



PUBLIC NOTICE OF MEETING

Due to the COVID 19 virus the Council meeting will be undertaken virtually using Zoom software. The meeting can last for no more than 40 minutes.

Tuesday 7th April 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

2nd April 2020

AGENDA

9068 OPENING REMARKS

Due to the on going Coronavirus pandemic and government advice it is not possible to hold face to face Town Council meetings; Agreement is sought that, during the COVID 19 pandemic crisis, holding virtual meetings requires that some elements of the standing orders relating to meetings be suspended.

All participants are asked to be mindful of the time constraints when speaking.

All votes taken should be spoken.

9069 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9070 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.

9071 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

9072 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.

9073 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

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

9074 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 28/02/2020 - for **noting**
- ii. The most recent bank reconciliation as at 28/02/2020 and the current reserves - for **noting** and recommend for **approval** additional reserves for the purchase of VAS signs and the replacement Notice Boards and Street Poles.
- iii. Comparison of budget to actual income and expenditure for the current year to date 29/02/2020 - for **noting**

9075 COMMITTEE REPORTS

- i. **Planning Committee.**
To **Note** the minutes of the Planning Committee meeting held on 27/02/2020.
- ii. **Finance and General Purposes Committee**
To **Note** the draft minutes of the meeting held 18/03/2020; the following recommendations are put for **approval** (not included elsewhere on the agenda):
 - a) COVID 19 Support Group – To **Agree** - Members of the community have set up a Covid19 support group. The group have asked the Council for their support by providing a storage facility for supplies. Cllr A Coleman has been nominated as the garage key holder to help the group with access to the storage.

9076 LOTTERY GRANT APPLICATION – Wyre Hill Sand Park

To review and **approve** the final lottery grant application for Wyre Hill Sand Park

9077 EMERGENCY PROCEDURES

Emergency delegation procedures – to **Approve** amendments to standing orders and scheme of delegation to cover emergencies such as that declared by the Government in relation to the coronavirus.

- In a time of emergency, the Town Clerk, in conjunction with the Mayor and the Chairman of Finance & General Purposes committee, can undertake general expenditure up to a sum of £1500, in line with sections 4 and 6 of the financial regulations.

Additionally

- In a time of emergency, the Town Clerk, in conjunction with the Mayor, the Deputy Mayor and the Chairman of Finance & General Purposes committee, be delegated Council decision making and expenditure in line with the Council's budget.

Attendance - to **Approve** that the rule stating a member not attending meetings for a period of six months automatically cease to be a member of the Council (LGA 1972 s85 (1)) be suspended for the duration of the Coronavirus crisis for the following groups:

- Front line workers
- Vulnerable groups & over 70's

9078 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

9079 DATE AND TIME OF NEXT ORDINARY MEETING – To Be Arranged



MINUTES OF THE TOWN COUNCIL MEETING

HELD 2nd March 2020 at 7.00PM GUILDHALL

PRESENT

Council Members The Mayor, Cllr J Byng, Cllrs D Morehead - Deputy Town Mayor
S Billett, A Coleman, R Coleman, S Collingridge, C Edginton White,
P Gittins MBE, P Harrison, M Maher, R Stanczysyn

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

9043 MAYOR'S OPENING REMARKS

The Mayor Cllr J Byng welcomed everyone to the meeting, he also welcomed Bewdley's new west ward councillor Michael Maher and Mr Jim Ineson as the representative speaking on behalf of St Georges Hall. The Mayor spoke of the major flooding issues faced by the town and that the Council are looking at ways in which they may help including setting up a flood sub-committee. The Mayor voiced his disappointment that the Town Council were not informed about the recent visits to the town of the Lord Lieutenant of Worcestershire and the Chairman of the County Council.

9044 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs L Davies and Cllr H Lacy,

9045 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 Other Disclosable Interests in agenda Items:

9055- Grants for Approval -Riverside North Park Paddling Pool – Involvement as a trustee to the Friends of Riverside North Charity

9046 COUNCILLORS' DISPENSATIONS

None requested

9047 PUBLIC QUESTION TIME

i. Members of the public.

5 members of the public took the opportunity to speak, as follows:

1. Urgent Flood Assistant

- Wribbenhall Flood Group set up in 2017 have a supply of flood sacks which no one seems to know about and that there didn't appear to be a central point of contact during the flood.
- People are collecting and donating items for the flood victims but there is need for storage. Items distributed so far include cookers and food. Nowhere has been set up for the collection of donations.

The Mayor asked whether anyone knew of a room where donations could be stored. Cllr C Edginton White thanked the Wribbenhall Parish Room for their help taking in donated items and asked that the speakers contact details be left at the end of the meeting to follow up the issues raised.

2. Flood Information

- There used to be a flood information board in the Beales Corner area, could this be re-instated

3. Flood Information

- Why were the temporary barriers at Beales Corner inadequate, the barriers were only 5.2 meters, shorter than previous erected.

4. Bridge/By-pass and Welch Gate Pollution

- The resident thanked the emergency services and the Environment Agency for their work during the floods.
- Had any traffic monitoring taken place on the by-pass. The number of vehicles using the by-pass during the floods would normally use Bewdley as a cut through
- The roads are being changed in Horsefair, Kidderminster due to pollution issues, could this be done in Bewdley.
- Children are being driven to school rather than walking, could the Young Mayor ask Bewdley School how many pupils are driven to school.

The Young Mayor, Elizabeth Thomas, agreed to do this.

Cllr R Stanczynsyzyn commented that the pollution in the Horsefair would not be elevated by the highway changes.

5. Dog Lane Development Land

- Is there any update on the development land by the fire station; residents were originally told that the land would be for residential use but have now been told that it would be for retail use.

Cllr P Harrison commented that he understood it was for residential use.

b. Representative members of the principal authorities

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

Flooding

The flooding situation in Bewdley has been a real crisis for the town, but despite of this, the Town and its people have shown incredible resilience and stoicism. Cllr R Vale offered profound thanks to all the agencies who have worked so hard for Bewdley at this time. Everyone has done an incredible job. Cllr R Vale spoke of her gratitude to the leader of the County Council Simon Geraghty who has been incredibly hands on, visiting Bewdley numerous times and has been in contact with me several times a day to see how he can support Bewdley. The County Council want to help Bewdley survive this crisis and help it to thrive going forwards.

The Bridge and the switchback are closed, the ground is completely saturated, drainage ditches are full and small watercourses remain extremely sensitive, local rain might cause surface water issues. Highways are working around the clock at the moment to keep the County running.

Dowles Road Update

Mr Bradley Knight at County is project managing the scheme to create a new pedestrian crossing on Dowles Road adjacent to Woodthorpe Drive, Bewdley. Any technical enquiries can be addressed directly to Mr Knight.

The works to be undertaken will create an uncontrolled crossing that will provide users much better visibility of the Dowles Road and improve safety. The work should take approximately 5 days and will be undertaken by MacDonald's Surfacing. Due to flooding the works have been put back, as yet no new date is available. Residents in the area have been made aware of the scheme via letter drops.

- 2) **Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall** was unable to attend the meeting, the Mayor Cllr J Byng read his report as follows:

Following last month's Town Council, concerns were raised regarding the Blackstone Traffic Island which has some brickwork displaced by a vehicle collision also the condition of the Catchem's End Zebra Crossing surface. Both will be inspected by the Highways Engineer on Thursday 5th March.

The following have also been chased the installation of Disability Tactiles for the Catchem's End Zebra Crossing; the Northwood Lane Lamp being obscured by overgrown trees and the replacement of the Cat's Eyes in the lower section of the A456 By Pass.

- 3) **Mrs C Edginton White, member for Bewdley & Rock** gave an updated on the distribution of her WFDC community leadership fund:

£400	Rock Gateway Signage
£200	Lifebuoy replacement
£200	Defibrillator cabinets
£200	to be held by BTC for the community flood group

Cllr C Edginton White also gave an update on the motion put before WFDC on 26/02/2020, looking at lessons learned and future flood defence solutions. The Councillor thanked all agencies involved in supporting the flood efforts. With regard to the status of the Dog Lane development land; the information provided to District Councillors is that this site will be mixed use both residential and retail.

- 4) **Mrs A Coleman, member for Bewdley & Rock** is proposing, to the WFDC Overview and Scrutiny committee, provision is made for emergency parking for vehicles belonging to residents of flooded properties.

Museum funding – WFDC proposed that the museum will be transferred to an independent trust (this is not yet set up) which will potentially result in job losses. The museum is expected to be funded by grants which support projects not salaries.

- 5) **Mrs C Edginton White, member for Bewdley & Rock** asked to speak on behalf of a group wishing to hold an event celebrating Bewdley's community spirit and thanking the emergency services. It is hoped that the event will promote town businesses and act as a fund raiser; it is proposed that the event includes an number of activities, speeches and a large community choir.

9048 ST GEORGES HALL

Mr Jim Ineson gave a presentation on the proposed planning application to extend St Georges Hall and asked for the Councils support in the process.



The Rationale for Further Development

Background

- The Hall was first established in the 1960s by the Christian churches in Bewdley for their communal use.
- Since then, with the development of the churches' own facilities, that need has become largely redundant.
- The Hall was re-developed in 2013 using a mixture of public money (DEFRA) and local fund-raising. Since then it has been operated as a registered charity by a board of 8 Directors and a paid part-time team of 4.
- Last year, over 50 local organisations used the Hall for a wide range of events covering social, cultural, health, educational and youth-related activities.
- The well-supported, volunteer-staffed café is open 6 days per week, and welcomed around 50,000 visits in 2019.
- Rooms in the Hall attracted 32,000 attendees to events organised during 2019.

Need for further development

- In 2018 a management review identified restrictions that prevented the Hall from serving the community to its full potential.
- A public engagement exercise followed to determine satisfaction levels, suggest improvements and identify additional facilities required.
- The needs identified to better serve the community were:
 - A "holding" kitchen on the 1st Floor for events held in the Main Hall.
 - Increase the café space.
 - Provide an intermediate size meeting space.
 - Create a studio space suitable for different Performing Arts.
 - Improve access to disabled toilet on ground floor.

Proposed Development

- The Board has engaged architects to design a scheme which both re-configures the current layout and adds a 3 story extension on land already owned by the Hall at the side of the building.
- The development addresses the needs identified by the public consultation in the following ways:
 - The café floor area is increased by 50%
 - A new kitchen provides the capacity to cater seamlessly for dinners/receptions in the Main Hall.
 - A new Arts Studio will have a sprung floor and built-in AV equipment.
 - A new meeting space provides capacity for larger meetings.
 - Additional storage space is provided for the Hall and for hirers.
- In addition to the needs identified by the public consultation, we are negotiating with the County Council to re-locate Bewdley Library to the ground floor of the new extension.

Funding and Schedule

- The total budget for the full works is estimated to be approximately £1.3 million. This will be raised through a mixture of public grants, local fund-raising, and existing capital.
- A planning application is being prepared and we expect to submit by April/May.
- A further public consultation/awareness campaign will be held in parallel.
- Assuming a successful fund-raising campaign, building could start autumn 2020, with completion early 2021.

9049 MINUTES: of the previous Town Council meeting held 03/02/2020

With a minor amendment, it was **RESOLVED** to **Agree** the draft of the minutes of the Town Council meetings, held on 03/02/2020, a true and accurate record of that meeting.

9050 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 accounts as at 29/02/2020.

The following documents were presented to the Finance and General Purposes Committee 19/02/2020

- ii. It was **RESOLVED** to **note** the cash balances as at 31/01/2020, as the general fund.
- iii. It was **RESOLVED** to **note** the bank reconciliation date 31/01/2020

Bewdley Town Council	
Unity Current Account, Period Ending 31.01.2020	
RECONCILIATION REPORT	
Reconciled on: 05/02/2020	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report.	
Summary	
GBP	
Statement beginning balance	76,353.48
Cheques and payments cleared (26)	-15,900.82
Deposits and other credits cleared (6)	991.61
Statement ending balance	61,444.27
Uncleared transactions as of 31/01/2020	-1,707.09
Register balance as of 31/01/2020	59,737.18
Cleared transactions after 31/01/2020	0
Uncleared transactions after 31/01/2020	-65.00
Register balance as of 05/02/2020	59,672.18
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 31st JANUARY 2020	10,831.71
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 31st JANUARY 2020	30,460.85
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 31st JANUARY 2020	30,000.00
PETTY CASH	
BALANCE @ 31st JANUARY 2020	69.63
TOTAL CASH & INVESTMENT 31ST JANUARY 2020	£130,834.37

- iv. It was **RESOLVED** to **note** the current financial position actual against budget as at 31/01/2020.

9051 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 03/02/2020:

- i) **Planning Committee**,
Cllr R Stanczyszyn gave a brief update of the meeting. It was **RESOLVED** to **note** the minutes of the meeting held on 30/01/2020, the meeting minutes dated 27/02/2020 will be presented at the next meeting.
- ii) **Finance and General Purposes Committee**, meeting held 19/02/2020.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 19/02/2020. Cllr R Coleman gave a brief update of the meeting.

Approval or noting was sought for the recommendations as follows:

- a) Internal Audit It was **RESOLVED** to **Note** Cllr P Gittins audit review quarter 3 invoices and payments. Councillors are reminded to initial both the invoice and cheque stub when authorising cheque payments
- b) Christmas Light Switch On Event 2019/20 It was **RESOLVED** to **Note** the Christmas income over expenditure reconciliation.
- c) Bewdley Fire Station It was **RESOLVED** to **Approve** a presentation evening being held on 20th March 2020 for the former fire fighters of Bewdley at St Georges Hall.

WORKING GROUP REPORTS

iii) Road Safety Group

Cllr S Collingridge gave an update on the meeting. The next meeting will be held on 06/04/2020 and review Welch Gate pollution.
It was **RESOLVED** to **note** the notes from Road Safety Group meeting held on 18/02/2020

It was **Agreed** that Councillors would send responses to the Town Clerk to enable a Council response to the draft West Mercia PCC Road Safety Strategy consultation.

9052 NEIGHBOURHOOD PLAN PROGRESS

The Neighbourhood Plan Steering Group Leader Cllr R Stanczyszyn gave an update on progress to date and confirmed that the health check report was made available for review by WFDC. A draft design code report has been received from AECOM, this will be presented and reviewed at the next group meeting. WFDC have confirmed that a Strategic Environmental Assessment will be required

9053 TOWN CLERK'S UPDATES

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

- **Internal Audit** – on-going – the Internal Auditor (DKE Audit Services) will be in the office on 18th March 2020.
- **Localism** – Following the meeting with WFDC on 27/02/2020 it was agreed that all items originally included on the Localism agenda are now back on the table to be considered.
- **Public Benches** – WCC benches - awaiting update from Highways – Chased by Town Clerk
- **Bollards** – awaiting update from WCC Highways - Chased by Town Clerk

9054 POLICIES FOR REVIEW AND APPROVAL

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

BTC003	Grant Awarding Policy
BTC014	Internal Financial Controls

9055 APPROVAL OF GRANTS REQUESTED BY LOCAL ORGANISATIONS

Bewdley Town Council has allocated £14,000 from its 2019/20 budget to the support of local groups as of November 2019 £10,570 had been allocated to local organisations. The following grants allocations were recommended for Approval by the Finance & General Purposes Committee.

St Anne's Funhouse	£1000
The Friends of Riverside North Park	£1430
Bewdley Scouts Group	£1000

It was **RESOLVED** to **Approve** that the remaining grant funding be allocated as above.

It was **RESOLVED** to **Note** the response received from the Bewdley Community Theatre Group regarding their 2019/20 grant funding.

9056 ASSET REGISTER

It was **RESOLVED** to **Approve** the Asset register dated February 2020.

9057 PLASTIC FREE BEWDLEY CAMPAIGN UPDATE

Cllr S Collingridge gave an update on the actions taken by the group to date, Bewdley should meet its target date of 2021. An official launch to the campaign will take place on 09/05/2020 to be opened by MP Mark Garnier and be held in conjunction of the Greener Living Fair.

9058 COMMUNITY ENGAGEMENT

Cllr S Collingridge spoke of the need for a review of how the Council communicates with the community and how the Council feedback what it is doing. It was felt that not everyone engages with Council's website; facebook is getting more positive feedback. Cllr S Collingridge asked that Councillors contacted him with their ideas.

9059 COUNCIL EMAILS

Following a request from the Finance & General Purposes committee the Town Clerk is in the process of contacting local businesses to ascertain what options are available to the Council.

9060 BEWDLEY FLOOD DEFENCES

- i. The Mayor Cllr J Byng thanked all those involved with helping during the floods and gave a brief update on the on-going flooding issue. A public meeting will be arranged with the Environment Agency once the flooding recedes.
- ii. Cllr R Stanczyszyn's presented a report regarding the repositioning of street furniture and lifebuoys sited behind the flood barrier.

It was **RESOLVED** to **Approve** the recommendation as follows:

- Bewdley Town Council resolves to start discussions with WFDC and WCC to reposition all public benches, waste bins and lifebuoy locations, which are subject to flooding along Severnside, on both sides of the Severn. It further resolves to achieve this before autumn 2020.
- iii. Cllr C Edginton White gave a verbal update on recent flood events and confirmed, that in all cases, the property level protection on the homes at Beales Corner failed. Residents had also raised concerns about the ongoing support for temporary barriers and the need for an information board to be located on both sides of the river.

Cllr C Edginton White thanked both the Mayor Cllr J Byng and the Town Clerk for their presence in the town on the 16th February during the initial flooding incident.

Following discussions, it was **RESOLVED** to **Approve** the recommendations as follow:

1. Bewdley Town Council setup a working group to review the recent ongoing flood event to report back to full Council at the April Council meeting.
2. The group to provide recommendations to the Council for action with regard to the Temporary Flood Barriers at Beale's Corner and the installation of a permanent flood barrier at Beale's Corner.
3. The Council have regard for any proposals/requests made by the Community Flood Group once a review of the recent events has taken place.
4. The Council insist on the completion of the Emergency Plan to ensure that communication and resources are readily available for the Town Council and Bewdley Community when an incident occurs.

9061 FLAG FLYING FOR THE ARMED FORCES

Following consideration, the members asked that this ceremony be added to the Localism agenda.

9062 COUNCIL STRUCTURE

To receive Cllr L Davies report and discuss and agree actions. As Cllr L Davies was unable to attend the meeting it was **RESOLVED** to defer this agenda item until the next meeting of the Council.

9063 DATES FOR FUTURE MEETINGS

It was **RESOLVED** to **note** the Mayors diary and the dates of the up and coming Mayoral and Civic events

- i) Mayors Diary for February 2020
- ii) Mayoral Events
02/05/2020 Mayor's Charity Ball

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

9064 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

Urgent Business

Coronavirus – The Town Clerk had sent all Councillors NHS information with regards to the virus. An update was given out regarding the latest recommended actions to be taken.

The Community Spirit event – the event is expected to include a number of organisations, would be held on a Saturday for approximately 2 hours. As yet there

are no concrete proposals but the group are looking for Town Council support; it is not expected to cost much but a road closure would be required.

Councillors were asked to Volunteer; any funding requests should be made to the next F&GP Committee 18/03/2020.

Future Meetings

Worcestershire CALC Area meeting 19th March 2020 – Cllr Edginton White agreed to attend along with the Town Clerk and the Mayor Cllr John Byng

- 9065 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 declared an interest in agenda item 9066 and left the meeting.

The meeting was suspended for a short break from 9.05pm to 9.15pm

9066 On Going Staffing Matters

Cllr D Moorhead presented a paper with regard to costs and future actions. It was **RESOLVED** to **Approve** follow up actions.

- 9042 DATE AND TIME OF NEXT ORDINARY MEETING** – Monday 6th April 2020, 7pm

The meeting closed at 9.42pm

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

Bewdley Town Council
Unity Current Account, Period Ending 28/02/2020

RECONCILIATION REPORT

Reconciled on: 06/03/2020

Reconciled by: Sharon Hudson

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

Summary

Statement beginning balance	63,084.27
Cheques and payments cleared (27)	-13,343.25
Deposits and other credits cleared (3)	6,471.05
Statement ending balance	56,212.07

Uncleared transactions as of 28/02/2020	-1,680.59
Register balance as of 28/02/2020	54,531.48
Cleared transactions after 28/02/2020	0
Uncleared transactions after 28/02/2020	-14,969.12
Register balance as of 06/03/2020	39,562.36

UNITY BANK DEPOSIT ACCOUNT

BANK BALANCE @ 28TH FEBRUARY 2020	10,631.71
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SCOTTISH WIDOWS INVESTMENT

BANK BALANCE @ 28TH FEBRUARY 2020	30,460.85
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CAMBRIDGE BUILDING SOCIETY

BANK BALANCE @ 28TH FEBRUARY 2020	30,000.00
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PETTY CASH

BALANCE @ 28TH FEBRUARY 2020	69.63
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<u>TOTAL CASH & INVESTMENT 28TH FEBRUARY 2020</u>	£110,724.55
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Bewdley Town Council
Actuals vs Budget 2019-20
April 2019 - February 2020

	Total			Vari- ance
	Actual	Budget	Remaining	%
<u>Income</u>				
Christmas Event Income	1,100.00	250.00	-850.00	440%
Friends of Wyre Hill Play Area	500.00		-500.00	
Groundwork Community Grant	7,000.00		-7,000.00	
Interest Received	211.60	150.00	-61.60	141%
Lengthsman Scheme	1,949.42		-1,949.42	
Load St Toilets- WFDC	8,783.23	6,592.00	-2,191.23	133%
Mayors Charity Income	1,278.50		-1,278.50	
Miscellaneous Income			0.00	
Markets	950.00		-950.00	
Total Miscellaneous Income	£ 950.00	£ 0.00	-£ 950.00	
Museum Cleaning	363.60		-363.60	
Neighbourhood Plan-recharged	600.00		-600.00	
Precept	161,309.00	161,309.00	0.00	100%
Together Project Income	1,976.00		-1,976.00	
<u>Total Income</u>	£ 186,021.35	£ 168,301.00	-£ 17,720.35	111%
Gross Profit	£ 186,021.35	£ 168,301.00	-£ 17,720.35	
<u>Expenses</u>				
<u>Capital Expenditure</u>			0.00	
Hats & Robes		500.00	500.00	0%
Notice Boards & Town Signs		2,000.00	2,000.00	0%
Street Poles, baskets & tubs		250.00	250.00	0%
Town Clerk Office	300.00	1,500.00	1,200.00	20%
VAS Signs		2,500.00	2,500.00	0%
Wyre Hill Play Area Equipment	14,981.03	11,500.00	-3,481.03	130%
<u>Total Capital Expenditure</u>	£ 15,281.03	£ 18,250.00	£ 2,968.97	84%
<u>Council Costs</u>			0.00	
Badges & Shields	619.64	600.00	-19.64	103%
Civic Award	193.79	200.00	6.21	97%
Civic Ceremonies	1,155.59	1,250.00	94.41	92%
Remembrance Sunday	50.00		-50.00	
Total Civic Ceremonies	£ 1,205.59	£ 1,250.00	£ 44.41	96%
Insurance Valuations		150.00	150.00	0%
Mayor's Chain Maintenance		350.00	350.00	0%
Mayor's Expenses	3,220.95	5,000.00	1,779.05	64%
Mayoral Roll	85.00	150.00	65.00	57%
Public Meetings	24.00	300.00	276.00	8%
Young Mayor's Expenses		500.00	500.00	0%
<u>Total Council Costs</u>	£ 5,348.97	£ 8,500.00	£ 3,151.03	63%

<u>Election cost & Provision</u>	9,953.30	2,000.00	-7,953.30	498%
<u>Employment Costs</u>		68,790.00	68,790.00	
Admin Apprentice	11,851.09		-11,851.09	
Assistant Town Clerk	5,842.59		-5,842.59	
Community Engagement Officer	609.60		-609.60	
Load St Toilets Cleaner	8,792.26		-8,792.26	
Mayor's PA & Administrator	7,208.35		-7,208.35	
Town Clerk	35,278.61		-35,278.61	
Treasurer	536.64		-536.64	
WFDC Admin Charge	500.00		-500.00	
<u>Total Employment Costs</u>	£ 70,619.14	£ 68,790.00	-£ 1,829.14	103%
<u>Expenses</u>		0.00	0.00	
<u>Grant Aid & Donations</u>		14,000.00	14,000.00	
Bewdley Bike Week	250.00		-250.00	
Bewdley Churches Together	500.00		-500.00	
Bewdley Community Theatre Group	500.00		-500.00	
Bewdley Cricket Club	250.00		-250.00	
Bewdley Festival	500.00		-500.00	
Bewdley Horticultural Society	500.00		-500.00	
Bewdley Petanque Club	250.00		-250.00	
Bewdley Rowing Club	1,000.00		-1,000.00	
Bewdley Town Marching Band	750.00		-750.00	
Friends of Bewdley Museum	350.00		-350.00	
RBL Poppy Wreaths	100.00		-100.00	
St. Anne's Chess Club	120.00		-120.00	
The Bewdley School	1,500.00		-1,500.00	
The Community Workshop Cafe	1,000.00		-1,000.00	
Wyre Forest CAB	1,500.00		-1,500.00	
Wyre Forest Community Transport	1,500.00		-1,500.00	
<u>Total Grant Aid & Donations</u>	£ 10,570.00	£ 14,000.00	£ 3,430.00	76%
<u>Millennium Green Maintenance</u>	475.04	1,750.00	1,274.96	27%
<u>Neighbourhood Plan</u>	4,647.50	5,000.00	352.50	93%
<u>Operating Costs</u>			0.00	
Advertising & Official notices		100.00	100.00	0%
Audit Fees	743.50	600.00	-143.50	124%
Broadband	579.18	400.00	-179.18	145%
Computer	293.84	175.00	-118.84	168%
Garage Rent- rear 14 Load st	3,820.02	4,500.00	679.98	85%
Insurance	3,256.49	4,500.00	1,243.51	72%
Intruder Alarm	459.25	400.00	-59.25	115%
Legal Fees	6,143.90	500.00	-5,643.90	1229%
office Maintenance	381.10		-381.10	
Photocopier	992.45	1,300.00	307.55	76%
Postage	138.06	200.00	61.94	69%
Refreshments	127.53	150.00	22.47	85%
Service Charge & Business rates	2,826.92		-2,826.92	
Small Office Equipment	131.72	150.00	18.28	88%

Software & Support	921.95	1,000.00	78.05	92%
Staff Advertising		50.00	50.00	0%
Staff Travel	146.90	50.00	-96.90	294%
Stationery & Print	772.97	2,000.00	1,227.03	39%
Subscriptions	1,656.28	1,500.00	-156.28	110%
Telephones	528.24	600.00	71.76	88%
Town Clerk- Temp Cover	4,723.67	1,000.00	-3,723.67	472%
Training- Staff	575.00	800.00	225.00	72%
Travel & Training- Councillors	130.20	500.00	369.80	26%
Unity Bank Charges	104.60	120.00	15.40	87%
Website	1,000.00	1,000.00	0.00	100%
Total Operating Costs	£ 30,453.77	£ 21,595.00	-£ 8,858.77	141%
<u>Paddling Pool return of Grant for maintenance</u>	2,000.00		-2,000.00	
<u>Property Costs & Loan Repayment</u>	7,477.99	8,000.00	522.01	93%
<u>Together Project - off set by income</u>	1,894.97	250.00	-1,644.97	758%
<u>Town Events</u>			0.00	
Carnival Fireworks	1,744.00	2,000.00	256.00	87%
Christmas Festivities	5,595.63	5,000.00	-595.63	112%
Christmas Lights	11,054.67	11,000.00	-54.67	100%
Markets-electricity box	170.61		-170.61	
<u>Total Town Events</u>	£ 18,564.91	£ 18,000.00	-£ 564.91	103%
<u>Town Maintenance</u>			0.00	
Bus Shelters cleaning & maint	621.99	750.00	128.01	83%
Churchyards		500.00	500.00	0%
General Maintenance	401.37	1,500.00	1,098.63	27%
Lengthsman-offset by income	1,971.55		-1,971.55	
Lifebuys	54.00	150.00	96.00	36%
Load Street Toilets - cleaning products	878.20		-878.20	
Maintenance of existing seats	60.42	250.00	189.58	24%
Signs & Notice Boards	273.00	100.00	-173.00	273%
Street Poles, Tubs & Baskets	3,049.52	3,000.00	-49.52	102%
Town Clock	648.69	170.00	-478.69	382%
War Memorials	30.00	500.00	470.00	6%
Welch Gate Garden	73.09		-73.09	
Wyre Hill Play Area	2,345.48	4,000.00	1,654.52	59%
<u>Total Town Maintenance</u>	£ 10,407.31	£ 10,920.00	£ 512.69	95%
Total Expenses	£ 187,693.93	£ 177,055.00	-£ 10,638.93	106%
Expenditure over Income	-£ 1,672.58	-£ 8,754.00	-£ 7,081.42	



**MINUTES OF THE PLANNING COMMITTEE HELD ON
THURSDAY, 27TH FEBRUARY AT 5PM IN THE MEETING ROOM,
25A LOAD STREET, BEWDLEY**

PRESENT

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

In attendance:

Kerry Smith, Administration Assistant

7706 Apologies

Apologies were received from Cllrs Liz Davies and Paul Gittins

7707 Declarations of Interest

None declared

7708 Dispensations

None received

Public Question Time

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

7709 Minutes

The minutes of the meeting held 30th January 2020 were approved.

7710 20/0036 NMA 12 Warstone Close Bewdley Worcestershire DY12 1HZ

Internal alterations and amendments to windows.

It was agreed to recommend approval.

- 7711 20/0066 HOU 43 Damson Way, Bewdley, Worcestershire, DY12 1EZ
Erection of two storey side extension

It was agreed to recommend approval.
- 7712 20/0087 CLP Dormans, Long Bank, Bewdley, Worcestershire
Proposed hip to gable extension (Certificate of Lawfulness)

Noted.
- 7713 20/0094 HOU 5 Ingram Crescent, Bewdley, Worcestershire, DY12 2BS
Proposed ground floor garden room extension

It was agreed to recommend approval.
- 7714 20/0095 HOU Hollyside Cottage, Habberley Road, Bewdley,
First floor and ground floor extensions.

It was agreed to recommend approval.
- 7715 20/0109 HOU 67B Kidderminster Road, Bewdley, DY12 1BU

Single storey front extension, single and two storey side
Extensions

It was agreed to recommend approval.
- 7716 20/0114 TCA Somerville, 33 Kidderminster Road, Bewdley, DY12 1BU

Fell Ash and Robinia

It was agreed to recommend approval.
- 7717 Representations

It was agreed that representation will be made to the next Planning
Committee in relation to the planning application 20/0001/PIP
- 7718 Planning Decisions Update

Noted.

It was agreed that details of current appeals would be added to the 'Planning
Decisions Update' document, moving forward.

It was agreed that WFDC would be contacted to ascertain if there are any
reports that could be forwarded, or any further developments relating to
application 18/0331/FUL - Land at Blackstone Meadow, Stourport Road,
Bewdley, DY12 1PU - Erection of a temporary rural workers dwelling and
agricultural buildings, with associated works.

7719 Items of Urgency or to Note for Future Meeting

Noted.

It was agreed that Non-Material Applications (NMA) would no longer be included on the agenda for consultation, moving forward.

Meeting Closed at 5:31 PM

Signed.....

Chairman at Planning Committee
26th March 2020



BEWDLEY
Town Council

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 18TH MARCH 2020 AT 7.00pm
AT THE WYRE ROOM ST GEORGES HALL

PRESENT

Councillors A Coleman, P Gittins MBE, P Harrison, H Lacy & R Stanczyszyn

In attendance:

Sharon Hudson, Town Clerk

f&gp/322 Appointment of a Chairman

Both the Chairman, Cllr R Coleman and the Deputy Chairman Cllr D Morehead were unable to attend the meeting; Cllr A Coleman proposed Cllr P Harrison as chairman of the meeting, this was seconded by Cllr R Stanczyszyn and agreed by all Councillors present.

f&gp/323 Apologies

Apologies were received from Councillors R Coleman, L Davies and D Morehead

f&gp/324 Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None were declared

f&gp/325 Councillor Dispensations

- There were no requests for dispensations.

f&gp/326 Public Question Time

- None

f&gp/327 Minutes

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 20/02/2020.

f&gp/328 To receive an update from the Town Clerk on the Council's current financial position

- a. It was **RESOLVED** to **note** the bank reconciliation as at 28/02/2020
- b. It was **RESOLVED** to **note** the Council's bank balances as at 28/02/2020. It was **RESOLVED** to **note** the current reserves and recommend for approval additional reserves for the purchase of VAS signs and the replacement Notice Boards and Street Poles.

Bewdley Town Council

Period Ending 28/02/2020

BANK AND CASH BALANCES REPORT

Summary

Statement beginning balance	63,084.27
Cheques and payments cleared (27)	-13,343.25
Deposits and other credits cleared (3)	6,471.05
Statement ending balance	56,212.07
Uncleared transactions as of 28/02/2020	-1,680.59
Register balance as of 28/02/2020	54,531.48
Cleared transactions after 28/02/2020	0
Uncleared transactions after 28/02/2020	-14,969.12
Register balance as of 06/03/2020	39,562.36

UNITY BANK DEPOSIT ACCOUNT

BANK BALANCE @ 28TH FEBRUARY 2020 10,631.71

SCOTTISH WIDOWS INVESTMENT

BANK BALANCE @ 28TH FEBRUARY 2020 30,460.85

CAMBRIDGE BUILDING SOCIETY

BANK BALANCE @ 28TH FEBRUARY 2020

30,000.00

PETTY CASH

BALANCE @ 28TH FEBRUARY 2020

61.05

TOTAL CASH & INVESTMENT 28TH FEBRUARY 2020

£110,715.97

f&gp/329 To receive an update on the budget to date

It was **RESOLVED** to **note** actual spend against budget 2019/20 as at 29/02/2020

f&gp/311 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:

- i. progress to date on the Internal Auditor's recommendations – The Internal Auditor cancelled his visit due to concerns regarding the coronavirus. It has been agreed that the Town Clerk will forward any information required to enable the audit to be completed.
- ii. Localism – The Town Clerk has a conference call 19/03/2020 to discuss actions to be taken prior to the next meeting 30/03/2020. This meeting may not go ahead.
- iii. Payment Cards – it was **RESOLVED** to defer agreement on this as further information is required

It was **RESOLVED** to **note** the on-going actions being taken by the Town Clerk on the above issues.

f&gp/331 Purchases to note – not yet invoiced:

It was **RESOLVED** to **note** the following purchases:

Purchases to note – 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 19-20-052 Avon Planning Services – £525 - Neighbourhood Plan Review
(budget – Grant)
- O/n 19-20-054 Britnett Central – £1407 – Website Design
(budget – Website 2020-21)
- O/n 19-20-071 The Play Inspection Company - £100.00 – Inspect Play Equipment
(budget – Wyre Hill Park)

O/n 19-20-075	Community Rehabilitation - £45.00 – maintain Millennium Green (budget – Millennium Green)
O/n 19-20-077	Numlock Solutions - £40 – install software (budget – Software & support)
O/n 19-20-079	Worcestershire CALC – £120.00 -Officer Training (budget – Training-Staff)
O/n 19-20-081	Samantha Park – £562.5 -Neighbourhood Plan Consultant (budget – Localism grant)
O/n 19-20-082	WFDC Chairman Charity – £60.00 -Charity Dinner (budget – Mayoral Expenses)
O/n 19-20-084	Janitorial Direct – £208.54 -Toilet supplies (budget – Load Street Toilet Cleaning)
Lengthsman	On-going work for Worcestershire County Council in line with contract

Members raised concerns about the provision of IT services and the lack of an appropriate contractual arrangement. Also the Council officers lack of ability to work from home during these difficult times.

f&gp/332 Coronavirus

Emergency delegation procedures – amendment to standing orders

It was **RESOLVED** to **Agree** that the Standing Orders be amended to include:

- In a time of emergency, the Town Clerk, in conjunction with the Mayor and the Chairman of Finance & General Purposes committee, can spend up to a sum of £1500, in line with sections 4 and 6 of the financial regulations.

f&gp/333 Policies for Review and Approval

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

BTC013 Civic and Thank You Award Schemes

BTC045 Safe Working System - Toilets

f&gp/334 Risk Assessment

It was **RESOLVED** to recommend the following risk assessment for Approval:

Load Street Public Toilets

f&gp/335 Safe Working System – Toilets Quarterly Review

It was **RESOLVED** to **note** the quarterly toilet review; consideration is being given to undertaking on-line training courses. Members recommend that any training undertaken is done so by a provider recognised by the insurers.

- f&gp/336 Christmas Light Switch On Event 2020/21**
- Concerns were raised about the proposed costs being above the Councils budget. The Town Clerk explained that Signal 107 Radio would expect be able to obtain sponsorship to cover the balance, however sponsorship was not guaranteed. It was **RESOLVED to Note** the Christmas 2020 event proposals and call a Christmas Group meeting at the earliest convenience.
- f&gp/337 Community Event – “Divided But Invited”**
- Members acknowledged the event but as the event has been postponed due to the coronavirus pandemic no decisions could be taken at this time. Proposals would be re-considered once a new date had been arranged.
- f&gp/338 Lottery Grant Application – Wyre Hill Sand Park**
- Following consideration Members **RESOLVED** to agree and recommend for **Approval** support for the final lottery grant application for Wyre Hill Sand Park.
- f&gp/339 Mayoral Chain Repairs**
- Following consideration of the repair options available it was **RESOLVED** to recommend for Approval option 2 - replacement shield crown and scroll at a net cost of £1602.52.
- f&gp/340 To receive any urgent matters not on this agenda subject to prior notification**
- Urgent Matters**
- Cllr A Coleman raised the following:
- Members of the community have set up a Covid 19 support group. The group have asked the Council for their support by providing a storage facility for supplies.
- As the April Council meeting has been cancelled it was **RESOLVED to Agree** to support the group during this difficult time and that Cllr A Coleman be nominated as the garage key holder to help the group access storage.
- The Town Clerk had received a quotation from the Jubilee fireworks company to provide the carnival fireworks for the event in June 2020. Members were asked to agree that an order be place to secure the prices as per last year; should the coronavirus pandemic continue and the event be cancelled there would be no charge.
- As the April Council meeting has been cancelled it was **RESOLVED to Agree** that an order be place at a net cost of £1600.00.
- f&gp/341 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
- f&gp/342 Traffic Management Quotations**
- It was **RESOVLED** to defer a decision until a more detailed analysis of costs could be provided.
- f&gp/343 Floral Displays**

It was **RESOLVED** to approach the only business responding to the tendering process to ascertain what could be provided within the Councils budget.

f&gp/344 Date of next meeting is yet to be confirmed.

Meeting closed 20.28pm

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

.....
Date