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

30th April 2018

**TO ALL MEMBERS OF THE TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **TOWN COUNCIL** to be held in The Council Chamber at The Guildhall, Bewdley on **TUESDAY 8<sup>th</sup> MAY 2018 at 7.00pm**

The Agenda for the Meeting is set out below:

Nick Farress  
Town Clerk

**AGENDA**

1. To receive and accept apologies for absence.
2. Declarations of Interest:
  - (i) Register of Interests: Councillors are reminded of the need to update their Register of Interests.
  - (ii) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - (iii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence

3. Dispensations  
To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to speak and/or vote on matters for which they have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct.

**The Meeting will now be adjourned for Public Question Time**

Councillors with Disclosable Interests may address the Council during this adjournment on an issue subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during the Public Period.

(i) Public Question Time - General

Members of the public are invited to give their views and question the Council on items on the agenda, or to raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Council Meeting itself.

(ii) Police & Neighbourhood Watch Reports

To receive verbal or written reports from members of the Police Safer Neighbourhood Team and Neighbourhood Watch Coordinators and to allow questions from Town Councillors and members of the public to be made.

(iii) Reports from District and County Councillors

To receive verbal or written reports from District and/or County Councillors, and to allow questions from Town Councillors and members of the public to be made.

**The meeting of the Council will now be reconvened**

4. Mayoral Reports (\*)

(i) Mayor's Report & Opening Remarks

(ii) Young Mayor's Report

5. Minutes (\*)

To approve the Minutes of the Town Council Meeting held on 3<sup>rd</sup> April 2018

**ITEMS REQUIRING DECISION**

6. Accounts for April 2018 (\*)

(i) To approve the Treasurer's schedule of payments to be made

(ii) To note the Council's Bank balances

(iii) To note the Bank reconciliation statement prepared by the Treasurer

(iv) To note the Council's income and expenditure to date for the current financial year.

7. Policy and Resources Committee (\*)

(i) **To note** the draft Minutes of a meeting of the Policy and Resources Committee held on the 16<sup>th</sup> April 2018 and discuss any issues arising from the Minutes;

(ii) **To consider a recommendation** from the Committee to adopt the updated Standing Orders based on the NALC 2018 model and as attached.

**ITEMS FOR INFORMATION AND NOTING**

8. Planning Committee (\*)

To note the draft Minutes of a meeting of the Planning & Licensing Committee held on the 4<sup>th</sup> April 2018 and discuss any issues arising from the Minutes.

9. Patient Participation Group (\*)

To note a report from Councillor Davies who is the Council's representative on this Group.

10. Together Group (\*)  
To receive a verbal report and update on the work of the Together Group from Councillor Byng.
11. Correspondence (\*)  
To receive correspondence from:
  - Wyre Forest CAB
  - Bewdley Cricket Club
  - Wyre Community Land Trust
  - Bewdley Festival
12. Administration Matters  
The Town Clerk to brief Councillors on any dates for forthcoming meetings and other administrative items to be noted.
  - (i) 11<sup>th</sup> May, 7pm Mayor Making, Guildhall
  - (ii) 21<sup>st</sup> May, 2pm Town Plan Working Group, Guildhall
  - (iii) 21<sup>st</sup> May, 6pm, Community Development Committee, Guildhall
  - (iv) Neighbourhood Plan Consultation until 4<sup>th</sup> June, please complete the survey and encourage participation! [www.beinbewdley.org](http://www.beinbewdley.org)

(\*) Report/papers attached







# BEWDLEY

## Town Council

**MINUTES OF THE TOWN COUNCIL MEETING**  
**HELD ON 3rd APRIL 2018 AT 7.00PM IN THE GUILDHALL BEWDLEY**

**PRESENT**

Councillor Mrs A Coleman (Mayor)  
Councillor Mr J Beeson  
Councillor Mr J Byng  
Councillor Mrs L Candlin  
Councillor Mr R Coleman  
Councillor Mrs C Edginton-White  
Councillor Mr P Edmundson  
Councillor Miss M Fishwick  
Councillor Mr P Harrison  
Councillor Mr D Killingworth  
Councillor Mr G Yarranton

In attendance: Nick Farress – Town Clerk  
David Moore - Treasurer  
PC Steve Thomas  
4 Members of the Public

**8579**

**APOLOGIES FOR ABSENCE**

Councillors Liz Davies and Stephen Clee, Young Mayor Louisa Coleman, District and County Councillor Becky Vale and County Councillor Ian Hardiman.

**8580**

**DECLARATIONS OF INTEREST**

Councillor Byng declared a Pecuniary Interest in Minute 8584 (payment of salaries) as his wife is a Council employee. Councillor Byng did not vote on this item.

**8581**

**COUNCILLORS' DISPENSATIONS**

None

**8582**

**MAYOR'S OPENING REMARKS & MONTHLY REPORT**

The Mayor extended her thanks to Councillor Candlin, the Deputy Mayor, for her support over the month and for helping to organise the well-received "staff thank you" evening. The Mayor also thanked her PA, Ellie Hooper, for her support and invaluable advice and wished her well for her retirement.

**8583**

**MINUTES  
AGREED**

That the minutes of the Town Council Meeting held on 5<sup>th</sup> March 2018 be agreed as a true record of the proceedings and signed by the Mayor.

**8584**

**ACCOUNTS**

The Council considered the revised schedule of accounts and payments for March 2018 drawn up by the Treasurer, together with the balances held at Unity Bank, Cambridge Building Society, Scottish Widows and HM

Revenue & Customs and the current budgetary position as to income and expenditure for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

**AGREED**

(i) that the revised schedule of accounts be approved and signed by the Mayor with authority thereby given for the requisite cheques to be drawn;

(ii) that the cash balances be noted as follows:

- with Unity Bank current account of £ £27,854.06
- with Unity Bank deposit account of £10,559.39
- with Scottish Widows deposit account of £30,252.29
- with Cambridge Building Society saver account of £30,000.00
- with HMRC (VAT) of £ £15,501.52

(iii) that the reconciliation statement be noted;

(iv) that the Council's income and expenditure for the current financial year from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 be noted.

**8585**

**POLICY AND RESOURCES COMMITTEE**

The draft Minutes of a meeting of the Policy and Resources Committee held on the 26<sup>th</sup> March 2018 were noted. Councillor Killingworth stated that he was content with assurances he had received from Councillor Beeson as the Chair of Policy and Resources in relation to the Council's grievance procedures.

**8586**

**COMMUNITY DEVELOPMENT COMMITTEE**

The draft Minutes of a meeting of the Community Development Committee held on the 19<sup>th</sup> March 2018 were noted.

**8587**

**PLANNING COMMITTEE**

The draft Minutes of a meeting of the Planning Committee held on the 7<sup>th</sup> March were noted.

**8588**

**ADMINISTRATION MATTERS AND DIARY DATES**

The Town Clerk brought the following administrative matters and diary dates to the attention of the Council:

4<sup>th</sup> April, Planning Committee, 6.00pm Guildhall Chamber

5<sup>th</sup> April, Health Liaison Group, 11.00am 25(A) Load Street

7<sup>th</sup> April, Community Showcase Event, 10.00am St Georges Hall

9<sup>th</sup> April, Annual Town Meeting and Launch of NP from 6.00pm. St Georges Hall

16<sup>th</sup> April, Policy and Resources Committee, 6.00pm 25(A) Load Street

22<sup>nd</sup> April, St George's Day Service, 10.45am, Guildhall

23<sup>rd</sup> April, Town Plan Working Group, 2.00pm Guildhall Chamber

The meeting was closed at 7.26pm

Signed.....  
Mayor

**Meeting of the Town Council – 8<sup>th</sup> May 2018**

## **Town Council Meeting - Public Period**

### **Questions raised by members of the public**

Issues raised by members of the public were:

- Lack of electric car charging points in District Council car parks;
- The poor state of the public right of way between Dog Lane and Dowles Bridge.

### **Police and Neighbourhood Watch Reports**

PC Steve Thomas reported a low crime rate for the month in Bewdley and advised the Council that the town had lost one PCSO. The SNT is targeting local businesses to help them reduce break-ins and will provide some signage to the Town Clerk for displaying at the town gateways to say that Bewdley “doesn’t buy crime”.

### **District and County Councillor Reports and Questions**

There were none and both Councillors Vale and Hardiman sent their apologies.





**SCHEDULE OF ACCOUNTS FOR APRIL 2018**

<b>PAYEE:</b>	<b>SERVICES</b>	<b>PAYMENT BY</b>	<b>GOODS £</b>	<b>VAT £</b>	<b>TOTAL £</b>	<b>STATUTORY PROVISION</b>
<b>REGULAR PAYMENTS</b>						
W F D C	Salaries for April National Insurance Contributions Pension Admin Charge Total		4878.86 258.43 38.05 60.00			
		Cheque	5233.34	12.00	5,245.34	LGA 1972 s112
Cllr Anna Coleman	Mayor's Expenses - April	Cheque	801.99		801.99	LGA 1972 s 15
Talktalk Business	Broadband + phone calls- April	Direct Debit	77.06	15.41	92.47	LGA 1972 s 111
Midshire Communications Ltd	Photocopier usage 9/3-9/4	Direct Debit	59.99	12.00	71.99	LGA 1972 s 111
W F D C	May Service charges	Direct Debit	55.00		55.00	LGA 1972 s 111
Green Man Gardens	Lengthsman duties April Council duties					
		Cheque				LGA 1972 s 111
Petr Kratky	Assistant Lengthsman duties April Council duties					
		Cheque				LGA 1972 s 111
<b>SUB-TOTAL: REGULAR PAYMENTS</b>			<b>6,027.38</b>	<b>39.41</b>	<b>6,066.79</b>	
<b>OCCASIONAL PAYMENTS</b>						
Npower	Christmas Lights electricity 2017	Cheque	130.04	8.50	138.54	LGA 1972 s 111
Office depot	Stationery	Cheque	41.00	8.21	49.27	LGA 1972 s 111
Thomas Fattorini Ltd	Past Mayor, Consort & Civic Award medals	Cheque	771.15	154.23	925.38	LGA 1972 s 111
E.on	Market electricity	Cheque	4.86	0.24	5.10	LGA 1972 s 111
Gill Lungley	CILCA training	Cheque	20.00		20.00	LGA 1972 s 111
Fletcher Access Ltd	9 bus shelters cleaned on 2/4/18	Cheque	135.00	27.00	162.00	LGA 1972 s 111
Worcestershire CALC	CALC & Nalc subscriptions 2018/19	Cheque	1,275.40	147.71	1,423.11	LGA 1972 s 111
Hampshire Falg Company	30 handwaving flags	Cheque	19.89	3.94	23.83	LGA 1972 s 111
Greens of Gloucestershire	St. George's Cross flag	Cheque	15.96	3.20	19.16	LGA 1972 s 111
Bewdley Brewery Ltd	Beer for St George's Day reception	Cheque	45.78	9.16	54.94	LGA 1972 s 111
Definitive Furniture	Maintenance of Beale's Corner noticeboard	Cheque	100.00		100.00	LGA 1972 s 111
Foxley Tagg Planning Ltd	Technical planning assistance	Cheque	470.40	94.08	564.48	LGA 1972 s 111
Bewdley Festival Ltd	Duck house	Cheque	50.00		50.00	LGA 1972 s 111
Richard Heworth Ltd (Pay to Cllr C Edginton-White)	Table cloths and place mats	Cheque	207.36		207.36	LGA 1972 s 111
Simon Jersey Ltd	Polo shirts		48.26 10.75			
		Cheque	59.01	11.81	70.82	LGA 1972 s 111
N Farress	Instantprint- flyers & Leaflets Expenses as per schedule		24.99 231.96			
			256.95		256.95	LGA 1972 s 111
Media Ltd	4 posters Part Credit re above invoice 4 canvases		170.00 -136.00 188.32			
		Cheque	232.32	46.47	278.79	LGA 1972 s 111
Shred Station Ltd	Office confidential shredding	Cheque	42.00	8.40	50.40	LGA 1972 s 111
Entusion	NP SEA Screening	Cheque	1,371.10	274.22	1,645.32	Town & Country Planning Act 1990 s.61
Cllr L Candlin	Expenses for Events and office equipment (Makro)	Cheque	28.16		28.16	LGA 1972 s 111
Riverside Elim Church	Mayor's donation - Dementia Café	Cheque	50.00		50.00	LGA 1972 s 15
StatixIT	Server Installation and associated works	Cheque	1,866.50		1,866.50	LGA 1972 s 111
Pear Technology	License for GIS Mapping system	Cheque	535.00	107.00	642.00	LGA 1972 s 111
<b>SUB-TOTAL: OCCASIONAL PAYMENTS</b>			<b>7,727.74</b>	<b>902.17</b>	<b>8,629.91</b>	
<b>ALREADY PAID AS A MATTER OF URGENCY</b>						
W F D C	Business rates on 25A Load Street 2018/19	Cheque	3,216.00		3,216.00	LGA 1972 s 111
			3,216.00		3,216.00	
<b>SUB-TOTAL- APRIL PAYMENTS</b>			<b>16,971.12</b>	<b>941.68</b>	<b>17,912.70</b>	
<b>MARCH PAYMENTS</b>						
Signitech (Midlands) Ltd	Sign for Wyre Hill Play Area	Cheque	120.00	24.00	144.00	Public Health Act 1875 s.164
Mrs J Hart	Jan- March Macebearer Retainer	Cheque	12.50		12.50	LGA 1972 s 111
Mr A D Whale	Jan- March Macebearer Retainer	Cheque	12.50		12.50	LGA 1972 s 111
Mr R Underwood	Jan- March Macebearer Retainer	Cheque	12.50		12.50	LGA 1972 s 111
<b>SUB-TOTAL- MARCH PAYMENTS</b>			<b>167.50</b>	<b>24.00</b>	<b>191.50</b>	
<b>TOTALS:</b>			<b>17,138.62</b>	<b>965.68</b>	<b>18,104.20</b>	

Signed \_\_\_\_\_

Cllr Anna Coleman, Mayor

## **BEWDLEY TOWN COUNCIL**

### **Bank balances as at April 2018**

#### **UNITY BANK CURRENT ACCOUNT**

Balance from last statement (Attached) £ 45,732.01

**ADD:**

WFDC 1st Half Precept and Shortfall Funding £ 72,354.88

**LESS:**

November payments schedule -£ 60.00

February payments schedule -£ 172.61

March payments schedule -£ 17,045.23

April payments schedule -£ 18,094.20

Balance at end of March **£ 82,714.85**

#### **VAT BALANCE**

VAT owed to Bewdley Town Council by HMRC **£ 16,620.17**

#### **UNITY BANK DEPOSIT ACCOUNT**

Balance B/Fwd £ 10,559.39

Interest received £ 5.21

Balance at end of March **£ 10,564.60**

#### **SCOTTISH WIDOWS INVESTMENT**

Balance at end of March **£ 30,252.29**

#### **CAMBRIDGE BUILDING SOCIETY**

Balance at end of March **£ 30,000.00**

Statement of your account

04004171 | 02760  
Mr N Farriss  
Bewdley Town Council  
The Guildhall  
Lead Street  
BEWDLLEY Wores  
DY12 2AH

If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NW8K60023571418024

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit [www.FSCS.org.uk](http://www.FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [www.unity.co.uk/fscs](http://www.unity.co.uk/fscs)

Contact us -

Tel: 0345 140 1000  
Email: [utb@unity.co.uk](mailto:utb@unity.co.uk)  
Web: [www.unity.co.uk](http://www.unity.co.uk)

Customer Services Centre, Nine Brindleyplace  
Birmingham B1 2HB

The charges for the period  
5 December 2017 to 4 March 2018  
are:  
total commission charges: £30.45  
debit interest: £0.00  
We will take these amounts from  
your account on 31 MAR 18.

You can ask us to send you details of our charges  
and how we work them out. See over the page for details.

Name of account: Bewdley Town Council

Date: 4 March 2018

Statement 272 (page 1 of 1)

Account number: 50728112 Bank sort code: 508301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
1 MAR 18	Balance brought forward			57,267.97 *
2 MAR 18	WFDC BACS Balance carried forward		436.50	57,704.47 *
				57,704.47 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: \* credit balance DR overdrown S Sub total (intermediate balance)

Statement of your account

04005551 | 04527  
Mr N Farriss  
Bewdley Town Council  
The Guildhall  
Lead Street  
BEWDLLEY Wores  
DY12 2AH

If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

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Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NW8K60023571418024

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Contact us -

Tel: 0345 140 1000  
Email: [utb@unity.co.uk](mailto:utb@unity.co.uk)  
Web: [www.unity.co.uk](http://www.unity.co.uk)

Customer Services Centre, Nine Brindleyplace  
Birmingham B1 2HB

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

Name of account: Bewdley Town Council

Date: 1 April 2018

Statement 273 (page 1 of 1)

Account number: 50728112 Bank sort code: 508301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
4 MAR 18	Balance brought forward		234.00	57,704.47
7 MAR 18	Direct Debit (MIDSHIRE COMMS)		590.45	56,860.02
8 MAR 18	Cheque 103532		97.31	
9 MAR 18	Cheque 103524		2,972.36	
9 MAR 18	Cheque 103528		1,680.00	
9 MAR 18	Cheque 103529		280.00	
12 MAR 18	Cheque 103533		5,136.64	51,850.35
12 MAR 18	Cheque 103521		10.00	
13 MAR 18	Direct Debit (MIDSHIRE COMMS)		41.77	
15 MAR 18	Cheque 103526		375.60	46,841.74
15 MAR 18	Direct Debit (SIEMENS FIN SERV)		198.00	46,266.14 *
20 MAR 18	Cheque 103516		150.00	46,068.14 *
21 MAR 18	Cheque 103514		36.00	45,918.14 *
21 MAR 18	Cheque 103530		73.60	
21 MAR 18	Cheque 103531		20.00	
23 MAR 18	Cheque 103525		559.68	
23 MAR 18	WFDC BACS			
28 MAR 18	Direct Debit (TALKTALK BUSINESS)		7.48	45,769.34 *
31 MAR 18	Service Charge		30.45	45,762.48 *
	Balance carried forward			45,732.01 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: \* credit balance DR overdrown S Sub total (intermediate balance)

Registered Office: Unity Trust Bank plc, Nine Brindleyplace, Birmingham B1 2HB. Registered in England and Wales number 1713172.



**Bewdley Town Council**  
**Reconciliation Detail**  
 Unity Current Account, Period Ending 01/04/2018

	Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>							<b>57,267.97</b>
<b>Cleared Transactions</b>							
<b>Cheques and Payments - 18 Items</b>							
	Bill Pmt -Cheque	05/02/2018	103516	Bewdley Concert Band	✓	(150.00)	(150.00)
	Bill Pmt -Cheque	05/02/2018	103514	Bromsgrove Chair Charity Account	✓	(36.00)	(186.00)
	Bill Pmt -Cheque	05/03/2018	103521	WYRE FOREST DISTRICT COUNCIL	✓	(5,156.84)	(5,342.84)
	Bill Pmt -Cheque	05/03/2018	103528	Came & Company	✓	(2,972.36)	(8,315.20)
	Bill Pmt -Cheque	05/03/2018	103529	Foxley Tagg Planning Ltd	✓	(1,680.00)	(9,995.20)
	Bill Pmt -Cheque	05/03/2018	103532	Green Man Gardens (Richard Jones)	✓	(590.45)	(10,585.65)
	Bill Pmt -Cheque	05/03/2018	103525	N Fairass	✓	(559.68)	(11,145.33)
	Bill Pmt -Cheque	05/03/2018	103526	Furniture@work Ltd	✓	(375.60)	(11,520.93)
	Bill Pmt -Cheque	05/03/2018	103533	Petr Kratky	✓	(280.00)	(11,800.93)
	Bill Pmt -Cheque	05/03/2018	103524	Office Depot	✓	(97.31)	(11,898.24)
	Bill Pmt -Cheque	05/03/2018	103530	SLCC	✓	(73.60)	(11,971.84)
	Bill Pmt -Cheque	05/03/2018	103531	Pershore Mayor's Charity Account	✓	(20.00)	(11,991.84)
	Bill Pmt -Cheque	05/03/2018	103527	WYRE FOREST DISTRICT COUNCIL	✓	(10.00)	(12,001.84)
	Bill Pmt -Cheque	07/03/2018	Debit	Midshire Communications Ltd	✓	(234.00)	(12,235.84)
	Bill Pmt -Cheque	12/03/2018	Debit	Midshire Communications Ltd	✓	(41.77)	(12,277.61)
	Bill Pmt -Cheque	15/03/2018	Debit	Siemens Financial Services	✓	(198.00)	(12,475.61)
	Bill Pmt -Cheque	28/03/2018	Debit	Talktalk Business	✓	(7.48)	(12,483.09)
	Cheque	31/03/2018			✓	(30.45)	(12,513.54)
<b>Total Cheques and Payments</b>						<b>(12,513.54)</b>	<b>(12,513.54)</b>
<b>Deposits and Credits - 2 Items</b>							
	Deposit	02/03/2018			✓	436.50	436.50
	Deposit	21/03/2018			✓	541.08	977.58
<b>Total Deposits and Credits</b>						<b>977.58</b>	<b>977.58</b>
<b>Total Cleared Transactions</b>						<b>(11,535.96)</b>	<b>(11,535.96)</b>
<b>Cleared Balance</b>						<b>(11,535.96)</b>	<b>45,732.01</b>
<b>Uncleared Transactions</b>							
<b>Cheques and Payments - 3 Items</b>							
	Bill Pmt -Cheque	04/12/2017	103468	SUSA		(60.00)	(60.00)
	Cheque	05/03/2018	103534	Petty Cash		(100.00)	(160.00)
	Bill Pmt -Cheque	05/03/2018	103522	Clr A Coleman		(72.61)	(232.61)
<b>Total Cheques and Payments</b>						<b>(232.61)</b>	<b>(232.61)</b>
<b>Total Uncleared Transactions</b>						<b>(232.61)</b>	<b>(232.61)</b>
<b>Register Balance as of 01/04/2018</b>						<b>(11,768.57)</b>	<b>45,499.40</b>
<b>New Transactions</b>							
<b>Cheques and Payments - 30 Items</b>							
	Bill Pmt -Cheque	03/04/2018	103535	WYRE FOREST DISTRICT COUNCIL		(5,156.84)	(5,156.84)
	Bill Pmt -Cheque	03/04/2018	103543	Furniture@work Ltd		(1,659.60)	(6,816.44)
	Bill Pmt -Cheque	03/04/2018	103552	WYRE FOREST CAB		(1,500.00)	(8,316.44)
	Bill Pmt -Cheque	03/04/2018	103553	Friends of Riverside North Park		(1,000.00)	(9,316.44)
	Bill Pmt -Cheque	03/04/2018	103549	The Visual Works		(903.00)	(10,219.44)
	Bill Pmt -Cheque	03/04/2018	103560	Wyre Forest Community Transport		(900.00)	(11,119.44)
	Bill Pmt -Cheque	03/04/2018	103547	Rohen Ltd		(799.98)	(11,919.40)
	Bill Pmt -Cheque	03/04/2018	103559	Bewdley Festival		(500.00)	(12,419.40)
	Bill Pmt -Cheque	03/04/2018	103562	Riverside Elim Church		(500.00)	(12,919.40)
	Bill Pmt -Cheque	03/04/2018	103556	Wyre Community Land Trust		(500.00)	(13,419.40)
	Bill Pmt -Cheque	03/04/2018	103554	Wribbenhall Parish Room		(500.00)	(13,919.40)
	Bill Pmt -Cheque	03/04/2018	103561	Bewdley Bike Week		(500.00)	(14,419.40)
	Bill Pmt -Cheque	03/04/2018	103537	Green Man Gardens (Richard Jones)		(349.37)	(14,768.77)
	Bill Pmt -Cheque	03/04/2018	103539	N Fairass		(292.98)	(15,061.76)
	Bill Pmt -Cheque	03/04/2018	103557	Bewdley & District Horticultural Society		(250.00)	(15,311.76)
	Bill Pmt -Cheque	03/04/2018	103563	Bewdley Cricket Club		(250.00)	(15,561.76)
	Bill Pmt -Cheque	03/04/2018	103555	Bewdley Twinning Assoc.		(250.00)	(15,811.76)
	Bill Pmt -Cheque	03/04/2018	103558	Bewdley TCC		(250.00)	(16,061.76)
	Bill Pmt -Cheque	03/04/2018	103564	BEWDLEY CARNIVAL ASSOCIATION		(200.00)	(16,261.76)
	Bill Pmt -Cheque	03/04/2018	103548	Cleobury Mortimer & District CRFs		(170.00)	(16,431.76)
	Bill Pmt -Cheque	03/04/2018	103546	Janitorial Direct		(127.90)	(16,559.66)
	Bill Pmt -Cheque	03/04/2018	103542	Button Oak Community Fete		(100.00)	(16,659.66)
	Bill Pmt -Cheque	03/04/2018	103538	Office Depot		(93.01)	(16,752.67)
	Bill Pmt -Cheque	03/04/2018	103536	Clr A Coleman		(68.00)	(16,820.67)
	Bill Pmt -Cheque	03/04/2018	103541	I4media Ltd		(57.86)	(16,878.53)
	Bill Pmt -Cheque	03/04/2018	103540	Mrs M J Trick		(41.00)	(16,919.53)
	Bill Pmt -Cheque	03/04/2018	103545	Savernside Solutions		(40.00)	(16,959.53)
	Bill Pmt -Cheque	03/04/2018	103550	Redditch Borough Council		(35.00)	(16,994.53)
	Bill Pmt -Cheque	03/04/2018	103551	Bewdley Town Football Club		(30.00)	(17,024.53)
	Bill Pmt -Cheque	03/04/2018	103544	E.on		(20.70)	(17,045.23)
<b>Total Cheques and Payments</b>						<b>(17,045.23)</b>	<b>(17,045.23)</b>
<b>Total New Transactions</b>						<b>(17,045.23)</b>	<b>(17,045.23)</b>
<b>Ending Balance</b>						<b>(28,813.80)</b>	<b>28,454.17</b>



# Bewdley Town Council

## Income & Expenditure Budget vs. Actual

April 2018

	<u>Apr 18</u>	<u>Budget</u>	<u>£ Over Budget</u>
Cash at Bank at start of the month	<u>28,454</u>		
<b>Income</b>			
Interest Received	0	500	(500)
Load St Toilets- WFDC	0	8,580	(8,580)
Precept	71,131	142,263	(71,132)
Shortfall Funding	<u>1,224</u>	<u>2,447</u>	<u>(1,223)</u>
<b>Total Income</b>	<b>72,355</b>	<b>153,790</b>	<b>(81,435)</b>
<b>Expense</b>			
<b>Capital Expenditure</b>			
Hats & Robes	0	500	(500)
Notice Boards & Town Signs	0	2,000	(2,000)
Street Poles, baskets & tubs	0	250	(250)
Town Clerk Office	<u>100</u>	<u>3,750</u>	<u>(3,650)</u>
<b>Total Capital Expenditure</b>	<b>100</b>	<b>6,500</b>	<b>(6,400)</b>
<b>Council Costs</b>			
Badges & Shields	582	600	(18)
Civic Award	189	200	(11)
Civic Ceremonies	36	1,250	(1,214)
Hats & Robes Maintenance	0	500	(500)
Insurance Valuations	0	150	(150)
Mayor's Chain Maintenance	0	500	(500)
Mayor's Expenses	495	5,000	(4,505)
Mayoral Roll	0	93	(93)
Public Meetings	0	300	(300)
Young Mayor's Expenses	<u>0</u>	<u>500</u>	<u>(500)</u>
<b>Total Council Costs</b>	<b>1,302</b>	<b>9,093</b>	<b>(7,791)</b>
Election cost & Provision	0	4,000	(4,000)
<b>Employment Costs</b>			
Assistant Town Clerk	1,008		
Community Engagement Officer	612		
Load St Toilets Cleaner	659		
Mayor's PA & Administrator	81		
Town Clerk	2,563		
Treasurer	249		
WFDC Admin Charge	60		
Employment Costs - Other	<u>0</u>	<u>57,184</u>	<u>(57,184)</u>
<b>Total Employment Costs</b>	<b>5,232</b>	<b>57,184</b>	<b>(51,952)</b>
<b>Grant Aid &amp; Donations</b>			
Bewdley Bike Week	500	500	0
Bewdley Carnival Association	200	200	0
Bewdley Choral Society	0	1,500	(1,500)

# Bewdley Town Council

## Income & Expenditure Budget vs. Actual

April 2018

	Apr 18	Budget	£ Over Budget
Bewdley Cricket Club	250	250	0
Bewdley Horticultural Society	250	250	0
Bewdley Rotary Club	0	200	(200)
Bewdley TCC	250	250	0
Bewdley Twinning Association	250	250	0
Bewdley Youth Festival	500	500	0
Friends of Riverside North Park	1,000	1,000	0
Misc Donations	0	3,600	(3,600)
RBL Poppy Wreaths	0	100	(100)
Riverside Dementia Café	500	500	0
Wribbenhall Parish Room	500	500	0
Wyre Community Land Trust	500	500	0
Wyre Forest CAB	1,500	1,500	0
Wyre Forest Community Transport	900	900	0
Grant Aid & Donations - Other	0	0	0
<b>Total Grant Aid &amp; Donations</b>	<b>7,100</b>	<b>12,500</b>	<b>(5,400)</b>
 Millennium Green Maintenance	 0	 750	 (750)
Neighbourhood Plan	509	2,000	(1,491)
<b>Operating Costs</b>			
Advertising & Official notices	0	100	(100)
Audit Fees	0	600	(600)
Broadband	92	220	(128)
Computer	0	175	(175)
Garage Rent- rear 14 Load st	0	3,000	(3,000)
Insurance	0	4,500	(4,500)
Intruder Alarm	0	400	(400)
Legal Fees	0	500	(500)
Photocopier	60	980	(920)
Postage	0	300	(300)
Refreshments	14	100	(86)
Service Charge & Business rates	55	660	(605)
Small Office Equipment	0	150	(150)
Software & Support	0	355	(355)
Staff Advertising	0	50	(50)
Staff Travel	0	50	(50)
Stationery & Print	66	1,400	(1,334)
Subscriptions	1,275	1,200	75
Telephones	0	250	(250)
Town Clerk- Temp Cover	0	500	(500)
Training- Staff	20	800	(780)
Travel & Training- Councillors	0	200	(200)
Unity Bank Charges	0	120	(120)
<b>Total Operating Costs</b>	<b>1,582</b>	<b>16,610</b>	<b>(15,028)</b>
 Property Costs & Loan Repayment	 3,448	 10,000	 (6,552)
Small Grants Fund	50	1,000	(950)
Together Project	0	250	(250)

# Bewdley Town Council

## Income & Expenditure Budget vs. Actual

April 2018

	<u>Apr 18</u>	<u>Budget</u>	<u>£ Over Budget</u>
<b>Town Events</b>			
Carnival Fireworks	0	1,800	(1,800)
Christmas Festivities	266	5,000	(4,734)
Christmas Lights	0	8,000	(8,000)
Community Showcase Event	0	200	(200)
Heritage & Harvest Fairs	0	1,000	(1,000)
Markets	5	200	(195)
Music Festival	0	2,000	(2,000)
Promoting Bewdley	0	200	(200)
Royal Events	0	1,000	(1,000)
<b>Total Town Events</b>	<u>271</u>	<u>19,400</u>	<u>(19,129)</u>
<b>Town Maintenance</b>			
Bus Shelters cleaning & maint	135	750	(615)
Churchyards	0	1,500	(1,500)
General Maintenance	0	1,500	(1,500)
Lifebuoys	0	150	(150)
Load Street Green Space	0	750	(750)
Load Street Toilets	0	8,580	(8,580)
Maintenance of existing seats	0	250	(250)
Signs & Notice Boards	100	100	0
Street Poles, Tubs & Baskets	0	2,500	(2,500)
Town Clock	0	170	(170)
War Memorials	0	300	(300)
Wyre Hill Play Area	0	4,500	(4,500)
<b>Total Town Maintenance</b>	<u>235</u>	<u>21,050</u>	<u>(20,815)</u>
<b>Town Tourist Leaflet &amp; Map</b>	<u>0</u>	<u>950</u>	<u>(950)</u>
<b>Total Expense</b>	<u>19,829</u>	<u>161,287</u>	<u>(141,458)</u>
<b>Income/ (Expense) for the year</b>	<u><u>52,526</u></u>	<u><u>(7,497)</u></u>	<u><u>60,023</u></u>
<b>Unity Trust Deposit Account</b>	<u><u>10,565</u></u>		
<b>Scottish Widows Investment</b>	<u><u>30,252</u></u>		
<b>Cambridge Building Society Investment</b>	<u><u>30,000</u></u>		







**MINUTES OF THE  
POLICY AND RESOURCES COMMITTEE MEETING  
HELD ON MONDAY 16<sup>TH</sup> APRIL 2018 AT 6.00PM AT THE GUILDHALL**

**PRESENT**

Councillor Mrs L Candlin  
Councillor R Coleman (Chairman)  
Councillor Mrs C Edginton-White  
Councillor P Harrison

In attendance: Councillor Mrs A Coleman (Mayor)  
Nick Farress, Town Clerk

**135 Apologies**

Councillors J Beeson, J Byng, S Clee and David Moore (Treasurer)

**136 Declarations of Interest**

There were none.

**137 Councillor Dispensations**

There were no requests for dispensations.

**138 Minutes**

The Minutes of the Policy and Resources Committee meeting on the 26<sup>th</sup> March 2018 were approved and signed by the Chairman.

**139 Memorial Bench**

The Town Clerk presented a report and costings for a WW1 commemorative bench in the soldiers/poppy design at a cost of £810 (net of VAT and including delivery). The Town Clerk reported that permission had been given by WFDC to place the bench next to the Japanese memorial tree on Beale's Corner replacing a wooden bench already there.

**AGREED**

- (i) That the bench is purchased from David Ogilvie Engineering at a cost of £810 and that the Town Clerk arranges a purchase order;
- (ii) That the bench, once delivered, is installed next to the Japanese memorial tree at Beale's Corner.

**140 Review of Corporate Plan**

**AGREED**

That the updated Action Plan prepared by the Town Clerk be accepted and no changes are made to the Aims and Objectives.

**141 New Model Standing Orders**

The Town Clerk presented the new NALC model Standing Orders for adaption and adoption by full Council. The Committee went through each page in detail. The document was accepted as written in the most part, with the following minor changes:

- (i) Page 11 – Delete SO 4d(vi)
- (ii) Page 11 – SO 4d(vii) delete “other than a standing committee”
- (iii) Page 14 – SO 6d change to “five working days”
- (iv) Page 24 – SO 19c Change to “Mayor...Deputy Mayor”
- (v) Page 24 – SO 19d add in that any other Councillor can be approached as an alternative.

**AGREED**

That the Town Clerk updates the Standing Orders as above and based on the model provided by NALC, and that this Committee **recommends adoption by full Council.**

**142 Review of Local Government Ethical Standards**

The Committee on Standards in Public Life had asked for feedback on their review of ethical standards in local government. NALC had produced a briefing setting out the relevant questions.

**AGREED**

That the Town Clerk produce a suitable response and send electronically to Committee Members before submission.

**143 Exclusion of Press and Public**

**AGREED**

That in view of the confidential nature of business about to be conducted, the press and public were asked to leave the meeting.

**144 Staffing**

The Town Clerk updated Members on a recent change to an employee's hours and that a new contract had now been signed and returned.

**The meeting ended at 7.05pm**

**Signed..... Date.....**

**Chairman**

**Policy and Resources Committee**



**BEWDLEY**  
Town Council

# **STANDING ORDERS**

**April 2018**

**Model adopted from:**

**National Association of Local Councils (NALC)  
109 Great Russell Street  
London  
WC1B 3LD**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

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## INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.



## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.



- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless



directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
  - 
  - *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
  - 
  -
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*



- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 
- 
- x A meeting shall not exceed a period of three hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five working days before the meeting that they are unable to attend;
  - vi. shall permit a committee, sub committee or working group to appoint its own chairman at the first meeting of the committee;
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may**



**exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - iii. Review of the terms of reference for committees;
  - iv. Appointment of members to existing committees;
  - v. Appointment of any new committees in accordance with standing order 4;
  - vi. Review and adoption of appropriate standing orders and financial regulations;
  - vii. Review of representation on or work with external bodies and arrangements for reporting back;
  - viii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - ix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the

committee at any time.

- d If the chairman of a committee does not call an extraordinary meeting within five working days of having been requested to do so by three members of the committee, any three members of the committee may convene an extraordinary meeting of the committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least eight clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or



typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer. This may mean that the motion will be too late to be considered at the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

#### **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;

- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. **DRAFT MINUTES**

Full Council meetings	•
Committee meetings	•
Sub-committee meetings	•

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.



- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### 14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been



determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government**

**electors;**

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).



**16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which

is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;



- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Council or the Policy and Resources Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Policy and Resources Committee or, if he is not available the vice-chairman, of absence occasioned by illness or other reason and that person shall report such absence to the Policy and Resources Committee at its next meeting.

- c           The Mayor, or in his absence the Deputy Mayor, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Policy and Resources Committee.
- d           Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Policy and Resources Committee or in his absence, the vice-chairman or any other Councillor in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Policy and Resources Committee.
- e           Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the Policy and Resources Committee this shall be communicated to another member of the Committee, which shall be reported back and progressed by resolution of the Policy and Resources Committee.
- f           Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**



- f     **The Council shall maintain a written record of its processing activities.**

22.     **RELATIONS WITH THE PRESS/MEDIA**

- a     Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23.     **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a     A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b     Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24.     **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a     An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b     Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.





**MINUTES OF THE TOWN PLANNING & LICENSING COMMITTEE HELD ON  
WEDNESDAY, 4<sup>th</sup> APRIL, 2018 AT 6.00 PM IN THE GUILDHALL, BEWDLEY**

**PRESENT**

Councillor John Byng  
Councillor Linda Candlin  
Councillor Roger Coleman  
Councillor Calne Edginton-White (Chair)  
Councillor Mary Fishwick

In attendance:  
Nick Farress, Town Clerk  
Barbara Byng, Assistant Town Clerk  
Councillor Anna Coleman (Mayor)

**7337 Apologies**

Apologies were received from Cllr. John Beeson, Cllr Paul Harrison and Cllr Gordon Yarranton

**7338 Declarations of Interest**

None.

**7339 Dispensations**

None.

**Public Question Time**

None.

**7339 Minutes**

The minutes of the Planning Committee Meeting held on 7<sup>th</sup> March, 2018 were approved. The Chair stated that there had been a question raised regarding the accuracy of a comment made in the public session regarding social housing.

**7340 18/0143/FULL**

Proposed alterations to existing bungalow and re-roofing to form bedroom accommodation at first floor level  
Cherry Ryse Bungalow Hop Pole Lane  
Mr A Harvey

It was agreed to recommend **approval** subject to removal of UPVC cladding, brick banding, Juliette balcony and decorative feature in apex of front gable, as highlighted by the WFDC Planning Case Officer.

- 7341**    **18/0145/FULL**    Erection of replacement toilet block, following demolition of existing toilet block  
West Midlands Safari, West Midland Safari Park, Spring Grove

It was agreed to recommend **approval**

- 7342**    **18/0155/FULL & 18/0164/LIST**    Replacement of corrugated asbestos roof. Replacement of existing door and windows. Replacement of rainwater goods. Replacement of wiring and lighting as necessary  
10 High Street  
Mr Peter Miller

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose and that the appearance matches that of surrounding properties

- 7343**    **18/0168/TCA**    Fell Goat Willow  
Castle Croft, Castle Lane  
Mr J Gaskell

It was agreed to raise **no objection** to the works and to make a request for the Arboricultural Officer to recommend a suitable species for replanting in the garden

- 7344**    **18/0184/FULL**    Installation of a detached timber garden room for use as domestic office  
The Patch, Leight Lane, Redhill  
I Clarke

It was agreed to recommend **approval** subject to a condition that permits usage as a domestic office by the applicant only, and not as possible conversion to accommodation or other use in the future

- 7345**    **18/0209/FULL**    Single storey extension to rear, first floor extension to side of semi detached two storey house  
7 Cherry Close  
Mr S Pearson

It was agreed to recommend **refusal** due to the proposed scale and design and impact on the existing street scene

- 7346**    **18/0213/FULL**    Two storey side extension  
6 Yew Tree Close  
Mr & Mrs Foxall

It was agreed to recommend **approval**



- 7347 18/0217/FULL** Erection of single storey rear extension and front extension to existing garage including alterations to finishing materials  
39 Park Lane  
Mr & Mrs Lethbridge

It was agreed to recommend **approval**

- 7348 18/0221/TCA** Reduce 6 x Sycamores and 1 Ash. Remove overhanging limb from a Walnut  
Pleasant Harbour House, Pleasant Harbour  
Mr P Warnett

It was agreed to raise **no objection** to the works to reduce the Sycamores and Ash. With regards the Walnut tree, described by the Arboricultural Officer as a nice tree, BTC request that a Tree Preservation Order (TPO) be placed on this tree and any subsequent works to it only be carried out to preserve its health

**7349 Draft Revised National Planning Policy Framework**

A summary document prepared by NALC including details of consultation questions was circulated with the Agenda. Councillors were asked to provide any comments to the Town Clerk during the next seven days. These will be collated and reviewed by the Chairman and circulated at the next Town Council and Planning & Licensing Committee 2<sup>nd</sup> May, prior to the consultation closing date on 10<sup>th</sup> May 2018.

**7350 Licensing**

No new applications for alcohol sales or entertainment in Bewdley have been made to Worcestershire Regulatory Services since last month. Discussion took place regarding the consultation process and the Town Clerk confirmed that he has submitted comments to the Town Centre Manager regarding the recent Street Amenity Licence application. He was asked to follow this matter up for update at the next Planning Committee meeting.

**7351 Willow Tree, Beales Corner**

The Chair reported that District/County Councillors Hardiman and Vale have made it clear that, following the report of the Development Manager, no further action is proposed. Councillors expressed their concerns and said that this is still a local issue which many people feel strongly about. It was felt that the Environment Agency and WCC need consulting as to suitable available options for planting on the riverbank and it was proposed that the matter be included in the Town Plan, as part of proposals for a town wharf.

**7352 Tree Policy for Bewdley**

It was agreed to form a Working Group as a Tree Policy is to be part of the Town Plan in order to move forward the protection of Bewdley's treescape, particularly within the Conservation Area, and formulate a strategy. The Assistant Town Clerk has been researching other Local Authority tree strategies and advice provided by the Woodland Trust. A number of Councillors expressed an interest in assisting with a town tree survey as



discussed with the Arboricultural Officer at the meeting held on 11<sup>th</sup> October 2017 and the need for a character appraisal and identification of trees with a TPO (Tree Protection Order). The actions agreed at the training workshop held with the Arboricultural Officer on 11<sup>th</sup> October 2017 will be circulated to all Committee members by the Assistant Town Clerk and further discussed at the next Planning & Licensing Committee on 2<sup>nd</sup> May, 2018.

**7353 Representations**

It was decided that no representations would be made to the next Planning (Development Control) Committee of Wyre Forest District Council in relation to the planning applications considered above.

**7354 Planning Decisions Update**

Noted.

*The meeting closed at 7.20 pm*

**Signed.....**  
Chairman at Planning & Licensing Committee  
**2<sup>nd</sup> May, 2018**

## Town Clerk - Bewdley Town Council

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**From:** betty.mary.davies <betty.mary.davies@gmail.com>  
**Sent:** Wednesday, April 18, 2018 5:13 PM  
**To:** Town Clerk - Bewdley Town Council  
**Subject:** Patient Participation Group.



## ITEM 9

### Report to Town Council

Since May 1917 I have been the councils representative on this group.

During the year two representatives from the high school have joined as observers.

Over the meetings I have attended there have not been issue's needing to be reported. The meeting sheduled for April has been resheduled.

It has recently become public that the whole system of patient representation is being reviewed, at present I have nothing to report but will keep council informed.

Sent from Samsung tablet.







**Wyre  
Forest**



## ITEM 11

CAB House  
21-23 New Road  
Kidderminster DY10 1AF

Tel: 01562 60194

Fax: 01562 864744

email: [bureau@wyreforestcab.cabnet.org.uk](mailto:bureau@wyreforestcab.cabnet.org.uk)

[www.wyreforestcab.org.uk](http://www.wyreforestcab.org.uk)

Nick Farress  
Bewdley Town Council  
The Guildhall  
Load Street  
Bewdley DY12 2AH

11<sup>th</sup> April, 2018

Dear Nick Farress

We write to thank you for the cheque we received today and ask you to pass on our gratitude to all concerned.

We really appreciate being awarded this grant and assure you every penny we get helps us to keep the doors open to deliver the help and advice needed by the people of Bewdley

If anyone from the council would like to see at firsthand what we do and how we operate you would be very welcome to come into the bureau, and if there is any statistical information we can provide you with regarding your constituents we would be happy to oblige.

Yours sincerely

Kate Bennett  
Bureau Manager



President

Bewdley Cricket Club  
C/O10 Sandstone Road,  
Bewdley  
Worcestershire  
DY12 1BW

April 2018

Dear Nick,

Please pass on our Club's thanks to all of the Council for their grant of £250.

Many thanks

Kind regards

Ann Combes

Club House Manager

## Letter for Bewdley Town Council

Dear Sirs

I am writing on behalf of The Wyre Community Land Trust to express our gratitude for the cheque for £500 in support of our community workshop. The volunteers will be very pleased with the equipment that this enables us to purchase which will be a great assistance in the projects and commissions that they are undertaking.

We would like to take the opportunity to thank you for your continued support for this project which now supports regular attendance from 17 volunteers who learn new skills, enjoy social interaction and the positive effects on health and wellbeing that such undertakings can deliver.

We would like to invite some members of the Town Council to visit us for a conducted tour of this and our other facilities once the access road has been refurbished, which is due to happen shortly. I will liaise with the Town Clerk on this matter.

We look forward to continuing to work with the council and community.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Roberts', with a stylized flourish at the end.

Julian Roberts

Handwritten initials 'PP' in black ink, positioned below the signature.

Director





Bewdley Festival Office  
St. George's Hall  
Load Street  
Bewdley  
Worcestershire  
DY12 2EQ

Phone: 01299 404808  
Email: [admin@bewdleyfestival.org.uk](mailto:admin@bewdleyfestival.org.uk)  
Web: [www.bewdleyfestival.org.uk](http://www.bewdleyfestival.org.uk)

13<sup>th</sup> April 2018

Mr N Farress  
Town Clerk  
Bewdley Town Council  
25 (A) Load Street  
Bewdley DY12 2AE

Dear Nick

**Town Council – Grant Aid 2018/19**

We are delighted that Bewdley Town Council has been able to support our application towards the various Bewdley Youth Festival events. Our acknowledgment is attached.

Please extend our sincere thanks to the Mayor and the rest of the Town Council accordingly.

Yours sincerely

Jane Barnett  
Festival Manager  
Enc.