



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

The **MEETING** of the Town Council will be held in **The Guildhall, Load Street, DY12 2EQ** on **Monday 15 July 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 10058** 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

10055 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

10056 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.

10057 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.

10058 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.

10059 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Town Council held on 10 June 2024.

10060 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 6.

10061 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 19 June 2024.
- ii) Neighbourhood Development Plan – To receive meeting notes of the Neighbourhood Development Plan Working Group held on 19 June 2024.
- iii) Projects Working Group Meeting - To receive meeting notes of the Projects Working Group Meeting held on 24 June 2024.
- iv) Events Working Group Meeting - To receive meeting notes of the Events Working Group Meeting held on 24 June 2024.
- v) Finance and Facilities Committee - To receive the draft Finance and Facilities Committee meeting minutes held on 24 June 2024.
 - a) To approve ratification of minute reference F-336 Grant Applications Phase 1 recommendations, page 7. Further resolutions to ratify are recorded thus:
 - i) That Phase 2 of the Grant Award Scheme has a carry forward balance of £2,300.
 - ii) That a recommendation be made to the budget working group to set a grant award budget in 2025/2026 of £15,000 being approximately 5% of the Council's precept.
 - iii) That a recommendation be made to Town Council to make a change to the Grant Awarding Policy for FY25/26 stating that any grant applications and supporting documents demonstrating an accounting statement balance which is more favourable than the precept of Bewdley Town Council will be automatically discounted from the process with the applicant notified of the reason for withdrawal.
- vi) Planning Committee – To receive the draft Planning Committee meeting minutes held on 24 June 2024.
- vii) Staffing Committee – To receive the draft Staffing Committee meeting minutes held on 27 June 2024.

10062 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) Internal Financial Controls – This document has been updated to reflect the current financial controls and requires approval. Pages 8 – 10.
- ii) Data Protection Policy – This policy remains unchanged requiring approval. Pages 11 – 13.
- iii) Publication Scheme – This policy remains unchanged requiring approval. Pages 14 – 16.

10063 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://bewdleytowncouncil.org/planning-applications-list>

Planning Applications which require a response before the next scheduled Planning Committee Meeting due to a shortened determination date.

WFDC ref	Site Address	Proposal
24/0372/TCA	The Antiquary, 48 High Street, Bewdley	x1 Mulberry Tree (T1) - Clearance prune, remove x1 branch that overhangs across the walkway and neighbouring garden (47 High St.) Liable to heavy bleeding this time of year. x1 Cherry Plum (T2) - Clearance prune/trim back to the boundary to eliminate overhang across the walkway and neighbouring garden (47 High St.)

10064 TOWN CLERK'S REPORT

- i) WFDC Parish / Town Council Training – Permitted Development Right Changes and Biodiversity Net Gain. The training session is open to both Officers and Councillors and will take place on Tuesday 24 September at 6pm in the Council Chamber at Wyre Forest House. Expecting to run to approximately 8pm, members are asked if they wish to attend. Those wishing to attend please return responses to the Town Clerk no later than 15 July 2024 in order that places can be reserved.
- ii) The Bewdley Festival Brochure (For Noting) – The Festival brochure is now available which details the events and acts taking place as part of the weeklong arts festival commencing on Friday 11 October. Please refer to the following link for an online version of the brochure: <https://brochure.bewdleyfestival.org.uk/>
- iii) Electric Vehicle Charging Infrastructure (EVCI) Strategy (For Noting) – Worcestershire County Council is preparing a new Electric Vehicle Charging Infrastructure Strategy which will set out how the County Council and partners intend to support the transition to electric vehicles and coordinate the rollout of accessible charging points with a focus on delivery of charging points for those without dedicated off-street parking through the Local Electric Vehicle Infrastructure (LEVI) Fund. To view the Electric Vehicle Charging Infrastructure Strategy and share your views via an online survey please use the following link: [Have your say on the Electric Vehicle Charging Infrastructure \(EVCI\) Strategy | Worcestershire County Council](#)
The consultation runs from 9 July – 3 September with the final strategy expected to be published later this year on the council's website in winter 2024.
- iv) The Local Government Boundary Commission Final Recommendations for Worcestershire County (For Noting) – The review for future electoral arrangements for Worcestershire is now complete with final recommendations published on its website: https://boundarycommissionforengland.independent.gov.uk/2023-review/2023-review-volume-one-report/the-2023-review-of-parliamentary-constituency-boundaries-in-england-volume-one-report-west-midlands/page/8/#lg_final-recommendations
There is no change recommended for Bewdley, however there are changes to other towns and parishes within Wyre Forest namely, Kidderminster, Kidderminster Foreign, Stourport-on-Severn and Wolverley and Cookley. All proposed changes must be approved by parliament with a draft order laid before parliament for new electoral arrangements for Worcestershire to be implemented at the local elections in 2025.

10065 MARKET PROVISION

It was reported to the Events Working Group on 24 June that disappointingly the market contractor LSD Promotions has withdrawn from providing both a market on the Christmas Switch On date or providing a Christmas market on an alternative date. They have stated that it is not economically viable to provide a Christmas Market in the location of Riverside North and Severn Side South and would only be willing to review their decision if the council was able to provide the sole use of the top part of Load Street Car Park. It was stated this was not possible as the space had been allocated to the funfair to hold the larger rides. LSD Promotions were offered space in the lower car park and on Load Street with traders agreeing that they

were happy for market provision to be sited in this location. Sadly, the market provider has declined this offer.

LSD Promotions have since been in touch to report that following a successful 'Dine & Devour' event in June they were now able to provide an autumn date to host a second 'Dine & Devour' and have asked for consideration of the date, Saturday 19th and Sunday 20th October.

The market provider has organised the 'Dine & Devour' events covering 2 days for 2 years, the first used as a litmus test to viability, the second-year building on increased attendance and variety of stalls. This agreement, although agreed by council resolution and followed up through email communication, was never enshrined in a binding contract as requested on more than one occasion. The significance that payment of £500 is paid by LSD Promotions for each market implies that an agreement exists.

Following a recent Neighbourhood Plan Consultation there was strong opinion that the community wished to see a greater market presence to retain its identity as a market town. In view of the current providers reluctance to hold a Christmas Market and the fact that a formal contract is also outstanding, the Town Council may wish to re-tender for future market provision on a different basis to that offered by LSD Promotions.

The Events Working Group has asked Officers to seek an alternative market provider to complement the backdrop of the Christmas Switch On event however members are asked if it wishes to go out to tender from April 2025 onwards on a different frequency than 2 x 2 day markets.

Members are also asked to consider the date of the two- day market of 19 - 20 October which fits neatly into the end of the Bewdley Festival and likely to draw crowds at the close of the popular local event.

10066 FORMAL COMPLAINT NOTIFICATION

A formal complaint has been received regarding the cleanliness, condition and replenishment of janitorial supplies at the male toilets. The complaint being in 2 parts with the second part referring to how the original complaint was handled.

Please see the Mayor's Report at pages 17 -18. Members are asked to approve recommendations as detailed within the report.

10067 MAYOR'S DIARY AND FUTURE EVENTS

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

DATE	EVENT	LOCATION
29 June 2024	Bewdley Carnival	Bewdley Pines Club - Mayor to judge the parade entrants
6 July 2024	Wyre Forest Symphony Orchestra Concert	St George Church Kidderminster
7 July 2024	Worcestershire County Chairman's Afternoon Tea	The Herb Garden, Bewdley Museum
16 July 2024	Installation of the Gloucester Mayor	Gloucester Cathedral
16 July 2024	Festival Friends & Partners Night	St George Hall
27 July 2024	Three Choirs Festival 2024 Opening Celebration	Worcester Cathedral
28 July 2024	Civic Society 80th Anniversary Garden Party	Park Lane, Bewdley
26 Aug 2024	Open Day at St Anne's Tower	St Anne's Church, Bewdley
03 Sept 2024	Flag Flying – Merchant Navy Day	Wyre Forest House
11 Sept 2024	Almshouses Meeting	Severn Side South, Bewdley

- ii) Deputy Mayor Representation to The French Cadets Celebrations in Brittany on 15 June 2024. The ceremony commemorated the graduation of the last cadet of The Free French on the 18 June 1940. To receive a verbal report from the Deputy Mayor.

iii) Bewdley Mayor Events

DATE	EVENT	LOCATION
18 Aug 2024	Civic Sunday	St Anne's church, Bewdley
8 Sept 2024	Craft Fayre & Hog Roast	Bewdley Rowing Club
16 Nov 2024	Charity Quiz	St George's Hall

iv) Town/Civic Events

DATE	EVENT
1 September 2024	Summer Event – Joe James Thomas Performs in Jubilee Gardens
10 November 2024	Remembrance Sunday
30 November 2024	Christmas Lights Switch On

10068 TRAINING OPPORTUNITIES

Training courses through Worcs CALC can now be viewed through their website www.worcsalc.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
Chair's Training	Worcestershire County Association of Local Councils	Thurs 19 Sept 18:30 – 20:00	On-line
Code of Conduct for Councillors	Worcestershire County Association of Local Councils	Mon 30 Sept 18:30 – 20:00	On-line
Councillor Training – Covering: Engaging and making a difference in the community Parish and Town council procedures and law Powers and duties Governance Council meetings Roles and responsibilities of council and staff Precept, budgets, council tax and audit	Worcestershire County Association of Local Councils	Tuesday 10 September 18:30 – 20:00 Thurs 26 Sept 18:30 – 20:00	On-line
Introduction to Planning	Worcestershire County Association of Local Councils	Thurs 11 July 18:30 – 20:00	On-line
Youth Engagement Summit	Society of Local Council Clerks	Thurs 18 July 10: - 16:00	On-line

10069 DATE AND TIME OF NEXT ORDINARY MEETING

The next Town Council Meeting will be held on Monday 9 September, 6pm in the Wyre Room of 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
10 July 2024

Agenda Item: 10060 Finance

i) To approve the schedule of payments up to 15 July 2024

Voucher	Code	Payment Method	Description	Net	VAT	Total
116	Civic Ceremonies	BACS	Town Constable 25 Anniversary Refreshments	360.00	0.00	360.00
117	Load Street Toilets General Maintenance	BACS	Tap for gents toilets	24.99	0.00	24.99
118	Load Street Toilets General Maintenance	BACS	Faulty hot tap in gents toilet & two faulty fill valves (one in ladies, one in gents)	340.00	0.00	340.00
119	Bus Shelters Cleaning & Maintenance	Credit Card	New Perspex for Bus Shelter by Tesco	35.66	7.13	42.79
121	Load Street Toilet Consumables	BACS	Janitorial supplies	240.81	48.16	288.97
122	Load St Toilets Utilities - Water	DD	Water Usage Toilets	180.27	20.53	200.80
123	Staff Costs including O/T	BACS	June Salaries	9,425.77	0.00	9,425.77
123	WFDC Payroll Admin Charge	BACS	June Salaries	40.00	8.00	48.00
124	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
125	Christmas Illuminations Event	BACS	Inflatable grotto hire - Gold Package	1,195.00	239.00	1,434.00
126	Staff Costs including O/T	BACS	Office Labour for Civic & Administrative Assistant	335.78	67.16	402.94
126	Payroll Admin Charge	BACS	Office Labour for Civic & Administrative Assistant	156.47	31.29	187.76
127	Staff Costs including O/T	BACS	Office Labour for Civic & Administrative Assistant	201.46	40.29	241.75
127	Payroll Admin Charge	BACS	Office Labour for Civic & Administrative Assistant	93.89	18.78	112.67
128	Maintenance	BACS	PAT Testing	79.00	15.80	94.80
129	Bus Shelters Cleaning & Maintenance	BACS	Cleaning Bus Shelters	270.00	0.00	270.00
130	Christmas Illuminations Event	BACS	Prop Hire for Christmas 30 November 2024	655.00	131.00	786.00
130	Christmas Illuminations Event	BACS	Prop Hire for Christmas 30 November 2024	200.00	40.00	240.00
131	Staff Costs including O/T	BACS	Office Labour for Admin & Mayor's PA	335.78	67.16	402.94
131	Payroll Admin Charge	BACS	Office Labour for Admin & Mayor's PA	156.47	31.29	187.76
132	Staff Costs including O/T	BACS	Office Labour for Admin & Mayor's PA	335.78	67.16	402.94
132	Payroll Admin Charge	BACS	Office Labour for Admin & Mayor's PA	156.47	31.29	187.76
133	Town Clock	BACS	Church Clock Electricity	26.00	1.30	27.30
134	Maintenance & Office Cleaning	BACS	Office Cleaning	117.60	23.52	141.12
135	RNP Waste Collection Contract	DD	General Waste Collection RNP	43.98	8.80	52.78
136	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
137	RNP Annual Play Equipment Checks	BACS	Playground Inspection RNP	110.00	22.00	132.00
137	Wyre Hill Annual Safety Checks	BACS	Playground Inspection Wyre Hill	110.00	22.00	132.00
138	Advertising & Official Notices	BACS	Bewdley Bridge Magazine	63.00	0.00	63.00
139	Legal and Professional Fees	DD	GDPR/DATA PROTECTION	40.00	0.00	40.00
140	Load Street Toilets General Maintenance	Credit Card	Toilet Seat	20.79	4.16	24.95
141	Bench Maintenance	Credit Card	Wire Brushes	10.23	2.05	12.28
142	Stationery & Print	Credit Card	A4 Paper	22.07	4.42	26.49
143	Park & Ride Shuttle Bus	BACS	Shuttle Bus For May	1,250.20	0.00	1,250.20
144	Office Energy & Utilities	DD	Office Electric	107.98	5.40	113.38
145	Broadband & Landline	DD	Telephone	40.00	8.00	48.00
146	Park & Ride Shuttle Bus	BACS	Shuttle Bus For June	1,562.75	0.00	1,562.75
147	Park & Ride Shuttle Bus	BACS	Shuttle for July	1,250.20	0.00	1,250.20
148	Staff Costs including O/T	BACS	Office Labour for Civic & Administrative Assistant	335.78	67.16	402.94
148	Payroll Admin Charge	BACS	Office Labour for Civic & Administrative Assistant	156.47	31.29	187.76
149	Bank Charges	DD	Bank charges	37.35	0.00	37.35
150	Bank Charges	DD	Bank charges	0.30	0.00	0.30
151	Service Charge, Business Rates, Maintenance	BACS	Rubbish Removal From The Garage	200.00	0.00	200.00

Agenda Item: 10061 Committee Minutes And Group Reports, v) Finance and Facilities Committee Meeting, 24 June 2024 a) Phase 1 Grant Award Recommendations to Approve

	2024/2025 Grant Budget	£10,000		
	Grants Awarded - Round 1	£7,700		
	Grants Awarded - Round 2			
	Balance Remaining	£2,300		
	Phase One June 2024			
			Proposed Award	Notes
No.	Organisation Name	Grant Request		
1	Bewdley Cricket Club	£1,000	£0	Received grant funding 10 times in previous years
2	Bewdley Rowing Club	£1,000	£0	Received £1,000+ 4 times in previous years
3	The Community Workshop and Café	£1,000	£0	Received £1,000+ 4 times in previous years
4	Senstation Ltd	£1,000	£1,000	First time applicant with criteria being met
5	Wyre Forest Swimming Club	£1,000	£1,000	First time applicant with criteria being met
6	Transition Bewdley	£1,000	£1,000	sustainable and environmental projects funding.
7	Bewdley Festival	£1,000	£0	Holds accounts of over £50,000
8	Bewdley Churches Together	£500	£500	Not applied for grant funding since 2020.
9	Bewdley Concert Band	£1,000	£0	Received grant funding 8 times in previous
10	Wyre Community Land Trust	£600	£600	Unsuccessful in 23/24 and only received 3 grants wards in previous years.
11	Bewdley Pétanque	£450	£0	Received grant funding 5 times in previous years.
12	Community Transport Wyre Forest	£1,000	£0	years albeit the previous year no award was granted.
13	William Mills Foundation	£1,000	£0	Awarded full amount in previous financial year.
14	St Annes Church	£1,000	£0	Holds accounts of over £50,000
15	14th Wyre Forest Scout Group	£500	£500	Only received 1 previous grant award
16	Wyre Forest Nightstop and Mediation	£1,000	£0	Only received 1 previous grant award
17	St Georges Hall	£1,000	£0	Only received 1 previous grant award
18	Amazing Feet Running Club	£500	£500	First time applicant with criteria being met
19	Milk no Sugar	£600	£600	First time applicant with criteria being met
20	Far Forest Scout Group	£1,000	£1,000	First time applicant with criteria being met
21	Sociables Hubs and Crew	£1,000	£1,000	First time applicant with criteria being met
	Total	£18,150	£7,700	