



**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 8 April 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 10008** 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**

**10005 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**10006 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.

**10007 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.

**10008 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.

**10009 TO ADOPT PREVIOUS MINUTES**

To approve adoption of the minutes of the meeting of the Town Council held on 11 March 2024.

## **10010 FINANCE**

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 4.

## **10011 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) Events / Projects Working Group Meeting - To receive meeting notes of the Events / Projects Working Group held on 4 March 2024.
- ii) Road Safety Group Meeting - To receive meeting notes of the Road Safety Working Group held on 6 March 2024.
- iii) Neighbourhood Development Plan – To receive meeting notes of the Neighbourhood Development Plan Working Group held on 13 March 2024.
- iv) Finance and Facilities Committee - To receive the draft Finance and Facilities Committee meeting minutes held on 25 March 2024.
- v) Planning Committee – To receive the draft Planning Committee meeting minutes held on 25 March 2024.

## **10012 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 – Service Record – This policy has updated to coincide with the new municipal year for councillor length of service which requires noting. Page 5.
- ii) Confidentiality Policy – This policy has been updated to include at point 3 that a breach of confidentiality to anyone outside the council's employment is also deemed as a breach. Wording has been changed to an expository form of expression removing the second person pronoun where previously the policy is speaking to the reader directly. The policy requires review and approval. Page 6.
- iii) Receipt of Gifts Policy - This policy has been amended to remove the second person pronoun; the content remains unchanged however each number point has now included a section heading. The policy requires review and approval. Page 7.
- iv) Whistleblowing Policy – This policy has been redrafted based on NALC draft model. Both the current policy and the new draft are supplied for comparable purposes. The redrafted policy requires approval. Pages 8 – 11.
- v) Alcohol & Substance Abuse Policy – The wording has been amended to remove the second person pronoun, the content remains unchanged and requires approval. Page 12.
- vi) Training Policy – This has been updated to reflect the current process offered for councillor training at point 1.6. It is proposed to remove 1.5. The policy requires review and approval. Pages 13 – 14.

## **10013 TOWN CLERKS REPORT – Pages 15 -16**

- i) Worcestershire County Council Town and Parish Conference.
- ii) Boer War Honours Shield. For noting.
- iii) Council Tax Levels in England for 2024/2025. For noting.

## **10014 SHUTTLE BUS / PARK & RIDE PROJECT UPDATE – Pages 17 – 20.**

## 10015 MAYOR'S DIARY AND FUTURE EVENTS

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

DATE	EVENT	LOCATION
05 April 2024	Redditch Mayoral Charity Civic Dinner	Southcrest Manor Hotel, Redditch
12 April 2024	Susfest Fundraising Supper	St Michaels and All Angels Church, Stourport
13 April 2024	Worcestershire Chairman's Ball	Treetops Pavilion, West Midlands Safari Park, Bewdley
20 April 2024	Annual Valentines Concert	St Marys Church - Kidderminster
21 April 2024	St George's Day Parade - Wyre Forest District Scouts	Kidderminster Harriers Football Ground
27 April 2024	Girl Guiding Event	TBC
30 April 2024	Bewdley Civic Society Meeting	Wyre Room, St George's Hall

ii) Bewdley Mayor Events

DATE	EVENT
15 April 2024	Free French Visit – Welcome Evening Meal – The Mug House
16 April 2024	Free French Wreath Laying – St Anne's Church
26 April 2024	Mayor's Afternoon Tea

iii) Town/Civic Events

DATE	EVENT
4 May 2024	Saturday Park & Ride Shuttle Bus Service Commencement
6 June 2024	D-Day 80 Procession and outdoor service
1 September 2024	Summer Event - TBC
10 November 2024	Remembrance Sunday
30 November 2024	Christmas Lights Swich On

## 10016 TRAINING OPPORTUNITIES

Training courses through Worcs CALC can now be viewed through their website [www.worcscalc.org.uk](http://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](mailto:admin@bewdleytowncouncil.org)

Course	Training Provider	Date/Time	Location
Chairman's Training	Worcestershire County Association of Local Councils	Wednesday 10 April 18.30 – 20.00	On-line
Utility Aid Seminar	Worcestershire County Association of Local Councils	Wednesday 25 April 18:30 – 20:00	On-line
Councillor Training	Worcestershire County Association of Local Councils	Thursday 9 May 18:30 – 20:30  Tuesday 9 July 18:30 – 20:30	On-line
Code of Conduct for Councillors	Worcestershire County Association of Local Councils	Tuesday 14 May 18:30 – 20:00	On-line

## 10017 DATE AND TIME OF NEXT ORDINARY MEETING

The Annual Town Meeting will be held on Monday 22 April, 7pm in the Main Hall of St George's Hall where the Civic Award will be presented by the Mayor.

The Annual Town Council Meeting will be held on Monday 13 May 2024, 6pm, location to be confirmed.

There will be a Mayor Making Pre-Meeting to be held in advance of the Annual Town Council Meeting. Members are asked to bring their diaries to determine a suitable and convenient date.

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: 10010 Finance

- i) To approve the schedule of payments up to 8 April 2024

Voucher Code	Payment	Description	Net	VAT	Total
1 Service Charge, Business Rates, Maintenance	BACS	Garage & Car Parking Space Rates	1,150.20	0.00	1,150.20
2 Maintenance & Office Cleaning	BACS	Business Rates	0.00	0.00	0.00
3 Load Street Toilets General Maintenance	BACS	Rates - Load Street Toilets	0.00	0.00	0.00
4 Meeting Room Hire	BACS	Hall Hire for Annual Town Meeting	60.00	0.00	60.00
5 Advertising & Official Notices	BACS	Bewdley Bridge Magazine	21.00	0.00	21.00
6 Maintenance & Office Cleaning	BACS	Annual Commercial Recycling	410.00	0.00	410.00
7 Office Safe	BACS	Safe as per Quote Q55569AK	3,957.70	791.54	4,749.24
8 Guildhall Lease	BACS	Guildhall Lease	55.00	0.00	55.00