



**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 June 2023 at 6pm**

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 9866** 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

9863 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9864 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.

9865 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.

9866 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.

9867 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Annual Town Council held on 15 May 2023, previously circulated.

9868 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 4.
- ii) Banking Arrangements.
 - a) Bank Account Signatory Review. Page 5.
 - b) Card Payment Facility. Page 6.

9869 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) Planning Committee - To receive the draft Planning Committee meeting minutes held on 22 May 2023.
- ii) Staffing Committee – To receive the draft Staffing Committee meeting minutes held on 7 June 2023 and to approve the recommendations thus:
 - a) To approve ratification of minute reference S2122/529, creation of a staff overtime budget of £2,500 from General Reserves.

9870 POLICIES TO REVIEW

Note for documents under review: Any data to be removed is stricken through and additions are highlighted yellow. Where justification of the amendment is required, it will be marked with a footnote.

- i) Guide to Mayoralty – This policy remains largely unchanged, additional information has been added for clarity. Pages 7 -12

9871 ANNUAL BUSINESS CONDUCTED OUTSIDE THE ANNUAL TOWN COUNCIL MEETING – In accordance with Standing Order 5 k. i) – vii)

- i) Review of arrangements with not-for-profit bodies - Millennium Green Trust runs independently from Bewdley Town Council. All Town Councillors are trustees and are reminded that the next Annual General Meeting will be held on 11 March 2024 following the Town Council Meeting. **For noting.**
- ii) Review of inventory of land and other assets including buildings and office equipment. Please refer to Asset Register. **For noting.** Pages 13 – 21.
- iii) Confirmation of arrangements for insurance cover in respect of all insurable risks – The Council's insurance is due for renewal 28/02/2024. A continued review of the asset register will ensure that all items are accounted for when obtaining quotations for renewal. **For noting.**
- iv) Review of the Council's and/or staff subscriptions to other bodies and to note the Council's direct debit payment agreements. **For approval.** Page 22.
- v) Review of the Council's Annual policies – not applicable, please see point vi) below.
- vi) To receive the five-year Rolling Policy Review Schedule. Pages 23 – 24.
- vii) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. During 2022/2023 the Town Council issued grants to the sum of £7,870, and the donation to the Royal British Legion for a contribution of 2 x poppy wreaths of £100, which is recognised expenditure under The General Power of Competence. Should the Town Council not hold the General Power of Competence then this figure would be subject to declaration under s.137 of the 1972 LGA.

9872 TOWN CLERKS REPORT –

- i) Boundary Commission Consultation. Page 25.
- ii) Riverside North Park
 - a) Tree Work Update. Page 25.
 - b) Water Meter Charges. Pages 25 – 26.
 - c) Protection Barrier Replacement. Page 26.
 - d) Removal of Concrete Gnome. Page 27.
- iii) Wyre Hill Park Sand Replenishment. Page 27.
- iv) Armed Forces Day Ceremony. Page 27.

9873 BOROUGH HOUSE BUILDING WORK SCHEDULE – For noting. See report pages 28 – 30.

9874 CHURCH BUILDING ASSETS – For noting. See report page 31.

9875 PLANTED BED AT THE FRONT AND PLANTERS TO THE REAR OF ST ANNES CHURCH
– See report pages 32 – 33.

9876 WFDC ETHICS & STANDARDS COMMITTEE PARISH COUNCIL REPRESENTATIVES
Bewdley Town Council has been asked to provide parish council representation on the WFDC Ethics and Standard Committee should a need arise to call a meeting. With one space available and Cllr Edginton White having previous experience on sitting as an appointed member of this committee, it is recommended that she be appointed as the Town Council representative. Members are asked to approve this appointment accordingly.

9877 MAYOR’S DIARY AND FUTURE EVENTS

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

DATE	EVENT
22/05/2023	Bewdley Civic Society Meeting
07/06/2023	West Midlands Safari Park Zoos & Aquariums Conference – Mayor’s Welcome Speech
14/06/2023	Almshouses Trustees Meeting
19/06/2023	Armed Forces Flag Flying - Guildhall
24/06/2023	Bewdley Carnival
25/06/2023	Worcester City Civic Service
27/06/2023	Worcestershire County Council Chairman’s Afternoon Tea
08/07/2023	Hereford & Worcester Scouts SHIREJAM 2023

ii) Bewdley Mayor Events
None arranged at this time.

iii) Town/Civic Events

DATE	EVENT
12/11/2023	Remembrance Sunday
02/12/2023	Christmas Lights Switch On

9878 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. admin@bewdleytowncouncil.org

Course and Training Provider	Course Details	Date/Time	Location
Off to a Flying Start	The course will cover, the Council’s purpose, what the law allows councils to do under the Local Government Act 1972, the role of a Parish Councillor and your responsibilities to all people within the Parish, your other areas of responsibility, such as running local services, deciding on how much to raise by way of a precept to run those services, improving the quality of life and the environment in the local area, working to identify issues which are important to the lives of the residents you	Tuesday 13 June, 6.30pm - 8.30pm Tuesday 20 June, 6.30pm - 8.30pm	Online

Course and Training Provider	Course Details	Date/Time	Location
	represent, working to bring about improvements through local projects and deciding Council policy and preparing for external audit and completing the Annual Return.		
Finance for Councillors	This session is for councillors only and is designed to give them a greater understanding of their duties regarding the council's finances.	Tuesday 20 June, 10am – 11.30am Tuesday 4 July, 10am – 11.30am Thursday 13 July, 10am – 11.30am	Online

9879 DATE AND TIME OF NEXT ORDINARY MEETING –

The Town Council Meeting will be held on Monday 10 July 2023, 6pm, in Wyre Room, St George's Hall.

An informal meeting has also been convened to discuss the proposal of the transfer of museum, guildhall and gardens set for 4pm on Monday 19 June in the back meeting room of the Guildhall.

Council members:

Cllr C Billett	(East)	Cllr S Billett	(Wrib)
Cllr E Bourne	(West)	Cllr J Byng	(Wrib)
Cllr C Edginton White	(West)	Cllr P Gittins MBE	(East)
Cllr N Harper	(Wrib)	Cllr P Harrison	(Wrib)
Cllr S Harvey	(East)	Cllr H Lacy	(West)
Cllr I Latimer	(Wrib)	Cllr L Stanczyszyn	(West)
Cllr R Stanczyszyn	(East)		



Tracy Bodley, Town Clerk
7 June 2023

Agenda Item: 9868 Finance

i) To approve the schedule of payments up to 12 June 2023

Voucher	Code	Payment Method	Description	Net	VAT	Total
62	Subscriptions	Petty Cash	Adobe Subscription			48.53
63	King's Coronation Event	BACS	DJ for Kings Coronation Funday	120.00	0.00	120.00
64	King's Coronation Event	BACS	Expenses	30.40	6.08	36.48
65	Meeting Room Hire	BACS	Room hire	52.00	0.00	52.00
65	Meeting Room Hire	BACS	Room hire	-26.00	0.00	-26.00
66	King's Coronation Event	BACS	Expenses	10.00	0.00	10.00
67	King's Coronation Event	BACS	Expenses	5.00	0.00	5.00
68	King's Coronation Event	BACS	Expenses	10.00	0.00	10.00
69	King's Coronation Event	BACS	Expenses	5.00	0.00	5.00
70	King's Coronation Event	BACS	Expenses	5.00	0.00	5.00
71	Office Energy & Utilities	BACS	Office Electric	400.60	80.12	480.72
72	Photocopier	BACS	Photocopier	39.52	7.90	47.42
73	Software & Support	BACS	Software & support	195.90	39.18	235.08
74	Bank Charges	BACS	Bank Charges - Mayor's Charity Account	60.00	0.00	60.00
75	Mayor's Expenses	BACS	Mayor's expenses	24.10	0.00	24.10
77	King's Coronation Event	BACS	Choir for Kings Coronation Event	50.00	0.00	50.00
78	Capital Expenditure - Cllr IT	Petty Cash	Ipad	261.67	52.33	314.00
79	King's Coronation Event	Petty Cash	Bin Liner Holder Refund	-22.48	-4.49	-26.97
81	Postage	Petty Cash	Honorary Freeman Posting of Certificate and Pendant	8.95	0.00	8.95
82	Christmas Illuminations Event	Petty Cash	Road Closure Christmas Event	123.00	0.00	123.00
98	Broadband and Landline	DD	Broadband	47.51	9.50	57.01
	Internal Bank Transfer		Internal Bank Transfer from Unity Bank to Monzo Petty Cash	450.48	0.00	450.48