



**PUBLIC NOTICE OF MEETING AND
SUMMONS TO ALL MEMBERS OF BEWDLEY TOWN COUNCIL**

The **ANNUAL MEETING** of the Town Council will be held in **St George's Hall, Load Street, DY12 2EQ, Bewdley** on **Monday 13 May 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, there will be no opportunity for members of the public to speak at this meeting.

AGENDA

10018 ELECTION OF THE MAYOR 2024/2025

A short break will be taken to allow the newly-elected Mayor to be robed.

10019 THE NEW MAYOR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE OF MAYOR

10020 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

10021 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.

10022 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.

10023 ADDRESS BY THE NEW MAYOR

10024 THANKS GIVEN BY THE NEW MAYOR TO THE PAST MAYOR

10025 REPLY FROM THE PAST MAYOR

10026 THE PAST MAYOR TO GIVE THANKS TO PAST YOUNG MAYOR

10027 PRESENTATION BY THE NEW MAYOR OF PENDANTS TO PAST MAYOR AND PAST MAYORESS

10028 ELECTION OF THE DEPUTY MAYOR 2024/2025

10029 THE NEW DEPUTY MAYOR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE OF DEPUTY MAYOR

10030 CONFIRMATION OF YOUNG MAYOR

The Young Mayor for 2024/2025 will be James Vaux who will be asked to sign the Declaration of Acceptance of Office following the meeting.

10031 CONFIRMATION OF DEPUTY YOUNG MAYOR

The Deputy Young Mayor for 2024/2025 will be Helena Jones who will be asked to sign the Declaration of Acceptance of Office following the meeting.

10032 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Town Council held on 8 April 2024.

10033 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 17 April 2024.
- ii) Finance and Facilities Committee - To receive the draft Finance and Facilities Committee meeting held on 29 April 2024.
- iii) Planning Committee - To receive the draft Planning Committee meeting held on 29 April 2024.
- iv) Road Safety Group – To receive meeting notes of the Road Safety Group meeting held on 1 May 2024.

10034 APPOINTMENTS TO STANDING COMMITTEES

- i) Finance and Facilities Committee
- ii) Planning Committee
- iii) Staffing Committee

10035 APPOINTMENTS TO WORKING PARTIES AND GROUPS

- i) Road Safety Group
- ii) Neighbourhood Plan Group
- iii) Events Working Group
- iv) Projects Working Group
- v) Flood Defence Working Group

10036 AGREE REPRESENTATION ARRANGEMENTS OF OUTSIDE BODIES

- i) Bewdley Civic Society
- ii) Community Transport Helpline
- iii) Medical Practice Patient' Participation Group
- iv) Museum Management Board
- v) Old Grammar School Trust
- vi) Bewdley Alms Houses
- vii) Worcestershire CALC (County Association of Local Councils)

10037 GOVERNANCE ARRANGEMENTS

Any changes/amendments will be highlighted in yellow and referenced with a footnote.

- i) Review of Standing Orders
- ii) Review of Financial Regulations
- iii) Review of Members Code of Conduct
- iv) Review of Committee Terms of Reference and Scheme of Delegation
- v) Approval of Schedule of Meeting Dates

10038 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) To receive the completion of the Internal Audit Report for Financial Year 2023 – 2024, DKE Audit Services. Please refer specifically to sections within the report where recommendations are made.
- iii) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2024. Please see report relating to answers given at Section 1 of the AGAR requiring signature by the Chairman and Town Clerk.
- iv) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2024. Please see section 2 of the AGAR requiring signature of the Chairman previously signed in advance of the meeting by the Responsible Finance Officer.

10039 DATE AND TIME OF NEXT ORDINARY MEETING –

The next Town Council Meeting be held on Monday 10 June 2024, 6pm, in The Guildhall, Load Street, Bewdley.

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
8 May 2024

Agenda Item: 10038 Finance i) To approve the Schedule of Payments as at 13 May 2024

Voucher	Code	Payment Method	Description	Net	VAT	Total
41	Bus Shelters Cleaning & Maintenance	BACS	Cleaning Bus Shelters	270.00	0.00	270.00
42	Audit Fees	BACS	Internal Audit	421.80	0.00	421.80
44	Expenses	BACS	Expenses - Travel and subsistence	103.32	0.00	103.32
46	Civic Ceremonies	BACS	Hire of Hall for Mayor Making 2024	150.00	0.00	150.00
47	Maintenance & Office Cleaning	BACS	Office Cleaning	112.00	22.40	134.40
47	Load Street Toilets Relief Cleaner	BACS	Toilet Cover Cleaning	21.00	4.20	25.20
48	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
50	RNP Waste Collection Contract	DD	General Waste Collection	44.98	9.00	53.98
51	Guildhall Lease	BACS	Guildhall Lease	55.00	0.00	55.00
52	Mayor's Expenses	Credit Card	8 First Class Stamps for Annual Town Council Meeting Invites	10.80	0.00	10.80
53	Waste Hygiene Contract Load Street Toilets	BACS	Hygiene Services	987.96	197.59	1,185.55
54	Mayor's Expenses	BACS	Stourport-on-Severn's Charity Dinner Tickets	70.00	0.00	70.00
55	Broadband & Landline	DD	Telephone	40.00	8.00	48.00