



**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 08 January 2024 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 9954** 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

9951 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9952 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.

9953 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.

9954 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.

9955 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Town Council held on 11 December 2023.

9956 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) Cyber Security Insurance Renewal Quotation – The Council’s Cyber Security insurance is due for renewal on 10 January 2024. The quotation totals £318.08 compared to the previous year at £319.20 and covers liability of defence cost, claims, losses, business interruption and cyber-attacks. If approved the policy will be brokered through Coalition Risk Solutions Ltd as the existing insurance provider Gallagher is offering less cover at £367.36. Members are asked to approve the renewal accordingly.
- iii) To receive interim report from the Internal Auditor – The draft interim report has been completed by the Internal Auditor following a visit made in November 2023, see pages 5 – 12. Members should be made aware of the following comments highlighted on the report in green:
 - Section 3 C of the report states that although the town council has identified risk exposure for items contained on the asset register that remain uninsured (Civic Items), with earmarked reserves set aside for possible resolution on the matter (budget for purchase of an A rated safe), it also needs to arrive at a decision and justification of that decision in regard to the risk exposure if it resolves not to proceed to purchase and increase insurance accordingly. For background: the decision was taken to defer purchase and siting of a safe until the future and ownership/transfer of the Guildhall was established. Now that the future of the Guildhall is secured members should now consider the exposure of risk under the present arrangements and safeguarding of civic assets.
 - Other Areas – Updates in 2023 – 2024, demonstrates the need to develop a multi-year medium term financial plan in accordance with the Joint Panel on Accountability and Governance illustrating that annual budget proposals are considered in relation to the council’s three – five-year forecast which includes use of reserves, sources of funding and updates on the forecast. This is currently being worked upon through means of a strategic 5-year plan and an update will be provided to the Internal Auditor on the progress of this during his visit in financial year 2024/2025.

9957 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.

No Committee Meetings or Working Group Meetings took place since the last Town Council Meeting.

9958 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) Mayoral Succession Process – This policy was tabled at the Town Council meeting on 3 April where it was resolved to approve the Mayoral Succession Process subject to it being reviewed in 9 months’ time to determine if the newly appointed Town Council following the May elections saw fit to approve the process in its existing format, decide to change it or discontinue the policy.
For Information: The existing Mayoral Succession Process can be viewed at pages 13 - 14. Minute reference: 9834 from the Town Council meeting on 3 April is provided below for background.

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| <p>9834 POLICIES TO REVIEW</p> <ul style="list-style-type: none"> i) Mayoral Succession Process – There was considerable debate surrounding the succession process, the political makeup of the council and any power play evolving should the policy be withdrawn from circulation and a majority party use this to its political advantage. It was thought that the position of Mayor should be held with seniority and experience as a first consideration. It was also remarked that the policy should reference the need for chairmanship training before being considered for the role and that if there were no members in line for consideration wishing to be nominated for the position of Mayor/Deputy Mayor then nominations would be open to all other members regardless of continuous years served. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>RESOLVED: That the Mayoral Succession Process be approved subject to review in 9 months to determine if the recommendations detailed above should also be considered.</p> </div> |
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9959 TOWN CLERKS REPORT – No report to deliver.

9960 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://bewdley-towncouncil.org/planning-applications-list>

| WFDC ref | Site Address | Proposal |
|-------------|---------------------------------------|--|
| 23/0907/LBC | 26 Lax Lane, Bewdley, DY12 2DZ | Listed building consent for the proposed replacement of a staircase and construction of an internal stud wall and door. |
| 23/0942/HOU | 18 Lyttleton Road, Bewdley, DY12 2BU, | Demolition of single storey rear extension and construction of two-storey side extension, loft conversion to include front and rear dormer windows and associated works. |

9961 MAYOR'S DIARY AND FUTURE EVENTS

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

| DATE | EVENT |
|------------|---|
| 04/01/2024 | Cinderella - Bewdley Community Theatre Group |
| 23/01/2024 | Bewdley Civic Society Meeting |
| 29/01/2024 | Worcester Civic Office Holocaust Memorial Day |

9962 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 |
|---|--|---------------------------------|----------|
| 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 |

9963 DATE AND TIME OF NEXT ORDINARY MEETING –

There will be an Extraordinary Town Council Meeting held on 15 January in the back meeting room of the Guildhall at 6pm to approve the FY24/25 Annual Budget and Precept request, the deadline for submission to WFDC being 5 February 2024. This meeting will be preceded by a Budget Working Group Meeting at 5pm.

The Town Council Meeting will be held on Monday 12 February 2024, 6pm, in the Wyre Room, St George's Hall.

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
3 January 2024

Agenda Item: 9956 Finance

- i) To approve the schedule of payments up to 08 January 2024

| Voucher | Code | Payment Method | Description | Net | VAT | Total |
|---------|---|----------------|--|----------|----------|----------|
| 380 | Christmas Illuminations Event | BACS | Repair to nutcracker | 140.00 | 28.00 | 168.00 |
| 384 | Maintenance & Office Cleaning | BACS | Repair of ethernet socket #12 Town Council Office | 30.00 | 6.00 | 36.00 |
| 385 | Office Energy & Utilities | DD | Water Supply Office | 20.31 | 2.25 | 22.56 |
| 386 | Maintenance & Office Cleaning | BACS | Office Cleaning | 112.00 | 22.40 | 310.80 |
| 386 | Load Street Toilets Relief Cleaner | BACS | Toilet Cover Cleaning | 147.00 | 29.40 | |
| 387 | Load Street Toilets Utilities - Energy | DD | Electricity Load St Toilets | 219.71 | 10.99 | 230.70 |
| 388 | Load St Toilets Utilities - Water | DD | Water Usage Toilets | 190.45 | 19.60 | 190.85 |
| 388 | Load St Toilets Utilities - Water | DD | Water Usage Toilets | -19.20 | | |
| 389 | Office Energy & Utilities | DD | Office Electric | 386.98 | 77.40 | 464.38 |
| 390 | RNP Waste Collection Contract | DD | General Waste Collection | 36.70 | 7.34 | 44.04 |
| 391 | Garage Rent - rear 14 Load St | BACS | Garage Rent | 750.00 | 0.00 | 750.00 |
| 393 | Broadband & Landline | DD | Office Telephone | 40.95 | 8.19 | 49.14 |
| 394 | Software & Support | DD | Software & support | 209.00 | 41.80 | 250.80 |
| 396 | Broadband & Landline | DD | Office Broadband | 42.69 | 8.54 | 51.23 |
| 397 | Lengthsman | BACS | Lengthsman Scheme | 41.87 | 0.00 | 41.87 |
| 398 | Hats & Robes Maintenance | Credit Card | Robe Repair | 15.00 | 0.00 | 15.00 |
| 405 | Refreshments | Credit Card | Milk | 1.35 | 0.00 | 1.35 |
| 406 | Photocopier | BACS | Photocopier Charges | 18.85 | 3.76 | 22.61 |
| 407 | Lengthsman | BACS | Lengthsman Scheme | 100.44 | 0.00 | 100.44 |
| 408 | Maintenance & Office Cleaning | BACS | Window Cleaner | 10.00 | 0.00 | 10.00 |
| 409 | Refreshments | Credit Card | Milk | 1.35 | 0.00 | 1.35 |
| 410 | Meeting Room Hire | BACS | Room hire - St George's Hall | 39.00 | 0.00 | 39.00 |
| 411 | Millennium Green Maintenance Grant | BACS | Millennium Green Grant to Cover Insurance and Maintenance | 500.00 | 0.00 | 500.00 |
| 412 | Load Street Toilets General Maintenance | BACS | Supply and Fit 4 lights - Ladies & Gents Toilets | 240.80 | 0.00 | 240.80 |
| 413 | Guildhall Lease | BACS | Guildhall Lease | 55.00 | 0.00 | 55.00 |
| 414 | Training - Councillors | Credit Card | Training on how councils can benefit from the levelling up agenda | 32.68 | 6.54 | 39.22 |
| 415 | Christmas Illuminations Event | BACS | Yr 2 Hire Charges for Christmas Lights - as per agreement 29 June 2022 | 6,544.23 | 1,308.85 | 7,853.08 |
| 416 | Mayor's Expenses | BACS | Mayor's Christmas Cards | 60.00 | 12.00 | 72.00 |