



PUBLIC NOTICE OF MEETING

Monday 7th December 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/84560442113?pwd=SWN0d25VMUtrMmU0b3cxa29LT2pCdz09>

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

1st December 2020

AGENDA

9285 OPENING REMARKS

9286 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9287 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.

9288 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

9289 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.

9290 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

The draft minutes of the Town Council meeting held 16/11/2020 will be presented to the meeting for approval by Town Council members.

9291 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 31/10/2020 and balances for **noting**
- iii. Comparison of budget to actual income and expenditure as at 31/10/2020 -- for **noting**

9292 COMMITTEE AND GROUP REPORTS

i. Planning Committee

To **Note** the Planning committee meeting minutes held on 29/10/2020 and the draft minutes of the meeting held on 26/11/2020.

ii. Finance & General Purposes Committee

To **Note** the draft minutes of the Finance & General Purposes committee meeting held on 18/11/2020.

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

a) Risk Assessments

- Toilets – Covid 19 Risk Assessment
- Lengthsman – Covid 19 Risk Assessment
- Corporate Risk Assessment

9293 NEIGHBOURHOOD PLAN PROGRESS

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

9294 BEWDLEY TOWN COUNCIL FLOOD VOLUNTEER GROUP

To receive a verbal update from Cllr Edginton-White (flood group co-ordinator).

9295 POLICY AND PROCEDURES

To receive Cllr R Coleman's report and Agree amendments the Council's Standing Orders.

9296 ACCESS TO CONFIDENTIAL INFORMATION

To receive Cllr R Coleman's decision paper regarding confidential matters

9297 LOCALISM

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

9298 MUSEUM

To receive an update from the Mayor Cllr A Coleman on the proposed status of museum.

9299 LSD TESTIMONIAL

To **Agree** that Bewdley Town Council provides LSD promotions with a testimonial with regards to the provision of markets.

9300 ST ANNES CHURCH

To receive a verbal report from Cllr L Davies to consider and formulate a response from the Town Council to St Annes church consultation

9301 RECORD ARCHIVING

To **Agree** the archiving of Council documents at the Hive in Worcester.

9302 PLANTERS

To **Agree** the design of the additional planters to be purchased from funding provided by District Cllrs A Coleman and R Coleman.

9303 MEMORIAL TREE PLANTING

To receive a report from Cllr P Gittins MBE with regards to a memorial for coronavirus victims

9304 TOWN CLERK'S UPDATES

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

- i. **Website**
- ii. **Bollards**
- iii. **Toilets**

9305 MAYOR'S DIARY AND FUTURE EVENTS

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

9306 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

9307 DATE AND TIME OF NEXT ORDINARY MEETING – 11th January 2021



MINUTES OF THE TOWN COUNCIL MEETING

HELD AS A VIRTUAL MEETING ON
16th NOVEMBER 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, R Coleman, S Collingridge, L Davies, C Edginton White, P Gittins MBE, P Harrison, H Lacy' M Maher, D Morehead, R Stanczysyn

In attendance: 2 Members of the Public
 S Hudson - Town Clerk

9276 OPENING REMARKS

The Mayor Cllr A Coleman welcomed everyone to the meeting.

9277 APOLOGIES FOR ABSENCE

Apologies were received from Cllr J Byng,

9278 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.

Cllr C Edginton White declared an Other Disclosable Interest in agenda item 9282 as a Trustee of the Riverside North Park charity.

9279 COUNCILLORS' DISPENSATIONS

Four dispensation requests were received by the Town Clerk prior to the meeting, from Cllrs A Coleman, R Coleman, C Edginton White and P Harrison. The dispensations relate to Members having dual roles as both Councillors for Bewdley Town Council and Wyre Forest District Council. The dispensation requests cover all meetings up to May 2023.

It was **RESOLVED** to **Approve** the dispensation requests as presented, to allow Members 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.

9280 PUBLIC QUESTION TIME

i. **Members of the public.**

A member of the Civic Society spoke with regard to the proposed transfer of Bewdley Museum, Guildhall and Jubilee Gardens to an independent trust. The speaker raised concerns about the future of the museum collections, land and buildings should the trust fail follow reductions in WFDC funding. Concerns were also raised about the fact that a clause proposed by Bewdley District Councillors, relating to securing the future of Bewdley's heritage should the trust fail, was agreed at WFDC Overview and Scrutiny Committee but written out of the report present to the WFDC Cabinet.

The speaker hoped that the Town Council would make strong representation to WFDC to have the clause reinstated before any final decisions were agreed and strongly believed that there should be a Town Council representation on any future trust board.

The Mayor Cllr A Coleman thanks the speaker and asked that the Museum be added to the Agenda of the December Council meeting

9281 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

It was **RESOLVED** to **Approve** the draft minutes of the Town Council meeting, held on 02/11/2020, as a true and accurate record of that meeting.

9282 LOCALISM

The Town Clerk provided Members with the latest WFDC asset transfer proposals, an old condition report for 6A Load Street and an initial risk assessment.

Following debate and discussion Members agreed to progress with the proposal as presented in table 2 of the WFDC November 2020 Localism document, which included the transfer of the three assets previously agreed by Council 05/10/2020; 6A Load Street, Toilets and Riverside North Park. Concerns were raised about the condition and viability of the paddling pool and the WFDC proposed costs to remove the infrastructure and fill in the pool. The financial implications to the budget were also discussed.

An asset transfer timetable was discussed, it was **Resolved** to **Approve** the following asset transfer dates:

- | | | |
|------|----------------------|--|
| i. | 6A Load Street | 1 st February 2021 |
| ii. | Toilets | 1 st April 2021 |
| iii. | Riverside North Park | 1 st April 2021 with the following conditions |
- The paddling pool is removed completely and that three quotations for the removal work are sought to ensure that there is a minimum reduction in the BTC transfer grant. Also, that the removal work be undertaken when weather conditions allow for least damage to the land.

9283 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

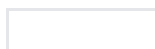
- Museum Trust and Assets
Members raised concerns about the future of the Museum if the trust were to fail and the stewardship of Bewdley's heritage assets. It was also thought that Bewdley Town Council should be represented on the museum trust board. It was agreed that museum discussions should be added to the agenda of the next Town Council meeting in December.
- It was **Resolved** to **Agree** to send flowers to Cllr J Byng and his wife to wish them well.

9284 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 7th December 2020
7pm

The meeting closed at 8.30pm

Bewdley Town Council

Period Ending 31/10/2020



RECONCILIATION REPORT

Summary

GBP

Statement beginning

balance

160,002.90

Cheques and payments cleared (21)

-9,674.40

Deposits and other credits cleared (3)

6,506.32

Statement ending balance

156,834.82

Uncleared transactions as of 31/10/2020

-100.60

Register balance as of 31/10/2020

156,734.22

UNITY BANK DEPOSITACCOUNT

BANK BALANCE @ 31st OCTOBER 2020

10,652.92

SCOTTISH WIDOWS INVESTMENT

BANK BALANCE @ 31ST OCTOBER 2020

30,671.97

CAMBRIDGE BUILDINGSOCIETY

BANK BALANCE @ 31ST OCTOBER 2020

30,000.00

PETTY CASH @ 31ST OCTOBER 2020

56.40

TOGETHER GROUP PETTY CASH @ 31ST OCTOBER
2020

150.00

Total Bank, Cash and Investments

228,265.51



**MINUTES OF THE PLANNING COMMITTEE HELD REMOTELY, VIA ZOOM ON
THURSDAY, 29TH OCTOBER AT 7PM**

PRESENT

Councillor Rod Stanczyszyn (Vice Chair)
Councillor Paul Gittins
Councillor Michael Maher
Councillor Liz Davies
Councillor Heather Lacy

Administering responses: Kerry Smith, Administration Assistant

Meeting started at 7:00 PM

7844 Apologies

Apologies received from Councillor Sarah Billett (Chair)

7845 Declarations of Interest

None declared.

7846 Dispensations

None received.

Cllr Liz Davies stated that as a neighbour to the applicant of 20/0823/HOU, she would be abstaining from voting on this application.

Public Question Time and Emails received

- None in attendance.
- An email was received in relation to WCC Planning Application 20/000034/CM - Incinerator Off Stourport Road, giving reasons for their objection to this proposal.

7847 Minutes

The minutes of the meeting held 24th September 2020 were approved

7848 20/0613/LBC

62 Wyre Hill, Bewdley, DY12 2UE

Erection of single storey rear extension to Grade II Listed Building

It was agreed to **defer** consideration until further information had been received from the applicant, as requested by the Conservation Officer.

**7849 20/0709/FUL &
20/0832/LBC 11 Severn Side South, Bewdley, DY12 2DX**

Subdivision of existing single dwelling into two dwellings.

It was agreed to **defer** consideration until further information has been received in relation to a site specific flood risk assessment, as well as consultation by the Environment Agency, as recommended by, consultee 'North Worcestershire Water Management (WFDC)'.

7850 20/0559/LBC 1 Ropeworks Cottage, Westbourne Street, Bewdley, DY12 1BS

Works to bring cellar in to use as a habitable room

It was agreed to recommend **approval**.

7851 20/0626/HOU 37 Forest Close, Bewdley, DY12 2UF

Erection of first floor balcony to side elevation of residential annex, with timber posts and glazed balustrade

It was agreed to recommend **approval**.

7852 20/0638/FUL Blackstone Meadow Holiday Park, Stourport Road, Bewdley, DY12 1PU

Retrospective change of use of land and the stationing of up to 15 touring caravan pitches, including office building and associated works.

It was agreed to recommend **refusal** for the following material reason/s:

Environmental issues, and concerns expressed by the Environmental Agency in relation to this site in previous applications. Further information from the EA is pending.

Development is within the 'Green Belt.

7853 20/0778/TCA The Mug House, 12 Severn Side North, Bewdley

Fell Sycamore.

It was agreed to recommend **refusal** for the following material reason:

Nature Conservation: It is felt that that it would be better to prune the tree, in order to conserve for as long as possible, thus not disrupting the ecology of the area.

7854 20/0781/HOU 6 Kidderminster Road, Bewdley, DY12 1AG

Erection of glass balustrade around flat roof area.

It was agreed to recommend **approval**.

7855 20/0794/TPO Land On The East Side Of Snuff Mill Walk, Bewdley

T1 - Lime - Crown raise to 6m. This work would be for aesthetic reason to benefit Number 9 and 10 Snuff Mill Walk.

T2 - Lime - Crown raise to 6m. This work would be for aesthetic reason to benefit Number 9 and 10 Snuff Mill Walk.

T3 - Lime - Crown raise to 6m. This work would be for aesthetic reason to benefit Number 9 and 10 Snuff Mill Walk.

T4 - Lime

T5 - Lime

T6 - Lime

T7 - Lime

T8 - Lime

T9 - Lime

T10 - Lime

Work to be carried out on ALL trees

Clearing and removal of epicormic grown around the base and trunk of the trees. This has been recommended for good general maintenance of the trees and to clear the highway.

Clearing and removal of dead and defective limbs in the crown of the trees. This is to reduce the risk to pedestrians and vehicles in Snuff Mill Walk.

It was agreed to recommend **approval**.

7856 20/0802/HOU 50 Stourport Road, Bewdley, DY12 1BL

Proposed Rear Extension

It was agreed to recommend **approval**.

7857 20/0823/HOU Hollyside Cottage, Habberley Road, Bewdley, DY12 1JA

Erection of first floor extensions and alterations to glazing to rear elevation

It was agreed to recommend **approval**.

7858 20/0851/TPO 56 Sandbourne Drive, Bewdley, DY12 1BN.

Limbed Oak Tree – Reduction of around 2 – 3 metres and the removal of dead and damaged branches.

It was agreed to recommend **approval**.

7859 20/0855/HOU 22 Ellesmere Drive Bewdley DY12 2PS

Proposed single storey side and rear extension

It was agreed to recommend **approval**.

7860 20/0869/HOU Vine Cottage , Pewterers Alley, Bewdley, DY12 1AE

Replacement of 6 windows, one at ground floor level and five

at first floor level and one roof-light.

It was agreed to recommend **approval**, subject to approval from the Conservation Officer.

7861 Representations

It was agreed that no representation will be made to the next Planning Committee in relation to any of the planning applications considered above.

In relation to **20/0638/FUL** however, Cllr Liz Davies agreed to write a letter to WFDC to express concerns over this application. The administration assistant agreed to forward to the case officer, requesting that the letter be read out at the forthcoming WFDC planning committee meeting.

7862 Planning Decisions Update

Noted.

7863 Tree Applications

It was **noted** that an apology had been received from the Development Manager, WFDC, regarding missed tree application notifications in Bewdley, although concern was expressed as to how this had been overlooked in the first place.

It was **noted** that the Planning Committee would be fully supportive of Bewdley's Tree Wardens, in highlighting suggested TPOs to the WFDC's Arboricultural Officer.

The administration assistant agreed to forward additional TPO suggestions by Cllr Rod Stanczyszyn to the Bewdley Tree Wardens for consideration. It was further **noted** that support would be requested at Full Town Council Meeting.

Cllr Michael Maher joined the meeting at 7:38PM.

7864 Items of Urgency or to Note for Future Meeting

Planning Consultation - Ref: 20/000034/CM - Proposed development of an Energy and Resource Park

Cllr Rod Stanczyszyn requested that the administration assistant should email the Team Manager of the Worcestershire County Council Development Control Team, with agreed comments **objecting** to this proposed development.

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

7865 Confidential Matters

Land on Ribbesford Road, B4194 (The Switchback)

Meeting Closed at 7:54 PM



**MINUTES OF THE PLANNING COMMITTEE HELD REMOTELY, VIA ZOOM ON
THURSDAY, 26TH NOVEMBER AT 7PM**

PRESENT

Councillor Sarah Billett (Chair)
Councillor Rod Stanczyszyn (Vice Chair)
Councillor Paul Gittins
Councillor Michael Maher
Councillor Liz Davies
Councillor Heather Lacy

Sharon Hudson (Town Clerk)

Three members of the Public including one non committee council member

Administering responses: Kerry Smith, Administration Assistant

Meeting started at 7:00 PM

7866 Apologies

None received

7867 Declarations of Interest

None declared.

7868 Dispensations

None received.

Public Question Time and Emails received

- A representative from Bewdley Civic Society spoke in relation to planning application 20/0875/FUL. An outline of their draft paper containing their thoughts and concerns had been emailed to members of the planning committee for reference.

Of the 500 members of the Bewdley Civic Society, the majority welcome, in principle, the proposed land use of the former fire station site as a convenience store with 6 residential units at first floor. It was stated, however, that the Society have concerns over two major issues. Firstly, that the development will worsen the problems of pedestrian and vehicular conflicts, and secondly, that the visual impact of the proposed building would have a negative effect on the historic nature of the town, surrounded by Listed Buildings in a Conservation Area. It was felt that the current design is mundane, matching Bewdley Medical Centre's timber boarding, which is already weathered and unsightly. It would be better to use more resilient materials, appropriate to Bewdley's historic setting.

- Cllr Liz Davies asked if Bewdley Civic Society would be prepared to represent their thoughts in person at the next WFDC Planning Committee meeting, as this would have more impact in addition to the presentation of their paper in writing. It was agreed that this would certainly be considered by the Society prior to the meeting.
- Cllr Roger Coleman stated that he had observed earlier in the week a 7.5 tonne truck

7869 Minutes

The minutes of the meeting held 29th October 2020 were approved

7870 Time of December Planning Meeting

It was agreed that the meeting will be held at 2PM on 17th December 2020.

7871 Terms of Reference

The Town Clerk asked the members to consider the inclusion of an objective for the Planning Committee's 'Terms of Reference'. It was established that the five existing numbered points were sufficient explanation of the objective and that a sentence stating this would be added by the Town Clerk explaining as such.

It was agreed to recommend for approval the committee terms of reference to Town Council.

7872 20/0613/LBC

62 Wyre Hill, Bewdley, DY12 2UE

Erection of single storey rear extension to Grade II Listed Building

It was agreed to **defer** consideration until further information had been received from the applicant, as requested by the Conservation Officer.

**7873 20/0709/FUL &
20/0832/LBC 11 Severn Side South, Bewdley, DY12 2DX**

Subdivision of existing single dwelling into two dwellings.

It was agreed to recommend **refusal** for the following material reason/s:

- Effect on listed building and conservation area.

It was felt that as a listed building within Bewdley's conservation area, such extensive alterations should be discouraged, thus preserving the appearance of the original building.

7874 20/0489/HOU 49 Park Lane, Bewdley, DY12 2HA

(Revised application)

Alterations and extensions to existing dwelling, including two storey and single storey rear extensions, removal of chimney breast, alterations to windows

It was agreed to recommend **approval**.

7875 20/0875/FUL Former Fire Station, Dog Lane, Bewdley, DY12 2EQ

Mixed retail/residential development comprising a 608sq m gross convenience store with six no. residential units at first floor with associated car parking, servicing, landscaping and other works

It was agreed to **defer** consideration until further information had been received from the Highways Authority in relation to parking congestion and highway safety.

It was also agreed that the Administration Assistant would write to the case officer with an outline of additional issues:

- The development will worsen existing problems with vehicular and pedestrian access in this area. There are concerns in relation to large vehicles restricting access and heightening the dangers to pedestrians and other vehicles.
- There are additional concerns about dangers of large delivery vehicles inhibiting safe access to pedestrians and other vehicles in High Street. It has been suggested that conditions should restrict delivery vehicles from using this route into town.
- There are concerns regarding the negative visual impact of the proposed building which is surrounded by Listed Buildings in a Conservation Area. Although the current design has attempted to mirror that of Bewdley Medical Centre, it is felt that this building has proved to be unsightly with inappropriate choice of materials. The timber boards are already stained and weathered. As suggested by Bewdley Civic Society, it would be better to use more resilient materials, appropriate to Bewdley's historic setting.

7876 20/0883/LBC Park Cottage Park Alley Bewdley DY12 2DN

Two new windows & openings added. Change work to section of brick garden wall adjacent new extension from rebuilding to underpinning on new shared concrete foundation.

It was agreed to recommend **approval**.

7877 20/0884/FUL Bewdley Pines Golf Club, Habberley Road, Bewdley, DY12 1LY

Proposed Single Storey extension to form store room

It was agreed to recommend **approval**.

7878 20/0897/HOU Cherry Ryse Bungalow, Hop Pole Lane, Bewdley, DY12 2LA

Erection of two storey front and rear extensions, together with roof alterations and new dormer windows and roof lights to provide loft conversion

It was agreed to recommend **approval**.

7879 20/0906/TCA 19 Kidderminster Road, Bewdley, DY12 1AQ

Fell Self-Sown Goat Willow.

It was agreed to recommend **approval**.

7880 20/0908/HOU 7 Cherry Close Bewdley DY12 2JJ

First floor side extension

It was agreed to recommend **approval**.

7881 20/0936/HOU 16 Ellesmere Drive, Bewdley, DY12 2PS

Front single-storey extension

It was agreed to **defer** consideration until the case officer has conducted a site visit to determine the overall impact of the proposed large extension and grey cladding. It was felt that the committee could not make a considered decision without this information.

7882 Representations

In relation to planning application **20/0875/FUL**, it was agreed that the Administration Assistant would inform the case officer that it would be highly likely that representation will be made to the next Planning Committee.

7883 Planning Decisions Update

Noted.

7864 Items of Urgency or to Note for Future Meeting

Cllr Sarah Billett enquired if any further updates had been received from WCC regarding application **20/000034/CM – Proposed development of an Energy and Resource Centre**. The Administration Assistant confirmed that none had been received but updates would be provided as soon as there is anything to report.

Cllr Rod Stanczyszyn enquired if any updates had been provided regarding

'Land on Ribbesford Road, B4194 (The Switchback)'. The Administration Assistant confirmed that none had been received since 6/11/2020 and as agreed at the previous meeting, a further email would be sent to WFDC prior to BTC's Planning Committee meeting on 17/12/2020.

Meeting Closed at 8:00 PM



Town Clerk's Office

25(A) Load Street

Bewdley

01299 400157

townclerk@bewdleytowncouncil.org

MINUTES OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

WEDNESDAY 18th NOVEMBER 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, H Lacy, D Morehead

In attendance:

Sharon Hudson, Town Clerk

One non-committee member of the Council

f&gp/443

Chairman's Welcome

Cllr R Stanczyszyn welcomed everyone to meeting.

f&gp/444

Apologies

None

f&gp/445

Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None were declared

f&gp/446

Councillor Dispensations

One dispensation request was received by the Town Clerk prior to the meeting, from Cllr J Byng. The dispensation relates to Cllr J Byng's dual role as both a Councillor for Bewdley Town Council and Wyre Forest District Council. The dispensation request covers all meetings up to May 2023.

It was **RESOLVED** to **Approve** the dispensation requests as presented, to allow Cllr J Byng 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.

f&gp/447

Public Question Time

- None

f&gp/448

Minutes

It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 21/10/2020, as a true record.

f&gp/449

The Town Clerk gave an update on the Council's current financial position.

- i. the bank reconciliations from 31/10/2020
- ii. the cash balances and reserves 31/10/2020

Bewdley Town Council			
Period Ending 31/10/2020			
RECONCILIATION REPORT			
Summary			
GBP			
Statement beginning balance		160,002.90	
Cheques and payments cleared (21)		-9,674.40	
Deposits and other credits cleared (3)		6,506.32	
Statement ending balance		156,834.82	
Uncleared transactions as of 31/10/2020		-100.60	
Register balance as of 31/10/2020		156,734.22	
UNITY BANK DEPOSIT ACCOUNT			
BANK BALANCE @ 31st OCTOBER 2020		10,652.92	
SCOTTISH WIDOWS INVESTMENT			
BANK BALANCE @ 31ST OCTOBER 2020		30,671.97	
CAMBRIDGE BUILDING SOCIETY			
BANK BALANCE @ 31ST OCTOBER 2020		30,000.00	
PETTY CASH @ 31ST OCTOBER 2020		56.40	
TOGETHER GROUP PETTY CASH @ 31ST OCTOBER 2020		150.00	
Total Bank, Cash and Investments		228,265.51	

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

The Town Clerk stated that consideration should be given to alternatives investment opportunities. Further investigations are required.

f&gp/450

To receive an update on the budget to date

It was **RESOLVED** to **note** actual spend against budget 2020-21 as at 31/10/2020.

Members tasked the Town Clerk to follow up purchasing a VAS sign and ensuring the Mayoral chain was repaired. The overspend on legal costs was noted.

Bewdley Town Council					
Budget vs. Actuals As At October 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 Schem	400.00		-400.00		
Interest Received	10.61	100.00	89.39	10.61%	89.39%
Lengthsman Scheme	677.71	2,800.00	2,122.29	24.20%	75.80%
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	1,581.49		-1,581.49		
Markets		1,300.00	1,300.00	0.00%	100.00%
Total Miscellaneous Income	£ 1,581.49	£ 1,300.00	£ 281.49	121.65%	-21.65%
Planters-External Funding	2,257.96		-2,257.96		
Precept	182,350.00	182,350.00	0.00	100.00%	0.00%
Total Income	£196,425.77	£196,340.00	£ 85.77	100.04%	-0.04%
Other Income					
DAS Insurance Payment	2,225.00		-2,225.00		
Small Business Grant Fund	10,000.00		-10,000.00		
Total Other Income	£ 12,225.00	£ 0.00	£ 12,225.00		
Gross Profit	£208,650.77	£196,340.00	£ 12,310.77	106.27%	-6.27%

Expenses					
Capital Expenditure			0.00		
IT Equipment	3,581.00		-3,581.00		
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	£ 5,034.91	£ 11,050.00	£ 6,015.09	45.56%	54.44%
Council Costs			0.00		
Badges & Shields	648.80	620.00	-28.80	104.65%	-4.65%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies	75.00	1,500.00	1,425.00	5.00%	95.00%
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	420.41	5,000.00	4,579.59	8.41%	91.59%
Mayoral Roll	141.26	200.00	58.74	70.63%	29.37%
Public Meetings		100.00	100.00	0.00%	100.00%
Total Council Costs	£ 1,431.30	£ 10,570.00	£ 9,138.70	13.54%	86.46%
Election cost & Provision	397.52	5,000.00	4,602.48	7.95%	92.05%
Employment Costs		74,000.00	74,000.00	0.00%	100.00%
WFDC Admin Charge	280.00	450.00	170.00	62.22%	37.78%
Total Employment Costs	£ 44,712.71	£ 74,450.00	£ 29,737.29	60.06%	39.94%
Grant Aid & Donations		13,000.00	13,000.00	0.00%	100.00%
Bewdley Petanque Club	500.00		-500.00		
Donations	50.00		-50.00		
RBL Poppy Wreaths	100.00		-100.00		
Wyre Forest CAB	1,000.00		-1,000.00		
Total Grant Aid & Donations	£ 1,650.00	£ 13,000.00	£ 11,350.00	12.69%	87.31%
Millennium Green Maintenance	613.50	750.00	136.50	81.80%	18.20%
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	180.31	500.00	319.69	36.06%	63.94%
Computer	25.00	200.00	175.00	12.50%	87.50%
Credit card charges	50.00		-50.00		
Garage Rent- rear 14 Load st	2,056.05	4,500.00	2,443.95	45.69%	54.31%
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	9,076.00	5,000.00	-4,076.00	181.52%	-81.52%
Maintenance	737.19	1,500.00	762.81	49.15%	50.85%
Office consumable and cleaning	0.00		0.00		
Photocopier	573.77	1,500.00	926.23	38.25%	61.75%
Postage	66.23	200.00	133.77	33.12%	66.88%
Refreshments	20.58	150.00	129.42	13.72%	86.28%
Service Charge & Business rates	1,047.90	900.00	-147.90	116.43%	-16.43%
Small Office Equipment	44.77	150.00	105.23	29.85%	70.15%
Software & Support	1,486.66	5,000.00	3,513.34	29.73%	70.27%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print	533.38	2,000.00	1,466.62	26.67%	73.33%
Subscriptions	1,730.69	2,000.00	269.31	86.53%	13.47%
Telephones	440.45	600.00	159.55	73.41%	26.59%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff	215.00	1,000.00	785.00	21.50%	78.50%
Travel & Training- Councillors	255.00	500.00	245.00	51.00%	49.00%
Unity Bank Charges	56.25	150.00	93.75	37.50%	62.50%
Website	1,000.00	1,500.00	500.00	66.67%	33.33%
Total Operating Costs	£ 20,259.48	£ 35,150.00	£ 14,890.52	57.64%	42.36%
Paddling Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	4,135.00	7,000.00	2,865.00	59.07%	40.93%
Small Grants Fund	-20.99		20.99		
Together Project	-15.57		15.57		
Town Events			0.00		
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%
New Year's Eve Fireworks		2,000.00	2,000.00	0.00%	100.00%
Total Town Events	£ 11,207.14	£ 18,500.00	£ 7,292.86	60.58%	39.42%
Town Maintenance					
Bus Shelters cleaning & maint		1,000.00	1,000.00	0.00%	100.00%
Churchyards		500.00	500.00	0.00%	100.00%
General Maintenance	215.31	2,000.00	1,784.69	10.77%	89.23%
Lengthsman	660.00	2,800.00	2,140.00	23.57%	76.43%
Lifebuoys		250.00	250.00	0.00%	100.00%
Load Street Toilets	788.68	1,000.00	211.32	78.87%	21.13%
Maintenance of existing seats	360.00	1,000.00	640.00	36.00%	64.00%
Signs & Notice Boards	75.82	500.00	424.18	15.16%	84.84%
Street Poles, Tubs & Baskets		3,000.00	3,000.00	0.00%	100.00%
Town Clock	294.16	200.00	-94.16	147.08%	-47.08%
Wyre Hill Play Area	931.31	4,000.00	3,068.69	23.28%	76.72%
Total Town Maintenance	£ 3,325.28	£ 16,250.00	£ 12,924.72	20.46%	79.54%
Total Expenses	£ 92,730.28	£196,720.00	£ 103,989.72	47.14%	52.86%
Income over expenditure	£115,920.49	-£ 380.00	-£ 116,300.49		

f&gp/451

Purchases– not yet invoiced:

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 20-21-025	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 20-21-035	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 20-21-039	OGL – £1831.00 – Tablets (budget – to be paid from Small Business Grant funds)
O/n 20-21-041	OGL– £2189.67 – Officer Laptops (budget – from business grant)
O/n 20-21-044	SCI Management– £130.00 – Inspection of Christmas light electrical box (budget – General Maintenance)
O/n 20-21-045	PHS Group– £60.00 – Clinical waste collection (budget – Toilets)

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

f&gp/452

Budget

The draft of the 2021-22 budget was presented by the Town Clerk, various budget codes were discussed and considerations were given to the costs of boundary signs, localism, and potential museum contributions. It was **RESOLVED** to **Note** the draft budget. It was also noted that this budget will be amended once further information has been received from WFDC regarding localism funding.

f&gp/453

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

- i. Neighbourhood Plan – funding application update
BTC have received a grant from Groundworks of £2728 towards the Neighbourhood Plan consultation. This must be spent by 31.03.2021, any underspend must be returned. The grant includes funding for a temporary employee to undertake work on the consultation analysis. Cllr R Stanczyszyn confirmed that a meeting of the Neighbourhood Plan Group will be arranged to formulate the consultation questionnaire.
- ii. Office Accommodation - update

The current lease on 25A Load Street has been extended for six months ending 30/06/2021.

f&gp/454

Risk Assessment

To review and recommend for approval the following risk assessments.

- Toilets-Covid19 Risk Assessment
Members raised concerns about the use of hand dryers during the pandemic. The Town Clerk was tasked with contacting WFDC for their latest advice.
It was **RESOLVED** to **Note** the Public Toilets COVID 19 risk assessment.
- Lengthsman -Covid19 Risk Assessment
Members referred to the Risk 'Fall from Height' and asked that the word 'height' is clarified also that a copy of the Lengthsman's insurance documents had been received.
It was **RESOLVED** to **Note** the Lengthsman COVID 19 risk assessment.
- Corporate Risk Assessment
Members asked whether all asset held by the museum were appropriately recorded. The Town Clerk confirmed that all assets should be recorded on the asset register, this may not include their current location. A review will be undertaken to confirm the actual location of BTC asset held by the museum.
It was **RESOLVED** to **Note** the Corporate risk assessment with minor amendments.

f&gp/455

Committee Terms of Reference

The Town Clerk presented an amended version of the current Finance & General Purposes committee terms of reference. A question was raised about the purpose of this committee and whether it should be a Finance committee only with all general purposes being directed straight to full Council. It was also thought there was too much duplication and that, as the budget has been agreed by full Council this committee should be allowed to agree expenditure within the agreed delegated limits as authorised by the Financial Regulations

It was **RESOLVED** to **recommend for approval** the amendments as presented. The objectives of the committee still need to be considered and agreed.

f&gp/456

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

- None

f&gp/457

Date of next meeting – 16th December 2020

Meeting closed 8.14pm

Bewdley Town Council

Decision Notice

From Cllr Roger Coleman

Council Meeting December 2020

Subject :- Amendment to Standing Orders

Background

In perusing our printed standing orders as issued to all councillors in May 2019 I noticed that there is reference on the opening pages in the Introduction under the heading Drafting Notes to a female Mayor being called a Mayoress (Page 4 of 25).

Historically BTC have used the term Mayor to refer to the Mayor of our town whether male or female by merely accepting this briefing note as part of the printed copy of Standing Orders we enter the realms of possibility that another council after ours could accept CALC's document as some kind of rule to be adhered to. We have used the term Mayoress to be the wife of the Mayor. The husband of the Mayor is in our case the Consort as in my current title I'm not the Mayor (nor the Deputy Mayor). This attempts to make it clear to the townsfolk who is the civic leader of our town. You will recall Cllrs. Davies and Edginton-White and Anna Coleman always refer to themselves as 'when I was the Mayor'.

Extract from Standing Orders May 2020 agreed 15.05.2020 Agenda Item 9118

The word "Chairman" will, when referring to the Chairman of the Council, mean the Town Mayor. The word "vice-Chairman" will, when referring to the vice-Chairman of the Council, mean the Deputy Mayor. The words "Chairman" and "vice-Chairman" denote a title and are gender neutral.

Seeking to raise this as a motion to confirm our terminology I note that an amendment to Standing Orders requires under Section 'Standing Orders Generally' 26 b that we have but not agreed how many councillors as a minimum are required to inform the Clerk of the notice of motion. This is of serious consideration not just on this issue but could be in future a more difficult or sensitive issue.

Confusion reigns as the Standing Orders issued when you became councillors states 5 councillors are needed to propose a change to standing orders agreed Feb 2019 v2 but the latest issue as per our website does not state a figure and says was adopted March 2019 whilst a further addition to our website of 1/6/20 refers to 5 again.

Extract from Standing Orders May 2020 agreed 15.05.2020 Agenda Item 9118

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least five councillors or by decision of a duly convened committee to be given to the Proper Officer in accordance with standing order 9.

The Motions

- 1) I propose that this council amends its standing orders under Section 'Standing Orders Generally' 26b.

That Council debates and agrees as to how many councillors are required to raise a motion to consider permanent changes to standing orders.

- 2) To agree to amend the standing orders further to

"Note that the Mayor refers to our Civic Leader and that their wife be referred to as the Mayoress and the husband/Partner/ Chosen one of the Mayor be the Consort".

My suggested place to add this information is Section 5 making this as currently printed be 5a and adding in the above as 5b. At the same time to note the Civic Protocol-Mayoralty and that it is included in this note on terminology on page 2

Extract from Standing Orders May 2020 agreed 15.05.2020 Agenda Item 9118

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council, known as Mayor-Making, shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council, known as Mayor-Making, shall be held on such day in May as the Council decides.**

BEWDLEY TOWN COUNCIL

Full Council Meeting 7th December 2020

DECISION NOTICE Motion for Approval – Attendance at Meetings

From CLLR ROGER COLEMAN

Background

Historically BTC has used common sense in how it has decided what is in the public Domain at council meetings and what should be considered private. Historically this has been so for many years and only since 2018 at the instigation of a temporary Admin. Manager did we use the Public Bodies (Admission to Meetings) Act 1960 which as it happens was never intended to bar councillors from meetings only the press and public.

In fact as far as our standing orders go we already have adequately documented confidential scenarios with items such as Page 9 **3d**

- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
-

and Page 10 4d x.

- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to be present ; and

We have no need to further rely on additional items as our standing orders are our bible and in law take precedence. Clearly there are times when there are confidential staffing matters to consider and in this specific matter or case there may be a need to keep matters private from all councillors so if need be an appeals panel can operate without bias or prior knowledge.

There is a need to consider what information Cllrs. need to know so as to represent their residents and ensure an open and fair decision making takes place and that due examination of budgets spending etc. take place. Cllrs. are a form of auditor of the public purse.

It has been accepted except for a short period that only councillors on a committee take part in a meeting other than at public question time and may not vote on matters. It is however common practice that non committee members may after committee have debated an item offer helpful advice usually based on their personal knowledge such as Cllr. Collingridge and computers or longevity as a councillor and therefore knowledge a councillor has newer members or officers may not have. This is treated as a privilege to join in and is at the discretion of the chair.

Finally I quote from M Thatchers maiden speech

“the courts can adjudicate on whether that exclusion was legal or illegal. In the event of the litigant getting a declaration that the exclusion was illegal, he would get costs, and members of the local authority whose misconduct was responsible for the illegal action occurring be charged. I submit that those sanctions that are available by the ordinary law are sufficient to enable this Measure to be enforced”.

I have no desire to be such a member – have you?

Motion A

That in future all councillors may attend all parts of a Planning or F&GP meeting including financial matters and will be bound (as currently) by the Councils existing documented rules with regard to confidentiality.

That the same applies to staffing meetings unless there are rare exceptions, it should be enough to consider that ODI & DPI rules apply and that we have in standing orders items to cover asking a councillor to leave a meeting.

Motion B

The council sets up a small discrete committee of The Clerk, Mayor and Deputy Mayor with in the event of any one of them not being available the chair of another committee other than the committee raising a confidential item. Rarely this Ethics & Standards Committee would then be consulted in the case of requests for information regarded as fishing or on items relating to staffing that the Staffing Committee wanted to be in confidence.

See for background information

Open and Accountable Local Government Section 4 Relates to Town & Parishes
<https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>

Public Bodies (Admission to Meetings) Act 1960
<https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/contents/enacted>

Margaret Thatcher Maiden Speech leading to Public Bodies (Admission to Meetings) Act 1960
<https://www.margaretthatcher.org/document/101055>

Additional information provided by the Town Clerk

The WFDC Monitoring Officer referred the Town Clerk back to the NALC legal notices with regards to confidentiality issues.

LTN #1, s25

“Sometimes councillors wish to attend meetings of committees (or sub-committees) to which they have not been appointed. This is a perfectly legitimate practice as councillors have the same rights to attend committee (or sub-committee) meetings as members of the public. However, where councillors attend meetings of committees (or sub-committees) to which they have not been appointed, they will not enjoy all the rights they enjoy as councillors. They will not have a right to participate in the meeting unless the meeting includes a public participation session.

In England, a councillor (or non-councillor) member of a committee is not, without a dispensation, permitted to speak during a public participation session if he holds a disclosable pecuniary interest or another interest stipulated by his council’s code of conduct in a matter that is being discussed during the public participation session of a meeting.

With respect to the ‘Need to Know’

LTN #1, s26.

Councillors do not have a ‘need to know’ all aspects of council business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors. The following may prove helpful in establishing whether a councillor has a ‘need to know’:

If a councillor is a member of a committee, he has the right to inspect documents or to obtain information relating to the business of that committee; If a councillor is not a member of a particular committee, he has to demonstrate why sight of the document(s)/or receipt of the information in question is necessary to enable him to perform his duties as a councillor; If the councillor’s motive for seeing the documents/obtaining information is indirect, improper or ulterior, then the documentation or information should be withheld.

Extract from BTC Member / Officer protocols

- 5.3 *Members have a statutory right to inspect any Council document which contains material relating to any business which is to be transacted at a Council meeting. This extends not only to reports which are to be submitted to the meeting, but also to any relevant background papers. This right does not however apply to documents relating to certain items which may appear in the exempt/confidential section of the Agenda for meetings. Examples are documents that contain exempt/confidential information relating to employees, occupiers of Council property, applicants for grants and other services, contracts and industrial relations negotiations, advice from Counsel and criminal investigations.***

**COUNCIL MEETING
7TH DECEMBER 2020**

LSD TESTIMONIAL

Decision

To Agree to provide LSD Promotions with a testimonial and grant consent for the testimonial to be included with in LSD's promotional material.

Background

LSD promotions, the Town Councils market provider, are in the process of developing a brochure / portfolio to use a business development tool going into 2021. They are hoping to include a testimonial section within the document to demonstrate to prospective local authorities that they can deliver services well and have strong relationships with their stakeholders.

LSD Promotions are asking for Bewdley Town Council's support in this project by submitting a testimonial outlining areas' such as:

1. BTC's experience of working with LSD Promotions;
2. Any memorable events that LSD have facilitated for BTC;
3. Outlining what services LSD offer BTC and how they deliver them; and
4. BTC view of LSD's relationship management.

The above are just examples of topics

LSD Promotions are asking for consent for Bewdley Town Council to be included within the document.

RISK

It could be thought that BTC receive a reward and business advantage for providing a testimonial. (this is not the case)

FINANCIAL IMPLICATIONS

None

**COUNCIL MEETING
7TH DECEMBER 2020**

Archiving Council Minutes

Decision

To consider and Agree the archiving of Council minutes with the Worcestershire Archive and Archaeology Service at the Hive in Worcester.

Background

The Council hold minutes dating back to 16/07/1973 on shelves in the Council offices.

Observations

The minutes are held as paper documents in 13 files with approximately 4500 sheets of paper. some of the old documents are printed on flimsy paper. It would appear that some of the older files have been scan but it is unclear to where on the systems they are stored.

For safety and security of Bewdley Town Council documents consideration could be given to placing these in a secure facility with Worcestershire Archive and Archaeology Service.

The minutes will be stored at The Hive in Worcester and, after processing, made available for public perusal. There is not a charge for storage as these records. they will be stored as archives.

RISK

The records may be lost or destroyed or deteriorate and may no longer be available as a public record.

FINANCIAL IMPLICATIONS

None

**Council Meeting
7th December 2020**

Planter Designs

Decision

To Agree the design of addition planters to be purchased with external funding.

Background

4 large metre square planter purchased with Worcestershire County Council funding provided by Cllr R Vale are located on the band stand area of Sever Side South. District Cllrs R Coleman and A Coleman provide the town Council with £1000 additional funding from their District divisional funds, for the purchase of additional planters to also be located on the bandstand area Severn Side South.

Observations

The District funding should be spent by March 2021. Rather than purchase more metre square planters, consideration has been given to the space and it is thought that smaller planters in between the large ones would add contrast to the area.



Length 1500mm Width 500mm Depth 750mm

The external funding would provide for two of these planters.

Risk

Unspent external funding would have to be returned and opportunities to enhance the town would be lost.

Sharon Hudson
26th November 2020

**Council Meeting
7th December 2020**

**Memorial Tree
Riverside North Park**

A memorial tree will be planted on the 1st December to commemorate those people that have died from coronavirus and a memorial bench will be placed nearby at a later date.

There will be no ceremony.

WFDC will provide the tree at no cost and councillor John Byng has kindly donated £159 from his divisional community fund for a suitable remembrance plaque.

Two local organisations have offered to sponsor a traditional style wooden memorial bench, similar to others on the park, which would include £200 donated to the town council for future maintenance

No funding would be required from the town council.

If however the town council would like make a contribution to the memorial a railing around the tree at a cost of £402 plus delivery would enhance it.

Paul Gittins
26th November 2020

Example of the tree type to be planted (not this big)

