



PUBLIC NOTICE OF AN EXTRAORDINARY MEETING

Monday 16th November 2020 at 7pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

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

<https://us02web.zoom.us/j/82591516052?pwd=THJ6VzgrUG4yV0JGNHB1ZTNGT2RhZz09>

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

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

10th November 2020

AGENDA

9276 OPENING REMARKS

9277 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9278 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.

9279 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

9280 PUBLIC QUESTION TIME

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

9281 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

The draft minutes of the Town Council meeting held 02/11/2020 will be presented to the meeting for approval by Town Council members.

9282 LOCALISM

To receive an update on the latest asset transfer information received from WFDC and to agree the asset transfer timetable, budget estimates/implications and risk assessment.

9283 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

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



BEWDLEY
Town Council

MINUTES OF THE TOWN COUNCIL MEETING

HELD AS A VIRTUAL MEETING ON **2ND NOVEMBER 2020 at 7.00PM**

This virtual meeting was held using Zoom software

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

PRESENT

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

In attendance: 3 Members of the Public
 S Hudson - Town Clerk

9251 OPENING REMARKS

The Mayor Cllr A Coleman welcomed everyone to the meeting and spoke of the Remembrance Sunday arrangement for this year. The Mayor also spoke of an item to be discussed at Urgent Matters, lighting Bewdley bridge and the Civic Society's support for the project.

9252 APOLOGIES FOR ABSENCE

Apologies were received from Cllr H Lacy

9253 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 9274 as a friend of an ex-employee.

9254 COUNCILLORS' DISPENSATIONS

None Received

9255 PUBLIC QUESTION TIME

i. Members of the public.

One member of the public spoke with regards to the new railings, fitted by WFDC at Beale's Corner. He raised concerns about the stability of the structure and the lack of consultation with the Town Council and the district's Conservation Officer.

Members confirmed that no consultation had been held with Town Councillors and raised the question as to whether the Environmental Agency had been consulted.

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

Cllr C Edginton White WFDC member for Bewdley and Rock confirmed that the WFDC Overview and Scrutiny committee would be reviewing Museum proposals on Thursday and that the WFDC medium term plans would also be re-visited.

Cllr R Coleman WFDC member for Bewdley and Rock confirmed that confirmed that WFDC would be introducing free parking after 3pm between 20th November 2020 and 3rd January 2021.

Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall provided a written report which was shared with Councillors prior to the meeting

The Mayor Cllr A Coleman, noted the notes provide by the Town Clerk following a meeting held with WCC Cllr R Vale and WCC Highway Officer Mr P Green. Following discussions, it was agreed to write a letter to Mr P Green thanking him for the support he offers to Bewdley and its residents.

iii **Representatives of support services**
None

9256 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

It was **RESOLVED** to **Approve** the draft minutes (with a minor amendment) of the Town Council meeting, held on 05/10/2020, as a true and accurate record of that meeting.

9257 ACCOUNTS

The Town Clerk presented the position as follows:

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

It was **RESOLVED** to **Approve** the schedule of payments as at 31/10/2020.

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

It was **RESOLVED** to **note** the bank reconciliation as at 30/09/2020.

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

- ii. It was **RESOLVED** to **note** the current financial position actual against budget as at 30/09/2020.

Bewdley Town Council					
Budget vs. Actuals 2020-21					
April to September 2020					
	Total				
	Actual	Budget	Remaining	% of Budget	% Remaining
Income					
Christmas Event Income		1,000.00	1,000.00	0.00%	100.00%
Community Flood Volunteer Schem	400.00		-400.00		
Interest Received	10.61	100.00	89.39	10.61%	89.39%
Lengthsman Scheme	195.71	2,800.00	2,604.29	6.99%	93.01%
Lifebuoys replacements 2020-21	200.00		-200.00		
Load St Toilets- WFDC	8,948.00	8,790.00	-158.00	101.80%	-1.80%
Miscellaneous Income			0.00		
Markets		1,300.00	1,300.00	0.00%	100.00%
Total Miscellaneous Income	£ 0.00	£ 1,300.00	£ 1,300.00	0.00%	100.00%
Planters-External Funding	2,257.96		-2,257.96		
Precept	182,350.00	182,350.00	0.00	100.00%	0.00%
VAT coding error	837.73		-837.73		
Total Income	£195,200.01	£196,340.00	£ 1,139.99	99.42%	0.58%
Expenses					
Capital Expenditure			0.00		
Lifebuoys		1,000.00	1,000.00	0.00%	100.00%
Notice Boards & Town Signs		2,000.00	2,000.00	0.00%	100.00%
Planters	1,453.91		-1,453.91		
Seats		2,000.00	2,000.00	0.00%	100.00%
Street Poles, baskets & tubs		250.00	250.00	0.00%	100.00%
Town Clerk Office		2,000.00	2,000.00	0.00%	100.00%
VAS Signs		3,800.00	3,800.00	0.00%	100.00%
Total Capital Expenditure	£ 1,453.91	£ 11,050.00	£ 9,596.09	13.16%	86.84%
Council Costs			0.00		
Badges & Shields	648.80	620.00	-28.80	104.65%	-4.65%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies	-1,215.00	1,500.00	2,715.00	-81.00%	181.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance	145.83	500.00	354.17	29.17%	70.83%
Insurance Valuations		150.00	150.00	0.00%	100.00%
Mayor's Chain Maintenance		1,000.00	1,000.00	0.00%	100.00%
Mayor's Expenses	420.41	5,000.00	4,579.59	8.41%	91.59%
Mayoral Roll	141.26	200.00	58.74	70.63%	29.37%
Public Meetings		100.00	100.00	0.00%	100.00%
Total Council Costs	£ 141.30	£ 10,570.00	£ 10,428.70	1.34%	98.66%
Election cost & Provision	397.52	5,000.00	4,602.48	7.95%	92.05%
Employment Costs		74,000.00	74,000.00	0.00%	100.00%
Admin Apprentice	6,924.64		-6,924.64		
Load St Toilets Cleaner	4,596.54		-4,596.54		
Mayor's PA & Administrator	5,739.48		-5,739.48		
Town Clerk	19,899.27		-19,899.27		
WFDC Admin Charge	240.00	450.00	210.00	53.33%	46.67%
Total Employment Costs	£ 37,399.93	£ 74,450.00	£ 37,050.07	50.23%	49.77%
Grant Aid & Donations		12,000.00	12,000.00	0.00%	100.00%
Bewdley Petanque Club	500.00		-500.00		
Donations	50.00		-50.00		
Wyre Forest CAB	1,000.00		-1,000.00		
Total Grant Aid & Donations	£ 1,550.00	£ 12,000.00	£ 10,450.00	12.92%	87.08%
Millennium Green Maintenance	558.22	750.00	191.78	74.43%	25.57%

Operating Costs			0.00		
Advertising & Official notices		100.00	100.00	0.00%	100.00%
Audit Fees	285.00	1,000.00	715.00	28.50%	71.50%
Broadband	155.31	500.00	344.69	31.06%	68.94%
Computer	25.00	200.00	175.00	12.50%	87.50%
Garage Rent- rear 14 Load st	1,797.74	4,500.00	2,702.26	39.95%	60.05%
Insurance		5,300.00	5,300.00	0.00%	100.00%
Intruder Alarm	379.25	700.00	320.75	54.18%	45.82%
Legal Fees	5,006.25	5,000.00	-6.25	100.13%	-0.13%
Maintenance	784.40	1,500.00	715.60	52.29%	47.71%
Office consumable and cleaning	-85.95		85.95		
Photocopier	535.10	1,500.00	964.90	35.67%	64.33%
Postage	66.23	200.00	133.77	33.12%	66.89%
Refreshments	20.58	150.00	129.42	13.72%	86.28%
Service Charge & Business rates	-533.59	900.00	1,433.59	-59.29%	159.29%
Small Office Equipment	13.51	150.00	136.49	9.01%	90.99%
Software & Support	1,150.00	5,000.00	3,850.00	23.00%	77.00%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print	464.19	2,000.00	1,535.81	23.21%	76.79%
Subscriptions	1,718.70	2,000.00	281.30	85.94%	14.07%
Telephones	386.85	600.00	213.15	64.48%	35.53%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff	105.00	1,000.00	895.00	10.50%	89.50%
Travel & Training- Councillors		500.00	500.00	0.00%	100.00%
Unity Bank Charges	56.25	150.00	93.75	37.50%	62.50%
Website	1,000.00	1,500.00	500.00	66.67%	33.33%
Total Operating Costs	£ 13,329.82	£ 35,150.00	£ 21,820.18	37.92%	62.08%
Paddling Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	4,135.00	7,000.00	2,865.00	59.07%	40.93%
Small Grants Fund	-20.99		20.99		
Together Project	-57.23		57.23		
Town Events			0.00		
Carnival Fireworks		2,000.00	2,000.00	0.00%	100.00%
Christmas Festivities		5,000.00	5,000.00	0.00%	100.00%
Christmas Lights	11,207.14	11,500.00	292.86	97.45%	2.55%
VE DAY Grants		1,000.00	1,000.00	0.00%	100.00%
Total Town Events	£ 11,207.14	£ 19,500.00	£ 8,292.86	57.47%	42.53%
Town Maintenance			0.00		
Bus Shelters cleaning & maint		1,000.00	1,000.00	0.00%	100.00%
Churchyards		500.00	500.00	0.00%	100.00%
General Maintenance	57.34	2,000.00	1,942.66	2.87%	97.13%
Lengthsman	551.02	2,800.00	2,248.98	19.68%	80.32%
Lifebuys		250.00	250.00	0.00%	100.00%
Load Street Toilets	772.02	1,000.00	227.98	77.20%	22.80%
Maintenance of existing seats		1,000.00	1,000.00	0.00%	100.00%
Signs & Notice Boards	30.00	500.00	470.00	6.00%	94.00%
Street Poles, Tubs & Baskets		3,000.00	3,000.00	0.00%	100.00%
Town Clock	294.16	200.00	-94.16	147.08%	-47.08%
Wyre Hill Play Area	809.20	4,000.00	3,190.80	20.23%	79.77%
Total Town Maintenance	£ 2,513.74	£ 16,250.00	£ 13,736.26	15.47%	84.53%
Total Expenses	£ 72,608.36	£ 196,720.00	£ 124,111.64	36.91%	63.09%
Net Operating Income over expenditure	£ 122,591.65	-£ 380.00	-£ 122,971.65		
Other Income					
Small Business Grant Fund	10,000.00		-10,000.00		
Total Other Income	£ 10,000.00	£ 0.00	-£ 10,000.00		
Net Other Income	£ 10,000.00	£ 0.00	-£ 10,000.00		
Net Income over expenditure	£ 132,591.65	-£ 380.00	-£ 132,971.65		

9231 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 05/10/2020:

i. Finance and General Purposes Committee, meeting held 21/10/2020.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 21/10/2020 as presented by Cllr R Stanczyszyn.

Approval was sought for the recommendations as follows:

a. **Election VAT Payment**

It was **RESOLVED** to **Approve** the repayment to WFDC of overclaimed VAT on 2017 Election payments.

b. **Fireworks**

It was **RESOLVED** that the Council would not provide a fireworks' display on New Year's Eve 2020.

c. **Purchases**

It was **RESOLVED** to **Approve** the following:

- Floral Displays
 - to undertake a one-year contract for the supply of baskets and floral displays from Mr L Griffin
- Lifebuoy Replacement
 - to purchase a replacement lifebuoy from Glasdon and undertake cleaning of all lifebuoys own by BTC.
- Noticeboard (Beale's Corner)
 - to purchase a new metal noticeboard from Greenbarnes following design approval from the WFDC Conservation Officer

ii. **Staffing Committee**

It was **RESOLVED** to **note** the minutes of the Staffing Committee meetings held on 06/10/2020 and draft minutes of the meeting held on 19/10/2020.

Approval was sought for the recommendations as follows:

a. **Mace Bearer Vacancy**

It was **RESOLVED** to **Approve** the advertisement for a replacement Mace Bearer

b. **Relief Cleaner Vacancy**

It was **RESOLVED** to **Approve** the advertisement for a Relief Cleaner.

c. **Office COVID19 Risk Assessment**

Members raised concerns about poor office ventilation and the suitability of the exit doors. The Town Clerk was asked to contact the landlord with regards to both concerns.

It was **RESOLVED** to **Approve** the office COVID 19 risk assessment with an added fire risk.

9259 NEIGHBOURHOOD PLAN PROGRESS

The Neighbourhood Plan Steering Group's leader Cllr R Stanczyszyn gave an update on the grant funding application. Funding would provide for each household be sent a consultation document also for the same document to be available on-line.

9260 POLICY AND PROCEDURES

To review and approve the following policy.

- BTC030 - Training Policy

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

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

- **BTC008 - Members/Officer Relations**
Following discussions, it was **RESOLVED** to **Approve** the Members/Officer Relations with minor amendments.
- **BTC047 – Email Policy** – this item was deferred until April 2021
- **Standing Orders – Handling Staff Matters**
It was **RESOLVED** to **Approve** the amendments to standing orders 19-Handling Staff Matters.

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

- **Adopt a Planter scheme**
It was **RESOLVED** to **Approve** the amendments to the Adopt-A-Planter scheme allowing for those adopting a planter to be recruited as volunteers.

9261 BEWDLEY TOWN COUNCIL FLOOD VOLUNTEER GROUP

Cllr Edginton-White (flood group co-ordinator) gave an update regarding partnership working with the Environment Agency Area flood team. A zoom meeting is to be held to with the Environment Agency which will include an update on volunteers' procedural changes.

9262 LOCALISM

Members received feedback from the Localism Group following a meeting held on 22/10/2020 with WFDC. WFDC are to provide the Town Council with revised financial transfer package.

9263 COMMITTEE TERMS OF REFERENCE AND THE SCHEME OF DELEGATION

Cllr R Coleman spoke on the committee terms of reference and the scheme of delegation and requested that the Town Clerk provides a new document which clearly show all amendments. It was agreed that each committee would review their own terms of reference which in turn will be collated and presented to Council.

9264 CORPORATE PLAN

Due to the lack of responses Cllr L Davies agreed to formulate a document for review by the Corporate Plan Group, to be presented to Council in January 2021.

9265 REMEMBRANCE DAY

It was **RESOLVED** to **Approve** the Remembrance Sunday risk assessment and note that there will be no formal ceremony this year in line with Government guidance.

9266 IT EQUIPMENT

It was **RESOLVED** to **Note** the purchase of Council IT equipment (13 tablets and 3 laptops, associated anti-virus software and home WiFi support) from the Small Business Grant Fund.

9267 WEBSITE

There are still several updates to be made to the website which will be actioned in the next few weeks, Members **RESOLVED** to **Approve** a go live date of 01/12/2020.

9268 TOWN CLERK'S UPDATES

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

- i. **Benches** –benches falling behind the flood barriers require refurbishment, this could be undertaken on a rolling programme with the inclusion of an appropriate budget over the next few years.
- ii. **Budget** – Members were asked to email the Town Clerk with their considerations for the 2021-22 budget.
- iii. The Town Clerk read out an email received from LSD Promotions with regards to re-starting the Bewdley Markets on 07/03/2021 on the original Severn Side South site.

9269 MAYOR'S DIARY AND FUTURE EVENTS

- i. To receive an update on the Mayor's diary
The Mayor has been invited to several events on Zoom
- ii. Future Civic and Community events
No civic events are planned at this time

9270 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

- Charitable Donations
Cllr R Stanczyszyn spoke of providing donations to charities supported by the families of those Mayors who have recently passed away as was done for former Mayor John Latham. Consideration to be given to providing charitable donations for former mayors including Mike Hadley, Peter Terry, Frank Baillie and Kenneth Peers.
It was **RESOLVED** to **Agree** a donation of £50.00 to each chosen charity.
- Lighting Bewdley Bridge
The Mayor Cllr A Coleman spoke of providing the town with a positive, uplifting experience during December by lighting up Bewdley Bridge, similar to that provided during the lockdown when the bridge was lit up to support the NHS. The budget for this would come from the Mayoral Allowance and a generous grant of £500 from the Civic Society.
Concerns were raised about any possible flooding also, whether there was a possibility of the lights becoming a permanent feature. In the first instance a temporary licence would be required from WCC.
It was **RESOLVED** to **Agree** that the Town Council applies for the temporary licence and supports the installation of lights on Bewdley Bridge during December 2020.

9271 In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, it was **RESOLVED** that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest

9272 CONTRACTUAL MATTERS

Following discussions, the Town Clerk was tasked with writing to the landlord to request an extension to the current term.

9273 STAFFING MATTERS

Recommended for approval by the Staffing Committee

Staffing Restructure (including job description) and associated budget.
Members discussed the needs of the Council now and in the future and considered the budget implications.

Following a named vote

For: The Mayor, Cllr A Coleman, Cllrs S Billett, J Byng, S Collingridge, L Davies, P Gittins MBE, P Harrison, D Morehead, R Stanczyszyn

Against: Cllrs R Coleman, C Edginton White

Abstained: None

It was **RESOLVED** to **Approve** the staffing restructure in principle.

9274 ON-GOING STAFFING MATTERS

Recommended by the Finance & General Purposes Committee

Following discussions relating to the payment for the provision of a statement it was **RESOLVED** that as no payment had formally been agreed therefore Council could not accept this charge.

Members received and noted the final advice relating to the concluded legal case.

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

The meeting closed at 9.52pm

BEWDLEY TOWN COUNCIL – LOCALISM RISK ASSESSMENT
Treat, Tolerate, Transfer, Terminate



Risk	Risk Identified	H/M/L	Control of Risk	4 T's	Action	Notes
Finances	Budgets may not support asset transfers	H	<p>Budgets are reviewed annually by the Budget review group, then reported to F&GP and Council.</p> <p>Council reviews and agrees any asset transfers having considered future budgets</p> <p>All costs are considered prior to the asset transfer being agreed</p> <p>Estimated costs are considered as part of a <u>3 year</u> budget process</p>	Treat	<p>Corporate plan</p> <p>Contracts are put in place to ensure costs can be managed</p>	
Precept	Precept rises by a large % to cover estimated costs leading to reputational damage	H	<p>Precept rises are reviewed annually as part of the budget process and agreed by F&GP and Council.</p> <p>Council reviews and agrees any asset transfers having considered future budgets</p> <p>All costs are considered prior to the asset transfer being agreed</p> <p>Estimated costs are considered as part of a <u>3 year</u> budget process</p>	Treat		
Public	Public expectations may not be delivered	H	<p>Work with Friends groups to manage expectations</p> <p>Work with WFDC to issue public statement regarding assets transferred</p>	Treat		
Museum	Expectations to support a new museum trust may not be met	H	<p>Budgets are reviewed annually by the Budget review group, then reported to F&GP and Council.</p> <p>Council reviews and agrees any contributions having considered future budgets</p>	Treat		

Prepared by Town Clerk

Dated 4th November 2020

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BEWDLEY TOWN COUNCIL – LOCALISM RISK ASSESSMENT
Treat, Tolerate, Transfer, Terminate

Resources	resources or expertise may not be in place to manage or support the transferred assets	H	Office resources have been reviewed to help manage the transition	Treat	<p>Consider additional resources if required (could be temporary)</p> <p>Additional training</p> <p>Introduce contract management processes</p> <p>Consider who should be contacted outside of office hours</p>	


 Reply  Reply All  Forward


Tue 10/11/2020 11:08



Rachel Symons <Rachel.Symons@wyreforestdc.gov.uk>

Press Release

 Town Clerk

 You replied to this message on 10/11/2020 12:11.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Sharon

We issued a joint press release with Stourport Town Council once they have agreed the assets to be transferred and this included information about decisions made about the paddling pool. It was released as a good news story and as far as I am aware it was received well. Do you still want a joint press release about the paddling pool or would you prefer to do a joint one once a package has been agreed?

If you can let me know that would be good

Thanks

Rachel

Rachel Symons

Community Services Manager

Wyre Forest District Council

01562 732923 / 07929826156

Green Street Depot, Green Street, Kidderminster, Worcestershire, DY10 1HA

Rachel.Symons@wyreforestdc.gov.uk

Please note my workdays are I work part time over 3 days which vary between Monday and Thursday.