



**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 February 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 9974** 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

9971 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9972 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.

9973 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.

9974 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.
- v) Transition Bewdley – There will be a brief presentation by a representative of Transition Bewdley with details of a Community Energy Project.

9975 TO ADOPT PREVIOUS MINUTES

- i) To approve adoption of the minutes of the meeting of the Town Council held on 8 January 2024.
- ii) To approve adoption of the minutes of the meeting of the Extraordinary Town Council held on 15 January 2024.

9976 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 6.
- ii) Repair to the Boer War Oak Honours Shield – Three quotations were obtained to repair the carved scroll on the front of the shield, tighten the lower section and polish to finish. Quotes range from £150 to £350, with the cheapest being local to Bewdley. Members are requested to approve virement of £150 from the Civic Ceremonies budget to the Badges and Shields budget to cover the cost of the repair. The Badges and Shields budget stands at £800 with no current expenditure however it is expected that funds will be fully utilised for the purchase of pendants for the retiring Mayor and Consort. Please refer to supporting report provided for information, pages 7 – 8.
- iii) Insurance Renewal – The Council's insurance policy through Hiscox Insurance Company Ltd is due for renewal on 28 February. The broker has provided a quote through the existing insurer, which totals £5,135.24 an increase of 4.053% from the previous year. The quotation excludes Civic Items which the Town Council is taking steps to address. The budget for insurance for FY23/24 stands at £5,000 with expenditure to date of £318.08 which will leave an overspend of £453.32. Please see Renewal Schedule provided at pages 9 - 29. Members are asked to consider the quotation supplied and approve suitable insurance provision accordingly.

9977 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) Road Safety Working Group – To receive meeting notes of the Road Safety Working Group held on 10 January 2024.
- ii) Neighbourhood Development Plan – To receive meeting notes of the Neighbourhood Development Plan Working Group held on 17 January 2024.
- iii) Finance and Facilities Committee - To receive the draft Finance and Facilities Committee meeting minutes held on 29 January 2024.
 - a) To approve minute reference F-271 Approval of Reserves and Virement Policy. Pages 30 – 33.
- iv) Planning Committee – To receive the draft Planning Committee meeting minutes held on 29 January 2024.

9978 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) Grant Awarding Policy – This policy has been updated to reflect the approved budget provision for grant funding for FY24/25. There has been an addition to the guidance to council when considering applications to state that the council is within its right to withdraw from the 2nd phase of applications should the first phase be oversubscribed. There is also an additional requirement for the applicant to produce a minimum of one quotation if the grant is to support an item of expenditure or project and further clarification within the guidance to applicants stating that following each successful grant application a report must be provided on how the funds were spent for inclusion in the Bewdley Town Council Annual Report. Pages 34 – 39.
- ii) Equal Opportunities Policy – This policy has received minor amendments changing the status to portray the council as an entity rather than a group. Pages 40 – 41.
- iii) Equality and Diversity Policy - This policy has received minor amendments changing the status to portray the council as an entity rather than a group. Pages 42 – 43.

9979 TOWN CLERKS REPORT – Page 44

- i) Local Government Boundary Commission Review.
- ii) Hereford & Worcester Fire and Rescue Service (HWFRS) Public Consultation.
- iii) Worcestershire County Council – Libraries Unlocked.
- iv) Worcestershire County Council Re-Consultation on Revised Planning Validation Document.
- v) Worcestershire County Council Budget Consultation 2024.
- vi) Section 137 (4)(a) of the Local Government Act appropriate sum for 2024/2025.

9980 NEIGHBOURHOOD DEVELOPMENT PLAN CONSULTATION

The Bewdley Neighbourhood Development Plan Consultation commenced on Monday 5 February and closes on Friday 1 March. All members of the Town Council are encouraged to respond to the questionnaire and promote participation throughout their ward. There is a request for volunteers to assist with the Drop-In sessions, the first session is scheduled for Friday 9 and Saturday 10 February which pre-dates the Town Council Meeting however there is still an opportunity to assist with session 2 which is being held at All Saints Church on Friday 23 February, 2pm – 6pm and Saturday 24 February, 10am – 12 noon. Members are not required to remain for the full session, but attendance would be very welcome. Members are asked to provide availability of date and time.

9981 CIVIC AWARD

- i) To receive nominations for membership of the review panel.
The closing date of 31 January to receive nominations has now passed. The Civic Award Policy, page 45, states that the selection panel will meet in February to consider nominations and that the selection panel will consist of the Mayor and two nominated councillors. BTC has received 13 nominations for consideration of 9 candidates which will be presented to the selection panel in due course. The proposed date for the panel to meet and consideration for nominations of two council members to sit on the panel is required.
- ii) To request a minor amendment to the Civic Award Policy to change the presentation of the award to the Annual Town Meeting instead of the Annual Town Council Meeting (Mayor Making) going forward.

9982 VEHICLE ACTIVATED SPEED SIGN – SITE LOCATION

To review recommendations from the Road safety Group and consider the most suitable location for installation of the sign gifted from West Mercia Police / WCC Cllr Morehead. As detailed at minute reference 5 of the Road Safety Group Meeting on 10 January 2024 the group remain undecided about the location with the greatest need to install a further VAS Sign. Suggestions for consideration are at the top end of Cleobury Road near Hopley's in an easterly direction and Kidderminster Road by Grey Green Lane. Members are requested to approve either of the two suggested locations.

9983 BT CABINET GRAFFITI ART PROJECT

The Community Project Officer at WFDC has made an approach regarding an art project to decorate BT cabinets within the town and is asking if BTC would like to contribute toward the scheme. A small amount of funding remains within the Arts/Community budget provided by WFDC for local use which could be utilised for the project should the council wish to contribute. An example of the type of artwork from a similar project can be found at page 46. Should the Town Council wish to contribute the Community Project Officer will provide a project plan for consideration. Members are asked to consider support and financial contribution to the project.

9984 SUPPORT FOR THE '20'S PLENTY FOR WORCESTER' CAMPAIGN

In accordance with Standing Order 9. a – h, Cllr R Stanczyszyn has provided the correct written notice period for a motion to be tabled, the motion is detailed below:

A Request that Bewdley Town Council:

- i) Support the '20's Plenty for Worcester' campaign.
- ii) Calls for Worcestershire County Council to implement an advisory 20 mph zone throughout the Bewdley Conservation Area.
- iii) Write to Worcestershire County Council requesting that a 20mph speed limit be introduced on streets throughout Worcestershire where people live, work, shop, play or learn with 30mph being an exception subject to consideration of roads requiring the higher limit and justification provided on the grounds.

9985 MAYOR'S DIARY AND FUTURE EVENTS

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

DATE	EVENT	LOCATION
Mon 29/01/2024	Worcester Civic Office Holocaust Memorial Day	Worcester Guildhall
Fri 09/02/2024	Bishop John and H-J At Home Drinks	The Bishop's Office, The Old Palace, Deansway, Worcester, WR1 2JE
Wed 14/02/2024	Evesham Mayor Valentine Dinner Party	Raphael's Restaurant, Hampton Ferry, Boat Lane, Evesham WR11 4BP
Mon 26/02/2024	Pudding Club - Hollyfields Care Home,	Hollyfields Care Home, Habberley Road Kidderminster
Wed 28/02/2024	Home-Start Wyre Forest Annual General Meeting	The Sanctuary, Trinity Methodist Church, Churchfields, Kidderminster, DY10 2JL
Sun 03/03/2024	Pershore Civic Service 50 Celebration (Mayor and Consort)	Pershore Abbey

9986 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
Councillor Training	Worcestershire County Association of Local Councils	Tue 16 Jan 2024 18:30-20:00	On-line
How local councils can benefit from the levelling up agenda	National Association of Local Councils	31 January 2024 12.00-13.15	On-line
Year end & audit - councils over £25,000	Worcestershire County Association of Local Councils	Tuesday, 30 January '24 10am – 11:40am GMT	On-line
VAT - Partial Exemption	Worcestershire County Association of Local Councils	Wednesday, 21 February '24 10am – 11:40am GMT	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
Year end & audit - councils over £25,000	Worcestershire County Association of Local Councils	Thursday, 29 February '24 10am – 11:40am GMT	On-line

Year-end & transparency - councils under £25,000	Worcestershire County Association of Local Councils	Thursday, 7 March '24 10am – 11:40am GMT	On-line
Income & expenditure accounting (for larger councils)	Worcestershire County Association of Local Councils	Tuesday, 12 March '24 10am – 11:40am GMT	On-line
Year end & audit - councils over £25,000	Worcestershire County Association of Local Councils	Thursday, 14 March '24 10am – 11:40am GMT	On-line
Year end & audit - councils over £25,000	Worcestershire County Association of Local Councils	Tuesday, 26 March '24 10am – 11:40am GMT	On-line
Reconnecting communities through community transport	National Association of Local Councils	27 March 2024 12.00-13.15	On-line
Year-end & transparency - councils under £25,000	Worcestershire County Association of Local Councils	Tuesday, 19 March '24 10am – 11:40am GMT	On-line
Chairman's Training	Worcestershire County Association of Local Councils	Wednesday 10 April 18.30 – 20.00	On-line

9987 DATE AND TIME OF NEXT ORDINARY MEETING –

The Town Council Meeting will be held on Monday 11 March 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
7 February 2024

Agenda Item: 9976 Finance

- i) To approve the schedule of payments up to 12 February 2024

Voucher	Code	Payment Method	Description	Net	VAT	Total
417	Staff Costs	BACS	December Salaries	12,076.20	0.00	12,076.20
417	WFDC Payroll Admin Charge	BACS	December Salaries	50.00	10.00	60.00
420	Neighbourhood Plan	BACS	Room hire	75.00	0.00	75.00
421	Garage Rent - rear 14 Load St	BACS	Garage Rent	375.00	0.00	375.00
422	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP - Dec 23	791.67	0.00	791.67
423	Maintenance & Office Cleaning	BACS	Office & Toilet Cover Cleaning	112.00	22.40	134.40
423	Load Street Toilets Relief Cleaner	BACS	Office & Toilet Cover Cleaning	105.00	21.00	126.00
434	Town Clock	BACS	Church Clock Electricity	27.55	1.38	28.93
436	Insurance & Valuations	BACS	Cyber Security Insurance	318.08	0.00	318.08
438	Bench Maintenance	BACS	Brass Plaques for Memorial Benches	41.50	0.00	41.50
439	Photocopier	BACS	Photocopier	26.10	5.22	31.32
440	Training - Councillors	BACS	Chairmanship Training	35.00	7.00	42.00
441	Meeting Room Hire	BACS	Room hire	39.00	0.00	39.00
443	Subscriptions & Licences	BACS	Lottery Licence Annual Renewal - WFDC	20.00	0.00	20.00
444	Broadband & Landline	DD	Broadband	42.69	8.54	51.23
445	Broadband & Landline	DD	Telephone	40.00	8.00	48.00
446	Capital Expenditure - Lifebuoy	BACS	Lifebuoy and Throw rope	171.24	34.24	205.49
447	Expenses	BACS	Key Cutting - Reimbursement	6.99	0.00	6.99
448	Lengthsman	BACS	Lengthsman Scheme	29.87	0.00	29.87
449	Subscriptions & Licences	BACS	Employment Advice Subscription	397.80	79.56	477.36
450	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP - Jan 24	791.67	0.00	791.67
451	Remembrance Sunday	BACS	Marching Band - Armistice Day	175.00	0.00	175.00
452	Capital - Office Refurbishment	BACS	New Front Door Lock	100.00	20.00	120.00
453	Neighbourhood Plan	BACS	A5 8pp Bewdley Town Council Supplement	789.00	0.00	789.00
454	Maintenance & Office Cleaning	BACS	Office Cleaning	56.00	11.20	67.20
455	Expenses	BACS	Travel & Subsistence	48.18	0.00	48.18
456	Advertising & Official Notices	BACS	Bewdley Bridge Magazine	42.00	0.00	42.00
457	RNP Waste Collection Contract	DD	General Waste Collection	20.85	4.17	25.02