



**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 11 March 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 9991** 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

9988 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9989 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.

9990 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.

9991 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) Environment Agency – There will be a brief presentation by a representative from the Environment Agency providing an update on the permanent flood defence work scheme.
- vi) St Anne's Church - There will be a brief presentation by a representative from St Anne's Church providing an update on the external works to the church.

9992 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Town Council held on 12 February 2024.

9993 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) To receive quotations for the Office Safe – Following a previous decision taken to defer purchase of an office safe at the Finance and Facilities Meeting held on 27 June 2022 and subsequent report by the Internal Auditor highlighting significant exposure to risk following a decision made by the Town Council not to appropriately manage risk of assets, it was resolved at its meeting on 8 January 2024 to obtain updated quotations for an 'A' rated safe from those previously presented to council members.
Three quotes were received using the same specification requirements, make and model with the internal dimensions providing sufficient space to accommodate the cased civic items, a rating up to the value of £600k and a fire safe time of 30 minutes.

Please see table below for analysis of quotations.

Supplier Reference	Quote excl vat	Breakdown	Notes
A	£ 3,957.70	Safe £3506 Position delivery inc steps £660 Jan 5% discount -£208.30	Quote via photo of external steps
B			No-one turned up for site visit on 8 Feb
C	£ 4,662.50	no breakdown	Came to site in 2022
D	£ 5,420.20	Safe £4998 Delivery upper floor £922 10% discount -£499.80	Came to site Jan 2024

The most competitive quote received in June 2022 was £3,115 an increase of £842.70 on the most competitive quote received in January 2024.

Earmarked reserves for FY24/25 for the purchase of the safe total £4,200. The appraisal of civic items took place on 7 February 2024 with the formal report requiring consideration at agenda item 10003. Steps are also required to ascertain insurance cost following consideration of formal appraisal both items forming part of the resolution on 8 January 2024 to minimise exposure of risk.

Members are requested to award the contract of safe provision based on the table of analysis subject to confirmation of value of goods to be housed within.

9994 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 Development Plan – To receive meeting notes of the Neighbourhood Development Plan Working Group held on 14 February 2024.
- ii) Events / Projects Working Group Meeting - To receive meeting notes of the Events / Projects Working Group held on 26 February 2024.
- iii) Finance and Facilities Committee - To receive the draft Finance and Facilities Committee meeting minutes held on 26 February 2024.
 - a) To approve and ratify minute reference F-284 Approval of Virement of £367 from General Reserves to the Capital Budget for Office Equipment/IT and Consumables.
 - b) To approve and ratify minute reference F-287 ii) Approval of virement of £500 from the RNP Play Equipment Maintenance / Repair Budget to RNP General Maintenance Budget.
- iv) Planning Committee – To receive the draft Planning Committee meeting minutes held on 26 February 2024.

9995 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) Social Media Policy – This policy has received minor amendments since its previous review. Social Media platforms that have received a proprietary name change have been updated and it is proposed to remove policy number 7.3.6 as Councillors do not use personal accounts for Bewdley Town Council business. Members are asked to review and approve accordingly. Pages 8 – 11.
- ii) Poor Performance Policy – This policy has been updated based on guidance by NALC. The replacement policy is based on the NALC draft model. Both the current policy and the new draft renamed Performance Improvement Policy and Procedure are supplied for comparable purposes. The new draft keeps up with current employment legislation and based upon corrective measures with its focus on support and training. Members are asked to review the model draft and approve accordingly. Pages 12 – 18.
- iii) Sickness Absence Policy - This policy has been updated based on guidance by NALC. The replacement policy is based on the NALC draft model. Both the current policy and the new draft are supplied for comparable purposes. The new draft keeps up with current employment legislation. Members are asked to review the model draft and approve accordingly. Pages 19 – 27.
- iv) Anti-Harassment Policy – With new legislation commencing in October 2024 (s40A Equality Act 2010) requiring councils to take proactive measures to prevent sexual harassment at work a recommendation has been received to act upon these changes. The current policy has been replaced by the NALC draft model with both the existing policy and new draft supplied for comparison. New changes in legislation also require that all councillors and staff read and sign to acknowledge conformity to the policy on an annual basis as a minimum and that the policy is to be displayed in public areas. Members are asked to review the model draft and approve accordingly. Once approved members and staff will be asked to sign to agree to abide by its content. Pages 28 – 37.

9996 TOWN CLERKS REPORT – Pages 38 - 39

- i) Revised Medium Term Financial Strategy, Wyre Forest District Council. For noting.
- ii) Worcestershire Authority Monitoring report – January 2021 – December 2021. For noting.
- iii) Bewdley Town Council – February Half Term Activities. For noting.

9997 CIVIC AWARD

To approve the recommendation from the Civic Award Selection Panel of award candidate. Please see supporting report pages 40 – 41.

9998 HEALTHY WORCESTERSHIRE

Worcestershire CALC is working closely with the Worcestershire County Council Healthy Worcestershire team and is looking for 5 parishes that would like to take the lead on health and wellbeing. It is being organised as a pilot scheme consisting of a two-hour session focusing on gentle physical activity and a talk which is undecided at this point but likely to focus on mental health and isolation and building a better community for those involved. Worcs CALC is keen to involve a town council as well as smaller parishes and Bewdley Town Council is the first council to be approached. Agreement in principle would not commit the council at this stage and those councils interested would be put forward to WCC to register interest. Members are asked to consider the request.

9999 LOAD STREET RAISED CROSSING PROPOSAL STAKEHOLDER CONSULTATION

Bewdley Town Council has been approached by the Worcestershire Highways Minor Infrastructure Projects Team as a formal consultation process relating to the proposal to raise the height of the signal crossing to form a raised table at its existing location.

The scheme will entail reprofiling the crossing to form a raised table to a height no greater than 75mm at its centre as indicated by the plans at page 7. The crossing will retain its pedestrian

traffic signal control status with the design being developed following the latest National Highways design protocols.

It is also intended that a proposal for an area defined 20mph speed restriction zone to include this location will be consulted upon in a separate legal process in the near future.

Bewdley Town Council is requested to make a formal response as a stakeholder prior to Public Advertisement through the local press.

10000 MAYOR'S DIARY AND FUTURE EVENTS

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

DATE	EVENT	LOCATION
01 March 2024	Charity Event - Comedy Night	Bromsgrove Golf Centre, Bromsgrove, B60 1LD
11 March 2024	Crafty Mornings	Far Forest Pavilion, Cleobury
14 March 2024	Worcester Mayor's Charity Fashion Show	Worcester Guildhall
16 March 2024	Wyre Forest Symphony Orchestra Concert	Civic Hall, Martins Way, Stourport-on-Severn DY13 8UJ
20 March 2024	Bewdley Civic Society Meeting	Wyre Room, St George's Hall
22 March 2024	Kidderminster Town Mayors Ball	Spring Grove House
05 April 2024	Redditch Mayoral Charity Civic Dinner	Southcrest Manor Hotel, Redditch
13 April 2024	Worcestershire Chairman's Ball	Treetops Pavilion, West Midlands Safari Park, Bewdley

10001 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
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

10002 In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.

10003 CIVIC ITEMS

To consider the appraisal report.

10004 DATE AND TIME OF NEXT ORDINARY MEETING –

The Town Council Meeting will be held on Monday 8 April 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
5 March 2024

Agenda Item: 9993 Finance

i) To approve the schedule of payments up to 11 March 2024

Voucher Code	Payment Method	Description	Net	VAT	Total
472	BACS	Load Street Toilet Consumables	287.53	57.51	345.04
473	BACS	Garage Service Charge & Business Rates	13.98	0.00	13.98
474	BACS	Subscriptions & Licences	315.00	63.00	378.00
476	BACS	Badges & Shields	150.00	0.00	150.00
478	BACS	Meeting Room Hire	39.00	0.00	39.00
479	BACS	Photocopier	12.92	2.58	15.50
480	DD	Office Energy & Utilities	32.59	3.65	36.24
481	DD	Load St Toilets Utilities - Water	183.70	8.91	192.61
481	DD	Load St Toilets Utilities - Water	-102.42	0.00	-102.42
482	BACS	Insurance & Valuations	5,185.24	0.00	5,185.24
483	BACS	Guildhall Lease	55.00	0.00	55.00
485	BACS	Mayor's Expenses	40.00	0.00	40.00
486	BACS	Mayor's Expenses	100.00	0.00	100.00
488	BACS	Load Street Toilets General Maintenance	180.00	0.00	180.00
489	BACS	Guildhall Lease	55.00	0.00	55.00
490	BACS	Licences and Subscriptions	357.00	0.00	357.00
491	BACS	RNP General Maintenance (inc graffiti removal)	667.32	133.46	800.78
493	BACS	Town Council Office Refurbishment	2,445.00	489.00	2,934.00
494	BACS	Lengthsman	221.83	0.00	221.83
495	BACS	Lengthsman	149.74	0.00	149.74
496	DD	Broadband & Landline	42.69	8.54	51.23
497	DD	Broadband & Landline	40.00	8.00	48.00
498	BACS	Christmas Illuminations Event	50.00	0.00	50.00
499	BACS	RNP General Maintenance (inc graffiti removal)	398.82	79.76	478.58
500	BACS	VAS Sign Maintenance	250.00	50.00	300.00
501	BACS	Civic Ceremonies	50.00	0.00	50.00
502	BACS	Civic Ceremonies	70.00	0.00	70.00
503	BACS	Civic Award	70.00	0.00	70.00
505	BACS	Christmas Illuminations Event	250.00	0.00	250.00
506	BACS	Staff Costs	11,183.04	0.00	11,183.04
506	BACS	WFDC Payroll Admin Charge	50.00	10.00	60.00
507	BACS	Website	180.00	36.00	216.00
508	BACS	Grounds Maintenance RNP	791.67	0.00	791.67

Agenda Item: 9999 Load Street Raised Crossing Proposal Stakeholder Consultation – Proposed scheme to reinstall signalised crossing on a raised table at existing location.

