



PUBLIC NOTICE OF MEETING

Monday 2nd November 2020 at 7pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

Public participation is welcomed. The Council meeting are currently being held virtually using Zoom software. To join the meeting please use the link below:

<https://us02web.zoom.us/j/82629860329?pwd=U29ZTmFzZzB4WEg4cnpCZitqYlZqUT09>

Any members of the public wishing to participate should email the Town Clerk townclerk@bewdleytowncouncil.org prior to the meeting. Questions relevant to the agenda or for consideration at future meetings may be asked of the Town Council; members of the public may speak for up to 3 minutes. Please note there is no expectation of a response at this time.

Representative members of the principal authorities and support services wishing to provide a report should email the Town Clerk townclerk@bewdleytowncouncil.org prior to the meeting.

Sharon Hudson, Town Clerk
25(A) Load Street, Bewdley
townclerk@bewdleytowncouncil.org

26th October 2020

AGENDA

9251 OPENING REMARKS

9252 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9253 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.

9254 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

9255 PUBLIC QUESTION TIME

- i. Members of the public will be invited to ask questions relating to this agenda or for consideration at future meetings of this committee, **to register your question please contact the Town Clerk prior to the meeting.** Members of the public are allowed three minutes to speak on their subject. There is no

expectation of any dialogue or ad hoc discussion with the Town Council members at this time.

- ii. The representative members of the principal authorities (Worcestershire County Council and Wyre Forest District Council) are invited to present their reports.
- iii. Representatives of support services such as Parish Footpath Warden, Tree Warden, Police Community Support Officers, are invited to present their reports.

9256 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

The draft minutes of the Town Council meeting held 05/10/2020 will be presented to the meeting for approval by Town Council members.

9257 ACCOUNTS

Town Council members will be presented with the following:

- i. The current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency - **approval** decision required
- ii. The bank reconciliation as at 30/09/2020 –and the current reserves - for **noting**
- iii. Comparison of budget to actual income and expenditure as at 30/09/2020 –
- for **noting**

9258 COMMITTEE AND GROUP REPORTS

i. Finance & General Purposes Committee

To **Note** the draft minutes of the Finance & General Purposes committee meeting held on 21/10/2020.

The following items were recommended for Council approval; not include elsewhere on the agenda:

a) Election VAT Payment

To **Agree** the repayment to WFDC of the overclaimed VAT on Election payments.

b) Fireworks

To **Agree** that the Council will not provide a fireworks' display on New Year's Eve.

c) Purchases

To **Agree** the following purchases:

- Floral Displays
- Lifebuoy Replacement
- Noticeboard (Beale's Corner)

ii. Staffing Committee

To **Note** the minutes of the Staffing committee meetings held on 06/10/2020 and draft minutes of the meeting held on 19/10/2020.

The following items were recommended for Council approval; not include elsewhere on the agenda:

- a) Mace Bearer Vacancy
The advertisement for a replacement Mace Bearer
- b) Relief Cleaner Vacancy
The advertisement for a Relief Cleaner
- c) Office COVID19 Risk Assessment

9259 NEIGHBOURHOOD PLAN PROGRESS

To receive an update from the Neighbourhood Plan Steering Group's leader Cllr R Stanczyszyn

9260 POLICY AND PROCEDURES

To review and approve the following policy.

- BTC030 - Training Policy

As recommended for approval by the Staffing Committee – amendments to current policies/standing orders -

- BTC008 - Members/Officer Relations
- BTC047 – Email Policy
- Standing Orders – Handling Staff Matters

As recommended for approval by the Finance & General Purposes Committee – changes to current policies/procedures

- Adopt a Planter scheme

9261 BEWDLEY TOWN COUNCIL FLOOD VOLUNTEER GROUP

To receive an update from Cllr Edginton-White (flood group co-ordinator) regarding partnership working with the Environment Agency Area flood team.

9262 LOCALISM

To receive an update on the latest information received from WFDC.

9263 COMMITTEE TERMS OF REFERENCE AND THE SCHEME OF DELEGATION

To receive a report from Cllr R Coleman on committee terms of reference and the scheme of delegation

9264 CORPORATE PLAN

To receive a verbal report from Cllr L Davies.

9265 REMEMBRANCE DAY

To **Agree** – the Remembrance Day risk assessment

9266 IT EQUIPMENT

To **Note** - 13 tablets and 3 laptops have been ordered/delivered; to be ordered associated anti-virus software and home WiFi support.

9267 WEBSITE

To **Agree** – A go live date for the new Bewdley Town Council website. Members were supplied with a test link to review the site.

9268 TOWN CLERK'S UPDATES

Councillors are asked to **note** the Town Clerk's updates relating to ongoing concerns, including:

- i. **Benches**
- ii. **Budget**

9269 MAYOR'S DIARY AND FUTURE EVENTS

- i. To receive an update on the Mayor's diary
- ii. Future Civic and Community events

9270 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

9271 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

9272 CONTRACTUAL MATTERS

- Office Accommodation

9273 STAFFING MATTERS

Recommended for approval by the Staffing Committee

- Staffing Restructure (including job description) and associated budget.

9274 ON-GOING STAFFING MATTERS

Recommended by the Finance & General Purposes Committee

- Receive an invoice for the provision of a statement from a former Councillor.

9275 DATE AND TIME OF NEXT ORDINARY MEETING – 7th December 2020



MINUTES OF THE TOWN COUNCIL MEETING

HELD AS A VIRTUAL MEETING ON **5TH OCTOBER 2020 at 7.00PM**

This virtual meeting was held using Zoom software

(Voting was recorded by a show of hands where Councillors were able to access the meeting using a camera and could be seen by the Town Clerk; Councillors who had no access to a camera were asked to speak out or use the CHAT function on Zoom)

PRESENT

Council Members The Mayor, Cllr A Coleman, Cllrs S Billett, J Byng, R Coleman, S Collingridge, L Davies, C Edginton White, P Gittins MBE, P Harrison, H Lacy, M Maher, R Stanczyszyn

In attendance: 9 Members of the Public
 S Hudson - Town Clerk

9223 OPENING REMARKS

The Mayor Cllr A Coleman welcomed everyone to the meeting and gave an update on the High Sheriffs of Worcestershire's visit to Bewdley. The High Sheriff met with representative from local community groups who worked hard during recent flooding and the pandemic.

Bewdley Community Flood Volunteers (Irene Buxton)

Bewdley In Kind (Corinne Bailey)

Light Ideas International Ltd (Richard Heath)

Wyvern Omnibus (Lawrence Mortimer)

Were the recipients of the Mayor's Thank You Awards.

The Mayor read out a letter received from the High Sheriff following his visit.

On 3rd of October, the Mayor, reopened Clementine's coffee shop now known as Just Love at Clementine's. The coffee shop is run by volunteers and is owned by Elim Riverside Church. The Mayor wished them success in the future and stated that it is great to have one less empty shop in the high street in these difficult times.

9224 APOLOGIES FOR ABSENCE

Apologies were received from Cllr D Morehead

9225 DECLARATIONS OF INTEREST

Councillors were reminded to submit their Register of Interests and to declare any Disclosable Pecuniary and/or Other Disclosable Interests in items on the agenda and their nature.

None

9226 COUNCILLORS' DISPENSATIONS

None requested

9227 PUBLIC QUESTION TIME

i. **Members of the public.**

No members were registered to speak

ii **Reports from representative members of the principal authorities**

Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall spoke on work he has undertaken on local issues.

Cabinet member, Councillor Tony Miller responsible for the Environment, will provide an update and explanation regarding computer modelling for future flood events.

Local Issues:

Completed

- Kidderminster Road Resurfacing: the work has been completed to a very high standard. County Highways' have rectified this "Gateway to the Town" road surface which had seriously deteriorated.

Continuing to chase

- Habberley Road Dragon's Teeth / further speed analysis
- Stourport Road speed analysis
The County Highways Engineer has explained that there are delays in speed analysis projects due to high demand across the county.
- Disability studs for the Catchems End Zebra Crossing
- Lamps not working in Northwood Lane
- Lamp overgrown by tree in Northwood Lane
- Bench Repairs for County owned benches
- Pewterer's Alley Damaged Wall
- Catchems End and Blackstone Island Repairs: Awaiting a date for commencement; County and District Councils are in Discussions regarding future maintenance.
- Bewdley Bridge Pavements/ Social Distancing: the Highways Engineer agreed to respond to this and other issues raised by the Town Council's Road safety Group during this coming week.

Strategic Issues:

Cllr I Hardiman gave an update on Worcestershire County Council issues and confirmed that County Councillors have a fresh allocation of Divisional Funding for 2020/2021 for local causes; applications will be considered over the coming months.

Wyre Forest Issues:

An update was given of the Kidderminster Churchfields Spur Road.

Cllr R Stanczyszyn raised concerns about the maintenance of the Catchem's End roundabout. Cllr I Hardiman confirmed that brickwork repairs were required before WFDC take over the general site maintenance. Cllr R Stanczyszyn also asked about the cameras which had appeared around the town. Cllr I Hardiman had been told they were for traffic management.

Cllr P Gittins MBE raised a question about the gate fitted at Blackstone car park. Cllr I Hardiman confirmed that WCC deemed it necessary to close the parking area but that gates have been opened in the morning to allow for school drop offs.

Cabinet member, Councillor Tony Miller responsible for the Environment, provided an update regarding the flooding in Bewdley and Wribbenhall.

The flood evaluation (modelling) scheme is managed by the Environment Agency. The river in Bewdley is affected by coastal and local flooding also by the spring tides. There is a project to slow the flow of the River Severn starting from Shrewsbury and allowing for flood plains. Any flood defence changes at Beale's Corner will change the modelling of the river flow. No monies have been allocated and there is no immediate solution to the issue.

Cllr J Byng confirmed that WFDC are pursuing a permanent flood defence at Beales Corners. Cllr C Edginton White stated that 51 properties were flooded and over 140 residents evacuated. Cllr T Miller confirmed that the Environment Agency's modelling is the key and dependant on work being undertaken upstream.

Mrs R Vale, WCC member for Bewdley and Rock, sent her apologies. The Town Clerk confirmed a meeting is to be held with Cllr Vale and the County Highways Engineer in the following week, Members were asked to send any questions to the Town Clerk to be raised at this meeting.

iii **Representatives of support services**
None

9228 ACTIVE TRAVEL INVESTMENT PLAN

A slide presentation was received from Dr Clive Prince with regards to the active travel plan for Bewdley. Dr Prince asked the Council to support the concept of widening the path above the Safari Park towards Kidderminster allowing a safer travel corridor. Members debated the issues and options available; Cllr C Edginton White asked that this be considered at item 9247 – matters of urgency.

9229 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

It was **RESOLVED** to **Approve** the draft minutes (with a minor amendment) of the Town Council meeting, held on 07/09/2020, as a true and accurate record of that meeting.

9230 ACCOUNTS

The Town Clerk presented the position as follows:

- i. The updated schedule of accounts including approval of invoices to be paid and approval of invoices paid as a matter of urgency.

It was **RESOLVED** to **Approve** the schedule of payments as at 30/09/2020.

The following documents were presented to the Finance and General Purposes Committee 16/09/2020

It was **RESOLVED** to **note** the bank reconciliation as at 31/08/2020.

BEWDLEY TOWN COUNCIL			
Unity Current Account, Period Ending 31/08/2020			
Bank Reconciliation			
Reconciled on: 09/09/2020			
Reconciled by: Sharon Hudson			
Any changes made to transactions after this date aren't included in this report.			
Summary			
GBP			
Statement beginning balance			88,131.17
Cheques and payments cleared (15)			-9,972.61
Deposits and other credits cleared (2)			11,257.96
Statement ending balance			89,416.52
Uncleared transactions as of 30/09/2020			-0.61
Register balance as of 30/09/2020			89,415.92

- ii. It was **RESOLVED** to **note** the current financial position actual against budget as at 31/0/2020.

Bewdley Town Council					
Budget vs. Actuals 31st August 2020-21					
	Total				
	Actual	Budget	Remaining	% of Budget	% Remaining
Income					
Christmas Event Income		1,000.00	1,000.00	0.00%	100.00%
Community Flood Volunteer Scheme	400.00		-400.00		
Interest Received	10.61	100.00	89.39	10.61%	89.39%
Lengthsman Scheme	195.71	2,800.00	2,604.29	6.99%	93.01%
Lifebuoys replacements 2020-21	200.00		-200.00		
Load St Toilets- WFDC	8,948.00	8,790.00	-158.00	101.80%	-1.80%
Miscellaneous Income			0.00		
Markets		1,300.00	1,300.00	0.00%	100.00%
Total Miscellaneous Income	£ 0.00	£ 1,300.00	£ 1,300.00	0.00%	100.00%
Planters-External Funding	1,000.00		-1,000.00		
Precept	91,175.00	182,350.00	91,175.00	50.00%	50.00%
Total Income	£101,929.32	£196,340.00	£ 94,410.68	51.91%	48.09%
Gross Profit	£101,929.32	£196,340.00	£ 94,410.68	51.91%	48.09%

Expenses					
Capital Expenditure			0.00		
Lifebuoys		1,000.00	1,000.00	0.00%	100.00%
Notice Boards & Town Signs		2,000.00	2,000.00	0.00%	100.00%
Planters	1,453.91		-1,453.91		
Seats		2,000.00	2,000.00	0.00%	100.00%
Street Poles, baskets & tubs		250.00	250.00	0.00%	100.00%
Town Clerk Office		2,000.00	2,000.00	0.00%	100.00%
VAS Signs		3,800.00	3,800.00	0.00%	100.00%
Total Capital Expenditure	£ 1,453.91	£ 11,050.00	£ 9,596.09	13.16%	86.84%
Council Costs			0.00		
Badges & Shields		620.00	620.00	0.00%	100.00%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies	-1,215.00	1,500.00	2,715.00	-81.00%	181.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance	145.83	500.00	354.17	29.17%	70.83%
Insurance Valuations		150.00	150.00	0.00%	100.00%
Mayor's Chain Maintenance		1,000.00	1,000.00	0.00%	100.00%
Mayor's Expenses	20.29	5,000.00	4,979.71	0.41%	99.59%
Mayoral Roll	53.76	200.00	146.24	26.88%	73.12%
Public Meetings		100.00	100.00	0.00%	100.00%
Total Council Costs	-£ 995.12	£ 10,570.00	£ 11,565.12	-9.41%	109.41%
Election cost & Provision		5,000.00	5,000.00	0.00%	100.00%
Employment Costs		74,000.00	74,000.00	0.00%	100.00%
Admin Apprentice	5,777.13		-5,777.13		
Load St Toilets Cleaner	3,830.45		-3,830.45		
Mayor's PA & Administrator	4,791.14		-4,791.14		
Town Clerk	16,526.17		-16,526.17		
WFDC Admin Charge	200.00	450.00	250.00	44.44%	55.56%
Total Employment Costs	£ 31,124.89	£ 74,450.00	£ 43,325.11	41.81%	58.19%
Grant Aid & Donations		12,000.00	12,000.00	0.00%	100.00%
Bewdley Petanque Club	500.00		-500.00		
Wyre Forest CAB	1,000.00		-1,000.00		
Total Grant Aid & Donations	£ 1,500.00	£ 12,000.00	£ 10,500.00	12.50%	87.50%
Millennium Green Maintenance	73.22	750.00	676.78	9.76%	90.24%
Operating Costs			0.00		
Advertising & Official notices		100.00	100.00	0.00%	100.00%
Audit Fees	285.00	1,000.00	715.00	28.50%	71.50%
Broadband	130.31	500.00	369.69	26.06%	73.94%
Computer	25.00	200.00	175.00	12.50%	87.50%
Garage Rent- rear 14 Load st	1,534.47	4,500.00	2,965.53	34.10%	65.90%
Insurance		5,300.00	5,300.00	0.00%	100.00%
Intruder Alarm	379.25	700.00	320.75	54.18%	45.82%
Legal Fees	5,006.25	5,000.00	-6.25	100.13%	-0.13%
Maintenance	709.40	1,500.00	790.60	47.29%	52.71%
Office consumable and cleaning	-103.55		103.55		
Photocopier	321.01	1,500.00	1,178.99	21.40%	78.60%
Postage	58.03	200.00	141.97	29.02%	70.99%
Refreshments	3.85	150.00	146.15	2.57%	97.43%

Service Charge & Business rates	1,047.90	900.00	-147.90	116.43%	-16.43%
Small Office Equipment		150.00	150.00	0.00%	100.00%
Software & Support	1,120.00	5,000.00	3,880.00	22.40%	77.60%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print	426.96	2,000.00	1,573.04	21.35%	78.65%
Subscriptions	1,706.71	2,000.00	293.29	85.34%	14.66%
Telephones	333.66	600.00	266.34	55.61%	44.39%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff	105.00	1,000.00	895.00	10.50%	89.50%
Travel & Training- Councillors		500.00	500.00	0.00%	100.00%
Unity Bank Charges	29.85	150.00	120.15	19.90%	80.10%
Website	1,000.00	1,500.00	500.00	66.67%	33.33%
Total Operating Costs	£ 14,119.10	£ 35,150.00	£ 21,030.90	40.17%	59.83%
Paddling Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	4,080.00	7,000.00	2,920.00	58.29%	41.71%
Small Grants Fund	-20.99		20.99		
Together Project	-60.00		60.00		
Town Events			0.00		
Carnival Fireworks		2,000.00	2,000.00	0.00%	100.00%
Christmas Festivities		5,000.00	5,000.00	0.00%	100.00%
Christmas Lights	11,207.14	11,500.00	292.86	97.45%	2.55%
VE DAY Grants		1,000.00	1,000.00	0.00%	100.00%
Total Town Events	£ 11,207.14	£ 19,500.00	£ 8,292.86	57.47%	42.53%

9231 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 07/09/2020:

i) Planning Committee,

It was **RESOLVED** to **note** the planning draft minutes, as presented by Cllr S Billett, of the meeting held on 24/09/2020.

It was **RESOLVED** to **Approve** the responses to the White Paper - Planning for the Future survey, as emailed to Members on 01/10/2020.

ii) Finance and General Purposes Committee, meeting held 16/09/2020.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 16/09/2020 as presented by Cllr R Stanczyszyn.

Approval was sought for the recommendations as follows:

a. Policies and Procedures

BTC029 Child and Vulnerable Person Protection Policy.

It was **RESOLVED** to **Approve** the above policy

BTC030 Training Policy

Following debate amendments were **Approved** to the wording of paragraph 1.1. Approval of this policy was deferred until the next meeting

BTC031 Equality and Diversity Policy

It was **RESOLVED** to **Approve** the above policy with a minor amendment.

BTC047 Email Policy

Following debate amendments were **Approved** to wording in paragraph 1 and 3 and the addition of reference to the Data Protection policy. It was then **RESOLVED** to **Approve** the above policy

BTC048 Privacy Policy

It was **RESOLVED** to **Approve** the above policy

b. **Asset Register – Mayor’s Parlour**

It was **RESOLVED** to **Note** the amendments to the Mayor’s Parlour asset register.

iii) **Together Group** meeting held 11/08/2020.

Cllr J Byng presented the notes from the Together Group. The Mayor raised concerns about the amount of time taken by Officers to support the Together Group meetings. Cllr L Davies confirmed that reconciliations were undertaken by the group with only monies being banked by the Office. Cllr R Coleman thought that all risk assessments should be reviewed by the Finance & General Purposed Committee. It was **RESOLVED** to **note** the Together Group notes 02/09/2020.

iv) **Road Safety Group** meeting held 10/09/2020.

Cllr C Edginton White presented the Road Safety Group notes and thanked the Town Clerk and Cllr I Hardiman for taking on work from this group. With regards to the flower tubs on the corner of Dog Lane, action was taken, and the number of tubs reduced. It was **RESOLVED** to **note** the Road Safety Group notes 10/09/2020.

9232 SOCIAL MEDIA COMMENTS

The Mayor Cllr A Coleman made a statement about the different types of local government and their relevant powers. The Mayor referred Members to the Local Government Act 2000 and the Local Government Association website which states that in Worcestershire there are two tiers of local government, with the first tier being Worcestershire County Council and the second tier being Wyre Forest District Council; also known as principle councils and local authorities. The Mayor hoped that the new white paper on devolution will give powers to the local parish/town councils.

9233 NEIGHBOURHOOD PLAN PROGRESS

Cllr R Stanczyszyn presented the Neighbourhood Plan Community Steering Group Notes from 24/09/2020; it was confirmed that there is no requirement for a Strategic Environmental Assessment; the plan can now progress to a section 14 consultation, possibly mid-November/December. To progress to section 14 consultation additional funding would be required as there no NP budget in 2020-21.

It was **RESOLVED** to **note** the Neighbourhood Plan Community Steering Group notes 24/09/2020.

It was **RESOLVED** to **Agree** to make an application for £4000 funding from Locality to complete the consultation phase. If this funding application were to fail it was **RESOLVED** to **Agree** that the £4000 should be taken from reserves to enable the plan to progress.

Cllr S Billett lost connection to the meeting

9234 FLOOD DEFENCE GROUP

Cllr C Edginton White gave an update on the WFDC Overview and Scrutiny Committee final Flooding report and read out the eight recommendations. The recommendations were unanimously voted through by the District Council. Cllr C Edginton White confirmed a business case is being worked on by WFDC and that

the Environment Agency are working on a technical plan. Members raised concerns about County support.

Cllr M Maher lost connection to the meeting

The Mayor suspended standing order 3w to allow for the meeting to continue for more than three hours.

9235 CHRISTMAS LIGHT SWITCH ON

The Mayor moved this agenda item to Confidential Matters on the request of Cllr R Coleman.

9236 BEWDLEY TOWN MARKET

During discussion with regards to the re-instatement of the Bewdley Town Markets Members raised concerns about Covid-19 cases and the recent spike in the Wyre Forest. It was **RESOLVED** not to re-instate markets in Bewdley in this current year.

9237 REMEMBRANCE DAY

The Mayor Cllr A Coleman confirmed that following a Remembrance Day working group meeting, which included a representative of the Royal British Legion, a decision was made that there will be no BTC event this year. A poster will be displayed on the Beales Corner noticeboard and the Mayor will lay wreaths at both war memorials. It was **RESOLVED** to **Approve** a donation of £100 to the Royal British Legion Poppy Appeal.

9238 ARMED FORCES FLAG FLYING CEREMONY

It was **RESOLVED** to **Approve** that Bewdley Town Council hosts the 2023-Armed Forces flag flying ceremony.

9239 LOCALISM

The Mayor moved this agenda item to Confidential Matters due to sensitive contractual data.

9240 POLICE AND CRIME COMMISSION – ANNUAL TOWN & PARISH SURVEY

Members were asked to forward their responses to the Annual Town and Parish Survey to the Town Clerk.

9241 COMMITTEE TERMS OF REFERENCE AND THE SCHEME OF DELEGATION

It was **RESOLVED** to defer this item until the next meeting

9242 CORPORATE PLAN

Cllr L Davies presented her report and suggested a small group of Members form a review group. Cllr L Davies asked Members for their input and agreed to formulate a discussion paper for the next meeting.

9243 THANK YOU AWARDS

Cllr L Davies asked that the Council acknowledges and thank all those who have helped in these difficult times with the floods and the pandemic.

The Mayor moved confidential item 9250 to the public section of the meeting as both items were related.

***9250 COMMUNICATION**

Cllr L Davies raised concerns about the lack of communication with regards to the recipients of the Thank You awards presented at the High Sheriff of Worcestershire visit. The Mayor confirmed that they were awarded inline with the current policy as published on the BTC website. Both Cllrs S Collingridge and L Davies spoke of not being aware who had received an award and that they would have not been able to answer question about the recipients if asked.

Cllr S Collingridge left the meeting

9244 IT EQUIPMENT

The Town Clerk presented a report with regards to the provision of IT equipment for both Councillors and Officers to support new operating systems, virtual meetings and working from home. Cllr R Coleman raised concerns that there was no home working policy and that there was no formal agreement that Officers should work from home. The Mayor asked the Town Clerk to formulate a policy and risk assessment.

It was **RESOLVED** to **Approve** delegation to the Town Clerk allowing for the purchase of Council IT equipment, to be funded from the small business grant fund.

9245 TOWN CLERK'S UPDATES

iii. Toilets

Over the past few weeks syringes have been found in the toilets, these incidents have been reported to the police.

iv. Bollards

WCC Cllr B Vale confirmed that the bollards have been ordered. Issues with installation are being looked into.

v. Planters

Four planters are in-situ; funding has been received for 3 more (courtesy of Cllrs Anna and Roger Coleman's District Funds). Adopt a planter - 12 expressions of interest were received; 12 applications sent out, only 1 has been returned. This may be due to the need for public liability insurance and the need for continual watering.

The insurers recommended two options these will be reviewed at the next Finance & General Purposes Committee

vi. Wyre Hill Sand Park

A report had been received with regards to a loose panel on the new play equipment in the sand park. This had been reported to the manufacturer. WCC, Place Partnership has also been contacted with regards to cutting back overhanging trees. No response has been received.

v. Benches

A request has been received to refurbish a memorial bench located on Severn Side South. The bench has been reviewed and needs repair. It was **RESOLVED** to **Approve** that the Lengthsman undertake the repair of the bench.

9246 MAYOR'S DIARY AND FUTURE EVENTS

i) The Mayor's diary

The Mayor is planning to honour a recently retired Load Street trader who has been in business for 50 years. This should take place in December.

ii) Future Civic and Community events

9247 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

The Mayor asked that a motion relating to the Active Travel Investment Plan be taken forward to the next Town Council meeting

9248 In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, it was **RESOLVED** 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

The following members remained in the meeting The Mayor, Cllr A Coleman, Cllrs J Byng, R Coleman, L Davies, C Edginton White, P Gittins MBE, P Harrison, H Lacy, R Stanczyszyn

***9239 LOCALISM**

The Mayor moved this agenda item to Confidential Matters to discuss correspondence received from WFDC CEO Ian Miller and estimated maintenance costs.

Following discussions on the localism agenda Members considered that a phased programme of transfer be reflected in the Town Council budgets. It was **RESOLVED** to **Agree** that Bewdley Town Council take up the following asset transfers:

Load Street Toilets.
6A Load Street.
Riverside North Park.

Members wished to consider investigating the possible transfer other assets.

***9235 CHRISTMAS LIGHT SWITCH ON**

The Mayor moved this agenda item to Confidential Matters on the request of Cllr R Coleman. It was **RESOLVED** to **Agree** that the Christmas lights will be switched on at the discretion of the Town Clerk after the fitting of the Christmas tree and that there would be no Christmas market. Discussions ensued about the provision of New Year's Eve fireworks. No decision was made until options for an alternative site had been explored.

9249 CONTRACTUAL MATTERS

To received and agree quotations for the following purchases.

- Bus Shelter Cleaning
It was **RESOLVED** to **Approve** the appointment of Fletchers Access to clean the bus shelters for a period of 12 months
- Fireworks
Defer back to F&GP
- Replacement Gateway Signs
It was **RESOLVED** to **Approve** a sign replacement budget be included 2021-22.

9250 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 2nd November 2020, 7pm

The meeting closed at 11.01pm

Signed.....
Mayor/Chairman
5th October 2020

AGENDA ITEM 9257.ii

	Bewdley Town Council		
Unity Current Account, Period Ending 30/09/2020			
	RECONCILIATION REPORT		
Reconciled on: 05/10/2020			
Reconciled by: Sharon Hudson			
Any changes made to transactions after this date aren't included in this report.			
Summary			
GBP			
Statement beginning balance			89,416.52
Cheques and payments cleared (20)			-23,007.84
Deposits and other credits cleared (5)			93,594.22
Statement ending balance			160,002.90
Uncleared transactions as of 30/09/2020			-50.60
Register balance as of 30/09/2020			159,952.30



Town Clerk's Office
25(A) Load Street
Bewdley

01299 400157

townclerk@bewdleytowncouncil.org

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 21ST OCTOBER 2020 AT 7.00pm

HELD AS A VIRTUAL MEETING ON ZOOM

PRESENT

Councillors R Stanczyszyn (Chairman), L Davies (Deputy Chairman), J Byng,
P Gittins MBE, P Harrison, D Moorhead

In attendance:

Sharon Hudson, Town Clerk

Two non-committee members of the Council

f&gp/423 Chairman's Welcome

Cllr R Stanczyszyn welcomed everyone to meeting and stated that he had never refused anyone to talk on any item on the agenda and had no intention to do so now.

f&gp/424 Apologies

Apologies were received from Cllrs H Lacy

f&gp/425 Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None were declared

f&gp/426 Councillor Dispensations

- There were no requests for dispensations.

f&gp/427 Public Question Time

- None

A Non-committee member made a statement about not being allowed to stay in the meeting following the resolution to exclude the public.

f&gp/428 Minutes

It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 16/09/2020, as a true record.

f&gp/429 The Town Clerk gave an update on the Council's current financial position.

- the bank reconciliations from 30/09/2020 (half year)

Bewdley Town Council			
Unity Current Account, Period Ending 30/09/2020			
RECONCILIATION REPORT			
Reconciled on: 05/10/2020			
Reconciled by: Sharon Hudson			
Any changes made to transactions after this date aren't included in this report			
Summary			
GBP			
Statement beginning balance			89,416.52
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Statement ending balance			160,002.90
Uncleared transactions as of 30/09/2020			
Register balance as of 30/09/2020			159,952.30

- the cash balances and reserves 30/09/2020 (half year)

Bewdley Town Council			
Unity Current Account, Period Ending 30/09/2020			
RECONCILIATION REPORT			
Summary			
GBP			
Statement beginning balance			89,416.52
Cheques and payments cleared (20)			-23,007.84
Deposits and other credits cleared (5)			93,594.22
Statement ending balance			160,002.90
Uncleared transactions as of 30/09/2020			
Register balance as of 30/09/2020			159,952.30

RESERVES 2020-21			
General Reserve			87,381.28
Reserves 2020-21			
Reserves- War Memorials			2,000.00
Reserves- Christmas Event			4,294.95
Reserves- Replacement Councillors' Hats + Robes			3,732.00
Reserves- Mayor's Chain repair			2,911.80
Reserves- Bus Shelter Maintenance			500
Reserves- Insurance valuations			900
Election Provision			0
Reserves- Civic Award			600
Reserves- Economic Regeneration			3,905.00
Reserves- Load Street Toilets			3,225.02
Reserves- Together Project			4,029.81
Reserves - Property Cost and Loan Repayments			25,825.00
Reserves-Welchgate Planting Project			421.41
NEW			
Reserves-Capital - VAS Signs			2,500.00
Reserves-Capital - Sign Posts			250
Reserves-Capital - Notice Boards & Town Signs			2,000.00
RESERVE BALANCES 2019-20			57,094.99
Current Liabilities - Noah's Ark Mums and Toddlers aka Wyre Hill Play park			1,835.69
Current Liabilities - Locality Grant			5,937.50
Current Liabilities - Bewdley Civic Society			7,000.00
Current Liabilities - Bewdley Residents Flood Committee			702.84
			15,476.03
Balance of Reserves September 2020			159,952.30

It was **RESOLVED** to **Note** the above reconciliations

f&gp/430

To receive an update on the budget to date

It was **RESOLVED** to **note** actual spend against budget 2020-21 as at 30/09/2020 (half year)

f&gp/431

Purchases– not yet invoiced:

- O/n 19-20-042 Bewdley Community Marching Band – £300 - Mayors Civic & Remembrance Sunday
(budget – Mayoral Expenses & Civic Ceremonies)
- O/n 19-20-054 Britnett Central – £407 – Website Design (Balance)
(budget – Website 2020-21)
- O/n 19-20-077 Numlock Solutions - £40 – install software
(budget – Software & support)
- O/n 19-20-079 Worcestershire CALC – £80.00 -Officer Training (Balance)
(budget – Training-Staff)
- O/n 20-21-001 Community Rehabilitation - £45.00 – maintain Millennium Green (budget – Millennium Green)
- O/n 20-21-003 WFDC– £400 – Remove dangerous pole
(budget – Town Maintenance)
- O/n 20-21-005 OGL– £3481.92 – IT Solutions (Balance)
(budget – software and support)
- O/n 20-21-009 Num Lock Solutions – £40.00 - Domain Transfer
(budget – Software & Support)
- O/n 20-21-011 DKE Audit – £360 – Internal Audit 2020-21
(budget – Audit Fees)
- O/n 20-21-023 Worcestershire CALC – £60.00 -Budget Training
(budget – Training-Staff/Councillors)
- O/n 20-21-025 Worcestershire CALC – £30.00 -Chairmanship Training

	(budget – Training- Councillors)
O/n 20-21-028	Worcestershire CALC – £225.00 – Councillor Training
	(budget – Training- Councillors)
O/n 20-21-031	Amazon – £40.91 -Infrared Thermometer
	(budget – Together Group)
O/n 20-21-035	Fletchers Access– £1080.00 – Annual Bus Shelter Cleaning
	(budget – Bus Shelter Maintenance)
O/n 20-21-036	WFDC– £90– To provide cover for Toilets
	(budget – Load Street Toilets)
O/n 20-21-037	Greenman Gardens– £360 – Refurbish Bench Severn-side South - (budget – Maintenance of existing seats)
O/n 20-21-038	Elite Ind Supplies Ltd – £41.29 – BTC Hi-Viz vests
	(budget – Office Consumables)
O/n 20-21-039	OGL – £1831.00 – Tablets
	(budget – to be paid from Small Business Grant funds)

It was **RESOLVED** to **note** the above outstanding orders

f&gp/432

Budget

The first draft of the 2021-22 budget was presented by the Town Clerk and explanation given on a number of highlighted items. It was **RESOLVED** to **Note** the initial draft.

f&gp/433

To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meeting including

1. Localism

The next Localism meeting is due to take place 22/10/2020. Information relating to open space costs had been provided. No information had been provided with regards to residents' car parks.

2. Adopt A Planter

It was **RESOLVED** to recommend for approval the following amendments be made to the adopt a planter scheme

- that the individuals from those businesses/organisations wishing to adopt a planter are recruited as BTC volunteers and therefore covered by BTC insurance.

3. Bollards

It has been confirmed that the bollards for Severn Side South were ordered by WCC on 16/09/2020.

f&gp/434

Elections VAT Payment

It was **RESOLVED** to recommend for approval the VAT repayment of £397.52 relating to a WFDC VAT overclaim error on the 2017 election expenses.

f&gp/435

Together Group Risk Assessment

It was **RESOLVED** to **Note** the Together Group risk assessments. (Together Group is currently closed due to the COVID 19 restrictions)

f&gp/436

Neighbourhood Plan

Cllr R Stanczyszyn explained funding was required for the completion of the Neighbourhood Plan Regulation 14 consultation. Funding has been sought from Locality however should that funding not materialise monies would be required from reserves. It was **RESOLVED** that in line with Council approval

on 05/10/2020, if required, up to £4000 would be used from Council reserves to allow completion of the Neighbourhood Plan consultation

f&gp/437
fication

To receive any urgent matters not on this agenda subject to prior noti-

Fireworks

Following discussions regarding the current government guidance relating to coronavirus and public events it was **RESOLVED** to recommend that the Council does not provide a New Year's Eve fireworks display this year.

f&gp/438

In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, it was **RESOLVED** 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

f&gp/439

Contractual Matters

Members reviewed the following quotations and recommended the following approvals or actions having considered the reports presented:

- Floral Displays
– an annual contract with the option 2 provider
- Replacement Lifebuoys Housing and Lifebuoys cleaning
– the purchase of one new housing from the option 1 provider and to make arrangements for all lifebuoy housings to be cleaned.
- Noticeboards
– a new noticeboard be purchased for Beale's Corner from the option 1 provider.

f&gp/440

25A Load Street

The Town Clerk has written to the premises owner with regards to the contract in place.

f&gp/441

On-going Staffing Matters

Following discussion with regards to the additional information received relating to an invoice for provision of a statement by a former Councillor –

[REDACTED]

f&gp/442

Date of next meeting – 18th November 2020

Meeting closed 8.08pm

These minutes are signed as a true and accurate record:

COUNCIL MEETING 2ND NOVEMBER 2020

WFDC 2017 ELECTIONS VAT REPAYMENT

Please see email from the Elections Team at WFDC.

Due to an error WFDC over claimed VAT on elections payments dating back to 2017, these VAT errors are now being charged back to BTC.

Invoice details have been provided and reviewed by the Finance & General Purposes Committee

Decision

It has been recommended for approval:

- **the payment £397.52 to WFDC for over claimed VAT on 2017 elections.**



**COUNCIL MEETING
2ND NOVEMBER 2020**

FLORAL DISPLAYS

Decision

The Finance & General Purposed Committee recommends for approval that provider 2 supplies the Floral Displays for a period of 1 year only.

Background

Bewdley Town Council provides the town with floral displays including hanging baskets and tiered planters

Observations

Early 2020 a tender process was undertaken to provide the Bewdley Town Council with a 3-year contract for the supply and maintenance of hanging baskets and tiered tubs for the summers of 2020-2021-2022.

Only one organisation replied to the tender. WFDC had previously supplied the hanging baskets for a budget of £3000 per annum. This price including flowers, maintenance and watering. Bewdley Town Council originally had 54 half baskets and 12 full baskets, these were replaced by WFDC and remain their property.

The quotations were received from two organisations

BUDGET	Street Poles Tubs and Baskets £3000	
BUSINESSES APPROACHED	1. 3 years contract	£23375 plus VAT
	2. 1 year contract – includes basket purchases	£4764.48 plus VAT
	See details at Appendix A	

Financial:

The budget for street poles, tubs and baskets in 2019-20 was £3000 this remained the same in 2020-21.

Risks:

Standards are not maintained; the displays do not meet public expectation. The Council receives complaints from the public leading to reputational damage.

Recommendation

Having reviewed the information provided the Finance & General Purposes Committee it recommended:

- that (option 2) supplies the 2021 floral displays.

APPENDIX A

1	Option 1	<p>The compost provided in the baskets and towers contains a controlled slow release fertiliser, which benefits the plants throughout the season. In addition to this, we provide a feed as part of our watering program.</p> <table><tr><td>Cost of Plants in Year 1</td><td>£2,430</td></tr><tr><td>Cost of Plants in Year 2</td><td>£2,480</td></tr><tr><td>Cost of Plants in Year 3</td><td>£2,530</td></tr></table> <p>3.3 Maintenance</p> <p>The maintenance of the baskets, such as watering and deadheading will be completed by our internal team. As they have previously completed the work, they know the route and what is entailed to keep the baskets looking their best. Watering and maintenance will take place early morning, to avoid disruption to local residents and businesses.</p> <table><tr><td>Cost of Maintenance in Year 1</td><td>£3,035</td></tr><tr><td>Cost of Maintenance in Year 2</td><td>£3,185</td></tr><tr><td>Cost of Maintenance in Year 3</td><td>£3,345</td></tr></table> <p>3.4 Demounting and Storage</p> <p>Our in house team will demount all of the baskets and remove the towers at the end of the summer period. During the winter, the baskets will be stored under cover at our Brinton Park depot. At the end of the season, all plants and compost will be removed, and will be composted. Fresh compost and plants will be used for the following season.</p> <table><tr><td>Cost of Demounting and Storage in Year 1</td><td>£2,020</td></tr><tr><td>Cost of Demounting and Storage in Year 2</td><td>£2,120</td></tr><tr><td>Cost of Demounting and Storage in Year 3</td><td>£2,230</td></tr></table> <p>3.5 Total Costs</p> <p>The total costs for each year of the contract as follows:</p> <table><tr><td>Total Cost of Year 1</td><td>£7,485</td></tr><tr><td>Total Cost of Year 2</td><td>£7,785</td></tr><tr><td>Total Cost of Year 3</td><td>£8,105</td></tr><tr><td>TOTAL COST FOR ALL 3 YEARS</td><td>£23,375</td></tr></table>	Cost of Plants in Year 1	£2,430	Cost of Plants in Year 2	£2,480	Cost of Plants in Year 3	£2,530	Cost of Maintenance in Year 1	£3,035	Cost of Maintenance in Year 2	£3,185	Cost of Maintenance in Year 3	£3,345	Cost of Demounting and Storage in Year 1	£2,020	Cost of Demounting and Storage in Year 2	£2,120	Cost of Demounting and Storage in Year 3	£2,230	Total Cost of Year 1	£7,485	Total Cost of Year 2	£7,785	Total Cost of Year 3	£8,105	TOTAL COST FOR ALL 3 YEARS	£23,375
Cost of Plants in Year 1	£2,430																											
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TOTAL COST FOR ALL 3 YEARS	£23,375																											
2	Option 2	<table><tr><td>Purchase Of 54 Half Baskets and 12 full Baskets</td><td>£2,544.48</td><td>£2,544.48</td></tr><tr><td>Per Year</td><td></td><td></td></tr><tr><td>Planting baskets</td><td>£990.00</td><td></td></tr><tr><td>Installing baskets</td><td>£240.00</td><td></td></tr><tr><td>Maintenance for summer (June to September)</td><td>£810.00</td><td></td></tr><tr><td>Removal to winter store</td><td>£180.00</td><td></td></tr><tr><td></td><td>£2,220.00</td><td>£2,220.00</td></tr><tr><td>Total</td><td></td><td>£4,764.48</td></tr></table> <p>Quotation includes maintenance and watering plus the purchase of new baskets.</p> <p>The quotation includes baskets only the tiered tubs will attract an additional cost.</p>	Purchase Of 54 Half Baskets and 12 full Baskets	£2,544.48	£2,544.48	Per Year			Planting baskets	£990.00		Installing baskets	£240.00		Maintenance for summer (June to September)	£810.00		Removal to winter store	£180.00			£2,220.00	£2,220.00	Total		£4,764.48		
Purchase Of 54 Half Baskets and 12 full Baskets	£2,544.48	£2,544.48																										
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	£2,220.00	£2,220.00																										
Total		£4,764.48																										



COUNCIL MEETING 5TH NOVEMBER 2020

Town Clerk's Report

Bewdley Lifebuoys

Decision

The Finance & General Purposed Committee recommends for approval that provider 1 supplies.

- **A lifebuoy housing and throwline replacement (Mug House)**
- **All lifebuoys are cleaned immediately and after any flooding incident**

Background

Following lifebuoy actions were agreed by Council on 04/11/2019

9859- Lifebuoys

Following a recent survey of the Lifebuoys it was identified that there was a need to renew three housings; the Environment Agency also recommend the use of B-lines rather than a standard ring. (2019/20 no capital budget - £150 maintenance budget)

It was RESOLVED to Agree the following actions

- Damaged lifebuoy housings are replaced with overhead hinged units as recommended by the Environment Agency (approx. £160 per unit)
- A rolling program of B-line installations is introduced to replace current rings.
- That the Lifebuoy maintenance budget is increased from 2020 onwards to allow for regular risk assessment reviews and cleaning.
- That a Capital budget is introduced to support a replacement program.

Bewdley Town Council are responsible for seven lifebuoys. These are checked on a weekly basis by the Caretaker.

Observations

The lifebuoy outside of the Mug House is damaged and requires of replacement. The lifebuoys at Beale's Corner and on Severn Side South (near Arches) need urgent cleaning.

Three quotations were sought for the provision of the new lifebuoy, the three responses received are below. Fitting will incur an additional costs.

BUDGET	Capital Budget Noticeboards and Signs £2000	
BUSINESSES APPROACHED	1. Supplier 1 30"	£246.35 plus VAT
	2. Supplier 2 30"	£275.56 plus VAT
	3. Supplier 3	£220.00 plus VAT
-	See Appendix A for details	

Budget:

The 2020-21 capital budget for Lifebuoys is £1000.00, there is also a maintenance budget for cleaning etc of £250.00.

Risks:

Without suitable and adequate lifebuoy equipment lives may be lost. The reputational of the Council may be damage and financial penalties incurred.



Recommendation

Having reviewed the information provided the Finance & General Purposes Committee it recommended:

- **One lifebuoy is replaced immediately by supplier 1, and all lifebuoys are cleaned.**

Sharon Hudson
Town Clerk

APPENDIX A

1	Option 1 	600mm lifebuoy housing with 1 x B-Line™ throwing/rescue buoy and rail mount fixings. Please note, the Lifebuoy Housing can accomodate 2 x B-Lines.	£246.35 plus VAT
2	Option 2	Looking at your requirements either our set 3B24 or 3B30 would be suitable, the only difference between the two sets are one has a 24" lifebuoy and 20m line and the other has a 30" Lifebuoy and 30m Line. Each set has 1 x Integrated Lifebuoy Housing, 1 x Lifebuoy c/w retro tape and lines, 1 x Encapsulated Throwing Line and a set of Clamps for rail fixing. We can despatch these from stock	Prices for the sets are as follows: SET3B24 - £265.37 + Vat ex works SET3B30 - £275.56 + Vat ex works
3	Option 3 	30" Lifebuoy & Open Housing Cabinet Set tough lifebuoy cabinet housing with enclosed cover manufactured in hard wearing orange polyethylene. Cleverly designed to fit the 24" and 30" diameter lifebuoys. Optional Extras Include: rail mount set, 1.5 meter galvanised base mount post, or 2 meter galvanised below surface mounting post. ** ALSO NOW AVAILABLE WITH A SAFETY STICKER ** (Please note: does not include the Lifebuoy & Line – sold separately)	Lifebuoy £160.00 <u>£150.00</u> ex Housing Cabi- VAT net With Cover (Housing & Cover Only) Lifebuoy Hous- £172.00 <u>£162.00</u> ex ing & Cover VAT (With Rail Mounting Set) Lifebuoy Hous- £220.00 <u>£210.00</u> ex ing & Cover VAT With 1.5mtr Surface Mounted Post Lifebuoy Hous- £220.00 <u>£210.00</u> ex ing & Cover VAT With 2 mtr Be- low Surface Post 30" Lifebuoy - With £58.00 ex Mounting Hook & En- VAT closed Throwline

COUNCIL MEETING 2nd November 2020

Town Clerk's Report

BEALE'S CORNER NOTICEBOARD

Decision

The Finance & General Purposed Committee recommends for approval that provider 1 supplies.

- **the purchase of a new notice board for Beale's Corner.**

Background

Beales' Corner noticeboard is booked out by local organisation on a weekly basis. During 2019-20 poster were displayed most weeks. As at April 2020 a £10 hire charge was introduced to cover administration costs. Due to the coronavirus pandemic all bookings have been cancelled.

The noticeboard was recently repaired by the Repair Cafe however, following the floods, the wooden board has swollen and warped. The door is difficult to open and perplex mists up. Internally the board is made of hard wood making it difficult to pin up posters. All metal fixings have rusted.



Observations

The Beale's Corner wooden noticeboard was custom made and is listed on the asset register for £1270.

The capital budget for 2020-21 includes signs and noticeboards; gateway signs costs approx. £1100 each plus fitting.

Three quotations were sought for the provision of a new noticeboard. Fitting will incur an additional cost.

Following the F&GP Committee meeting 16/09/2020 additional quotations were sought, from options 1 and 2 to include costs for a header board and black paint. Mock-ups has been obtained as requested see Appendix A.

BUDGET	Capital Budget Noticeboards and Signs £2000	
BUSINESSES APPROACHED	1. Option 1 - aluminium	£839.17 plus VAT
	2. Option 2 - aluminium	£999.39 plus VAT
	See Appendix A for details	

Budget:

The current budget for Noticeboards and Signs is £2000.

Risks:

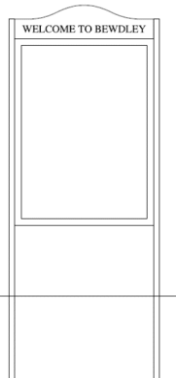

The noticeboard may be damaged by further flooding and become unusable, leading to reputational damage.

Recommendation

Having reviewed the information provided the Finance & General Purposes Committee it recommended:

- that the noticeboard is replaced in 2020-21 by Option 1.

APPENDIX A

1		<p>Option 1</p> <p>16 x A4 (A0 size) aluminium noticeboard Standard specification includes: Robust, 58mm deep aluminium frame Silver anodised finish Galvanised steel back panel with white lacquered finish for use with magnets (supplied) 4mm, vandal-resistant, Plexichoc glazing Side-hinged doors which can be reversed for left or right-hand opening on portrait models and top-hinged doors on gas-stays on 18 & 21 x A4 landscape versions Waterproof elastomer seal Tamper-proof locks supplied with 2 keys per board Can be wall, post or railing-mounted (Wall mounting screws are standard option)</p>	<p>Additional lock and pair of keys for AF58 aluminium noticeboard (+£10.30)</p> <p>20mm magnets (pack of 12) (+£13.47)</p> <p>Shipping (+£50.35)</p> <p>Price with header board and black paint - £839.17 plus VAT</p>
2	 <p>The provision would be one door only</p>	<p>1000 Magnetic Exterior Lockable Notice Board - Inc. Post Kit</p> <p>Standard specification includes: Size: 1350 x 1000mm wide (A0) Frame: 1000 – Aluminium Substantial heavy-duty lockable frame (75mm deep) with laser cut mitres for a perfect fit Shatterproof permanently bonded glazing panel - no broken glass, cracks or personal injury or claims Magnetic backing to hold posters and notices in position - neater and quicker than pins Full length hinge ensure that the door never drops or sags Venting systems guarantees no condensation problems Aluminium posts with powder coated finish - no ground level rust problems</p>	<p>Pack of 12 Magnetic Disks (20mm) for +£7.28 ex VAT):</p> <p>FREE UK Courier Delivery</p> <p>Price with header board and black paint - £999.39 plus VAT</p>

		Guarantee - 5 years manufacturers' warranty from a secure company who's actually growing during this difficult trading period	
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**MINUTES OF THE
STAFFING COMMITTEE MEETING
TUESDAY 6TH OCTOBER 2020 AT 7PM
VIRTUAL MEETING HELD ON ZOOM**

Present

Committee members Councillors – P Harrison (Chairman), S Billett, J Byng, S Collingridge, L Davies.

In attendance: Sharon Hudson – Town Clerk

S2020/379 Chairman's opening remarks
Cllr P Harrison welcomed everyone to the meeting

S2020/380 Apologies for absence
None Received

S2020/381 Declarations of interest
Members were reminded to declare all interests as required by the Localism Act 2011, ss 31 and 32.
None declared.

S2020/382 PUBLIC QUESTION TIME
None

S2020/383 Approval of minutes of previous meeting
It was **RESOLVED** that the Minutes of the Staffing Committee meeting held on the 22/07/2020 were a true record of that meeting.

S2020/384 Mace Bearer
It was **RESOLVED** to recommend for approval the advertisement for a new Mace Bearer with minor amendments

S2020/385 Relief Cleaner
It was **RESOLVED** to recommend for approval the advertisement for a relief cleaner to cover holidays.

S2020/386 It was **RESOLVED** that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), 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

Staffing Restructure

- S2020/387** It was **RESOLVED** to recommend for approval a proposed new staffing structure.
- S2020/388** **Payroll Budgets 2021-22**
It was **RESOLVED** to recommend for approval payroll budgets for 2021-22
- S2020/389** **Payroll Audit Review**
Deferred to the next meeting
- S2020/390** **Staffing Issues**
Members discuss issues raised by the Town Clerk, it was agreed that further advice should be sought.
- S2020/391** **DATE AND TIME OF NEXT MEETING**
The date of the next meeting is to be agreed.
- The meeting closed at 7.54pm



**MINUTES OF THE
STAFFING COMMITTEE MEETING
MONDAY 19TH OCTOBER 2020 AT 7PM
VIRTUAL MEETING HELD ON ZOOM**

Present

Committee members Councillors – P Harrison (Chairman), S Billett, J Byng, S Collingridge, L Davies.

In attendance: Sharon Hudson – Town Clerk
4 Non-Committee Members

S2020/392 Chairman's opening remarks
Cllr P Harrison welcomed everyone to the meeting

S2020/393 Apologies for absence
None Received

S2020/394 Declarations of interest
Members were reminded to declare all interests as required by the Localism Act 2011, ss 31 and 32.

None declared

S2020/395 PUBLIC QUESTION TIME
One Non-Committee Member spoke of concerns with regards to the phrasing of agenda item 400 – staffing issues; it was not clear to what this item referred. The agenda item is vague and should be clearer. Another of the Non Committee Members also agreed with these comments.
Cllr L Davies confirmed that it was a confidential item and reminded Members of the NALC legal note – Need to Know.
Cllr P Harrison agreed to discuss this during the confidential session.

S2020/396 Approval of minutes of previous meeting
It was **RESOLVED** that the Minutes of the Staffing Committee meeting held on the 06/10/2020 were a true record of that meeting.

S2020/397 Covid-19 Working Arrangements
The Town Clerk responded to questions raised by Cllr R Coleman regarding working arrangement at 25A Load Street and possible home working. Covid risk assessment have been undertaken for both the office and home working.

S2020/398 It was **RESOLVED** that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), 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

In response to public questions Members confirmed that the item 400 was confidential, and that wording was appropriate at this stage.

S2020/399

Payroll Audit Review

The Town Clerk undertook a review of the August salary payments against contracts and NJC pay rates. The August salary payments were found to be correct. It was **RESOLVED** to note the work undertaken in line with Internal Audit recommendations.

S2020/400

Staffing Issues

The office risk assessment was missed in discussion at agenda item 397. Following review, it was **RESOLVED** to recommend for approval the Covid 19 office risk assessment with minor clarifications.

Cllr S Collingridge referred to home WiFi issues, mentioned at agenda item 397, and the possible equipment that could resolve the problems. It was **RESOLVED** to **Agree** the Town Clerk explores and purchases the equipment required in line with delegations agreed at Council 05/10/2020.

Members discussed the advice provided by the Monitoring Office; additional advice is to be sought. It was **RESOLVED** to recommend for approval amendments to the Member/Officer protocols and ICT/Email Policy.

S2020/401

DATE AND TIME OF NEXT MEETING

The date of the next meeting is to be agreed.

The meeting closed at 20.16pm

COUNCIL MEETING 2ND NOVEMBER 2020

Decision

Following review by the Staffing Committee the advertisement below for a replacement Mace Bearer has been recommended for approval.

Vacancy for Mace Bearer

Applications are invited from anyone living in Bewdley for the voluntary post of Mace Bearer. Preference will be given to long term residents. The successful applicant must be able to attend –

- Annual Town Meeting (April)
- Annual Mayor Making ceremony held in May.
- Mayors Sunday (date to be confirmed)
- Remembrance Day Services, including parade.
- Any other Civic events.

The duty of the Mace Bearer is to carry the Mayor's mace in front of the Town Mayor at the above civic events. Ceremonial robes will be provided.

If you are interested in the position or require more information please write or email the Town Council.

COUNCIL MEETING 2ND NOVEMBER 2020

Background

Currently BTC have no cover for the Cleaners holidays. WFDC supply cover at an hourly cost but cannot always provide this cover when required.

Decision

Following review by the Staffing Committee it was recommended the advertisement below for a Cleaner/Caretaker Relief be approved to allow the Cleaner to take proper holidays.

CLEANER/CARETAKER (Bank Holiday and Relief)

A vacancy has arisen for a relief Cleaner/Caretaker at Bewdley Town Council. This role will initially concentrate on the servicing of Load Street Public Conveniences and will include opening-up in the morning, cleaning mid-day and locking at night.

This post would also include relief cover checks on Lifebuoys, Wyre Hill Sand Park and Millennium Green.

The rate of pay will be £8.72 per hour for an average of 2.5 hours covering holidays. Actual hours will vary according to the time of year and any events being held in the Town,

To apply please visit our website to download an application form (www.bewdley-towncouncil.org), call into the Town Clerk's Office at the Guildhall, or call 01299 400157.

Closing Date for this vacancy is xxxxxxxxx.

DECISION NOTICE Motion for Approval -

Revision and Acceptance of Committee and Town Clerk Delegations

BEWDLEY TOWN COUNCIL – Agenda Item Full Council Meeting November 2020

From CLLR ROGER COLEMAN

Background

By omission from the agenda of 15/5/2020 council was unable to vote on the committee's terms of reference and scheme of delegation for the council year May 20/21. This has been noticed and last month we were asked to approve revised paperwork to rectify this omission. Time was against us at this meeting and as there were several pages of complex paperwork to assimilate it was agreed that this item be deferred until the November council meeting. This would give councillors opportunity to assimilate the proposed new documents and make a comparison with the old. Upon further review of these documents there are more changes than previously advised. As far as I am aware I was the only councillor to respond to this and its constructive aim to help seems to have been misinterpreted by some councillors and my aim is to ensure we harmoniously agree a way forward.

Proposals

I propose that as councillors have as yet – (but possibly have as part of the papers for this meeting) not seen any revisions to the original paperwork agreed for 2019 nor any rationale for changing any of those items we once again defer this item; councillors are entitled to have sufficient notice of the details of agenda items preferably more than the time available when that is limited to their distribution with an agenda. That we should receive from the Clerk in good time i.e. within say 7 days of this meeting a copy of last year's documents and that they follow conventional received business writing wisdom in that the changes we are asked to look at are highlighted as per the example below. I believe this decision on committees and delegations is a key decision for our council and as such the following applies

Apart from information about meetings, are there other means of knowing about decisions likely to be made by a council's executive, its committees and sub-committees? Yes. The national rules require a council to publish its intention to make a key decision xii in a document at least 28 clear days prior to when the decision is intended to be made. The notice has to include details of the individual or executive body who will make the decision, the matter that is subject to a

decision, other documents to be considered, and where these other documents are available. This notice document must be available at the council's offices and on its website before the decision is made.

[Dept. for Communities and Local Government – Open and Accountable Local Government

Whilst this may be intended for Local Authorities its intention is clear and we need to always be an open and accountable as a local council is intended to be.

That we reconsider the number of councillors allotted to each committee as we are also being asked to reconsider the terms of reference for each of those committees and it would be wrong to assume that the committee automatically would be manned in the same way. It's clear from attendance by councillors at some committee meetings that the potential for being inquorate has been close and adding members to the committees would help.

We are able to overturn the councils agreed resolution for committee membership numbers by invoking Item 7 of our Standing Orders which allows us to set aside an item previously agreed by

time scale. It would be useful if we had an opportunity during the month to sign off a general acceptance of the proposed new documents by annotating each paragraph or section and by making any adjustment to staffing numbers so that the Clerk can put together a final document for submission and approval by council in December.

Motion

This council defers any decision on this item until Councillors have received a fresh document with clear notes as to additions, deletions and the rationale behind any alterations. That in the light of such a document Councillors have an opportunity to advise the Clerk as to their tacit acceptance of the documents in advance of the December meeting so that any subsequent alterations can be made so as to allow timely completion of this agenda item by a vote at that meeting.

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