



**BEWDLEY**  
Town Council

## MINUTES OF THE TOWN COUNCIL MEETING

HELD AT THE GUILDHALL, LOAD STREET, MONDAY 10 OCTOBER 2022 AT 7PM

### PRESENT

Council Members The Mayor, Cllr R Stanczyszyn, Cllrs S Billett, E Bourne, J Byng, A Coleman, R Coleman, C Edginton White, P Gittins MBE, P Harrison, D Killingworth, I Latimer from 19:05hrs and D Morehead

In attendance: T Bodley - Town Clerk

### 9739 APOLOGIES FOR ABSENCE

Apologies were received and recorded below:

Cllr	Reason
Lacy	Unwell

Apologies were also received from Worcestershire County Councillor Hardiman

### 9740 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, A Coleman, R Coleman and Edginton White have a standing declaration in their role as a member of Wyre Forest District Council and Cllrs Byng and Edginton White in their role as 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.

### 9741 COUNCILLORS' DISPENSATIONS

Following a declaration of interest at minute reference 9740, it was noted that Cllrs Byng, A Coleman, R Coleman 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.

Cllr	Minute	Interest	Reason
Gittins	9747 iii) Royal British Legion Industries	ODI	Is a member of Bewdley RBL

### 9742 OPEN SESSION TO HEAR FROM:

- i) Members of the Public – No members of the public present.
- ii) Representatives from Principal Authorities –
  - a) Worcestershire County Councillor Hardiman gave his apologies and provided a report attached, page 1245.
  - b) Wyre Forest District Councillors –
    - 1) Cllr Edginton White reported on the online attendance of the Environment Agency presentation in relation to the Flood Risk Management Scheme stating that a drop-in event would be open to the public on 18 October at St George's Hall. It was anticipated that plans would be submitted to WFDC in mid-December and consultation would follow directly afterward. It was also confirmed that a meeting with relevant utility providers had been arranged and the revised scheme included solid low wall with upper glass panels which would consist of

thinner frames than that of the Upton Upon Severn scheme. It is anticipated that work would commence late 2023.

- 2) Cllr A Coleman was proud to announce that a project that she had closely worked on since 2018 to replace all analogue CCTV cameras to digital was now complete. Local councils, businesses or organisations can should they so choose join the scheme by purchasing a CCTV digital camera which would be synced to the CCTV control room for monitoring purposes.
  - 3) Cllr R Coleman stated that at the Annual Town Council Meeting he was nominated to become the representative for the Medical Practice Patient's Participation Group, however he was told by the Medical Practice that they did not wish to have a representative from Bewdley Town Council. The Mayor asked if a BTC Officer would clarify the situation.
- iii) Representatives from Supporting Services – Not in attendance.
- iv) Representative of Bewdley High School – Not in attendance.

#### 9743 MINUTES OF PREVIOUS MEETING

To approve adoption of the minutes of the Town Council meeting held 26 September 2022.

RESOLVED: That the minutes of the Town Council Meeting be approved as an accurate record and signed by the Mayor.

#### 9744 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.

RESOLVED: That the schedule of payments as at 10 October 2022 be approved.

- ii) Internal Audit Visit – It was reported that the internal audit inspection was scheduled for Wednesday 7 December with members asked if they wished to identify specific areas in which the auditor should concentrate on. The report was **noted**.
- iii) Load Street Toilets, Clinical Waste Contract – It was reported that the current contractor will make a price adjustment of 7.2% to the 2023/2024 contract which would require an adjustment to the future 2023/2024 budget. The report was **noted**.
- iv) Banking arrangements - Members were circulated a report in advance of the meeting detailing the current bank accounts, available balance in each and the bank signatories. Members were also provided with analysis on various savings accounts, rates of interest and deposit term to assess if the council would benefit from moving to an alternative savings arrangement to maximise interest received. Members were asked to consider transferring funds from the current account which received no interest to the Unity Trust Instant Access Saver Account which attracted 0.95% interest. Members were also asked to consider if it wished to retain the current signature arrangements and if it wished to transfer savings into a higher yield savings account. Cllr R Coleman suggested that an enquiry was made to S151 WFDC Officer to determine if it could offer a better rate of interest than those provided within the report however this approach was chosen not to be considered.

RESOLVED:

- a) That approval is granted to transfer £150,000 from Unity Trust Current Account to Unity Trust Instant Access Business Saver Account.
- b) That the signatories for the current and savings accounts remain unchanged.
- c) That approval be granted to consolidate £30,000 of savings contained within Cambridge Building Society to the higher yield interest savings account of Scottish Widows.
- d) That the bank accounts would remain unchanged and reviewed in 12 months' time.

## 9745 COMMITTEE AND GROUP REPORTS

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

- i) **Planning Committee**  
It was **RESOLVED** that the minutes from the Planning Committee meeting held on 26 September 2022 be confirmed as a correct record.
- ii) **Staffing Committee**  
It was **RESOLVED** that the minutes from the Staffing Committee meeting held on 6 October 2022 be confirmed as a correct record.

## 9746 POLICIES TO REVIEW

- i) Community Engagement Strategy – It was reported that the policy had been redrafted providing greater detail.
- ii) IT Acceptable Usage, Data Protection and Social Media Policy – It was stated that the policy remained unchanged following review.
- iii) Member Officer Protocol – It was reported that the policy had a minor change which resulted in the fact that the nation is not operating restrictions due to the pandemic.
- iv) Time off in lieu Policy – Receiving only a minor amendment reflecting that some staff members are able to claim overtime payments as detailed within their contract.

### RESOLVED:

- a) That the Community Engagement Policy be approved.
- b) That the IT acceptable Use Policy be approved subject to a change on point 3 last bullet point, to read: Mobile Phones must only be used during Council Meetings to conduct Council Business only subject to an emergency.
- c) That the Member Officer Protocol be approved subject to the principles as detailed at point 1.6 relating to the Nolan Principles only.
- d) That the Time off in Lieu policy be approved.

## 9747 TOWN CLERK REPORT

- i) Boer Wall Memorial Plaque – Several suggestions were received regarding re-hanging the plaque; the undercroft of the Dias in the Guildhall and the ground floor entrance lobby to the Guildhall, however without permission from WFDC it would not be possible to implement.

### RESOLVED:

- a) That Cllr A Coleman request that the plaque be hung somewhere prominent within the confines of the Museum at the Bewdley Museum Management Committee Meeting being held on 6 December.
- b) That in the meantime approval be granted to hang the Boer War plaque in Committee room of the Guildhall.

- ii) Hate Crime Awareness Conference. The report was **noted**.
- iii) Royal British Legion Industries – Remembrance Decorations.  
Following a report that the budget remained at £1,000 members were asked if it wished to purchase a commemorative Armistice decoration.

RESOLVED: That approval be granted to purchase 18 lamp post signs, to be installed double faced on the decorative BTC owned poles in addition to a Remembrance flag.

- iv) Wyre Hill Play Equipment Update. A report was received that a claim had been settled following vandalism to the wooden multi play unit resulting in a purchase order being raised for a replacement bridge. The report was **noted**.
- v) CCTV Control Room Visit Update. The report was **noted**.
- vi) WFDC Housing Supplementary Planning Document Scoping Paper Consultation. Relating to provision of further detail on housing related policies contained within the Local Plan, it was reported that consultation ends on 26 October.

The Mayor requested that the Chairman of the Planning Committee communicate to WFDC that it has been identified that there is a need in Bewdley for single person dwellings and sheltered housing preferably on a single storey level. The report was **noted**.

- vii) WFDC Health Supplementary Planning Document Scoping Paper Consultation. Similar to minute reference 9747 vi) the supplementary planning document provides detailed advice on health and wellbeing related policies to the Local Plan with the same timeframe attached. The report was **noted**.
- viii) UK Prosperity Fund – It was reported that a scheme made available through the lead local authority to unlock funding aimed at three investment priorities; Community and Place, Supporting Local Business and People and skills was available. Stakeholders are invited to submit proposals for suitable projects meeting those criteria. Members were asked if it wished to pursue any such project and discussion took place regarding the need to make plans for future projects so that BTC could react to time critical short notice deadlines. Cllr Coleman stated that funding was secured for projects for the period 2022 – 2025 and it may be possible to obtain funding in years 2 and 3 if it were not able to meet timescales for year 1. Projects that were discussed were, enhancement of the riverside flood barrier scheme following its completion, shared scheme for renovation of shop frontages in the centre of Bewdley and funding for external organisations for example, the carnival association.

RESOLVED: That following a meeting with the Town Clerk and the North Worcestershire Economic Development Regeneration Officer that a report be brought back to the next Town Council Meeting for consideration.

#### 9748 BEWDLEY FOOD & DRINK FESTIVAL

Following a successful trial of the two-day food and drink festival the market provider forwarded proposed dates for 2023 and it was also confirmed that the one-day Christmas market on 17 December 2022 was still scheduled to go ahead.

RESOLVED: That the proposed dates of 17 – 18 June and 9 – 10 September be approved.

#### 9749 MAYOR'S DIARY AND FUTURE EVENTS

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

DATE	EVENT
17/10/2022	Horticultural Society Prize Giving
21/10/2022	Mayor of Kidderminster Quiz Night
22/10/2022	Bewdley Library Summer Reading Challenge
15/11/2022	Civic Society Committee Meeting
16/11/2022	Almshouses Trustee Meeting
23/11/2022	Crochet Crew Reception
26/11/2022	Unveiling of Crochet Xmas Tree

- ii) Bewdley Mayor Events

DATE	EVENT
18/03/2023	Mayor's Ball

- iii) Town Events

DATE	EVENT
13/11/2022	Remembrance Sunday
26/11/2022	Bewdley Christmas Lights Switch On
06/12/2022	Special Meeting to Resolve Honorary Freeman
07/03/2023	Annual Town Meeting

**9750 TRAINING OPPORTUNITIES**


It was reported that Training courses through Worcs CALC can now be viewed through the website [www.worcscalc.org.uk](http://www.worcscalc.org.uk) with members being able to register directly for online sessions. Worcs CALC can deliver specific training to the council as a whole. Other courses available through SLCC were detailed within the agenda.

**9751 DATE AND TIME OF NEXT ORDINARY MEETING –**

The next Town Council Meeting will be held on Monday 14 November 2022, 7pm, in Wyre Room St George’s Hall.

**Other Meetings** – Special Meeting of the Town Council – Tuesday 6 December, 6pm at St George’s Hall.

The open meeting concluded at 20:29 hours

Signed    
 R STANCZYSHYN (Nov 14, 2022 10:59 GMT)  
.....  
Mayor  
14 November 2022

## Minutes Reference 9742 ii) a) Worcestershire County Councillor Hardiman's Report

10<sup>th</sup> October 2022, County Cllr Ian Hardiman's Report to Bewdley Town Council

### Local Issues:

All of the Issues reported at your last meeting are still standing except for the Catchems End Zebra Crossing Tactile Studs which have now been installed after considerable delay and the Wooden Knee -Rail Barrier to prevent Illegal parking by the Pedestrian crossing near Grey Green Lane which will hopefully resolve this matter.

### Beales Corner Environment Agency Flood Resilience Barrier System:

Last Friday, I attended a Zoom meeting presented by EA officers providing a very helpful update on the likely design of the new Resilience measures for Beales Corner, Kidderminster and Stourport Roads. They have listened to and engaged with local residents here to ensure that the best possible outcome will be achieved and they have also arranged a Public "Drop-In" session at St. Georges Hall on 18<sup>th</sup> October from 12.00 noon – 7.00pm. This will provide an opportunity for anyone to raise further questions before the plans are submitted for planning permission later this year.

Importantly, whilst the estimated costs of this project have increased from the original estimate, the Environment Agency officers are still optimistic that Funding will cover this.

End.

### Minute Reference: 9744 Finance i) Approval of Scheduled Payments

Voucher	Code	Payment Method	Description	Supplier	Net	VAT	Total
309	General Maintenane	BACS	Load Street Toilets Refurb	Fairmont Ltd	1,280.00	256.00	1,536.00
310	General Maintenane	BACS	Design and supply 3 x toilet signs	Stourport Sign Studio	90.00	18.00	108.00
313	Creditors	BACS	Civic Award Pendant	Thomas Fattorini Ltd	205.65	41.13	246.78
314	Software & Support	BACS	Software & support	OGL Computer Support Ltd	177.89	35.57	213.46
316	Signs & Noticeboards	BACS	VAS Signs	Morelock Sign Ltd	3,085.00	617.00	3,702.00
317	Training - Staff	BACS	Arnold Baker Local Council Admin 13ED	LexisNexis	131.99	0.00	131.99
318	Software & Support	BACS	Accounting Software	Scribe (Starboard Systems)	564.00	112.80	676.80
319	Utilities - Water & Electricity	BACS	Water Usage Toilets	Waterplus	108.07	20.74	128.81
320	Christmas Illuminations Event	BACS	Resin Nutcrackers	Whitestores	2,933.30	586.66	3,519.96
321	Garage Rent - rear 14 Load St	BACS	Garage Rent	Wyre Forest District Council	55.00	0.00	55.00
322	Photocopier	BACS	Photocopier	Dolphin Tec Limited	37.58	7.51	45.09
323	Bank Charges	N/A	Bank charges	Unity Trust Bank	35.85	0.00	35.85







# Town Council Minutes 10.10.2022

Final Audit Report

2022-11-16

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