



**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 13 March 2023 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 9816** 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

9813 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9814 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.

9815 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.

9816 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, WFDC District Council Officers are invited to present their reports.
- iv) Representatives of Bewdley High School.

9817 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Town Council held on 13 February 2023, previously circulated.

9818 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) Macebearer Payments – It appears that BTC has been remiss in making nominal payments to the Macebearers for retention of service and attendance at civic events. Payments are due for quarters 3 and 4 for period 2021/2022 to the longest servicing Macebearer and quarters 1 – 4 for period 2022/2023 for all three Macebearers. Going forward payment will be made on an annual basis at year end totalling quarterly retainers and a record of attendance for each civic event. The outstanding payments are recorded within the schedule of account as detailed in agenda item 9818 i).

9819 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) Neighbourhood Planning Group - To receive the meeting notes of the meeting held on 15 February 2023.
- ii) King's Coronation Working Party – To receive the notes of the meeting held on 21 February 2023 and to approve the recommendations forming the celebration.
- iii) Christmas Illuminations Working Group Debrief Meeting - To receive the notes of the meeting held on 21 February 2023.
- iv) Finance and Facilities Committee - To receive the draft minutes of the Finance and Facilities Committee minutes held on 27 February 2023.
- v) Planning Committee - To receive the draft Planning Committee meeting minutes held on 27 February 2023.
- vi) Staffing Committee - To receive the draft minutes of the Staffing Committee meeting minutes held on 9 March 2023. To follow.

9820 CIVIC AWARD

To approve the recommendation from the Civic Award Selection Panel of award candidate. Please see synopsis report at pages 6 and 7.

9821 POLICIES TO REVIEW

There are no policies to review.

9822 TOWN CLERKS REPORT –

- i) Environment Agency, Bewdley Post Installation Effectiveness Review. **For Noting:** A report has been provided showing the results from a survey conducted following the February 2022 floods. The report constructed by the Property Flood Resilience Team and private consultants aims to provide recommendations for the benefit of the community and to further inform property flood resilience schemes. A full report is provided at pages 8 – 47, a copy of which has been placed on the Town Council website.

9823 STREET AMENITY PERMIT – WORCESTERSHIRE REGULATORY SERVICES

An application has been received through WRS to allow a street amenity permit for The Riverside Café, 2-3 Severn Side North. Public Consultation is open until 21 March 2023 and BTC is requested as a statutory consultee to provide comments. The premises already benefits from a street amenity permit for 6 tables and 24 chairs and is asking that this is increased to 8 tables and 32 chairs using the same total area space but providing smaller tables to achieve the increased number. The application and a plan is provided at pages 49 – 58. Members are asked if they wish to provide comment.

9824 MAYOR'S DIARY AND FUTURE EVENTS

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

DATE	EVENT
21/03/2023	Civic Society Committee Meeting
22/03/2023	NHS Tractor Run Charity Meeting
24/03/2023	Kidderminster Ball
26/03/2023	Pershore Civic Service
31/03/2023	Worcester Cabaret Dinner
15/04/2023	Stourport Dinner Dance
21/04/2023	Evesham Celebration of St George

- ii) Bewdley Mayor Events

DATE	EVENT
17/03/2023	Mayor's Ball

- iii) Town/Civic Events

DATE	EVENT
07/05/2023	King's Coronation Family Fun Day

9825 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.

Course and Training Provider	Course Details	Date/Time	Location
Councillors: Social Media Skills - Worcestershire CALC	Social media provides councillors an opportunity to engage and communicate with their residents. Building up two-way conversations through the power of digital platforms can be tricky to get started and to know where to focus your time and effort. The course takes you through the ways to get the most out of key social media platforms as a local councillor, what issues to be mindful of.	Thursday 23 March, 6pm – 8pm	Online
Councillor Training Whistle Stop Tour - Worcestershire CALC	A training presentation for new parish and town councillors to introduce you to the basics of parish and town council business. The 2-hour presentation will look at the definition of the council's purpose; review the roles of the people involved in the council; place the council into its geopolitical context and identify procedures for meetings, managing the council's finances, and planning.	Thursday 1 June, 10am – 12 noon Thursday 8 June, 10am – 12 noon Tuesday 13 June, 6.30pm – 8.30pm Tuesday 20 June, 6.30pm – 8.30pm	Online

Course and Training Provider	Course Details	Date/Time	Location
Councillors Data Protection Training - Worcestershire CALC	Whether you are an experienced councillor or have only recently been elected, it is vital that you understand how data protection legislation sits with your role as an elected member. This session will help you understand your legal obligations to yourself and to your council and how to get things right.	Monday 3 April, 6pm – 8pm Friday 5 May, 6.30pm – 8.30pm	Online
Councillors Chairing Meetings Effectively - Worcestershire CALC	This session is designed for councillors, regardless of whether you are an experienced chairperson or whether you are new to the role. We explore how to effectively prepare for meetings, how to get the most out of the meetings you chair and from other councillors, and how to deal with tricky situations.	Thursday 18 May, 6.00pm – 8.00pm	Online

9826 DATE AND TIME OF NEXT ORDINARY MEETING –

The next Town Council Meeting will be held on Monday 3 April 2023, 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
8 March 2023

Agenda Item: 9818 Finance

i) To approve the schedule of payments up to 13 March 2023

Voucher	Code	Payment Method	Description	Net	VAT	Total
497	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	600.75	120.15	720.90
497	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	-100.01	-20.00	-120.01
497	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	100.01	20.00	120.01
497	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	-600.75	-120.15	-720.90
498	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	-149.68	-29.06	-178.74
498	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	145.29	29.06	174.35
498	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	4.39	0.00	4.39
565	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	117.11	19.09	136.20
565	Utilities - Water & Electricity	DD	Water Usage Toilets - Load St Toilets	-26.19	0.00	-26.19
523	Utilities - Water & Electricity	DD	Electricity Load St Toilets	65.79	3.29	69.08
561	Utilities - Water & Electricity	DD	Electricity Load St Toilets	15.93	0.80	16.73
562	Utilities - Water & Electricity	DD	Electricity Load St Toilets	149.33	7.46	156.79
533	Civic Ceremonies	BACS	Macebearer Retainer Payments from Oct 2021 - 31 Mar 2023	60.00	0.00	60.00
534	Civic Ceremonies	BACS	Macebearer Retainer Payments from Oct 2021 - 31 Mar 2023	105.00	0.00	105.00
535	Civic Ceremonies	BACS	Macebearer Retainer Payments from Oct 2021 - 31 Mar 2023	60.00	0.00	60.00
542	Town Council Office Refurbishment	BACS	Installation of excluders to office doors	15.00	0.00	75.00
543	Bench Maintenance	BACS	Bench Refurbishment x 6	2,253.24	450.65	2,703.89
544	Maintenance & Office Cleaning	BACS	Lift maintenance	55.00	11.00	66.00
545	Play Equipment Maintenance/Repair	BACS	swing replacement Riverside North Park	340.32	68.06	408.38
546	Insurance & Valuations	BACS	AJG Community Schemes Insurance	4,983.29	0.00	4,983.29
547	Lengthsman	BACS	Lengthsman	35.64	0.00	35.64
548	Broadband & Landline	DD	Broadband	37.50	7.50	45.00
549	Meeting Room Hire	BACS	Room hire - St George's Hall	60.00	0.00	60.00
550	General Maintenance	BACS	Supply and Fit 6 New lights - Load Street Toilets	214.80	0.00	374.80
551	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
552	Waste Collection Contract	DD	General Waste Collection- RNP	38.46	7.69	46.15
553	Annual Tree Inspection	BACS	Tree Survey RNP	650.00	130.00	780.00
554	Photocopier	BACS	Photocopier	17.37	3.47	20.84
555	Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
556	Bus Shelters Cleaning & Maintenance	BACS	Bus Shelters Replacement Panels	1,051.09	210.22	1,261.31
557	WFDC Payroll Admin Charge	BACS	February Salaries plus on-costs	60.00	12.00	72.00
557	Staff Costs	BACS	February Salaries plus on-costs	728.89	0.00	728.89
557	Staff Costs	BACS	February Salaries plus on-costs	5,298.28	0.00	5,298.28
557	Staff Costs	BACS	February Salaries plus on-costs	691.58	0.00	691.58
557	Staff Costs	BACS	February Salaries plus on-costs	1,139.60	0.00	1,139.60
557	Staff Costs	BACS	February Salaries plus on-costs	1,139.60	0.00	1,139.60
557	Staff Costs	BACS	February Salaries plus on-costs	1,443.39	0.00	1,443.39
558	Maintenance & Office Cleaning	BACS	Office Cleaning	112.00	22.40	134.40
560	Maintenance & Office Cleaning	Petty Cash	Kitchen roll, toilet roll, milk	8.54	1.71	10.25
560	Refreshments	Petty Cash	Kitchen roll, toilet roll, milk	0.95	0.00	0.95
563	Guildhall	BACS	Guildhall Lease	55.00	0.00	55.00
564	Broadband & Landline	DD	landline	40.11	8.02	48.13
566	Maintenance & Office Cleaning	Petty Cash	Paper Towels	25.82	5.17	30.99
567	Christmas Illuminations Event	BACS	Electricity - Christmas Lights 2022	668.85	33.44	702.29