



**MINUTES OF THE TOWN COUNCIL MEETING**

**HELD AT THE WYRE ROOM, ST GEORGE'S HALL, LOAD STREET, DY12 2EQ, MONDAY  
13 JUNE 2022 AT 7PM**

**PRESENT**

Council Members The Deputy Mayor, Cllrs S Billett, Cllrs E Bourne, J Byng, C Edginton White, P Gittins MBE, P Harrison, D Killingworth and I Latimer

In attendance: The Young Mayor  
The Deputy Young Mayor  
1 Member of the public  
T Bodley - Town Clerk

**9686 APOLOGIES FOR ABSENCE**

Apologies were received and recorded below:

Cllr	Reason
A Coleman	Prior engagement
Lacy	Unwell
Morehead	Holiday
Stanczyszyn	Holiday

Other apologies received from WCC Cllr Hardiman.

**9687 DECLARATIONS OF INTEREST**

Councillors were reminded to submit their Register of Interests and to declare any Disclosable Pecuniary and/or Other Disclosable Interests in items on the agenda and their nature.

Cllrs Byng and Edginton White have a standing declaration in their role as a member of Wyre Forest District Council and Trustees to Friends of Riverside North Park; any comments made at town council meetings on Localism or Riverside North Park are made prior to possession of the full facts and would not amount to pre-determination.

**9688 COUNCILLORS' DISPENSATIONS**

Following a declaration of interest at minute reference 9687, it was noted that Cllrs Byng, and Edginton White have a dispensation in place up to May 2023 for discussion and voting on agenda items covering Localism and Riverside North Park.

**9689 OPEN SESSION TO HEAR FROM:**

- i) Members of the Public – A representative of the Rowing Club addressed the meeting in support of agenda item 9698 stating that the historic arrangement formerly with WFDC for use of what is colloquially known as 'Mags Meadow' for the regatta held in July was predominantly used for umpire parking and some camping. It was reported that the number of campers had reduced in recent years however the event could not go ahead without the use of the area for parking.
- ii) Representatives from Principal Authorities –
  - a) Worcestershire County Councillor Hardiman – apologies received.
  - b) Wyre Forest District Councillors – No reports were received.
- iii) Representatives from Supporting Services – PC Thomas not present.
- iv) Representative of Bewdley High School – The Young Mayor and Deputy Young Mayor were welcomed to the meeting and asked if they wished to address the council. The Young Mayor stated that it was a busy period of exams and that they had not had an opportunity to convene a meeting with their peers as yet.

- v) The Deputy Mayor called a motion to move agenda item 9698 forward as it was considered that the item related to discussion of those members present during the Open Session - Members of the Public.

RESOLVED: That as per Standing Order item 10 vi. to change the order of business on the agenda, agenda item 9698 be discussed at this point in the meeting.

Please refer to page 1216 of the minutes.

The member of the public, Young Mayor and Deputy Young Mayor left the meeting at 19:10hrs.

#### 9690 MINUTES OF PREVIOUS MEETING

To approve adoption of the minutes of the Annual Town Council meeting held 4 May 2022.

RESOLVED: That the minutes of the Annual Town Council Meeting be approved as an accurate record and signed by the Vice Chairman presiding the meeting.

#### 9691 FINANCE

- i) To approve the schedule of accounts including approval of invoices to be paid, invoices paid as a matter of urgency and to note recurring expenditure to meet contractual obligations since the previous meeting. Please refer to schedule of payments page 1219.

RESOLVED: That the schedule of payments as at 13 June 2022 be approved.

- ii) To receive the completion of the Internal Audit Report for Financial Year 2021 – 2022.  
The Town Clerk read a statement concerning a matter relating to the Internal Audit Report:

I understand that a council member has contacted the Internal Auditor directly regarding section G of the report stating that it is not an accurate statement because of the process surrounding the appointment of the current clerk and that the Town Clerk misled the auditor at the time of his visit.

I can confirm that both the minutes of the Town Council of the 1 November and the 10 January were issued to the auditor along with the signed contract of employment at the time of his visit.

As part of the audit process the internal auditor carries out a test to acknowledge that both the rate of pay has been agreed and if payments relating to this approval align with the monthly payments schedule supplied at each Town Council Meeting.

He confirms that he has asserted yes to section G as there is evidence that the rate of pay has been agreed and that payments are in accordance with that produced as a regular schedule of payments.

It is alarming that any single Cllr would take it upon themselves to usurp procedure and go on a fishing exercise in what can only be considered an attempt to defame the Clerk by declaring that they have misled the auditor for nondisclosure of information. Not only is the accusation unfounded it was also made without ascertaining what was discussed between staff and auditor during the site visit.

These actions are grievously detrimental to the trust between Clerk and Council and is a reminder that should individual councillors have queries that they bring them to the Town Clerk or a Town Council meeting where the council as a whole can decide if further action is required.

The Deputy Mayor thanked the Town Clerk for sharing this information with members present apologising to the Town Clerk for the disruption and concern that this matter has caused.

The Internal Audit Report was then **noted**.

- iii) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2022.  
Members reviewed Section 1, the Annual Governance Statement which had been issued in advance of the meeting and responded 'YES' to each of the first eight assertions, 'No' to the ninth assertion.

RESOLVED: That Section 1 be approved which was then signed by the Deputy Mayor, presiding the meeting and the Town Clerk.

- iv) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2022.  
The Deputy Mayor passed on thanks to the Town Clerk from the Mayor for the hard work carried out in relation to the yearend accounts and associated paperwork.  
Members reviewed Section 2, the Accounting Statements 2021/22 which had been circulated in advance of the meeting in accordance with the Council's Financial Regulations, section 2 and Standing Orders, section 17 a - e.

RESOLVED: That Section 2 be approved which was then signed by the Deputy Mayor having been signed previously by the Town Clerk in the role of Responsible Finance Officer.

- v) Neighbourhood Planning Grant Application Underspend Repayment  
It was reported that a grant awarded in the summer of 2021 had remained unused and upon completion of the grant yearend report a request had been made by the grant provider to return the unspent funds.

RESOLVED: That approval be given to return the unspent funding of £2,720 to Groundwork UK.

## 9692 COMMITTEE AND GROUP REPORTS

To receive minutes and meeting notes held since the last Council Meeting.

- i) **Road Safety Group** to receive notes from the meeting held on 10 May 2022.  
The Chairman of the working group addressed the meeting providing updates from WCC Cllr Morehead regarding the 20mph speed campaign with data supporting the need which is likely to go to consultation. It was further reported that the High Street was not suitable for a 20mph zone and other engineering solutions would need to be investigated as an alternative. The Group Chairman also stated that the County Highways Officer confirmed that an additional VAS sign could be installed on Dowles Road with suitable positioning on lamppost number 6. A council member stated that the Police and Crime Commissioner was introducing a scheme to claim back 50% funding of VAS signs which Cllr Morehead would forward literature on to take advantage of this. The meeting notes were **noted**.
- ii) **Planning Committee**  
It was **RESOLVED** that the minutes from the Planning Committee meeting held on 16 May 2022 be confirmed as a correct record.
- iii) **Finance and Facilities Committee**  
It was **RESOLVED** that the minutes from the Finance and Facilities Committee meeting held on 16 May 2022 be confirmed as a correct record.
- a) It was **RESOLVED** to approve ratification of the Investment Policy as recommended by the Finance and Facilities Committee, minute reference F-78 iii).

**9693 ANNUAL BUSINESS CONDUCTED OUTSIDE THE ANNUAL TOWN COUNCIL MEETING**

- i) Review of arrangements with not-for-profit bodies i.e. Millennium Green Trust  
Following review of the detailed report supplied within the supporting documents in advance of the meeting the following was discussed.

**RESOLVED:**

- a) That the Millennium Green Trust AGM for 2022 be convened on Monday 27 June at 6.30pm or following the Planning Committee whichever is the sooner.
- b) That a recommendation be forwarded to the Trust to hold its AGM from 2023 onward during March prior to a Town Council Meeting.
- c) That a recommendation be forwarded to the Trust to approve setting up a new bank account with Santander.
- d) That a recommendation be forwarded to the Trust to approve requesting re-issue of the HSBC balance and Wayleave Cheques for those out of date.
- e) That a recommendation be forwarded to the Trust to close the Co-Op bank.
- f) That a recommendation be forwarded to the Trust to approve the draft Terms of Reference.

- ii) Review of inventory of land and other assets including buildings and office equipment.  
Members were provided the updated Asset Register in advance of the meeting and asked if they required further explanation or had any questions.  
A member asked if the Town Clerk would enquire if any town council assets were stored at the WFDC storage facility at Rushock.

**RESOLVED:** That the Asset Register be approved.

- iii) Confirmation of arrangements for insurance cover in respect of all insurable risks. It was reported that the council's insurance renewed in February 2023 and there was a continued review of council assets to ensure that updates were provided to the insurers to obtain a competitive requote when required. The report was **noted**.
- iv) Review of the Council's and/or staff subscriptions to other bodies and note the Council's direct debit payment agreements. The report was **noted**.
- v) Review of the Council's Annual policies – It was reported that this was not required as the council was requested at point vi) to approve adoption of a rolling five-year schedule given the number of policies and varying review dates. The report was **noted**.
- vi) To receive the five-year Rolling Policy Review Schedule.

**RESOLVED:** That the five-year rolling policy schedule be adopted.

- vii) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. The report was **noted**.

**9694 PLANNING COMMITTEE VACANCIES**

It was reported that there were two vacancies that had not been filled at the Annual Town Council Meeting when appointments were considered.

**RESOLVED:** That Cllrs Killingworth and Stanczyszyn be appointed as members of the Planning Committee.

#### 9695 TOWN CLERK UPDATES

- i) Worcestershire Minerals Local Plan: Receipt of Inspectors' Report and Authority Monitoring Report. The report was **noted**.
- ii) West Mercia Police – Policing priority update  
It was reported that the White Swan had applied to extend its opening hours. The Local Policing Team had objected and the public house withdrew the application. The establishment has instead applied several TENS to provide evidence that later operating times will not impact the community. It was also reported that any noise abatement concerns should be directed to Worcester Regulatory Services. The policing Team also requested the council to be more specific when identifying future policing priorities.

**RESOLVED:**

- a) That a request is made to ascertain dates and times for the approved TENS applications for the Swan.
- b) That the Road Safety Group would prepare specific road safety incidents for the next 3-month policing priority request, notably illegal parking in Maple Close and speeding on Stourport Road and Sandbourne Drive.

#### 9696 LOCALISM

- i) Load Street Public Toilets – It was reported that Exchange and completion of the public toilets took place on Tuesday 3 May. The Council's contract with the Waste Hygiene contractor commenced that same day and a quotation is being sought for the regular testing for Legionella and external redecoration with interior decoration having been undertaken prior to transfer. The report was **noted**.

#### 9697 REDEPLOYABLE CCTV CAMERAS

The council was furnished with updates requested at a Town Council meeting held on 4 April and asked if it wished to consider making an application to request additional cameras be installed within the town.

There was considerable debate regarding if the town required further cameras in addition to the 4 fixed cameras within the town centre.

A member expressed a wish for a deployable camera to be installed on Severnside South and another member requesting a camera in Load Street carpark nearer to the entrance.

It was suggested that prior to making a final decision members would benefit from a site visit to the CCTV control room at Redditch to determine existing position of fixed cameras and the data capture area to gauge the best location for a deployable camera.

**RESOLVED:**

- i) That the preferred locations for deployable cameras were Severnside South and Load Street Car Park.
- ii) That a request be made to arrange a site visit for members to the CCTV control room.
- iii) That the application be deferred to the Finance and Facilities Committee for completion following a site visit.
- iv) That completion of a draft application be delegated to the Chairman of Finance and Facilities Committee and the Town Clerk for review at the next committee meeting following the site visit.

#### 9698 RIVERSIDE NORTH PARK – BEWDLEY ROWING CLUB REGATTA

Discussed at 19:07hrs in accordance with minute ref: 9689 v)

A request was made by the club to hire a piece of land at Riverside North Park referred to as 'Mags Meadow' for the regatta. It was reported that since sending out the agenda that it was confirmed by WFDC that the club had previously paid a sum of £430. It was also established that the club required 3 days hire from Friday 22 – Sun 24 July for its use and would provide its own insurance and risk assessments. The club historically also paid a refundable deposit in advance of hire to indemnify against any clear up should the ground



be left in an unsatisfactory condition thereafter and were happy to pay £150 refundable deposit. Members were asked to consider this request and provided with a draft agreement should approval be granted.

**RESOLVED:**

- i) That approval be given for the club to use the land as identified in the information supplied.
- ii) That it be agreed that a charge of £430 would apply payable in advance of hire.
- iii) That it be agreed that a refundable deposit of £150 be applied payable in advance of the commencement of hire and returned following site inspection.
- iv) That the draft hire agreement be approved.
- v) That the Rowing Club be asked to provide a copy of its insurance and risk assessment with the completed agreement.

**9699 MAYOR'S DIARY AND FUTURE EVENTS**

- i) To receive an update on the Mayor's diary and past events.

DATE	EVENT
21/06/2022	Wyre Forest CALC
05/07/2022	High Sheriff Visit to Simply Limitless
20/07/2022	Civic Society Committee Meeting
20/09/2022	Civic Society Committee Meeting

- ii) Bewdley Mayor Events

DATE	EVENT
25/08/2022	Bewdley Pines Charity Golf Day

The Deputy Mayor wished to convey thanks to those who organised, assisted or attended the council Platinum Jubilee events. With special thanks to the Rowing Club who hosted the lower-level fireworks which were well received.

Cllr Edginton White also expressed thanks to the Deputy Mayor who hosted the Tea Party and provided food for those in attendance and asked that Bewdley Concert Band be named in dispatches for braving the inclement weather stoically while performing at the event. It was reported that funds were raised amounting to £209 and £109 for the charitable endeavours of the Red Cross Ukraine Appeal and Mayor's Charity respectively.

**9700** In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, it was **RESOLVED** that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.

**9701 CHRISTMAS LIGHTING CONTRACT 2022 – 2023**

- i) To consider recommendations made by the subcommittee of the Finance and Facilities Committee and contract award.

**RESOLVED:** That recommendations and contract award made by the subcommittee of the Finance and Facilities Committee be approved.

- ii) To agree membership and meeting date of the Christmas Event Working Group to set a date for the Christmas Illuminations Switch On event and make suitable plans.

**RESOLVED:**

- a) That a working group comprising of Cllrs Billett, Bourne, Edginton White and Latimer convene a meeting to prepare for the switch on event.
- b) That the switch on date be set as Saturday 26 November as a first choice and Saturday 3 December as a second choice.
- c) That dates for switch on events in the neighbouring towns of Kidderminster and Stourport be established.

**9702 DATE AND TIME OF NEXT ORDINARY MEETING –**

The next Town Council Meeting will be held on Monday 11 July 2022, 7pm, in Wyre Room, St George’s Hall, Load Street, Bewdley, DY12 2EQ.

**Other Meeting Reminders:**

Bewdley Heritage Trust Meeting – Monday 25 July at 6.45pm in the Guildhall.

The open meeting concluded at 20:26hrs

Signed  .....  
Mayor  
11 July 2022

DRAFT

## Minute Reference: 9691 Finance i) Approval of Scheduled Payments

Voucher Code	Payment Method	Description	Net	VAT	Total	
48	Subscriptions	BACS	Annual Subscription	1,338.44	155.68	1,494.12
72	Meeting Room Hire	BACS	Room hire	15.00	0.00	15.00
73	Broadband & Landline	DD	Broadband	37.50	7.50	45.00
74	Broadband & Landline	DD	Telephone	40.99	8.20	49.19
75	Maintenance & Office Cleaning	BACS	Cleaning	10.00	0.00	10.00
76	Software & Support	BACS	Software & support	1,110.00	222.00	1,332.00
77	Consumables	BACS	Toilets	177.13	35.43	212.56
78	Legal and Professional Fees	BACS	Legal fees - Load Street Toilets	975.00	190.00	1,165.00
83	Mayor's Expenses	BACS	Flowers	37.50	7.50	45.00
84	Lengthsman	BACS	Lengthsman	131.91		131.91
85	Yr End Adjustment - WCC Bench Work	BACS	Work to remove concrete bench base as part of WCC DM Funding	130.00		130.00
86	Lengthsman	BACS	Lengthsman	137.27		137.27
87	Meeting Room Hire	BACS	Room hire	78.00	0.00	78.00
88	Stationery & Print	BACS	Printing/Posters	30.00	6.00	36.00
89	Stationery & Print	BACS	Stationery & print	41.98	0.00	41.98
90	Garage Rent - rear 14 Load St	BACS	Garage Rent	250.00	0.00	250.00
91	Relief Cleaner	BACS	Load Street toilets	75.00	0.00	75.00
92	Play Equipment Capital Purchase	BACS	Play Equipment	1,763.29	352.66	2,115.95
93	Insurance & Valuations	BACS	Insurance - Addition of Toilets	329.60	0.00	329.60
94	Software & Support	DD	Software & support	147.76	29.55	177.31
95	Software & Support	DD	Software & support	19.02	3.80	22.82
96	Property Costs	BACS	Door Decal	47.77	9.56	57.33
97	Play Equipment Maintenance/Repair	BACS	Swing Parts	52.24	10.44	62.68
98	Service Charge & Business Rates	BACS	Buildings Insurance - Garage	1,285.79	0.00	1,285.79
99	Civic Ceremonies	BACS	Mayor's expenses	90.00	18.00	108.00
100	Photocopier	BACS	Copier Charges	43.56	8.71	52.27
101	WFDC Payroll Admin Charge	BACS	Payroll	50.00	10.00	60.00
102 - 106	Staff Costs	BACS	Salaries - May 22	663.82	0.00	8,705.79
107	Platinum Jubilee	Petty Cash	Refreshments for Jubilee Tea Party	29.64	5.93	35.57
108	Refreshments	Petty Cash	Coffee	8.46	1.69	10.15
	Petty Cash Top Up	BACS	Monzo Petty Cash Top Up	232.32	0.00	232.32
N.B. Paid on 16 May to honour contractual obligation.						





**CONFIDENTIAL MINUTES OF THE TOWN COUNCIL MEETING**

**HELD AT THE WYRE ROOM, ST GEORGE'S HALL, LOAD STREET, DY12 2EQ, MONDAY  
13 JUNE 2022 AT 7PM**

**PRESENT**

Council Members      The Deputy Mayor, Cllr S Billett, Cllrs E Bourne, J Byng, C Edginton White, P Gittins MBE, P Harrison, D Killingworth, and I Latimer

In attendance:        T Bodley - Town Clerk

**9700** In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, it was **RESOLVED** that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.

**9701 CHRISTMAS LIGHTING CONTRACT 2022 – 2023**

- i) To consider recommendations and contract award made by the subcommittee of the Finance and Facilities Committee.

**RESOLVED:**

- a) That Festive Lighting Company be awarded the three-year contract – at an annual cost of £14,701.17.
- b) That the preferred colour scheme of Red, White and Blue be approved.
- c) That the preferred motif of blue background with white snowflake be approved.
- d) That approval is granted to vire £1,702 from general reserves to cover the annual cost.
- e) That recommendation be forwarded to the budget working group that the budget for Christmas Illuminations in 23/24 and 24/25 be set at £14,702.

- ii) To agree membership and meeting date of the Christmas Event Working Group to set a date for the Christmas Illuminations Switch On event and make suitable plans.

**RESOLVED:**

- a) That a working group comprising of Cllrs Billett, Bourne, Edginton White and Latimer convene to prepare for the switch on event.
- b) That the switch on date be set as Saturday 26 November as a first choice and Saturday 3 December as a second choice.
- c) That dates for switch on events in the neighbouring towns of Kidderminster and Stourport be established.

**9702 DATE AND TIME OF NEXT ORDINARY MEETING –**

The next Town Council Meeting will be held on Monday 11 July 2022, 7pm, in Wyre Room, St George's Hall, Load Street, Bewdley, DY12 2EQ.

Bewdley Heritage Trust Meeting – Monday 25 July at 6.45pm in the Guildhall.

The meeting closed at 20:49hrs

Signed  ..... Mayor 11 July 2022






# Full Council Minutes 13.06.22

Final Audit Report

2022-07-18

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2022-07-18 - 4:14:39 PM GMT
-  Document e-signed by R STANCZYSZYN (rod.stanczyszyn@bewdleytowncouncil.org)  
Signature Date: 2022-07-18 - 4:18:20 PM GMT - Time Source: server
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