



**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 November 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 9929** 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

9926 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9927 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.

9928 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.

9929 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 and WFDC District Council Officers are invited to present their reports.
- iv) Representatives from The Bewdley School.

9930 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Town Council held on 9 October 2023.

9931 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) NJC Local Government Services Pay Award 2023/2024 – An agreement has been reached on rates payable from 1 April 2023 – 31 March 2024 with the agreed award being a flat rate of £1,925 for all spinal points up to 43 based on full time equivalent of 37 hours. The award is backdated to 1 April 2023 and implemented to all council employees.

9932 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) Finance and Facilities Committee - To receive the draft Finance and Facilities Committee meeting minutes held on 30 October 2023.
- ii) Planning Committee – To receive the draft Planning Committee meeting minutes held on 30 October 2023.
- iii) Staffing Committee – To receive the approved Staffing Committee meeting minutes held on 2 October 2023.
- iv) Staffing Committee – To receive the draft Staffing Committee meeting minutes held on 2 November 2023.
- v) Neighbourhood Development Plan – To receive meeting notes of the Neighbourhood Development Plan Working Group held on 8 November 2023. To Follow.
- vi) Road Safety Group – To receive meeting notes of the Road Safety Group held on 8 November 2023. To follow.

9933 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) Risk Review Log – An annual review is required to demonstrate management of all risk relating to Town Council activity and operations. The Risk Review Log has been updated and requires approval. Pages 6 – 8.

9934 TOWN CLERKS REPORT – Page 9 - 10

- i) Unsuccessful National Lottery Funding Bid – Resurfacing Playground Area at RNP.
- ii) Environment Agency Use of RNP for works Vehicles – Site Parking Plan.

9935 MAYOR’S DIARY AND FUTURE EVENTS

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

DATE	EVENT
14/11/2023	Bewdley Old Grammar School
14/11/2023	Bewdley Civic Society Meeting
15/11/2023	Almshouses Trustee Meeting
17/11/2023	Civic Society Annual Dinner
24/11/2023	Stourport Switch On
25/11/2023	Rotary Christmas Tree Installation

- ii) Bewdley Mayor Events

DATE	EVENT
08/12/2023	Christmas Film Night – Home Alone

- iii) Town/Civic Events

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

9936 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	Training Provider	Date/Time	Location
Communicating with your community Part 2: implementing effective community engagement and building sustainable conversations	Worcestershire CALC/ Breakthrough Communications	14 Nov, 13 Dec 23 10.30 hrs	On-line
Recruiting and retaining a more diverse pool of councillors	Worcestershire CALC/ Breakthrough Communications	5 Dec 2023 - 11.00 hrs	On-line
How councils can more effectively engage with young people	Worcestershire CALC/ Breakthrough Communications	30 Nov 23 - 10.30 hrs	On-line
Crisis Communications for Local Councils	Worcestershire CALC/ Breakthrough Communications	22 Nov 23 - 10.00 hrs	On-line
Dealing with local and regional media	Worcestershire CALC/ Breakthrough Communications	29 Nov 23 - 10.30 hrs	On-line
Social media for councils: getting started	Worcestershire CALC/ Breakthrough Communications	11 Dec 23 - 10.30 hrs	On-line
Social media for councils: advanced strategies	Worcestershire CALC/ Breakthrough Communications	12 Dec 23 - 10.00 hrs	On-line
Councillors: social media skills	Worcestershire CALC/ Breakthrough Communications	7 Dec 23 - 18.00 hrs	On-line
Councillors: chairing council and public meetings effectively	Worcestershire CALC/ Breakthrough Communications	23 Nov 23 - 18.00 hrs	On-line
Dealing with difficult people and conversations	Worcestershire CALC/ Breakthrough Communications	29 Nov 23 - 10.00 hrs	On-line
Councillors: data protection training	Worcestershire CALC/ Breakthrough Communications	27 Nov 23 - 18.00 hrs	On-line
Freedom of Information for councils	Worcestershire CALC/ Breakthrough Communications	1 Dec 23 - 09.30 hrs	On-line
Democracy in Action	National Association of Local Councils	14 November 2023 12.00 -13.15	On-line
Making the planning system work for local councils	National Association of Local Councils	22 November 2023 12.00 -13.15	On-line
Winning strategies for the funding game	National Association of Local Councils	15 December 2023 12.00-13.15	On-line
How local councils can benefit from the levelling up agenda	National Association of Local Councils	31 Jan 2024 12.00-13.15	On-line
The good, the bad, and the ugly of social media in the local council sector	National Association of Local Councils	28 February 2024 12.00-13.15	On-line
Reconnecting communities through community transport	National Association of Local Councils	27 March 2024 12.00-13.15	On-line

9937 DATE AND TIME OF NEXT ORDINARY MEETING –

The Town Council Meeting will be held on Monday 11 December 2023, 6pm, in the Wyre Room, St George's Hall.

Members are also reminded that there will be a Strategy and Budget Working Group meeting held on Monday 27 November at 2pm in the Guildhall. All members are invited to attend.

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 November 2023

Agenda Item: 9931 Finance

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

Voucher	Code	Payment Method	Description	Net	VAT	Total
197	Christmas Illuminations Event	BACS	Balance for Prop Hire for Christmas Event	1,160.00	232.00	1,392.00
307	WFDC Payroll Admin Charge	BACS	October Salaries	50.00	10.00	9,623.44
307	Staff Costs	BACS	October Salaries	9,563.44	0.00	
308	Christmas Illuminations Event	BACS	Load St Car Park Hire (Xmas)	500.00	100.00	600.00
310	Guildhall Lease	BACS	Guildhall Lease	55.00	0.00	55.00
311	Website	BACS	Website Hosting 12/11/2023 - 11/11/2024	228.00	45.60	273.60
312	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
313	Christmas Illuminations Event	BACS	Printing/Posters	25.00	5.00	30.00
314	Civic Award	BACS	Civic Award Badge & Sleeves	115.00	23.00	287.04
314	Hats & Robes Maintenance	BACS	Civic Award Badge & Sleeves	124.20	24.84	
315	Maintenance & Office Cleaning	BACS	Office Cleaning	112.00	22.40	134.40
316	Remembrance Sunday	BACS	First Aider - Remembrance Sunday	45.00	0.00	45.00
317	Christmas Illuminations Event	BACS	Event Medical Cover	180.00	0.00	180.00
318	RNP Waste Collection Contract	DD	General Waste Collection	36.70	7.34	44.04
319	Refreshments	Credit Card	Coffee	6.75	0.00	6.75
320	Bench Maintenance	Credit Card	Yacht Varnish for Bench Reburishment	24.58	4.92	29.50
321	Bench Maintenance	Credit Card	Woodstain for Bench Refurbishment	26.42	5.28	31.70
323	Training - Staff	BACS	Neighbourhood Dev Planning Training	40.00	8.00	48.00
324	Neighbourhood Plan	BACS	NDP Work	89.13	0.00	89.13