



PUBLIC NOTICE OF MEETING

Due to the COVID 19 virus the Council meeting will be undertaken virtually using Zoom software.

Monday 6th July 2020 at 7pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

Public participation is welcomed. 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; 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

30th June 2020

AGENDA

9151 OPENING REMARKS

9152 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9153 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.

9154 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

9155 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. 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.

9156 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

The draft minutes of the Town Council meeting held 01/06/2020 and the extraordinary meeting held 10/06/2020 will be presented to the meeting for approval by Town Council members.

9157 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. **August Payments** – discuss and agree how payments will be processed in August.
- iii. The bank reconciliation as at 31/05/2020 and the current reserves - for **noting**
- iv. Mayors Charity Account as at 31/05/2020 – for **noting**
- v. Together Group Income and Expenditure 2019/20 – for **noting**
- vi. Comparison of budget to actual income and expenditure as at 31/05/2020 - for **noting**

9158 COMMITTEE AND GROUP REPORTS

- i. **Planning Committee.**
To **Note** the minutes of the Planning Committee meeting held on 28/05/2020.
- ii. **Finance & General Purposes Committee**
To **Note** the minutes of the Finance & General Purposes committee meeting held on 27/05/2020. The following items are put for **Approval** or **noting** (not included elsewhere on the agenda):
- iii. **Staffing Committee**
To **Note** the minutes of the Staffing Committee meeting held on 04/06/2020.
- iv. **Road Safety Group**
To **Note** the minutes of the Road Safety Group Committee meeting held on 09/06/2020

9159 STAFFING REVIEW PANEL

To receive a report from the Mayor Cllr A Coleman with regards to the introduction of a staffing review panel during 2020/21

9160 GENERAL POWER OF COMPETENCE

To formally agree the adoption of the General Power of Competence (GPC)

To adopt the GPC the Council must

- i. Formally pass a resolution adopting the power

- ii. Have the number of councillors elected at the last ordinary election, or at a subsequent by-election, equal to or exceeding two thirds of its total number of councillors.
- iii. At the time the resolution is passed, have a clerk to the council who holds the relevant CiLCA qualification (Certificate in Local Council Administration)

9161 AUDITORS REPORT

To receive and **note** the Internal Auditors 2019/20 final report
 To receive and **note** updated Action Plan at as 24/06/2020
 To receive and **note** the Annual Internal Audit Report 2019/20

9162 ANNUAL GOVERNANCE STATEMENT 2019/20

Members are asked to approve the Annual Governance Statement for 2019/20 and authorise that the Mayor and Town Clerk sign on the Council's behalf.

9163 ACCOUNTING STATEMENT 2019/20

Members are asked to approve the Annual Financial Return 2019/20 for submission to the External Auditor and authorise the Mayor to sign on the Council's behalf.

The public right to inspect the accounting records for the year ending 3103/2020 runs from 8th July to 18th August 2020.

9164 GRANT AWARDS 2020/21

Bewdley Town Council has allocated £12,000 from its 2020/21 budget to the support of local groups. Members are asked to consider and approve the grant requests received to date as recommended by of the Finance & General Purposes Committee.

9165 POLICIES FOR REVIEW AND APPROVAL

The Finance & General Purposes Committee recommended the following policies for approval

BTC028 Policy Protocol on pre-application meetings for major projects
 BTC046 Credit Card Policy

9166 NEIGHBOURHOOD PLAN PROGRESS

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

9167 FLOOD DEFENCE GROUP

To receive an update report from Cllr C Edginton White regarding the Flood Defence Group

9168 MAYORAL CHAIN REPAIRS

At the March 2020 Finance & General Purposes Committee the following chain repairs were recommend for Approval

- option 2 - replacement shield crown and scroll at a net cost of £1602.52

9169 BEWDLEY TOWN MARKETS

To consider and discuss the re-opening of the Town Market on the meadow next to Dog Lane car park.

9170 TOWN CLERK'S UPDATES

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

- i. **Toilets** – Re-opened 15/06/2020.
- ii. **No Parking Signs** – fitted on railings at Severn Side South 22/06/2020
- iii. **Bollards** – no further news of a fitting date from WCC
- iv. **Planters** – quotations have been sought and an order is due to be placed shortly
- v. **Localism** – no further information

9171 NEW YEARS EVE FIREWORKS

To receive a report from Cllr C Edginton White with regards to the provision of New Year's Eve fireworks

9172 ZOOM MEETINGS

Following Government guidance with regards to holding Council meetings, social distancing and accessibility. Members are asked to consider when Council meetings should return to being held in the Guildhall.

9173 WYRE HILL SAND PARK

Government guideline advise parks can be opened from 04/07/2020. To receive the current risk assessment and the Insurers recommendations

9174 MAYOR'S DIARY AND FUTURE EVENTS

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

9175 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

9176 DATE AND TIME OF NEXT ORDINARY MEETING – 7th September 2020



MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING

HELD AS A VIRTUAL MEETING ON
Wednesday 10th June 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 and Cllrs D Morehead - Deputy Town Mayor, S Billett, J Byng, R Coleman, S Collingridge, L Davies, C Edginton White, P Gittins MBE, P Harrison, H Lacy, M Maher, R Stanczyszyn

In attendance: S Hudson - Town Clerk

9142 OPENING REMARKS

The Mayor, Cllr A Coleman commented that she had received no request to call this extraordinary meeting. The Town Clerk apologised the meeting was called due to the urgency of the matter and the requirement to post the agenda immediately.

9143 APOLOGIES FOR ABSENCE

None

9144 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 9149 as a friend of an ex-employee who may be subject to discussion under this item.

9145 COUNCILLORS' DISPENSATIONS

None requested

9146 PUBLIC QUESTION TIME

None

9147 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

Bewdley Markets – the Mayor, Cllr A Coleman confirmed that WCC and WFDC had, as yet, not agreed a way forward.

9148 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:

Cllr C Edginton White left the virtual meeting

Cllr L Davies declared an Other Disclosable Interest as witnesses for the Council in the up and coming tribunal.

9149 ON GOING STAFFING ISSUES

Cllr P Harrison Chairman of the Staffing Committee gave an update on progress to date. Following debate and consideration of the options available members **RE-SOLVED** to uphold with the decisions of the Staffing Committee regarding on-going actions.

9107 DATE AND TIME OF NEXT ORDINARY MEETING – 6th July 2020

The meeting closed at 7.29pm

Signed.....
Mayor/Chairman
6th July 2020

| Bewdley Town Council | | | | | | | |
|--|------------|---|----------------|------------|-------------------|----------------|-------------------------------|
| SCHEDULE OF ACCOUNTS FOR JUNE 2020 | | | | | | | |
| | Date | Description | No. | Cheque No. | Net | VAT | Amount |
| BACS PAYMENTS | | | | | | | |
| Amberol Limited | 26/03/2020 | 4 self watering planters | 19766 | BACS | 1257.96 | 251.59 | 1509.55 LGA 1972S 111 |
| Britnett Central. | 25/06/2020 | Website-Stage Payment 2 | 692 | BACS | 1,000.00 | 0.00 | 1,000.00 LGA 1972S 111 |
| DKE Audit Services | 19/06/2020 | 2019/20 Internal Audit costs | 0415/0031 | BACS | 285.00 | 0.00 | 285.00 LGA 1972S 111 |
| Fisher German LLP | 23/06/2020 | Garage Rental July 20 | 0416/39669 | | 250.00 | 0.00 | 250.00 |
| | 05/06/2020 | Garage - Electricity costs | 0413/39588 | | 7.64 | 0.00 | 7.64 |
| | | Total for Fisher German LLP | | BACS | £ 257.64 | £ 0.00 | £ 257.64 LGA 1972S 111 |
| Gill Lungley | 01/04/2020 | CiLCA training provision | 0404/19/20-052 | | 80.00 | 0.00 | 80.00 |
| | 01/04/2020 | Work on litigation case | 0403/19/20-055 | | 50.25 | 0.00 | 50.25 |
| | 04/06/2020 | Work on litigation case | 0405/20/21-004 | | 262.50 | 0.00 | 262.50 |
| | | Total for Gill Lungley | | BACS | £ 392.75 | £ 0.00 | £ 392.75 LGA 1972S 111 |
| Janitorial Direct | 04/06/2020 | Toilets Consumables and clear | 0406/124468 | BACS | 187.83 | 37.57 | 225.40 LGA 1972S 111 |
| Num Lock Solutions Ltd | 29/06/2020 | Repairs to Laptop | SI-38 | BACS | £ 25.00 | £ 5.00 | £ 30.00 LGA 1972S 111 |
| NPOWER | 09/06/2019 | April18-March19-Clock | 0090/LGWCKVX5 | | 1.68 | 0.08 | 1.76 |
| | 29/06/2019 | May18-March19-Clock | 0105/LGWCS65W | | -263.59 | -13.18 | -276.77 |
| | 10/07/2019 | April18-March19-Clock | 0122/LGWCWJMV | | 105.67 | 5.28 | 110.95 |
| | 10/07/2019 | May18-March19-Xmas Lights | 0121/LGWCWJMT | | 59.85 | 2.99 | 62.84 |
| | 18/04/2020 | April19-March20- Xmas Lights | 0386/LGWGVCHS | | 212.32 | 10.62 | 222.94 |
| | 18/04/2020 | May18-March19-Xmas Lights | 0384/LGWGVCHR | | 210.48 | 10.52 | 221.00 |
| | 18/04/2020 | April19-March20-Clock | 0387/LGWGVCHT | | 116.66 | 5.83 | 122.49 |
| | 23/04/2020 | May18-March19-Xmas Lights | 0388/LGX22493 | | -150.63 | -7.53 | -158.16 |
| | 18/04/2020 | cancels invoice 0121 in full | 0385/LGWGVBW6 | | -59.85 | -2.99 | -62.84 |
| | | Total N POWER | | BACS | £ 232.59 | £ 11.62 | £ 244.21 LGA 1972S 111 |
| Office Depot (UK) Limited | 01/06/2020 | copier paper | 0408/977021766 | BACS | 27.70 | 5.54 | 33.24 LGA 1972S 111 |
| DGL Computer Support Limited | 16/06/2020 | IT support agreement year 1 | 0414/166363 | BACS | 660.00 | 132.00 | 792.00 LGA 1972S 111 |
| Sarah Talbot | 30/06/2020 | Office cleaning March 2020 | 13 | | 55.00 | 0.00 | 55.00 |
| | 30/06/2020 | Office cleaning June 2020 | 14 | | 30.00 | 0.00 | 30.00 |
| | | Total Sarah Talbot | | BACS | £ 85.00 | £ 0.00 | £ 85.00 LGA 1972S 111 |
| Sharon Hudson | 30/06/2020 | Zoom Sub and Signs | 0417/June2020 | | 28.65 | 5.73 | 34.38 LGA 1972S 111 |
| Shred Station | 08/06/2020 | Confidential waste collection | 0402/695282 | BACS | 40.00 | 8.00 | 48.00 LGA 1972S 111 |
| Wyre Forest District Council | 24/04/2020 | Guildhall Lease | 0395/80043737 | | 55.00 | 0.00 | 55.00 LGA 1972S 111 |
| | 18/06/2020 | Guidhall Lease | 80046601 | | 55 | 0.00 | 55 |
| | | payment adjustment | May Payment 5 | | -32.61 | 0.00 | -32.61 |
| | 24/06/2020 | Salary Payments June 20 | 0418/80046711 | | 5315.65 | | |
| | | Employers Pension June 20 | | | 322.94 | | |
| | | Employers NI June 20 | | | 329.49 | | |
| | | Admin Charges June20 Salaries | | | 40.00 | 8.00 | 6016.08 LGA 1972S 112 |
| | | Total for Wyre Forest District Council | | BACS | £ 6,085.47 | £ 8.00 | £ 6,093.47 |
| TOTAL BANK PAYMENTS - June 2020 - PAID 07.07.2020 | | | | | 10,565.59 | 465.05 | 11,030.64 |
| REGULAR DIRECT DEBIT PAYMENTS | | | | | | | |
| Quickbooks | 15/06/2020 | accounting software | 0409/12914859 | DD | 30.00 | 6.00 | 36.00 LGA 1972S 111 |
| TalkTalk Business | 02/06/2020 | calls | 0410/6834307 | | 52.85 | 10.57 | 63.42 |
| | 10/06/2020 | broadband | 0411/21065055 | | 25.00 | 5.00 | 30.00 |
| | | Total for TalkTalk Business - direct debit | | DD | £ 77.85 | £ 15.57 | £ 93.42 LGA 1972S 111 |
| TOTAL DD PAYMENTS - JUNE 2020 | | | | | 107.85 | 21.57 | 129.42 |
| PAYMENTS MADE AS A MATTER OF URGENCY | | | | | | | |
| Groundworks | 02/06/2020 | Return of 2019-20 unspent fund | 0402/2019-20 | Bank | 5937.50 | 0.00 | 5937.50 |
| | | | | | 5,937.50 | 0.00 | 5,937.50 |
| TOTAL PAYMENTS FOR APPROVAL - 7TH JULY 2020 | | | | | 16,610.94 | 486.62 | 17,097.56 |

BEWDLEY TOWN COUNCIL

RECONCILIATION REPORT

Reconciled
on: 08/06/2020
Reconciled by: Sharon Hudson

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

Summary

GBP

| | |
|---|-------------------|
| Statement beginning balance | 109,961.17 |
| Cheques and payments cleared (5) | -7,486.88 |
| Deposits and other credits cleared (2) | 9,143.71 |
| Statement ending balance | 111,618.00 |
| Uncleared transactions as of 31/05/2020 | -1,621.59 |
| Register balance as of 31/05/2020 | 109,996.41 |

UNITY BANK DEPOSIT ACCOUNT

| | |
|------------------------------|-----------|
| BANK BALANCE @ 31ST MAY 2020 | 10,642.31 |
|------------------------------|-----------|

SCOTTISH WIDOWS INVESTMENT

| | |
|------------------------------|-----------|
| BANK BALANCE @ 31ST MAY 2020 | 30,671.97 |
|------------------------------|-----------|

CAMBRIDGE BUILDING SOCIETY

| | |
|------------------------------|-----------|
| BANK BALANCE @ 31ST MAY 2020 | 30,000.00 |
|------------------------------|-----------|

| | |
|----------------------------|-------|
| PETTY CASH @ 31ST MAY 2020 | 36.24 |
|----------------------------|-------|

| | |
|---|--------|
| TOGETHER GROUP PETTY CASH @ 31ST MAY 2020 | 150.00 |
|---|--------|

| | |
|-----------------------------------|-------------------|
| Total Cash and Investments | 181,496.93 |
|-----------------------------------|-------------------|

BEWDLEY MAYORS CHARITY ACCOUNT MAY 2019 TO MAY 2020**Summary of Mayor's Charity 2019-2020**

| | |
|--------------|----------------|
| Bingo - 2019 | 230.10 |
| Youth Music | 617.00 |
| Quiz | 851.00 |
| Bingo - 2020 | 356.80 |
| Donations | 861.00 |
| | 2915.90 |

TOGETHER GROUP RECONCILIATION 2019-20

| <u>Reconciliation as at 31.03.2020</u> | |
|---|----------------|
| Income received from events | 1416.00 |
| | - |
| Expenditure on Events | <u>1940.20</u> |
| <u>Loss on monthly events</u> | -524.20 |
| Donation received during the year | 900.00 |
| Year-end balance | 375.80 |



**MINUTES OF THE PLANNING COMMITTEE HELD REMOTELY, VIA ZOOM AND
EMAIL ON THURSDAY, 28TH MAY AT 7PM**

PRESENT

Councillor Roger Coleman (Chair)
Councillor Rod Stanczyszyn (Vice Chair)
Councillor Sarah Billett
Councillor Paul Gittins
Councillor Michael Maher
Sharon Hudson (Town Clerk)

Administering responses:

Kerry Smith, Administration Assistant

7755 Apologies

Apologies were received from Cllr Heather Lacy

7756 Items of Urgency or to Note for Future Meeting

- The appointment of Cllr Rod Stanczyszyn for Vice Chair of the Planning Committee was voted upon.

Proposer: Cllr Roger Coleman; Seconder: Cllr Sarah Billett

- It was agreed that the administration assistant would write to Cllr Becky Vale for an update on the proposed car park development on the Wribbenhall side of the river, where one of the possible sites could be located by Netherton Lane, off Stourport Road.

This contradicts recent correspondence received from Bewdley's Tree Officers detailing the increased planting of trees at this location.

It was agreed that this should be discussed at the next full council meeting.

- Cllr Roger Coleman shared with the committee that he had been in contact with Paul Round, WFDC, to share his concerns about an unauthorised dwelling located on the West Bank side of the River heading towards Stourport. It appears to be a permanent residence. This has been highlighted previously by the Bewdley Town Council Planning Committee and is currently being investigated.

7757 Declarations of Interest

None received.

7758 Dispensations

None received

Public Question Time and Emails received

There were no members of the public in attendance, and no email correspondence was received.

7759 Minutes

The minutes of the meeting held 30th April 2020 were approved, however it was agreed that the date of future meetings should be changed from 6PM to 7PM, as agreed at the Mayor-Making Council Meeting on 15/05/2020.

7760 20/0073/PNH 24 Lyttleton Road, Bewdley, DY12 2BU

Single storey rear extension

Noted.

7761 20/0162/S73 The Retreat, 3 Load Street, Bewdley, DY12 2AF

Variation of Condition 1 attached to Planning Approval 19/0747/FULL to extend opening hours to 21:30PM Monday to Friday and 10PM Saturday and Sunday in line with License conditions

At 7:18 PM Cllr Paul Gittins joined the meeting and participated in voting from this point forward.

It was agreed to recommend **approval**.

7762 20/0196/HOU 4 Hunts Rise, Bewdley, DY12 1HR

Two Storey side extension and single storey rear extension

It was agreed to recommend **approval**.

7763 20/0215/S73 West Midlands Safari Park, Kidderminster Road, Bewdley, DY12 1LF

Variation of Condition 14 attached to Planning Permission 19/0451/FULL to allow retention of existing Cheetah shelter for 5 years (until 1st July 2023)

It was agreed to recommend **approval**.

7764 20/0219/FUL West Midlands Safari Park, Kidderminster Road, Bewdley, DY12 1LF

Erection of 2.4 metre high perimeter fence, located inside of existing fence

It was agreed to recommend **approval**.

7765 20/0241/HOU 49 Park Lane, Bewdley, DY12 2HA

Two storey side, and single storey rear extension, canopy to

front, replace single garage with double and Juliette balconies to rear first floor elevation.

Despite amendments to the original plans, it was agreed that they were too minimal to be impactful and therefore it was agreed to recommend **refusal** for the same material reason as agreed previously:

Loss of light or overshadowing, contrary to policy SAL.UP8.

7766 20/0330/LBC: 23 High Street, Bewdley, DY12 2DH

Replacement of rear external door

It was agreed to recommend **approval**.

7767 20/0361/HOU & 20/0362/LBC 2 Wyre Hill, Bewdley, DY12 2UE

Repairs to oak frame, new windows and pentice boards, and new rear porch

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

7768 20/0368/HOU Loxley, 123 Wyre Hill, Bewdley, DY12 2UQ

Detached double garage to rear

It was agreed to recommend **approval**.

7769 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.

7770 Planning Decisions Update

Noted.

Meeting Closed at 7:32 PM

Signed.....

Chairman at Planning Committee
25th June 2020



01299 400157

townclerk@bewdleytowncouncil.org

Town Clerk's Office
25(A) Load Street
Bewdley
DY12 2AE

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

WEDNESDAY 17TH JUNE 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

In attendance:

Sharon Hudson, Town Clerk

Three non-committee members of the Council

f&gp/360 Chairman's Welcome

Cllr R Stanczyszyn welcomed everyone to the June 2020 Finance & General Purposes meeting

f&gp/361 Apologies

Apologies were received from Cllr D Moorhead

f&gp/362 Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None were declared

f&gp/363 Councillor Dispensations

- There were no requests for dispensations.

f&gp/364 Public Question Time

- None

f&gp/365 Minutes

It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 27/05/2020 with minor amendments.

f&gp/366 The appointment of Finance and General Purposes committee Members to the following roles:

- Budget Review Group - Cllrs R Stanczyszyn, L Davies, J Byng
- Compliance Review Member – Cllr J Byng

f&gp/367 The Town Clerk gave an update on the Council's current financial position.

- the bank reconciliation 31/05/2020
- the cash balances and reserves 31/05/2020

| | |
|--|-------------------|
| Bewdley Town Council | |
| Unity Current Account, Period Ending 31/05/2020 | |
| RECONCILIATION REPORT | |
| Reconciled on: 08/06/2020 | |
| Reconciled by: Sharon Hudson | |
| Any changes made to transactions after this date aren't included in this report. | |
| Summary | |
| GBP | |
| Statement beginning balance | 109,961.17 |
| Cheques and payments cleared (5) | -7,486.88 |
| Deposits and other credits cleared (2) | 9,143.71 |
| Statement ending balance | 111,618.00 |
| Uncleared transactions as of 31/05/2020 | -1,621.59 |
| Register balance as of 31/05/2020 | 109,996.41 |
| UNITY BANK DEPOSIT ACCOUNT | |
| BANK BALANCE @ 31ST MAY 2020 | 10,642.31 |
| SCOTTISH WIDOWS INVESTMENT | |
| BANK BALANCE @ 31ST MAY 2020 | 30,671.97 |
| CAMBRIDGE BUILDING SOCIETY | |
| BANK BALANCE @ 31ST MAY 2020 | 30,000.00 |
| PETTY CASH @ 31ST MAY 2020 | 36.24 |
| TOGETHER GROUP PETTY CASH @ 31ST MAY 2020 | 150.00 |
| Total Cash and Investments | 181,496.93 |

- the Together Group year-end reconciliation

| | |
|--|-----------------|
| Reconciliation as at 31.03.2020 | |
| Income received from events | 1416.00 |
| Expenditure on Events | -1940.20 |
| Loss on monthly events | -524.20 |
| Donation received during the year | 900.00 |
| Year end balance | 375.80 |

- the Mayor's Charity Account reconciliation

| Summary of Mayor's Charity 2019-2020 | |
|---|----------------|
| Bingo - 2019 | 230.10 |
| Youth Music | 617.00 |
| Quiz | 851.00 |
| Bingo - 2020 | 356.80 |
| Donations | 861.00 |
| | 2915.90 |

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

f&gp/368 To receive an update on the budget to date

It was **RESOLVED** to **note** actual spend against budget 2020-21 as at 31/05/2020

f&gp/369 Purchases– not yet invoiced:

- O/n 19-20-042 Bewdley Community Marching Band – £300 - Mayors Civic & Remembrance Sunday
(budget – Mayoral Expenses & Civic Ceremonies)
- O/n 19-20-047 Worcestershire County Council – £101.88 - salt/grit
(budget – General Maintenance)
- O/n 19-20-054 Britnett Central – £1407 – Website Design
(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
(budget – Training-Staff)
- O/n 19-20-086 WFDC– £120 – Toilet Cleaning Holiday Cover
(budget – Load Street Toilets)
- O/n 19-20-084 Janitorial Direct – £208.54 -Toilet supplies
(budget – Load Street Toilet Cleaning)
- 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– £4081.92 – IT Solutions
(budget – software and support)
- O/n 20-21-007 Office Depot– £65.10 – Stationery
(budget – Stationery & Printing)

The Town Clerk confirmed that:

O/n 19-20-047 has now been cancelled – WCC were unable to deliver the salt/grit to BTC's garage and no other storage facility could be found.

O/n 20-21-003 related to the hanging basket pole outside of the Tesco Express store. The structure was dangerous and had to be removed urgently.

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

f&gp/370 Internal Auditors 2019-20 report

Members received the Internal Auditors report 2019-20 and were pleased to note the improvements on the previous year's report.

Recommendation 1 - The Town Clerk explained that where the action plan states ongoing (amber) actions have been taken and are being monitored.

Recommendation 2 – The Town Clerk confirm no actions have been taken due to time constraints. A Millennium Green meeting is to be set up to address the issues.

Cllr R Stanczyszyn asked that a quarterly Internal Audit report update be presented to this committee.

f&gp/371 Bewdley Markets

The Town Clerk reported that no further information has yet been received from either WCC or WFDC with regard to the reinstatement of the town markets.

f&gp/372 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:

- i. Localism – No further information has been received from WFDC
- ii. Planters – County Cllr R Vale has agreed with the Mayor, Cllr A Coleman to provide divisional funding to procure planters for Severn Side South. BCARA have also agreed to provide funding for this project. Quotations have been sought and forwarded to both Cllr R Vale and the Chairman of BCARA for approval.
- iii. Signs – new clips have been obtained and the three remaining signs will be put up on the Severn Side South railings as soon as possible.
- iv. Noticeboard - the Beale's Corner noticeboard is no longer fit for purpose; the wood has warped and the door is difficult to open. Consideration has been given to replacement options.
 - Members raised concerns about the location of this noticeboard and whether an alternative site should be sought.

Bollards - Cllr R Stanczyszyn gave an update on the Road Safety Group meeting discussions regarding the difficulty WCC are having procuring replacement bollards for Severn Side South. Having undertaken some research Cllr R Stanczyszyn has identified a supplier who can provide an exact match to those removed; this information will be forwarded to Cllr R Vale.

Cllr J Byng declared an 'other disclosable interest'. As Mayor he attended the opening of the facility; Cllr Byng did not vote on this application.

f&gp/373 Grant Applications

The grant budget for 2020-21 is £12,000 in total, only one application per group can be process in any one year, up to a maximum of £1000

It was **RESOLVED** to recommend for **approval** the following grant awards:

| | Organisation | Request 2020-21 | GRANT AWARDS 2020-21 | Comments |
|----------|------------------------------|--------------------|----------------------------|---|
| 1 | Wyre Forest CAB | £2000 | £1000 | Contribution to running costs |
| 2 | Adoption Support Wyre Forest | £500-£1000 | Nil | No financial documentation provided |
| 3 | Bewdley <u>Petanque</u> Club | £750 | £500 | Shelter and storage facilities following floods |
| | Total | £3,750 | £1500 | |

f&gp/374 Policies for Review and Approval

It was **RESOLVED** to recommend the following policies for **Approval**:

BTC028 Policy Protocol on pre-application meetings for major projects

BTC046 Credit Card Policy

f&gp/375 Council Payments/Credit Card

Having considered the payment card options presented, the Town Clerk has been tasked with approaching the Council's bank to identify credit cards options available.

f&gp/376 To receive any urgent matters not on this agenda subject to prior notification

Cllr L Davies, on behalf of the Council, congratulated the Town Clerk on achieving the CiCLA qualification.

Cllr R Stanczyszyn commented that the VAS signs didn't appear to be working and asked whether consideration could be given to purchasing new solar / wind powered signs. The Council budget 2020-21 includes provision for the purchase of new VAS signs. Town Clerk to explore the options available.

Cllr R Stanczyszyn raised the possibility of the Council providing funding for a hardstanding area on the Cleobury Road from where the Safer Roads Partnership could operate spot check speed cameras. Budgets were limited; Town Clerk to make further enquires.

f&gp/377 Date of next meeting - 22nd July 2020

Meeting closed 7.57pm

These minutes are signed as a true and accurate record:



**MINUTES OF THE
STAFFING COMMITTEE MEETING
THURSDAY 4th June 2020 AT 6PM
VIRTUAL MEETING HELD ON ZOOM**

The meeting start was delayed until 6.05pm due to connectivity issues

Present

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

In attendance: Sharon Hudson – Town Clerk
One non committee member of the Town Council

S2020/361 Chairman's opening remarks

The meeting was delayed to enable members to join the Zoom session

S2020/362 Appointment of the Deputy Chairman

This Item was moved to the end of the open meeting

Cllr J Byng proposed Cllr L Davies to be Deputy Chairman of the Staffing Committee. This nomination was seconded by Cllr S Billett.

It was **RESOLVED** to agree Cllr L Davies as Deputy Chairman.

S2020/363 Apologies for absence

None Received

S2020/364 Declarations of interest

Members were reminded to declare all interests as required by the Localism Act 2011, ss 31 and 32.

None declared.

S2020/365

PUBLIC QUESTION TIME

Cllr C Edginton White raised the following:

- Were there any other meeting between 16/01/2020 and this meeting – Town Clerk response – No there were none.
- When will the staffing committee minutes be published on the Councils website – Town Clerk response, they will be uploaded to the new website if required to do so.
- When were staff working from home – Town Clerk response, Officers have been working from home since the end of March. From Monday of this week Officers have been working alternate days in the office.

Cllr C Edginton White stated that the Council should be providing facilities to enable staff to work from home including mobile phones

S2020/366

Approval of minutes of previous meeting

It was **RESOLVED** that the Minutes of the Staffing Committee meeting held on the 16/01/2020 were a true record of that meeting and they were signed by the Chairman.

S2020/367

Home Workers Allowance

It was **RESOLVED** to recommend for approval the payment of the HMRC home workers allowance (pro-rata) back dated to the end of March 2020 when officers started working from home due to the coronavirus..

S2020/368

Incremental Pay Awards

It was **RESOLVED** to recommend for approval the incremental pay awards for both the Town Clerk and the Administration Officer backdated to the 1st April 2020.

S2020/369

It was **RESOLVED** that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest

S2020/370

On Going Staffing Matters

The Chairman Cllr P Harrison gave a verbal update on additional information received. Following discussion and debate it was agreed to continue with on-going actions, the nomination of a Council representatives and the payment of additional hours worked by the former Temporary Office Manager.

S2020/371

DATE AND TIME OF NEXT MEETING

The date of the next meeting is to be agreed.

The meeting closed at 6.54pm

BEWDLEY TOWN COUNCIL
MEETING 6TH JULY 2020

STAFFING REVIEW PANEL

INTRODUCTION.

Scrutiny is one of the most important roles of the Council. Scrutiny enables us to monitor the performance of the Council, and to monitor and review Council policies.

Bewdley Town Council as a responsible employer must take all possible steps to make sure that it gets all necessary staffing support; to ensure a successful council and at the same time to provide support to its staff so they can carry out their duties in the most efficient way.

BTC must have established staffing policies and at the same time carry scrutiny process to make sure that these policies are implemented and everything is done properly. This is in addition to the delegation made to the Town Clerk by the full council.

One of the current issues affecting staffing is COVID – 19 pandemic, which put more stress on BTC officers, particularly with working from home without provision of Council / adequate IT equipment, etc. Covid 19 also raises previously unknown issues such as PPE in the office, planning of meetings, training in new forms of IT, social distancing, and all the new risks related to it.

Another particular issue is the workload which needs to be re-identified and assessed in these challenging times.

PROPOSAL.

- To establish a Staffing Review Panel which shall exist for the municipal year 2020/21. The Panel will perform an advisory role on a range of staffing issues including some that may be confidential prior to formal decision making and announcement. The Panel's papers will not therefore be published, although they will be available for all members of the Council.
- Membership: up to 5/6 councillors which should not include members of the Staffing Committee for the municipal years 2020/21 and the previous year.
- The Panel may meet formally or informally at any location to collect and consider evidence.
- The Panel can request information and clarification from the officers and members of the Staffing Committee.
- Once the Panel has completed the task of reviewing mentioned above staffing related issues, and anything else arises within review process, and presented its recommendations to the Council as a task and finish group it will disband.

Cllr A. Coleman

25.05.2020

**Bewdley Town Council
Council Meeting
6th July 2020**

Adopting the General Power of Competence

1. Purpose

The purpose of this report is to seek the agreement of Council to adopt the General Power of Competence (GPC)

2. Background

In essence the GPC gives the Town Council more freedoms to deliver the services it deems appropriate for the parish. The specifics of the GPC are detailed in **Appendix A** to this report

3. Criteria

To adopt the GPC the Council must

- i. Formally pass a resolution adopting the power
- ii. Have the number of councillors elected at the last ordinary election, or at a subsequent by-election, equal to or exceeding two thirds of its total number of councillors.
- iii. At the time the resolution is passed, have a clerk to the council who holds the relevant CiLCA qualification (Certificate in Local Council Administration) or other relevant higher education qualification for clerks awarded by the University of Gloucestershire. (**Appendix B**)

4. Risk

There are no strategic risks associated with this report

5. Finance

There are no strategic financial implications arising from this report

6. Recommendation

Council are recommended to adopt 'The General Power of Competence'

The General Power of Competence An introduction to key facts for local councils¹

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power.

The freedom of the GPC

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do*" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) - so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that the GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish (s1(4a)). It is not necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they cannot see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the

council to take action (s1(5)). So, for example, a council can use the GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

Criteria for eligibility

The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does-the annual council meeting after the ordinary election that normally takes place every four years). This means that eligibility remains in place until the first annual Mayor Making meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

- **Elected councillors**

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

If two thirds is not a whole number, then it must be rounded up to the next whole number. **Bewdley Town Council have 13 councillors in total; two thirds is approximately 8.6, so therefore the number of councillors that must be elected is 9.**

- **The qualified clerk**

The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.

The recognised sector-specific qualifications are:

The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA)

The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:

The Certificate of Higher Education in Local Council Administration

The Certificate of Higher Education in Local Policy

The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)

Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since the GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (that is the one, after the next ordinary election). If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing *that* activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under the GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use the GPC. There is a risk of legal action if the council ends the contract unexpectedly.

It is wise to seek legal advice when setting up the contract.

Risks and restrictions limiting the GPC

There are some risks associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:
 - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
 - The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.

- The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.
- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.
- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.
- The council must set up a company or co-operative society if it wishes to trade. If the council sets up a company or co-operative society it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under the GPC. (local councils are not required by law to provide **any** services free of charge)
- If the council wants to invest in a local business to support the local economy, it should follow Government advice on investment (see links below). If it wishes to support a community enterprise, an economic development grant might be a sensible option.
- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).
- If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

Councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly, the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project. Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

- There is a risk of being challenged
- Trading activities could damage competing local activities
- The council risks its reputation and public money if a project goes wrong

S137 and the power of well-being (PWB)

How do these two powers relate to the GPC?

- The money that can be spent under the Local Government Act 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists. A council that is eligible to use the GPC can no longer s137 as a power for taking action for the benefit of the area or its community (If councils have a statutory **duty** to provide a service **free of charge**, they cannot charge for that service. This provision applies to principal authorities but does not affect local councils as they are not required by law to provide **any** services free of charge. Also s137(3) permits the council to contribute to UK charities, public sector funds and public appeals remains in place.
- The PWB (Local Government Act 2000 s2) offered councils more opportunity to improve and promote the economic, social and environmental well-being of an area and its community with no restrictions on spending. However, in England it has now been replaced by the general power of competence which offers even more freedom to act. Transitional arrangements allow councils to complete projects started under the PWB.

Further changes affecting the GPC

The Secretary of State for Communities and Local Government has the power to change the enacted legislation (s5) so it is important to keep up to date with legal advice. Changes will not be made without consultation and should therefore come as no surprise. The Government is keen to know whether there are any additional restrictions affecting the use of the GPC so that it can consider removing them. Contact the Society of Local Council Clerks or the National Association of Local Councils (via your County Association) if you wish to draw attention to any legislative constraints affecting the use of the power.

Useful web links

The Localism Act 2011 <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

<http://www.legislation.gov.uk/ukdsi/2012/9780111519868>

The Localism Act 2011: Explanatory notes

<http://www.legislation.gov.uk/ukpga/2011/20/notes/division/5/1/1>

Charging guidance

<http://www.communities.gov.uk/documents/localgovernment/pdf/151291.pdf>

Trading guidance

This guidance is in two documents. The second document is an addendum.

<http://www.communities.gov.uk/documents/localgovernment/pdf/133628.pdf>

<http://www.communities.gov.uk/documents/localgovernment/pdf/323153.pdf>

Investment guidance

<http://www.communities.gov.uk/documents/localgovernment/pdf/1501971.pdf>

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| |
|-----------------------|
| Internal Audit Report |
| Bewdley Town Council |
| |

| |
|-------------------------------------|
| Financial Year Ending 31 March 2020 |
|-------------------------------------|

| | |
|--------------------------------------|---------------|
| Name of Clerk and RFO to the Council | Sharon Hudson |
| Precept (for audit year) | £161,309 |
| Gross budgeted income | £168,301 |

| | |
|-------------------------------|---|
| Internal audit carried out by | Duncan Edwards |
| Audit type | ANNUAL |
| Date of Audit Visit | This audit was undertaken remotely during April and May 2020 due to the governments Covid-19 restrictions |
| Date of Report | Draft 7 June 2020 Final 10 June 2020 |

1 Introduction

I have concluded the Town Council's annual internal audit. I have therefore been able to complete the Annual Internal Audit Report 2019/20 which forms part of the Annual Governance and Accountability Return (AGAR).

My internal audit considers the evidence available to assess and ensure the Council has effective governance arrangements in place. In examining the governance framework focus has been placed on compliance with the Council's key governance 'rules', its management of risk and its financial controls.

The internal audit is not designed to identify all weaknesses in the Town Council's systems but, it is a sample examination of systems and of testing those systems. Where weaknesses are identified during the internal audit process, which impact on governance and control, these have been detailed in the report below. The recommendation made have been discussed and agreed with the Town Clerk.

The responsibility for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council. The internal audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as may exist.

Special note – the internal audit was undertaken after the national government had introduced the restrictions following the COVID-19 pandemic. As a result the audit has been conducted remotely. The normal approach applied is to undertake a site visit to view and review the governance and control systems, and to review and test source documents. The remote approach taken has sought to apply the same internal audit principles through obtaining electronic based evidence and detailed explanations as required.

2 Due Process / Governance

The Council has adopted the key policies and documents associated with effective governance. The Standing Orders, Financial Regulations and Members' Code of Conduct and these are review periodically by the Council. As part of the audit these documents have been examined and are appropriate to support and maintain effective governance arrangements. Compliance with the requirements of these documents has been reviewed and evidence and explanations obtained supports this.

Financial Regulations have been examined in particular detail, these are the financial rules upon which all Members, the Clerk (and the Responsible Financial Officer) must comply. The Council has a number of other policies, processes and documents that support its governance arrangements which have been reviewed. The minutes of meetings appear comprehensive and are formally approved as required. The calendar of meeting, agendas and minutes are all published. The assessment of the internal control arrangements is planned as part of the Annual Governance and Accountability Return 2019/20 process.

Last year's internal audit reports raised a number of recommendations to improve governance, risk management and internal control. An update on the progress made has been provided by the Town Clerk which is included at Appendix A. This update shows a number of actions have been completed, but for some the implementation timetable has not been met and a number of important governance improvement actions remain outstanding. The progress made on the actions planned to address the recommendation made in the last internal audit report (recommendation 1) 'started Aug19 - not yet implemented' at May 2020 matters still had not been concluded.

During the year the Council had one governance matter referred the District Councils Monitoring Officer. This matter was investigated and resolved. The Council has also been involved in an employment issue that has incurred unbudgeted costs. At the end of March 2020 this matter was unresolved.

Recommendation 1

The Council revisits the steps required to implement the internal audit action plan.

3 Risk Management & risk mitigation

The annual internal audit confirmed that risk management is now more prominent. Risk policy, risk register and risks forming part of significant decision making now demonstrated that if opportunities are to be taken, the associated risks and the management of those risks are key considerations.

4 Budget

There is evidence of significant improvement in the budget setting, monitoring and management processes. The budget process must ensure the budgets set are comprehensive and that spend against budget heads and movement between budget heads is controlled, approved, and monitored. Evidence shows this now occurs.

5 Book-Keeping

The book keeping arrangements are sound. As part of the annual internal audit a number of transactions were tested and these were accurately recorded in the accounts.

At the last internal audit reference was made to effective financial management being much more than book keeping. The functions of the RFO needed to be more prominent, particularly the role in financial control and the management of financial risk. The Council's Financial Regulations clearly detail the functions and accountabilities of the RFO. The functions of the RFO is now combined with that of Town Clerk. This has closed the gap that had been present between 'operations', wider governance and finance.

6 Expenditure / payments and procurement controls

The Council's procurement and payments processes have been reviewed and improvements have been made. There is now a contracts register that details the formal contracts the Council has entered into. Orders are raised for purchases and there is a control process for payments. The Council's payment approval controls are applied.

There is evidence the Members have undertaken an 'independent' sample examination of payments and payment controls.

7 Procurement, credit or debit cards (inc. internet procurement)

The Council is planning to introduce a procurement / debit card. Confirmation has been obtained that effective and appropriate controls will be applied to the use of the card. Many Councils successfully use and control procurement / debit cards, many have eliminated the need for petty cash as a result.

8 Payroll and Staffing – Town Clerk and others

The staff arrangements are overseen by the Staff Committee. Pay rates are formally approved for staff and performance is monitored. The payments are made through a third party and the arrangements have been verified, deductions required are made.

9 Income (receipt) Controls

The primary source of income is the precept which has been received and recorded in the accounts. There are other income sources and sample examination showed event income is appropriately controlled and recorded.

10 Petty Cash & Change Floats

Two petty cash impress (floats) are maintained. Evidence has been provided to show the petty cash is used for items one would expect and that petty cash floats are appropriately controlled.

11 Asset Control

A number of the assets recorded in the asset register were in the process of being valued at the time of the audit visit. Confirmation was obtained that these valuations will feed through to a revised overall asset value and these values will be reflected in the insurance schedule.

12 Bank Reconciliation

Evidence has been provided to show bank reconciliations are undertaken, reported and approved by Members.

13 Information Technology

At the end of March IT was identified by the Town Clerk as a significant risk. The Council did not have IT maintenance support. In order to mitigate this risk the Council was in the process of securing a contracted arrangements for IT support following a competitive tender process. Assurance was given that the new contract would mitigate this key risk exposure.

14 Information management, DP, FOI & Transparency

Information management policies and processes are present, the Town Clerk oversees and ensures compliance.

15 Year-End Procedures

The key end of year records have been examined after 31 March 2020 to seek evidence that the accounting records and funds statement agree to sums held at the bank, and formal verification has been given by Members on 1 June 2020. The end of year accounting records examined were the:

- Final cash book summary, showing for each budget head the final actual payments and receipt sums to budget
- Final bank reconciliation signed off by Members
- Year-end accounts, those submitted or to be submitted to Members

No issues have arisen from the review of the above records. This concluded the internal audit review, enabling the completion of the annual 'internal audit report' that accompanies the accounting and governance statements submitted to the external auditor.

16 Miscellaneous / other control matters

During the year the Council undertook a post event review of the Bewdley Music Festival and the Christmas Pantomime as was recommended in the last internal audit report. These reviews identified a number of areas where the Council should have better consider risk and taken more effective control arrangements; recommendations resulted. I have been advised that strong control measure will be applied to future events, including robust risk management arrangements. The introduction of post event review offers the opportunity to consider 'what went well and what did not' and to take actions as required.

There were two other areas referenced in previous internal audit report where updates have been sought to ensure the Council is fulfilling its responsibilities and providing the transparency expected from a public body.

The Mayors 'Charity' accounts - Mayoral event sit outside of the Council being organised either directly by the Mayor or by a 3rd party. There is a reputational risk to the Council, and Council will provide control and oversight of the account and mayoral events. I have been advised that, as the Mayoral year has now ended, the final account reconciliation will be taken to Council.

The Wribbenhall Millennium Green Trust (a registered charity) is responsible for an area of land, the Councillors are trustee of the site by default and are responsible for site maintenance. I have been advised that the Trust has no bank account but holds fund due to be banked. There is an Annual General Meeting and the Trust should be meeting throughout the year. The Charity Commissions website states that documents are 340 days overdue and the charity has failed to provide information on its finances within 10 months of its financial year end.

Recommendation 2

As the Council is the Trustees of the Wribbenhall Millennium Green Trust (a registered charity) then compliance with the requirement of a charity must be complied with.

The internal auditor wishes to acknowledge the support and assistance provided by the Town Clerk during the internal audit review.

Annual Internal Audit Report 2019/20

Bewdley Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | |
|--|--|-----|----------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered") | | | ✓ |
| L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. | ✓ | | |
| M. (For local councils only) | | | |
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | ✓ | |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

01 MAY / June 2020

DD/MM/YY

Name of person who carried out the internal audit

Duncan Edwards FCPA AUDITOR

Signature of person who carried out the internal audit



Date

10/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2019/20 for

BEWDLEY TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2019 £ | 31 March 2020 £ | |
| 1. Balances brought forward | 117,643 | 102,224 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 142,283 | 161,309 | Total amount of precept (or for IDRs rates and levies) received or receivable in the year. Include any grants received. |
| 3. (+) Total other receipts | 39,041 | 21,491 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 72,600 | 76,042 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 124,323 | 126,399 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 102,224 | 82,583 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 115,039 | 101,864 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 518,010 | 529,825 | The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PwLs). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | ✓ | | N/A. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Finance & General Purposes Committee recommendations 17.06.2020

Minute 372

To consider the following grant applications and the recommendations of the Finance & General Purposes committee for 2020/21 grant awards

| | Organization | Request 2019-20 | Grant 2019-20 | Request 2020-21 | GRANT AWARD 8 2020-21 | Comments |
|--------------------------|------------------------------|--------------------|------------------|--------------------|-----------------------------|---|
| Budget 2018-20 | | | | | £12000 | |
| 1 | Wyrn Forest CAB | £1500 | £1,500 | £2000 | £1000 | Contribution to running costs |
| 2 | Adoption Support Wyrn Forest | 0.00 | 0.00 | £1000 | NIL | No documentation provided |
| 3 | Bewdley Boatmen's Club | £1500 | £250 | £750 | £500 | Shelter and storage facilities following floods |
| | Total | | | £3,750 | £1500 | |
| Balance Remaining | | | | | £10500 | |

BEWDLEY TOWN COUNCIL

MEETING 6TH JULY 2020

Bewdley Neighbourhood Plan Report - June 2020

This report lists the sequence of events which have occurred to progress the BNP since the decision taken, by the Neighbourhood Plan Steering Group, to undertake a professional review of the NP policies by the consultants, Avon Planning Services.

20th Jan – meeting held with Neil Pearce, APS, to discuss his comments for the deletion of a small number of policies which he considered were not relevant to ‘land use’. When asked for his opinion whether a Strategic Environmental Assessment was needed, his answer was non committal. When asked about quoting to prepare an SEA, he replied between £4,000 to £6000.

24th Jan – confirmation received from J. Blest, Locality, “As you qualify for technical support (you are including Design codes in your plan) you can apply for the free technical support package SEA.”

3rd Feb – application made for Technical Support.

14th Feb – email received from Helen Smith, WF Planning Policy, following my request for the statutory letter necessary to start the process. “Thank you for your email. We will of course put a letter together to confirm in writing that an SEA screening assessment is required on the draft NP at this stage to determine whether a full SEA/SA is required. I have asked Helen Checketts to lead on this and she will prepare the letter for you.”

2nd March – meeting held with Helen Checketts to discuss the screening assessment and her comments on the NP policy changes.

14th Mar – telephone conversation with consultant (AECOM) appointed by Locality questioning the details for the Technical Support application.

16th Mar – email from consultant for Locality asking for previous reports made regarding SEA screening. “Could you please forward me the SEA Report that was produced previously for the Neighbourhood Plan? If you also have any associated documents or appendices to this report (such as a scoping report), please also send these over to me.

20th Mar – email received from HC, “I have attached a letter regarding the SEA screening, I hope that this is what you require. We suggest that you have an SEA screening carried out to establish if a full SEA is needed. Last time the findings were that one was.”

6 April – email received from consultant, “We will complete your diagnostic and forward it to Locality recommending SEA technical support. There is currently a delay with applications for technical support being approved, but you should hear from them in a few weeks.”

21st Apr – email received from a different AECOM office and a different consultant, “The application will be submitted to MHCLG for review, and I expect Locality will be in touch with you directly in due course to let you know the outcome. This will detail the next steps, and you’ll be allocated a lead consultant in AECOM who will progress with the SEA Screening Opinion on your behalf. Whilst this might be myself, it is more likely to be one of my fellow colleagues. They will then be your main point of contact, moving forward.”

27th Apr – email received from Locality with approval, “Thank you for applying to the Neighbourhood Planning programme on behalf of Bewdley Town Council. We have reviewed your application for Technical Support and we are pleased to confirm that your application has been approved.”

4th May – email from AECOM office number 3 and a 3rd consultant, “As you will be aware, you have been approved for a MHCLG/Locality technical support package for your Neighbourhood Plan. This will be to prepare the Strategic Environmental Assessment Screening Opinion. I will be leading the package, and we look forward to working with you.

I have been liaising with my colleague Ryan (Putt), and as such am fully up to speed. We will therefore go ahead and prepare the SEA Screening Report as soon as possible.

On this basis, would you be able to send through the draft of the Neighbourhood Plan which it would be best to base the screening opinion on?

19th May – Screening opinion received and sent to NPCSG members for comments and HC for appraisal.

5th June – email from HC, “Just to let you know that I am looking at the Bewdley NP as we discussed to see if there could be tweaks to differentiate between policy and aspiration. I will send any suggestions to you. Then a clean copy could be sent to the three statutory authorities with the SEA screening.”

18th June – email from HC, “Sorry but my version of the draft Neighbourhood Plan still has all of the comments down the side. Once I receive a copy with no comments I will send to the three statutory bodies. Could you also please also confirm the dates of the Neighbourhood Plan, will it be dated until 2036?

I have managed to extract the plan so I am sending it back to you to check that I have

pulled out the correct one. I do not know if this is any help, what size and how many do you want this printed and I will see if someone can do it.”

19th June – request made to commercial company, Crayon Juice, for quote to delete tracking marks from the NP document and replace map for policy PC4.

24th June – email received from CJ, “No problem. File attached.” This company made no charge for this work.

26th June – telephone call to HC to ask for confirmation that there are no more obstacles to the SEA screening process. Email returned with statement that the screening opinion is to sent to Environment Agency, Historic England and Natural England w/c 29th June, “Many thanks for sending the document, yes it is a version with no comments at the side so it will be sent to the three statutory bodies either today or the beginning of next week. I will keep you informed.”

R. Stanczyszyn,

26/06/20.

Bewdley Town Council Flood Defences Update July 6th 2020

Report to Full Council (Zoom held Remotely) 7.00 p.m. 6th July

Wyre Forest District Council

An initial motion was put to Wyre Forest District Council on 26th February 2020 thanking the many agencies and volunteers who had and were at that point still supporting the community in the ongoing flooding events.

Part (d) of the motion was that the Council:

“Refers the issues arising from this and the ongoing current flooding events to the Overview and Scrutiny Committee for it to take evidence from relevant bodies including the Environment Agency, with a view to making recommendations no later than the Council’s meeting in July 2020 on lessons to be learned and what case can be made to the Government for permanent flood protection arrangements at Beale’s Corner.”

Due to the Covid -19 Pandemic and “Lockdown” the District Council remote meeting 13th May agreed a revised timetable for the Overview and Scrutiny Committee to gather evidence from relevant bodies and report back to Council. The Council agreed “An extension to September 2020, to the deadline for the Committee to report back about the flooding issues, and any earlier relevant information from the Environment Agency to be provided in an interim report to July 2020 Council.”

On 11th June 2020 the Overview and Scrutiny Committee WFDC received a briefing paper agenda Item 6. Consideration of the Flooding motion from Council, “To consider a briefing paper from the Chief Executive.” Agenda Item 6. Following this briefing a timetable was agreed to receive evidence to be able to report back to Full Council in September 2020.

The Timetable agreed on 11th June 2020.

25th June 2020 Special Overview and Scrutiny Committee. Item 4. Consideration of the Flooding motion from Council – Evidence Gathering from the Environment Agency.

“To receive a report from Dave Throup, Area Manager Herefordshire and Worcestershire and Charles Chandler, West Midlands Strategic Flood Recovery Manager. “

A comprehensive 34 page report is available from this meeting. This report includes valuable information about the flood events of February 2020. 2. flood forecasting , responsibilities, 3. deployment of barriers in February, 4. Property flood resilience measures at Beale’s Corner, 5. flood risk government funding mechanism , 6. Options for a permanent scheme for Beales Corner and 7. Lessons learnt “

2nd July 2020 Agenda Overview and Scrutiny Committee. Item 5: Consideration of the flooding motion from Council – Evidence Gathering from Worcestershire County Council, West Mercia Police, Hereford and Worcester Fire and Rescue Service and Severn Trent.

3rd September 2020 Overview & Scrutiny Committee – Evidence Gathering from Residents and the Community including Wribbenhall Flood Group and Bewdley Town Council Community Flood Volunteers Group. Press release 18th June 2020.

<https://www.wyreforestdc.gov.uk/news/2020-news/june-2020/council-launches-investigation-into-flooding-caused-by-storms-ciara-and-dennis.aspx>

"Council launches investigation into flooding caused by Storms Ciara and Dennis 18 June 2020"

"Any residents and businesses affected by flooding are also being asked to come forward to talk through their experiences at a meeting on Thursday 3 September. Requests must be submitted to the council's democratic services team before midday on Wednesday 19 August by email at committee.section@wyreforestdc.gov.uk."

23rd September 2020 Full Council. Overview and Scrutiny, "Committee to report back about the flooding issues,"

Bewdley Town Council Community Flood Volunteers Group -Action June Update.

The local Environment Agency team who support the Residents and Council at a local level and during flood events have drafted a newsletter to be distributed to residents in the next few days. A copy will be circulated to Councillors as soon as it is available.

Once the newsletter has been distributed it is proposed that an remote Zoom meeting is held with representatives of the EA to address relevant questions and ongoing concerns residents and flood volunteers may have.

There are also proposals to pilot a private facebook page for the Beales Corner residents and the Bewdley Town Council volunteer team to provide more immediate contact and communications.

The BTC community volunteer group will have a remote meeting with the local EA partners in July date to be confirmed.

A review of local needs during future flood events and the position with the Property Flood Protection scheme feedback will be explored.

Maintenance work on the flood defences at the end of Severn Side South and Gardner's Meadow commenced on 15th June and measures have been put in place to maintain social distancing between the public and the engineers working on the barrier wall.

Report prepared by Cllr C.E. Edginton-White on behalf of Bewdley Town Council. June 29th 2020.

BEWDLEY TOWN COUNCIL
Meeting 6th July 2020

SUBJECT

Repairs to Regalia

DECISION REQUESTED

As recommended by the Finance and General Purpose Committee chain repairs as follows:

- Replacement shield crown and scroll. £1602.52

BACKGROUND

The Mayoral chain has been damaged over the years and now requires maintenance work to ensure it is fit for purpose for future Mayors.

OBSERVATIONS

Photographs of the Mayoral Chain were sent to Thomas Fattorini's and quotations sought for repairs.

The Following quotations were received for the works to be undertaken

Q0073796:1

Replacement shield

To existing 18Ct chain, produce and fit 18Ct gold and hand painted shield, size 23mm x 28mm.

Complete with two locating pins to the reverse of the shield.

Repair red chipped enamel to the top of the crown attached to the link.

DN B120531-25

Price £1215.37 nett

Q0073796:2

Replacement shield crown and scroll.

To existing 18CT gold chain, remove existing damaged scroll. Produce 18Ct white gold scroll, flux enamel and finish as required,

Complete with locating pins. Produce 18CT gold shield and crown, shield modelled, crown enamelled one colour.

Complete with locating pins, assemble.

Price £1602.52 nett



Quotations were originally sought in 2012 when the following repairs were proposed:

For the third link, we could use the spare scroll remaining after Q0073796:2 and produce something similar to Q0073796:1, if we could decide on a design, the cost would be around the £1300 nett mark (additional scroll hand painting)

All prices quoted exclude carriage and VAT; the lead time would be 8 weeks.

The chain would have to be sent to Thomas Fattorini's for 7 – 10 working days to allow for measurements to be taken. The chain would then be returned and towards the end of the process the chain would be returned to the workshop for assembly.

FINANCIAL

The 2019/20 Mayors Chain maintenance budget (Council Costs) is £350 however the Council have an ear-marked reserve of £2911.80 for chain repairs.

RISK

Without repair the chain will deteriorate as will the value. Items may be lost and the costs of replacements may exceed Council budgets.

LEGAL

None

ACTION

To consider which repairs should be undertaken within the timeframe and Council budgets.

RECOMMENDATION

The Mayoral Chain is repaired prior to the next mayoral year.

Date: 30th June 2020

**Sharon Hudson
Town Clerk**

TOWN CLERKS UPDATE 30.06.2020

- i. **Toilets** – The toilets re-opened 15/06/2020, there have been a few issues with people pushing past Ala, trying to get into the toilet blocks while he has been cleaning. WFDC providing an extra clean on Saturday and Sunday.
- ii. **No Parking Signs** – These signs have been fitted on railings at Severn Side South 22/06/2020. They have already been defaced and turned around. They are A5 size and there have been complaints they are too small.
- iii. **Bollards** – no further news of a fitting date from WCC.
- iv. **Planters** – quotations have been sought and an order placed WITH Amberol Limited for the purchase of 4 metre square planters - order number 2021-016. The planters have now been manufactured and are awaiting delivery. The Council now has to source compost and plants
- v. **Localism** – no further information

Decision Report for Bewdley Town Council

Meeting July 6th 2020.

NEW YEARS EVE 2020 FIREWORKS

Request: The Town Council to consider supporting the provision of a firework display to celebrate New Year 2021 on the evening of 31st Jan 2020.

Background:

Until December 31st 2017 the Landlord at the Mug House with colleagues provided an annual firework display on Riverside North for customers at the Mug House and the public who attended pubs and restaurants or came into the Town Centre to celebrate New Year.

In December 2018 following discussion by the Events & Christmas Lights group the provision of a short New Year display was arranged and provided by Jubilee Fireworks. The Town Council had no budget for the display and an ex Councillor volunteered to ask each of the local hostelrys in the Town Centre to make a contribution towards the fire work display and the 2018 display was funded in this way.

In December 2019 there was no funded New Year display either by the Council or local businesses and a number of residents expressed disappointment that when they had walked into Bewdley to celebrate the New Year there was no firework display as had taken place for many years.

There was a short discussion earlier this year 2020 before 'Lockdown' and Cllr Collingridge and Cllr Edginton-White agreed that they were happy to revisit this idea later in the year and see if local businesses would be interested in funding a New Year display 31st Dec 2020.

Issue.

Due to the impact of Covid 19 and Lockdown of local pubs and restaurants it would not seem reasonable to approach businesses to contribute to the provision of a Firework display on New Year's Eve this year as these businesses are trying to recover.

The Council had budgeted for the 2020 Carnival Firework display in June but the Carnival and display was cancelled due to lockdown.

Proposal :

- (i) The Bewdley Town Council agree to provide a New Year's Eve display on Riverside North location as used 31st Dec 2018.
- (ii) The Council reallocate the 2020 Carnival Firework Display budget to provide a New Year's Eve Firework Display on 31st Dec 2020.

Cllr Calne Edginton-White

25.06.20