



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

The **MEETING** of the Town Council will be held in the **Wyre Room, St George's Hall,
Load Street, DY12 2EQ**, on **Monday 12 December 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 9776** 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. Members of the public wishing to address the council should send their questions or reports to the Town Clerk no later than 1pm on the day of the meeting.

AGENDA

9773 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9774 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.

9775 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.

9776 OPEN SESSION – TO HEAR FROM

- i) Members of the public
- ii) The representative members of the principal authorities;
 - a) Worcestershire County Councillors
 - b) Wyre Forest District Councillors
- iii) Representatives of support services, e.g., Parish Footpath Warden, Tree Warden, Police Community Support Officers, are invited to present their reports.
- iv) Representatives of Bewdley High School

9777 TO ADOPT PREVIOUS MINUTES

- i) To approve adoption of the minutes of the meeting of the Town Council held on 14 November 2022, previously circulated but also attached.
- ii) To approve adoption of the minutes of the Special Meeting of the Town Council held on 6 December 2022, attached.

9778 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 5.
- ii) Local Government pay negotiations – **For noting:** The Local Government Association (LGA) came to an agreement on the 2022/23 pay offer with the unions representing local government employees. The terms of that agreement include the following:
 - With effect from 1 April 2022, an increase of £1,925 on all National Joint Council (NJC) pay points 1 and above.
 - With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement.
- iii) Annual Appraisal of the Town Clerk – **For noting:** The formal annual appraisal of the Town Clerk has now satisfactorily concluded with automatic progression through the substantive benchmark range (1 salary point) on 1 December 2022 in accordance with the signed contract of employment.

9779 COMMITTEE MINUTES AND GROUP REPORTS

To receive minutes from Council committees and groups held since the last Council meeting and consider recommendations for resolution as reported below:

- i) Staffing Committee - To receive the draft Staffing Committee meeting minutes held on 21 November 2022, attached.
The Town Council is asked to note that a new permanent appointment for the post of Administrative Assistant has been made with the candidate commencing in January 2023. The post of Deputy Town Clerk has not been filled and a temporary position of Town Clerk's Assistant has been offered and accepted which commenced post on 7 December on a 6-month fixed term contract at the same scale as the Administrative Assistant.
- ii) Planning Committee - To receive the draft Planning Committee meeting minutes held on 28 November 2022, attached.
- iii) Finance and Facilities Committee – To receive the draft minutes of the Finance and Facilities Committee minutes held on 28 November 2022, attached.
 - a) Members are requested to approve ratification of minute reference F-143 Phase 2 Grant Application Award Recommendations, page 6

9780 POLICIES TO REVIEW

- i) Risk Review Log – Required as part of the Internal Audit the Risk Log necessitates approval. Page 7 – 8
- ii) Dignity at Work Policy – Members of Bewdley Town Council has asked that it have a Dignity at Work Policy and commit to the national Civility and Respect Pledge. The draft policy can be found at page 9 – 14 with guidance notes provided at pages 15 - 20. Members are asked to adopt the policy and sign up to the NALC and SLCC Civility Pledge.

9781 TOWN CLERKS REPORT

- i) Notification of external auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27 - Page 21
- ii) Civility & Respect Early Day Motion – Pages 21 - 22
- iii) Christmas Lighting Motif, blown infrastructure socket – Page 22

9782 PLANNING APPLICATIONS

To respond as a consultee to the following planning applications lodged with Wyre Forest District Council which relates to Bewdley, Wribbenhall and Ribbesford.

Note all plans may be viewed online: www.wyreforest.gov.uk/fastweb/welcome.asp or <https://bewdleytowncouncil.org/planning-applications-list>

WFDC ref	Site Address	Proposal
22/0925/HOU	19 Stourport Road, Bewdley, DY12 1BB,	Demolition of existing dwarf wall and construction of new wall.
22/0979/HOU	5 Mortimer Grove, Bewdley, DY12 1QG	Two storey side extension and single storey rear extension.

9783 BUS SHELTER MAINTENANCE

Following a report to the Finance and Facilities Committee on 28 November regarding difficulties in obtaining quotations to carry out work to replace panels on two bus shelters in Load Street, a decision was deferred as it was reported that a further contractor had contacted the Town Council wishing to provide a quotation. Analysis of the two quotations has been provided below:

Quote Ref:	Description	Number Required	Total
A	Supply and fit 8mm Perspex Panels	7	£1,741.35
B	Supply and fit 8mm Toughened Glass	7	£1,051.09

As previously reported to the Finance and Facilities Committee numerous attempts have been made to obtain quotes for replacement panels without much success and members are advised that in accordance with Financial Regulations 2022 section 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1.

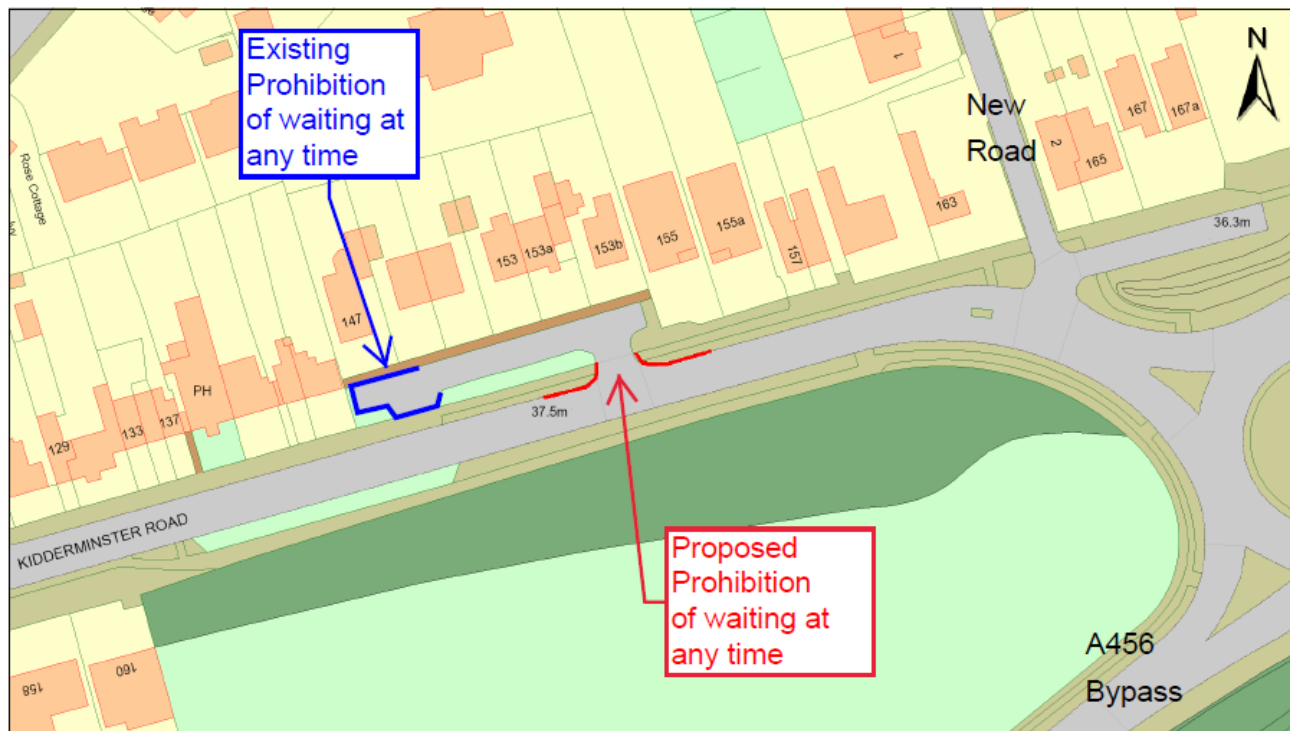
and

Section 11.1 i. b) where the value is **below [£3,000] and above [£100]** the RFO shall strive to obtain 3 estimates.

The current budget for bus shelter cleaning and maintenance stands at £4,000 with no expenditure to date. Members are asked to consider the quote analysis in the table above and award a contract for replacement panels given it has demonstrated that it has strived to obtain 3 quotes.

9784 PROPOSED PROHIBITION OF WAITING TIME – KIDDERMINSTER ROAD

Worcestershire County Council, Senior Traffic Engineer has circulated a proposal to implement a Prohibition of Waiting At Any Time TRO (double yellow lines) on the B4190 Kidderminster Road following concerns by the WCC local member. Please refer to the illustration below. Comments have been requested by a deadline of 29 December and members are asked to consider the proposal.



9785 VAS SIGN UPDATE – DOWLES ROAD

To note: The post to affix the VAS sign has now been installed with work to affix the VAS sign being scheduled for W/C 12 December 2022.

9786 MAYOR’S DIARY AND FUTURE EVENTS

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

DATE	EVENT
20/12/2022	Blue Light Service - Worcester Cathedral
26/12/2022	Worcestershire Acute Hospitals NHS Trust Tractor Run
25/01/2023	Civic Society Committee Meeting
26/01/2023	Worcestershire CALC Executive Committee Meeting
21/03/2023	Civic Society Committee Meeting

- ii) Bewdley Mayor Events

DATE	EVENT
03/02/2023	Quiz Night
18/03/2023	Mayor's Ball

- iii) Town/Civic Events

DATE	EVENT
23/12/2022	Christmas Window - Presentation to Winners
07/03/2023	Annual Town Meeting

9785 TRAINING OPPORTUNITIES

Training courses through Worcs CALC can now be viewed through their website www.worcscalc.org.uk Councillors can register directly for online sessions or Worcs CALC can deliver specific training to the council as a whole. Should members wish to attend please contact the office.

9786 DATE AND TIME OF NEXT ORDINARY MEETING –

The next Town Council Meeting will be held on Monday 9 January 2022, 7pm, in Wyre Room, St George's Hall.

Council members:

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



Tracy Bodley, Town Clerk
07 December 2022

Agenda Item: 9778 Finance

- i) To approve the schedule of payments up to 12 December 2022

Voucher	Code	Payment Method	Description	Net	VAT	Total
415	WFDC Payroll Admin Charge	BACS	Payroll	50.00	10.00	60.00
416	Staff Costs	BACS	Salary 1	665.48	0.00	665.48
417	Staff Costs	BACS	Salary 2	477.42	0.00	477.42
418	Staff Costs	BACS	Salary 3	4,964.31	0.00	4,964.31
419	Staff Costs	BACS	Salary 4	1,003.41	0.00	1,003.41
420	Staff Costs	BACS	Salary 5	1,310.15	0.00	1,310.15
421	Photocopier	BACS	Photocopier	45.74	9.15	54.89
422	Mayor's Expenses	BACS	Mayor's Christmas Cards	50.00	10.00	60.00
423	Broadband & Landline	DD	Broadband	37.50	7.50	45.00
424	Broadband & Landline	DD	Telephone	40.72	8.14	48.86
425	Expenses	BACS	Mileage Expenses	8.10	0.00	8.10
426	Christmas Illuminations Event	BACS	Christmas Carousel	150.00	0.00	150.00
427	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
428	Utilities - Water & Electricity	BACS	Last invoice from NPower for Toilets Electric	364.17	18.21	382.38
428	Utilities - Water & Electricity	BACS	Last invoice from NPower for Toilets Electric	-13.77	-0.69	-14.46
429	Waste Collection Contract	DD	General Waste Collection	38.46	7.69	46.15
430	Advertising & Official Notices	BACS	Room hire	50.00	0.00	50.00
431	Website	BACS	New Website & hosting until 11/11/23	1,347.25	269.45	1,616.70
432	Lengthsman	BACS	Lengthsman	61.87	0.00	61.87
433	Guildhall	BACS	Guildhall Lease	55.00	0.00	55.00
434	Service Charge & Business Rates	BACS	Garage Electric	8.12	0.00	8.12
435	Refreshments	Petty Cash	Toilet rolls & coffee	4.09	0.00	4.09
435	Refreshments	Petty Cash	Toilet rolls & coffee	3.75	0.75	4.50
436	Expenses	BACS	Expenses	144.53	0.00	144.53
437	Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67

Agenda Item: 9779 Committee Minutes and Group Reports iii) a)

Phase 2 Grant Recommendations to approve.

2022/2023 Grant Budget	£ 13,000.00
Grants Awarded – Round 1	£ 2,700.00
Grants Awarded – Round 2	£ 5,170.00
Balance Remaining	£ 5,130.00

No.	Organisation Name	Grant Request	Award Recommendation
4	Bewdley Cricket Club (BCC)	£1,000	£1,000
5	Bewdley Rowing Club (BRC)	£1,000	£1,000
6	Community Transport Helpline Ltd (CTH)	£1,000	£1,000
7	Kidderminster Male Choir	£320	£320
8	All Saints Church Parochial Church Council (ASCPC)	£750	£750
9	Wyre Community Land Trust (WCLT)	£800	£800
10	Bewdley & District Horticultural Society (B&DHS)	£300	£300
Total		£5,170	£5,170