



PUBLIC NOTICE OF MEETING

A meeting of the Town Council is to be held in the Guildhall, Bewdley

Monday 2nd March 2020 at 7pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

The meeting is open to all members of the public. Public participation is welcome at agenda item **9047** when questions relevant to the agenda or for consideration at future meetings may be asked of the Town Council; please note there is no expectation of a response at this time.

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

25th February 2020

AGENDA

9043 MAYOR'S OPENING REMARKS

9044 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9045 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.

9046 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

9047 PUBLIC QUESTION TIME

- i. The Mayor will invite members of the public to ask questions relating to this agenda or for consideration at future meetings of this committee. 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.

9048 ST GEORGES HALL

Update on plans for St Georges Hall from St Georges Hall management board Chairman Paul Warnett

9049 MINUTES OF PREVIOUS TOWN COUNCIL MEETINGS

The draft minutes of the Town Council meeting held 03/02/2020 will be presented to the meeting for approval by Town Council members.

9050 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 Town Council's cash balances as at 31/01/2020 - for **noting**
- iii. The most recent bank reconciliation as at 31/01/2020 - for **noting**
- iv. Comparison of budget to actual income and expenditure for the current year to date 31/01/2020 - for **noting**

9051 COMMITTEE REPORTS

i. **Planning Committee.**

To **Note** the minutes of the Planning Committee meeting held on 19/12/2019.

ii. **Finance and General Purposes Committee**

To **Note** the draft minutes of the meeting held 22/01/2020; the following recommendations are put for **approval** (not included elsewhere on the agenda):

- a) Internal Audit – To **Note** - Cllr P Gittins undertook review of quarter 3 invoices and payments. Councillors are reminded to initial both the invoice and cheque stub when authorising cheque payments.
- b) Christmas Light Switch On Event 2019/20 -To **Note** – the Christmas income over expenditure reconciliation.
- c) Bewdley Fire Station – To **Approve** Cllr P Gittins recommendation to hold a presentation evening for the former fire fighters of Bewdley at St Georges Hall.

WORKING GROUP REPORTS

iii **Road Safety Group**

To **Note** the draft minutes of the meeting held 18/02/2020

To **Agree** a Council response to draft West Mercia PCC Road Safety Strategy consultation.

9052 NEIGHBOURHOOD PLAN PROGRESS

To receive an update from the Neighbourhood Plan Steering Group Leader Cllr R Stanczyszyn.

9053 TOWN CLERK'S UPDATES

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

- **Internal Audit** – the Internal Auditor (DKE Audit Services) will be in the office on 18th March 2020.
- **Corporate Plan** – to agreed a date for a meeting of the Corporate Plan Group

- **Localism** – Meeting with WFDC 27/02/2020
- **Public Benches** – WCC benches - awaiting update from Highways – Chased by Town Clerk
- **Bollards** – awaiting update from WCC Highways - Chased by Town Clerk

9054 POLICIES FOR REVIEW AND APPROVAL

To review and recommend for **approval** the following policies:

BTC003	Grant Awarding Policy
BTC014	Internal Financial Controls

9055 APPROVAL OF GRANTS REQUESTED BY LOCAL ORGANISATIONS

Bewdley Town Council has allocated £14,000 from its 2019/20 budget to the support of local groups as of November 2019 £10,570 had been allocated to local organisations. Members are to consider the grant requests received against the remaining budget of £3430.

Cllr L Davies wishes to propose an additional donation

To **Approve** the grant allocations as recommended by the Finance & General Purposes committee

To receive and **Note** response from Pantomime Group

9056 ASSET REGISTER

To receive, discuss and **Approve** the Asset register following review by the Finance & General Purposed committee

9057 PLASTIC FREE BEWDLEY CAMPAIGN UPDATE

9058 COMMUNITY ENGAGEMENT

9059 COUNCIL EMAILS

To discuss options available and recommended good practice

9060 BEWDLEY FLOOD DEFENCES

- i. The Council to thank all those involved in helping Bewdley during the floods.
- ii. To receive and consider Cllr R Stanczyszyn's report regarding the repositioning of street furniture and lifebuoys.
- iii. To receive a report from Cllr C Edington White and consider for **Approval** the following proposals:
 1. Bewdley Town Council setup a working group to review the recent ongoing flood event to report back to full Council at the April Council meeting.
 2. The group to provide recommendations to the Council for action with regard to the Temporary Flood Barriers at Beale's Corner and the installation of a permanent flood barrier at Beale's Corner.
 3. The Council have regard for any proposals/requests made by the Community Flood Group once a review of the recent events has taken place.

4. The Council insist on the completion of the Emergency Plan to ensure that communication and resources are readily available for the Town Council and Bewdley Community when an incident occurs.

9061 FLAG FLYING FOR THE ARMED FORCES

To consider WFDC's proposal that Bewdley Town Council organise a Flag Flying ceremony for the Armed Forces on a biennial basis.

9062 COUNCIL STRUCTURE

To receive Cllr L Davies report and discuss and agree actions

9063 MAYOR'S DIARY AND FUTURE EVENTS

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

ii) To note future community events
29/02/2020 Mayor's Charity Bingo
02/05/2020 Mayor's Charity Ball

To note future civic events
20/04/2020 Annual Town Meeting
15/05/2020 Mayor Making
21/06/2020 Mayor's Civic Sunday
08/11/2020 Remembrance Sunday
05/12/2020 Christmas Switch On

9064 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

9065 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) to resolve to exclude the public and the press from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements:

9066 ON-GOING STAFF MATTERS

- Update on on-going staffing issues

9067 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 6th April 2020, 7pm

AGENDA ITEM 9049



MINUTES OF THE TOWN COUNCIL MEETING

HELD 3RD FEBRUARY 2020 at 7.00PM GUILDHALL

PRESENT

Council Members Cllr D Morehead - Deputy Town Mayor and Meeting Chairman
Cllrs S Billett, A Coleman, R Coleman, L Davies, C Edginton White,
P Gittins MBE, P Harrison, H Lacy, R Stanczyszyn

In attendance: Twelve Members of the Public
Elizabeth Thomas - The Young Mayor
S Hudson - Town Clerk

9023 MAYOR'S OPENING REMARKS

Cllr D Morehead welcomed everyone to the meeting.

9024 APOLOGIES FOR ABSENCE

Apologies were received from the Mayor, Cllr J Byng and Cllr S Collingridge

9025 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:

- 9041 – On-Going Staffing Issues – as a friend of an ex-employee

Cllr L Davies declared an Other Disclosable Interest

- 9032 – Together Group – as a committee member of the Together Group.

9026 COUNCILLORS' DISPENSATIONS

None requested

Cllr L Davies – on-going

- 9032– Together Group – as a committee member of the Together Group.

9027 PUBLIC QUESTION TIME

i. Members of the public.

A member of the public took the opportunity to speak, as follows:

1. A Car destroyed a wall in Welch Gate, the police were informed, is the damage being claimed through the insurance.
2. Could the Town Council write a letter to WFDC with regard to condition of the grass verge at the top of Dog Lane next to Murray's Pharmacy as Bin Lorries have been seen mounting the grass.
3. Woodman's Caravan Park, what type of park is it, there should be no static caravans.
4. Have the Town Council considered sending a letter of thanks to the Fire Fighters of Bewdley fire station?

It was confirmed that there is an on-going issue with the grass verge by Murray's Pharmacy, which has previously been reported.

b. Representative members of the principal authorities

- 1) **Mrs R Vale, WCC member for Bewdley division spoke as follow:**

There is an on-going issue with parking in Bewdley; the removal of the bollards on Severnside South is a criminal offence.

WCC have increased the budget for road repairs. Concerns have been raised regarding the quality of work undertaken by the Ringway contractors. The Head of Ringway apologies for the standard of work and will follow this up.

It is the responsibility of the police to control vehicles parking too close to road junctions, issued should be reported directly to them.

The considered park and ride scheme is in the early stages, no decision has yet been made and no funding has been secured.

- 2) **Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall spoke as follows:**

Local Issues:

WCC Highways have installed additional chevron signage onto a post before the bend by the Railway Bridge on the Kidderminster Road; the WCC Highways Engineer has been asked to consider also putting a sign on a post further from the bridge

Unresolved casework issues were brought to the attention of County Council's Cabinet Member for Highways, these included; outstanding Safari Park Roundabout repairs, the Disability Tactiles at the Catchems End Zebra Crossing, the replacement of the cat's eyes in the lower section of the A456 bypass road and the Northwood Lane lamp obscured by overgrown trees on private property.

WCC Highways have painted a Slow warning sign on the New Road tarmac to warn drivers to take care when exiting onto the Kidderminster Road.

Strategic Issues County Wide:

The County Council's Cabinet have approved their budget strategy; proposing an increase to Council Tax of 1.99% and having an adult social care levy of 2%. Full Council will meet on 13th February to approve the budget.

Mr Simon Mallinson, The Head of Legal & Democratic Services for The County Council, is retiring this month, after 21 years of service.

A question was raised relating to use of the adult social care levy, Cllr I Hardiman confirm the monies levied do go directly to adult social care.

An issue with drainage repairs on the Habberley Road was discussed, Cllr I Hardiman agreed to speak to the WCC Highways engineer.

- 3) **Mrs A Coleman, member for Bewdley & Rock** made reference to the letter received from WFDC in response to the Town Councils letter of objection relating to the car parking charge changes. The original letter of objections was sent outside of the consultation period (21.01-13.02.2020). It is suggested that the Town Clerk sends a new letter of objection within the consultation timeframe.

9028 MINUTES: of the previous Town Council meeting held 06/01/2020

With a minor amendment, it was **RESOLVED** to **Agree** the draft of the minutes of the Town Council meetings, held on 06/01/2020, a true and accurate record of that meeting.

9029 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 **Agree** the schedule of accounts as at 31/01/2020.

The following documents were presented to the Finance and General Purposes Committee 22/01/2020

- ii. It was **RESOLVED** to note the cash balances as at 31/12/2019 (quarter 3), as the general fund.
iii. It was **RESOLVED** to note the bank reconciliation date 31/12/2019 (quarter 3).

Bewdley Town Council	
Unity Current Account, Period Ending 31/12/2019	
RECONCILIATION REPORT	
Reconciled on: 07/01/2020	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report	
Summary	
Cash	
Statement beginning balance	86,320.06
Cheques and payments cleared (27)	-16,823.81
Deposits and other credits cleared (4)	6,857.23
Statement ending balance	76,353.48
Uncleared transactions as of 31/12/2019	-1,904.81
Register balance as of 31/12/2019	74,448.67
Cleared transactions after 31/12/2019	0
Uncleared transactions after 31/12/2019	-13,126.04
Register balance as of 07/01/2020	61,322.63
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 31st DECEMBER 2019	10,610.30
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 31st DECEMBER 2019	30,460.85
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 31st DECEMBER 2019	30,000.00
PETTY CASH	
BALANCE @ 31st DECEMBER 2019	10.94
TOTAL CASH & INVESTMENT 31ST DECEMBER 2019 - Quarter 3	£132,384.72

- iv. It was **RESOLVED** to note the current financial position actual against budget as at 31/12/2019 (quarter 3).

9030 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 06/01/2020:

- i) **Planning Committee,**
It was **RESOLVED** to note the minutes of the meeting held on 19/12/2019, the meeting minutes dated 30/01/2020 will be presented at the next meeting.

ii) **Finance and General Purposes Committee**, meeting held 22/01/2020.

It was **RESOLVED** to note the Finance and General Purposes Committee's draft minutes 22/01/2020. Cllr R Coleman gave a brief update of the meeting.

Approval was sought for the recommendations as follows:

a) Councillor Allowances

It was **RESOLVED** to **Agree** that Councillor Allowances be managed in line with Expenses & Allowance Policy BTC022.

b) Floral Display

It was **RESOLVED** to **Agree** that the contract for the Towns Floral Displays should go out to tender.

iii **Staffing Committee**

It was **RESOLVED** to note the minutes of the Staffing Committee meeting held on 16/01/2020

a) Staff Handbook and associated policies

It was **RESOLVED** to **Agree** Staff Handbook and policies as presented

b) Model Employee Contract

It was **RESOLVED** to **Agree** the Model Employee Contract

9031 POLICIES FOR REVIEW AND APPROVAL

It was **RESOLVED** to **Agree** that the following policies are adopted:

BTC005 Health and Safety Policy

BTC010 Social Media Policy

9032 TOGETHER GROUP - (supporting elderly in the community)

Cllr L Davies presented the Together Group report. It was **RESOLVED** to **Agree** that the Council would continue to support the Together Group for next year, 2020/21.

9033 NEIGHBOURHOOD PLAN PROGRESS

Cllr R Stanczyszyn confirmed he had received an update from Avon Planning Services and was awaiting a meeting with the WFDC Planning Policy team.

9034 TOWN CLERK'S UPDATES

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

- **Internal Audit** – on-going – Together Group accounts have now been updated on to the Accounting system.
- **Localism** – An email had been received by the Town Clerk from WFDC requesting a meeting with herself and the Mayor. Following discussions, it was agreed that the meeting should include all Councillors. Town Clerk to arrange.
- **Car Parking** – A letter responding to the Town Council letter of objection opposing the proposed changes to parking charges in Bewdley was received from the WFDC's Leader of the Council. Councillors were disappointed with the response they received; it was considered that another letter should be sent in response to the consultation.
- **Public Benches** – WCC benches - awaiting update from Highways – Chased by Town Clerk
- **Bollards** – awaiting update from WCC Highways - Chased by Town Clerk

9035 INSURANCE REVIEW

It was **RESOLVED** to **Agree** the renewal of the Town Council's insurance policy with Hiscox Insurance Company Limited for a period of 3 years.

Following discussions, it was **RESOLVED** to **Agree** that the Council obtain a written valuation to confirm the insurance value of the War Memorial at St Anne's' Church and that a full risk assessment of the War Memorial in undertaken before the level of insurance cover is agreed.

9036 VE DAY

The Council's VE DAY contributions will be managed in the same manner as the grants. An application is to be completed and considered before awards are made.

9037 DATES FOR FUTURE MEETINGS

It was **RESOLVED** to **Agree** the dates of the following Civic Ceremonies

Annual Town Meeting	20/04/2020
Mayor Making	15/05/2020
Mayor's Civic Sunday	21/06/2020
Remembrance Sunday	08/11/2020

Further consideration is to be given to the St Georges Day ceremony 26/04/2020, due to the large parade in Kidderminster it was proposed that the Mayor considers whether a ceremony in Bewdley is viable.

It was proposed that Heritage Sunday be re-instated in September. It was thought that this event had previously been unsuccessful.

9037 MAYOR'S DIARY AND FUTURE EVENTS

- i) Received an update on the Mayor's diary for December 2019.
- ii) The future community events were noted.
22/02/2020 Mayor's Charity Quiz
29/02/2020 Mayor's Charity Bingo
02/05/2020 Mayor's Charity Ball

9038 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

Urgent Business

Cllr A Coleman proposed that a letter of objection is sent to WFDC regarding the changes in car park charges within the consultation period. It was **RESOLVED** to **Agree** that a letter be sent.

Future Meetings

Cllr R Stanczyszyn asked that another the Town Clerk arrange another Road Safety Group meeting.

Cllr C Edginton White confirmed the rearranged Flood Defence Group meeting would be held within the next few months – date to be agreed.

Cllr L Davies presented a report for future consideration relating to committee structures. It was agreed that a meeting of the Corporate Plan group should be held before any decisions can be made – date to be arranged.

Further dates for CALC meeting in 2020-21 – Cllr C Edginton White agreed to attend these meetings on behalf of the Town Council.

2020 Wednesday 8th April, Thursday 9th July, Wednesday 16th September, AGM
Wednesday 11th November

2021 Thursday 21st January.

9039 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) it was **RESOLVED** to exclude the public and the press from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements:

9040 **Clock Contract**
Following on from the recommendation by the Finance and General Purposes Committee it was **RESOLVED** to Agree that the Clock maintenance contract be awarded to Smiths of Derby for a 3-year period.

9041 **On Going Staffing Matters**
Cllr D Moorhead gave a brief update.

9042 **DATE AND TIME OF NEXT ORDINARY MEETING** – Monday 2nd March 2020, 7pm

The meeting closed at 8.25pm

Signed.....
Mayor/Chairman
2nd March 2020

Bewdley Town Council
Unity Current Account, Period Ending 31.01.2020

RECONCILIATION REPORT

Reconciled on: 05/02/2020

Reconciled by: Sharon Hudson

Any changes made to transactions after this date aren't included in this report.

Summary

GBP

Statement beginning balance	76,353.48
Cheques and payments cleared (26)	-15,900.82
Deposits and other credits cleared (6)	991.61
Statement ending balance	61,444.27

Uncleared transactions as of 31/01/2020	-1,707.09
Register balance as of 31/01/2020	59,737.18
Cleared transactions after 31/01/2020	0
Uncleared transactions after 31/01/2020	-65.00
Register balance as of 05/02/2020	59,672.18

UNITY BANK DEPOSIT ACCOUNT

BANK BALANCE @ 31st JANUARY 2020	10,631.71
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SCOTTISH WIDOWS INVESTMENT

BANK BALANCE @ 31st JANUARY 2020	30,460.85
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CAMBRIDGE BUILDING SOCIETY

BANK BALANCE @ 31st JANUARY 2020	30,000.00
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PETTY CASH

BALANCE @ 31st JANUARY 2020	69.63
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<u>TOTAL CASH & INVESTMENT 31ST JANUARY 2020</u>	£130,834.37
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Bewdley Town Council

Actuals vs Budget 2019-20

April 2019 - January 2020

	Total			
	Actual	Budget	Remaining	%
Income				
Christmas Event Income	1,100.00	250.00	-850.00	440%
Friends of Wyre Hill Play Area	500.00		-500.00	
Groundwork Community Grant	7,000.00		-7,000.00	
Interest Received	211.60	150.00	-61.60	141%
Lengthsman Scheme	1,536.94		-1,536.94	
Load St Toilets- WFDC	8,783.23	6,592.00	-2,191.23	133%
Miscellaneous Income			0.00	
Markets	950.00		-950.00	
			-£	
Total Miscellaneous Income	£ 950.00	£ 0.00	950.00	
Museum Cleaning	363.60		-363.60	
Neighbourhood Plan-recharged	600.00		-600.00	
Precept	161,309.00	161,309.00	0.00	100%
Together Project Income	1,726.00		-1,726.00	
			-	
Total Income	£184,080.37	£168,301.00	£15,779.37	109%
Expenses				
Capital Expenditure			0.00	
Hats & Robes		500.00	500.00	
Notice Boards & Town Signs		2,000.00	2,000.00	
Street Poles, baskets & tubs		250.00	250.00	
Town Clerk Office	300.00	1,500.00	1,200.00	20%
VAS Signs		2,500.00	2,500.00	
Wyre Hill Play Area Equipment	14,981.03	11,500.00	-3,481.03	130%
			£	
Total Capital Expenditure	£ 15,281.03	£ 18,250.00	2,968.97	84%
Council Costs			0.00	
Badges & Shields	619.64	600.00	-19.64	103%
Civic Award	193.79	200.00	6.21	97%
Civic Ceremonies	1,155.59	1,250.00	94.41	92%
Remembrance Sunday	50.00		-50.00	
			£	
Total Civic Ceremonies	£ 1,205.59	£ 1,250.00	44.41	96%
Insurance Valuations		150.00	150.00	0%
Mayor's Chain Maintenance		350.00	350.00	0%
Mayor's Expenses	3,220.95	5,000.00	1,779.05	64%
Mayoral Roll	85.00	150.00	65.00	57%
Public Meetings	24.00	300.00	276.00	8%
Young Mayor's Expenses		500.00	500.00	0%
			£	
Total Council Costs	£ 5,348.97	£ 8,500.00	3,151.03	63%
Election cost & Provision	9,953.30	2,000.00	-7,953.30	498%

<u>Employment Costs</u>			68,790.00	68,790.00	
Admin Apprentice	9,674.55			-9,674.55	
Assistant Town Clerk	5,842.59			-5,842.59	
Community Engagement Officer	609.60			-609.60	
Load St Toilets Cleaner	7,256.48			-7,256.48	
Mayor's PA & Administrator	5,322.78			-5,322.78	
Town Clerk	28,761.62			-28,761.62	
Treasurer	536.64			-536.64	
WFDC Admin Charge	420.00			-420.00	
Total Employment Costs		£ 58,424.26	£ 68,790.00	£ 10,365.74	85%
<u>Expenses</u>			0.00	0.00	
Grant Aid & Donations			14,000.00	14,000.00	
Bewdley Bike Week	250.00			-250.00	
Bewdley Churches Together	500.00			-500.00	
Bewdley Community Theatre Group	500.00			-500.00	
Bewdley Cricket Club	250.00			-250.00	
Bewdley Festival	500.00			-500.00	
Bewdley Horticultural Society	500.00			-500.00	
Bewdley Petanque Club	250.00			-250.00	
Bewdley Rowing Club	1,000.00			-1,000.00	
Bewdley Town Marching Band	750.00			-750.00	
Friends of Bewdley Museum	350.00			-350.00	
RBL Poppy Wreaths	100.00			-100.00	
St. Anne's Chess Club	120.00			-120.00	
The Bewdley School	1,500.00			-1,500.00	
The Community Workshop Cafe	1,000.00			-1,000.00	
Wyre Forest CAB	1,500.00			-1,500.00	
Wyre Forest Community Transport	1,500.00			-1,500.00	
Total Grant Aid & Donations		£ 10,570.00	£ 14,000.00	£ 3,430.00	76%
<u>Millennium Green Maintenance</u>		475.04	1,750.00	1,274.96	27%
<u>Neighbourhood Plan</u>		4,175.00	5,000.00	825.00	84%
<u>Operating Costs</u>				0.00	
Advertising & Official notices			100.00	100.00	0%
Audit Fees	743.50		600.00	-143.50	124%
Broadband	530.23		400.00	-130.23	133%
Computer	293.84		175.00	-118.84	168%
Garage Rent- rear 14 Load st	3,559.58		4,500.00	940.42	79%
Insurance	319.20		4,500.00	4,180.80	7%
Intruder Alarm	459.25		400.00	-59.25	115%
Legal Fees	4,783.90		500.00	-4,283.90	957%
Maintenance	331.10			-331.10	
Photocopier	992.45		1,300.00	307.55	76%
Postage	77.06		200.00	122.94	39%
Refreshments	127.53		150.00	22.47	85%
Service Charge & Business rates	2,826.92			-2,826.92	
Small Office Equipment	131.72		150.00	18.28	88%
Software & Support	891.95		1,000.00	108.05	89%
Staff Advertising			50.00	50.00	0%

Staff Travel	146.90	50.00	-96.90	294%
Stationery & Print	637.33	2,000.00	1,362.67	32%
Subscriptions	1,656.28	1,500.00	-156.28	110%
Telephones	475.04	600.00	124.96	79%
Town Clerk- Temp Cover	4,723.67	1,000.00	-3,723.67	472%
Training- Staff	575.00	800.00	225.00	72%
Travel & Training- Councillors	130.20	500.00	369.80	26%
Unity Bank Charges	104.60	120.00	15.40	87%
Website	1,000.00	1,000.00	0.00	100%
Total Operating Costs	£ 25,517.25	£ 21,595.00	3,922.25	118%
<u>Paddling Pool return of Grant for maintenance</u>				
	2,000.00		-2,000.00	
<u>Property Costs & Loan Repayment</u>	7,422.99	8,000.00	577.01	93%
<u>Together Project</u>	1,894.97	250.00	-1,644.97	758%
<u>Town Events</u>			0.00	
Carnival Fireworks	1,744.00	2,000.00	256.00	87%
Christmas Festivities	5,595.63	5,000.00	-595.63	112%
Christmas Lights	11,054.67	11,000.00	-54.67	100%
Markets	170.61		-170.61	
Total Town Events	£ 18,564.91	£ 18,000.00	564.91	103%
<u>Town Maintenance</u>			0.00	
Bus Shelters cleaning & maint	621.99	750.00	128.01	83%
Churchyards		500.00	500.00	0%
General Maintenance	389.37	1,500.00	1,110.63	26%
Lengthsman	1,795.68		-1,795.68	
Lifebuys	54.00	150.00	96.00	36%
Load Street Toilets	878.20		-878.20	
Maintenance of existing seats	60.42	250.00	189.58	24%
Signs & Notice Boards	273.00	100.00	-173.00	273%
Street Poles, Tubs & Baskets	3,049.52	3,000.00	-49.52	102%
Town Clock	116.69	170.00	53.31	69%
War Memorials	30.00	500.00	470.00	6%
Welch Gate Garden	73.09		-73.09	
Wyre Hill Play Area	2,091.22	4,000.00	1,908.78	52%
Total Town Maintenance	£ 9,433.18	£ 10,920.00	1,486.82	86%
Uncategorised Expense	0.00		0.00	
Total Expenses	£ 169,060.90	£ 177,055.00	7,994.10	95%
Net Operating Income over expenditure	£ 15,019.47	-£ 8,754.00	23,773.47	



**MINUTES OF THE PLANNING COMMITTEE HELD ON
THURSDAY, 30th JANUARY AT 5PM IN THE MEETING ROOM,
25A LOAD STREET, BEWDLEY**

PRESENT

Councillor Rod Stanczyszyn (Chair)
Councillor Sarah Billett
Councillor Heather Lacy

In attendance:

Kerry Smith, Administration Assistant

7694 Apologies

Apologies were received from Cllrs Liz Davies, Roger Coleman and Paul Gittins

7695 Declarations of Interest

None declared

7696 Dispensations

None received

Public Question Time

The meeting was not adjourned as no members of the public present.

7697 Minutes

The minutes of the meeting held 19th December 2019 were approved.

**7698 19/0776/LIST Internal of Pleasant Harbour House, Pleasant Harbour,
Bewdley, DY12 1AD**

Alterations and replacement windows.

It was agreed to recommend approval.

7699 19/0804/FULL 3 Derwent Drive, Bewdley, DY12 2PW

Propose single storey side extension

It was agreed to recommend approval.

7700 19/0812/FULL Cold Harbour, St. Johns Lane, Bewdley, DY12 2QY

Proposed dormer windows and roof lights to front, porch extension, replacement chimney, replacement single storey side extension and new windows.

It was agreed to recommend approval.

7701 20/0001/PIP The Grove, Redhill, Bewdley, DY12 2TD

Permission in principle for the erection of two, three-bed bungalows with new vehicular access.

It was agreed to recommend refusal for the following 'Material' reasons:

- Local, strategic, regional and national planning policies
- Overlooking/loss of privacy
- Loss of trees
- Visual amenity

7702 20/0015/FULL 83 Coniston Way, Bewdley, DY12 2QA

Single storey side extension/garage conversion to create new entrance and utility space.

It was agreed to recommend approval.

7703 Representations

It was agreed that representation will be made to the next Planning Committee in relation to the planning application 20/0001/PIP

7704 Planning Decisions Update

Noted.

7705 Items of Urgency or to Note for Future Meeting

Noted.

Meeting Closed at 5:50 PM

Signed.....

Chairman at Planning Committee
27th February 2020



ROAD SAFETY GROUP MEETING

Tuesday 18th February 2020 at 3pm

Meeting Notes

Present: Cllrs S Collingridge (Group Leader), C Edginton White (Deputy Group Leader) A Coleman, R Coleman P Harrison and R Stanczyszyn,

In Attendance: Sharon Hudson - Town Clerk,
Observers Cllr P Gittins & the Mayor Cllr J Byng

Apologies: None

1 GROUP LEADERS OPENING REMARKS

Cllr S Collingridge (Group Leader) welcomed everyone to the meeting.

2 VISITNG COUNCILLORS COMMENTS

Cllr P Gittins raised concerned about Welch Gate congestion, illegal parking, road markings and repairs and flood signage.

The Town Clerk confirmed that discussion had already taken place with WCC regarding the flood signage.

3 Approve the notes of the previous meeting 14.11.2019

The notes from the previous meeting were agreed.

4 REVIEW PREVIOUS ACTIONS AGREED AND TAKEN

To be undertaken not yet actioned;

- Distribute leaflets to residents of Welch Gate;
- put an article in the bridge magazine;
- update police operation SNAP details to website.
- Approach WCC for improved signage on the perimeters of Bewdley including 7.5 tonne limits and alternative routes via the Bye Pass
- Follow up PSPO with WFDC – Kathryn Underhill
- Invite Kathryn Underwood and the new Police Chief to a meeting
- Re-align signage at Heighington Lane
- White and yellow road markings to be renewed
- Ask Safer Road Partnership to the next meeting
- Ask Safer Road Partnership for increased and better signage
- Hard standing area for speed cameras – Lakes Road & Hales Park – seek permission from Paul Green and obtain prices form matting or dropped curb.
- Obtain price for planters
- Obtain a copy of the Road Traffic analysis from Cllr Becky Vale

5 WELCH GATE CONGESTION

Cllr Becky Vale confirmed at the previous Council meeting that WCC were considering a park and ride scheme to be based on the Wribbenhall side of the river to help deal with the Welch Gate pollution issues.

It was strongly felt that the park and ride scheme would have no effect of pollution levels in Welch Gate.

Cllr R Stanczyszyn spoke of the WCC annual status report (dated July 2019). The information in the report refers to actions in 2015 & 2016 not updated and the recorded pollution levels in Welch Gate.

It was agreed that the Town Council should be provided with current information and that Cllr Becky Vale and WCC Highways Officer Paul Green should be invited to the next meeting.

- Town Clerk- Contact WCC Paul Green and Cllr Becky Vale to request for sight of the recent traffic analysis survey data urgently.

6 ILLEGAL PARKING

Cllr Paul Gittins report was discussed and concerns were raised about illegal parking using a blue badge – to be reported to the Police.

- Town Clerk - to contact WCC Highways – Paul Green with regards to:
 - The lines and yellow box to be re-painted Welch Gate and above the Church
 - Wall repairs bottom of Sandy Bank
 - Wall repairs Blackstone Island
 - Zebra crossing Catchems End missing bricks repaired with tarmac
 - Double yellow lines at Richmond Road and Lancaster Road junction

7 SPEED AND WEIGHT RESTRICTIONS

Speed restriction regulations for the conservation area

Cllr Anna Coleman suggested that the Council undertake a survey to ascertain the opinion of residents to a 20mph speed limit in the town. It was agreed to undertake this in warmer weather.

Weight Restrictions

Town Clerk – to contact WCC regarding improved signage

8 ANY OTHER ROAD SAFETY ISSUES

Issues raised related to:

- The farmer locking the gates to the track on Heighington Lane – due to considered safety issues this will not be followed up
- Fly-tipping in this area did not appear to be a regular occurrence
- Road sign at Heighington Lane need to be straightened – this has been passed to the Lengthsman

9 COMMUNITY ENGAGEMENT

The Council need to explore ways of informing the community about the actions being taken by the Council on Road Safety issues.

- Article in the Bridge Magazine
- Facebook
- Inform BCARA & Civic Society
- Meeting Notes on the website

10 ATTENDEES AT FUTURE MEETINGS

It was agreed to invite Cllrs Becky Vale and Ian Hardiman, the Local Police and WCC Highways Officer Paul Green to the next meeting

Meeting closed 4.32pm

Road Safety Strategy Consultation



Thank you for taking the time to take part in my consultation.

John Campion
West Mercia Police and Crime Commissioner

1. The PCC's vision for road safety is to focus on 3 areas, these are;

- Reducing Casualties through Prevention;
- Effective Enforcement; and
- Retraining Offenders and Supporting Victims

Do you agree with this vision?

*

☐ Yes

☐ No

2. On pages 7 and 8 the PCC has set out his aspirations for road safety. Do you support this commitments and recommended actions? *

☐ Yes

☐ No (please comment)

3. Does this strategy encourage the engagement of partner agencies and local authorities and not just policing? *

☐ Yes

☐ No (please comment)

4. Having read the draft strategy what is your feedback on the proposed approach? *

Words used: 0 out of 200.

5. Please indicate whether your response is:

*

☐ As a member of public

☐ On behalf of business or company

☐ On behalf of a local authority (including town and parish)

☐ On behalf of another public body (such as the police force, NHS)

☐ On behalf of a community or voluntary organisation

5. Please indicate whether your response is:

*

☐ As a member of public

☐ On behalf of business or company

☐ On behalf of a local authority (including town and parish)

☐ On behalf of another public body (such as the police force, NHS)

☐ On behalf of a community or voluntary organisation

6. Which council area do you live in?

☐ Herefordshire

☐ Shropshire

☐ Telford and Wrekin

☐ North Worcestershire (Wyre Forest, Bromsgrove, Redditch)

☐ South Worcestershire (Wychavon, Malvern Hills, Worcester City)

☐ Other - Write In (Required)

7. Please enter your email in the box below if you would like to receive my monthly newsletter to find out more about my work on behalf of our communities. Your details would be stored in compliance with GDPR protocol via our third party newsletter software, and would not be used for any other purpose.



GRANT APPLICATIONS 2020/21

GUIDELINES AND CONDITIONS FOR APPLICANTS

The Town Council sets aside each year a sum in its budget with a view to providing grants to support local community voluntary organisations and groups. In 2020/21 this sum is £12,000 (individual grants up to a maximum of £1000).

The objective is to support and encourage a diverse range of community activities within Bewdley including those of a sporting and cultural nature as well as those aimed at giving assistance to welfare and charitable concerns. In 2020/21 the Town Council has set side of part of its grant budget specifically for sustainable environmental projects.

Procedure & Timetable

- Grant support will be made available subject to sufficient funding in the Town Council's budget and the level of funding provided to other applicants during the year.
- Applications, using the attached application form, are to be submitted to the Town Clerk. Applicants may be invited to address the Town Council's Finance and General Purposes Committee when it meets to assess the application.
- The Committee will assess applications on a six-monthly basis at their meetings in **June** and **December** to recommend the allocation of funding (if any). The final decision to award funding will be made by the Town Council at their meetings in **July** and **January**.
- Payment to successful applicants will be made in the month following Council's decision.
- Only **one** grant application may be made in any financial year from **1st April to 31st March**.

Grant applications will only be considered if the following criteria is met:

1. the organisation/group is based in Bewdley, has a local branch in Bewdley or can demonstrate some other significant connection with Bewdley.
2. the organisation/group directly benefits a defined group of residents living within Bewdley or the near vicinity.
3. the organisation/group is established and has a constitution or some other formal system of decision-making through a committee which may be accountable to its wider membership or to those for whom it provides services. The Council will not fund an individual or individuals operating in their own names.

4. the organisation/group has its own bank account for which there should be at least two authorised cheque signatories or similar control over electronic payments. Where an organisation/group is in the process of being formed it can ask an established organisation to accept and administer the grant subject to their approval and subject to that other organisation also being able to comply with the criteria listed in item 6.
5. the organisation/group does not generate financial profit for its members
6. the organisation/group can demonstrate a financial need for funding. It should supply copies of.
 - **its last annual accounts;**
 - **its management accounts for the period since the last set of accounts;**
 - **bank statements for the preceding period of twelve months;**
 - **evidence of any future spending commitments not reflected in the bank statements provided**

If these are not available then the organisation/group will be required to demonstrate how it intends to achieve financial competence.

7. the application is for a specific **project**; full details of that project should be given including an outline of what is entailed and explanation of how and when the project will be completed.
8. the application is for a specific **item of expenditure**; an explanation should be given detailing why the funding is required.
9. the organisation/group indicates it has received or is in the process of seeking funding from other grant awarding bodies;
10. the organisation/group can provide details of its own fundraising efforts for the project or its running costs.

Award Conditions

The Council has a responsibility to ensure proper administration and accountability of public funds. It is therefore important that the Council ensures that the awarded grants are appropriately spent.

The Council requires the organisation /group receiving a grant to:

- acknowledge receipt of the grant in writing
- provide evidence to the Town Council that the funding has been used in accordance with the proposals listed on the application form
- acknowledge, by way of in its annual report and accounts, that the funding was provided by the Town Council
- be prepared to participate in any publicity that may be arranged by the Town Council

- inform the Town Council immediately if the organisation/group is experiencing any financial, administrative or managerial difficulties that may prevent the fulfilment of the project or the purchase of goods.
- report immediately suspicions that any part of the funding being misused

Non-compliance with any of the conditions of the grant may result in a request for all or part of the funds to be repaid.

Any unspent funds, that the Town Council has not agreed in writing can be retained, must be returned by the end of the financial year.

Bewdley Town Council
25(A) Load Street
Bewdley, DY12 2AE

telephone: 01299 400157
email: townclerk@bewdleytowncouncil.org
website: www.bewdleytowncouncil.org

BEWDLEY TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE – 12/06/2019, revision of that submitted for meeting held 27/02/2019

GRANT AID APPLICATIONS

SUMMARY OF APPLICATIONS RECEIVED AS AT 12/06/2019

	Organisation	Request 2018/19	Grant 2018/19	Request 2019/20	GRANT AWARDS 2019/20	Comments
Budget 2019/20					£14000	
1	St Anne's Church on behalf of Bewdley Churches Together	0	0	£1,500	£500	Bewdley Passion programme
2	Bewdley Petanque Club	£250	£250	£1,500	£250	Shelter and storage facilities
3	Bewdley Bike Week	£500	£500	£500	£250	Deliver event
4	Wyre Forest CAB		£1,500	£1,500	£1,500	Contribution to running costs
5	Bewdley Cricket Club	£250	£250	£250	£250	Bowling machines
6	Bewdley Community Theatre Group	£0	£0	£2,000	£500	Provide shows during the year
7	Friends of Riverside North Park	£1,000	£1,000	£2,000	£0	Replacement train in playground
8	Bewdley Town Marching Band	£0	£0	£1,000	£750	£250 Uniform (paid from Mayors Allowance) instruments
9	The Bewdley School	£0	£0	£2,000	£1,500	Hosting a British Council Connecting Classroom International Conference November 3-9 th
10	Community Transport Ltd		£0	£1,500	£1,500	Local transport for ill and disabled people
11	St Anne's Chess Club		£0	£120	£120	To put on the annual tournament
12	Friends of Bewdley Museum		£500	£100 £250	£100 £250	To print shop posters and promote Bewdley history
Total				£14,220	£7,470	
Additional Grant Application						
13	Community Workshop & Cafe		£0	£1,250	£1,000	Tutors, Materials, Gardening, Cafe
Total				£15,470	£8,470	
Balance Remaining					£5530	Paid 01.07.19

ADDITIONAL GRANT AWARDS - FINANCE AND GENERAL PURPOSES COMMITTEE – 17.07.19 & COUNCIL 05.08.19 the following:

	Organisation	Request 2018/19	Grant 2018/19	Request 2019/20	GRANT AWARDS 2019/20	Comments
14	Bewdley and District Horticultural Society		£250	£500	£500	Towards Talks Trips and annual show
15	The Bewdley School			£500	0	Geography Department (already received one grant for 2019/20)

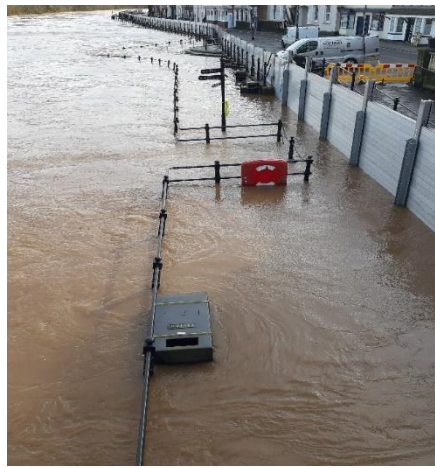
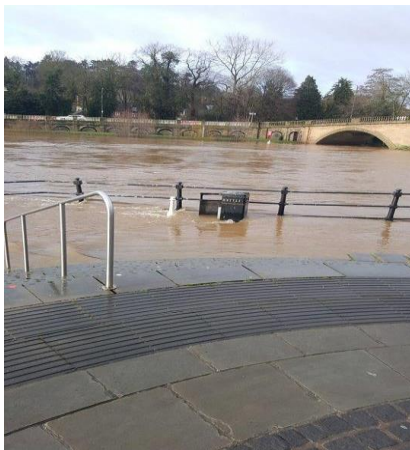
16	Bewdley Rowing Club		£480	£1,000	£1,000	Towards light weight coxed four
17	Bewdley Youth Festival		£500	£500	£500	Costs of performers technicians etc at festival
				£2,500	£2000	
	Total Grants and Donations paid to date				£10470	
	Balance Remaining				£3530	

ADDITIONAL GRANT AWARDS - FINANCE AND GENERAL PURPOSES COMMITTEE – 18.12.2019

	Organisation	Request 2018/19	Grant 2018/19	Request 2019/20	GRANT AWARDS 2019/20	Comments
Balance B/F as at September 2019					£3530	
	Royal British Legion – Re- membrance Day	Awarded Nov 2019		£100	£100	Donation towards Poppy Appeal
	Total Grants and Donations paid to date				£3430	
18	St Anne's Funhouse			£1000	£1000	To improve outside area
19	The Friends of Riverside North Park			£1500	£1430	Develop facilities to engage young people
20	Bewdley Scouts Group			£1000	£1000	Up grade the scout hut
	Total Grants recommended by F&GP 19.02.20			£3500	£3430	
	Balance Remaining				£0	

BEWDLEY TOWN COUNCIL**COUNCIL MEETING 3RD MARCH 2020****REPOSITIONING OF WASTE BINS, BENCHES, AND EMERGENCY RINGS**
SEVERNSIDE, BEWDLEY**ISSUE**

It has been obvious for many years that many of the waste collection bins, public benches and all the housings for the emergency lifebuoy rings, along Severnside North and South and at Beale's Corner riverside, are unreachable during times of flooding and, in the case of the bins, liable to have their contents swept downstream.

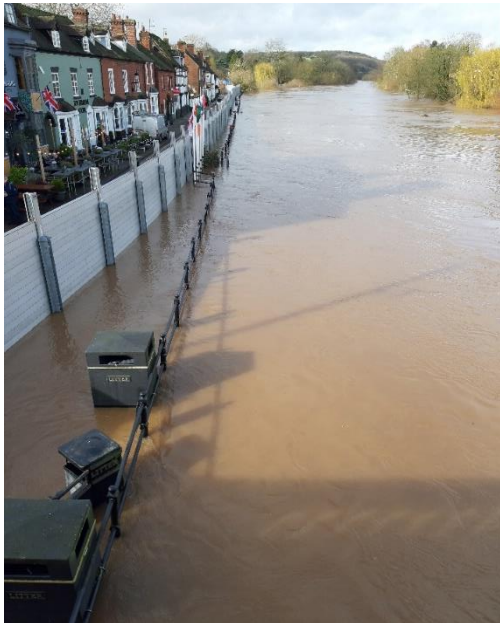
**BACKGROUND**

Severnside, sometimes described as Bewdley's promenade, is a prominent location for both visitors and many residents to stop, enjoy a snack and admire the River Severn's beauty, both on a balmy summer's day and also during winter weekends and school holidays. The major floods in recent years have shown up the fact that the riverside benches are largely under water. More pointedly, the larger waste bins at the western side of the bridge are completely submerged so that they are no longer available for fish and chip containers and other waste.

Critically also, the orange housings containing the river lifebuoy rings are also completely unreachable just at the time when they potentially could be most needed. It seems ridiculous that these features are not available for use, even

if it may only be for a small number of days every year. It should be noted here that the one feature of climate change likely to have a significant effect on Bewdley in the relatively near future is that of increased storms and rainfall from the many low pressure events forecast to occur.

It is necessary, for the good maintenance and the safe use of Bewdley's riverside leisure and safety facilities, to improve and possibly update the position of benches, waste bins and safety buoys.



RESOLUTION

Bewdley Town Council resolves to start discussions with WFDC and WCC to reposition all public benches, waste bins and lifebuoy locations, which are subject to flooding along Severnside, on both sides of the Severn. It further resolves to achieve this before autumn 2020.

Cllr R Stanczyszyn

25th February 2020

Please come along and show your support
for our Armed Forces



FLAG FLYING CEREMONY

Monday 22 June 2020
honouring
British Armed Forces
outside
Bewdley Museum



You are welcome to wear your
uniform, berets and medals.

For further details please contact:
amy.smith@wyreforestdc.gov.uk or call
01562 732975 or see
www.wyreforestdc.gov.uk/flagflying

- 10.00am - Arrival of guests**
Please gather outside
Bewdley Museum
- 10.10am - Parade by standard bearers**
from local Armed Forces
representatives
Members of the parade please meet
in The Courtyard at
Bewdley Museum
- 10.15am - Welcome**
Wyre Forest District Council
- 10.20am - Prayers for our Armed Forces**
- 10.30am - Raising of the flag**
- 10.30am - Performance by local schools**



Wyre Forest District Council

