so reduce by half
Street Poles, Tubs & Baskets	2500	3000	Summer planning cost £2220 plus additional amount to cover SSS tubs summer and winter planting.
Town Clock Maintenance and running costs	270	250	Electricity cost of approx. £12 every Bimonthly
War Memorials (cleaning and lighting)	1000	1000	Remain the same
Churchyards (Closed only)	500	Remove	
Lengthsman	2800	2800	Amount set by WCC
Welch Gate Planting	0	Remove	
<b>Total Town Environs / Highways</b>	<b>11570</b>	<b>13800</b>	
<b>Load Street Toilets</b>			
Load Street Toilets-Consumables	1300	1300	Calculation on what has been spent up to point of analysis divided into equal months of expenditure and multiplied by 12 months.
Waste Hygiene Contract		840	12-month contract approved at TC Mtg 10/01/22
General Maintenance	6000	6000	To cover repairs and damage.
Toilet Cleaner holiday cover	500	1150	Contract cleaner charges £12.50 per hour, annual leave is 92 hours per year.
<b>Total Toilets</b>	<b>7300</b>	<b>8950</b>	

<b>Riverside North Park</b>	<b>40683</b>		
Grounds Maintenance Contract		9500	Based on approved quote at Finance Mtg 15 Dec 21.
Waste Collection Contract		500	Contract Awarded.
Annual Tree Inspection		1000	Based on Visit by Tree Surgeon and detailed report.
Tree Maintenance		2500	Based on £500 per day for 2 operatives. Potentially 5 visits per annum
Annual Play Equipment Checks		150	Standard fee
Play Equipment Maintenance/Repair		1000	Callout fee based at £250, parts are specific to specification and model of equipment.
General Maintenance to include graffiti removal		200	Nominal figure
<b>Total Riverside North Park</b>	<b>40683</b>	<b>14850</b>	
<b>Millennium Green</b>			
Millennium Green Maintenance	1500	1500	To remain the same
<b>Total Millennium Green</b>	<b>1500</b>	<b>1500</b>	
<b>Wyre Hill Play Area</b>	<b>2000</b>		
Annual Safety Checks		150	Standard Fee
Play Equipment Maintenance/Repair		1000	Callout fee based at £250, parts are specific to specification and model of equipment.
Play Area Maintenance		1000	Based on £40.00 per hour 25 hours of work.
<b>Total Wyre Hill Play Area</b>	<b>2000</b>	<b>2150</b>	
<b>Civic</b>			
Badges & Shields	700	600	Slight reduction
Civic Award	220	250	Cost of single award
Civic Ceremonies	750	1000	Based on expenditure for 21/22
Hats & Robes Maintenance	200	1500	Mayoral Robe needs attention and all robes need cleaning, based on £100 per robe.
Mayor's Chain Maintenance	0	0	Repairs to be completed in FY 21.22
Mayoral Roll	200	200	
<b>Total Civic</b>	<b>2070</b>	<b>3550</b>	
<b>Community</b>			
Together Group	250	400	To cover room hire and refreshments
Neighbourhood Plan	3000	3000	To remain the same
Grants/Donations	14500	13000	Reduce as lack of applications in FY21/22
<b>Total Community</b>	<b>17750</b>	<b>16400</b>	

<b>Capital Expenditure</b>			
Notice Boards & Town Signs	6000	6000	Boundary Signs
Hats & Robes	0	250	New Town Clerk Wig
Lifebuoys	600	250	Nominal figure applied
Play Equipment replacement			
Bench replacement	2000	2000	Average cost of a single bench
Street Poles, baskets & tubs	0	0	
Town Council Office Refurbishment	2000	6000	New toilets
Office Equipment		1500	New IT if BTC decide to employ additional Staff
VAS Signs	9000	0	Capital Expenditure during 21/22 of 2 VAS Signs
Wyre Hill Play Area Equipment	0	0	
<b>Total Capital Expenditure</b>	<b>19600</b>	<b>16000</b>	
<b>Town Events</b>			
Carnival Fireworks	0	0	
New Year's Eve Fireworks	1200	1500	
Christmas Event	3000	4000	BTC may consider outsourcing organisation of the event
Bridge Christmas Lights	500	500	Figure to remain as previous year
Christmas Lights Contract	13000	13000	Need to go out for a new 3-year contract after contract failure in 2021.
Continuous Bridge Lighting		1000	Request made from Civic Society yet to be bought before council
Markets	0	0	
Platinum Jubilee		3000	Facilitation of community events
<b>Total Town Events</b>	<b>17700</b>	<b>23000</b>	
<b>Other Costs</b>			
NIL			
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURE</b>	<b>247,073</b>	<b>259,494</b>	

<u>Income</u>	21/22	22/23	
Calculated Income Required	200,585	235,594	
Christmas Event Income	500	500	
Friends of Wyre Hill Play Area - funds raised by friends	0	0	
Interest Received	100	0	
Lengthsman Scheme	2,800	2,800	
Localism income	21,250	20,000	Toilet transfer and RNP, not expecting grant for Guildhall etc, will go to Trust.
Load St Toilets- WFDC	0		included in above
Markets	0	600	Renewal of agreement due in Feb 22
Museum Cleaning	0	0	
Together Project Income	0	0	
<b>Total other Income</b>	<b>24,650</b>	<b>23,900</b>	
	<b>2021-22</b>	<b>2022-23</b>	
<b>Total Expenditure</b>	<b>247,073</b>	<b>259,494</b>	
<b>Total Other Income</b>	<b>24,650</b>	<b>23,900</b>	
<b>From or To Reserves</b>	<b>21,838</b>	<b>30,052</b>	
<b>Proposed Precept</b>	<b>200,585</b>	<b>205,542</b>	

Percentage Increase from 21/22 Precept to 22/23 Precept

2.41%

Council Tax base figure for 2021/22	3,610	precept 2021/22 (£)		200,585				
Council Tax base figure for 2022/23	3,627			Band D 21/22	Band D 22/23	% Diff		
proposed precept 2022/23 (£)	205,542			55.56	56.67	1.95		
<b>Impact on the Bewdley Town Council taxpayer</b>								
<b>Council Tax charge</b>								
Council Tax Band Impact Table	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
2022/2023	37.78	44.08	50.37	56.67	69.26	81.86	94.45	113.34
2021/2021	37.04	43.22	49.39	55.56	67.91	80.26	92.61	111.13
Percentage Difference	1.95%	1.95%	1.95%	1.95%	1.95%	1.95%	1.95%	1.95%



	2021/22	2022/23
	Budget	Proposed Budget
<b>Staff/Training/Allowances</b>		
Staff costs	85000	114600
WFDC Payroll Admin Charge	550	600
Expenses	150	150
Councillor Allowances - travel and parking	200	100
Town Clerk- Temp Cover	500	0
Training- Staff	600	600
Training- Councillors	300	300
Mayor's Expenses	4000	4000
Young Mayor's Expenses	0	
<b>Total Employment Costs</b>	<b>91300</b>	<b>120350</b>
<b>Administration</b>		
Advertising & Official notices	100	500
Audit Fees	1000	1500
Legal Fees	1000	3800
Photocopier	1500	600
Postage	200	500
Computer and Small Office Equipment and office consumable	350	Remove
Software & Support	3000	2700
Stationery	1500	1200
Subscriptions	2000	2500
Bank Charges	150	324
General Admin	Remove	
Meeting Room Hire	200	600
Guildhall Lease Hire		660
Election Costs	5000	5000
Website	200	300
<b>Total Administration</b>	<b>16200</b>	<b>20184</b>
<b>Office Running Cost</b>		
Insurance & Valuations	5300	5300
Broadband & Landline	350	970
Office Energy		2500
Intruder Alarm	750	750
Maintenance (office cleaning and maintenance etc)	2000	3000
Refreshments	200	200
Telephones	600	0
Property Costs & Loan Repayment	5000	0
<b>Total Office Running Cost</b>	<b>14200</b>	<b>12720</b>
<b>Garage Rent- rear 14 Load St</b>		
Garage Rent- rear 14 Load St	4000	4500
Service Charge & Business rates - Garage	1200	1200
<b>Total Garage Rent</b>	<b>5200</b>	<b>5700</b>
<b>Town Environs / Highways</b>		
Bus Shelters cleaning & maint	1200	4000
General Maintenance	500	Remove
VAS sign maintenance	300	400
Lifebuoy Maintenance	200	200
Bench Maintenance	2000	2000
Signs & Notice Boards	300	150
Street Poles, Tubs & Baskets	2500	3000
Town Clock Maintenance and running costs	270	250
War Memorials (cleaning and lighting)	1000	1000
Churchyards (Closed only)	500	Remove
Lengthsman	2800	2800
Welch Gate Planting	0	Remove
<b>Total Town Environs / Highways</b>	<b>11570</b>	<b>13800</b>
<b>Load Street Toilets</b>		
Load Street Toilets-Consumables	1300	1300
Waste Hygiene Contract		840
General Maintenance	6000	6000
Toilet Cleaner holiday cover	500	1150
<b>Total Toilets</b>	<b>7300</b>	<b>9290</b>

<b>Riverside North Park</b>	<b>40683</b>	
Grounds Maintenance Contract		9500
Waste Collection Contract		500
Annual Tree Inspection		1000
Tree Maintenance		2500
Annual Play Equipment Checks		150
Play Equipment Maintenance/Repair		1000
General Maintenance to include graffiti removal		200
<b>Total Riverside North Park</b>	<b>40683</b>	<b>14850</b>
<b>Millennium Green</b>		
Millennium Green Maintenance	1500	1500
<b>Total Millennium Green</b>	<b>1500</b>	<b>1500</b>
<b>Wyre Hill Play Area</b>	<b>2000</b>	
Annual Safety Checks		150
Play Equipment Maintenance/Repair		1000
Play Area Maintenance		1000
<b>Total Wyre Hill Play Area</b>	<b>2000</b>	<b>2150</b>
<b>Civic</b>		
Badges & Shields	700	600
Civic Award	220	250
Civic Ceremonies	750	1000
Hats & Robes Maintenance	200	1500
Mayor's Chain Maintenance	0	0
Mayoral Roll	200	200
<b>Total Civic</b>	<b>2070</b>	<b>3550</b>
<b>Community</b>		
Together Group	250	400
Neighbourhood Plan	3000	3000
Grants/Donations	14500	13000
<b>Total Community</b>	<b>17750</b>	<b>16400</b>
<b>Capital Expenditure</b>		
Notice Boards & Town Signs	6000	6000
Hats & Robes	0	250
Lifebuoys	600	250
Play Equipment replacement		
Bench replacement	2000	2000
Street Poles, baskets & tubs	0	0
Town Council Office Refurbishment	2000	6000
Office Equipment		1500
VAS Signs	9000	0
Wyre Hill Play Area Equipment	0	0
<b>Total Capital Expenditure</b>	<b>19600</b>	<b>16000</b>
<b>Town Events</b>		
Carnival Fireworks	0	0
New Years Eve Fireworks	1200	1500
Christmas Event	3000	4000
Bridge Christmas Lights	500	500
Christmas Lights Contract	13000	13000
Continuous Bridge Lighting		1000
Markets	0	0
Platinum Jubilee		3000
<b>Total Town Events</b>	<b>17700</b>	<b>23000</b>
<b>Other Costs</b>		
<b>NIL</b>		
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>247,073</b>	<b>259,494</b>

<b>Income</b>	<b>21/22</b>	<b>22/23</b>
Calculated Income Required	<b>200,585</b>	<b>235,594</b>
Christmas Event Income	<b>500</b>	<b>500</b>
Friends of Wyre Hill Play Area - funds raised by friends	<b>0</b>	<b>0</b>
Interest Received	<b>100</b>	<b>0</b>
Lengthsman Scheme	<b>2,800</b>	<b>2,800</b>
Localism income	<b>21,250</b>	<b>20,000</b>
Load St Toilets- WFDC	<b>0</b>	
Markets	<b>0</b>	<b>600</b>
Museum Cleaning	<b>0</b>	<b>0</b>
Together Project Income	<b>0</b>	<b>0</b>
<b>Total other Income</b>	<b>24650</b>	<b>23900</b>
	<b>2021-22</b>	<b>2022-23</b>
<b>Total Expenditure</b>	<b>247,073</b>	<b>259,494</b>
<b>Total Other Income</b>	<b>24,650</b>	<b>23,900</b>
<b>From or To Reserves</b>	<b>21,838</b>	<b>30,052</b>
<b>Proposed Precept</b>	<b>200,585</b>	<b>205,542</b>
<b>Percentage Increase from 21/22 Precept to 22/23 Precept</b>		<b>2.41</b>