



BEWDLEY Town Council

PUBLIC NOTICE OF MEETING

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

Monday 7th October 2019 at 7pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

The meeting is open to all members of the public. Public participation is welcome at agenda item 8838 when questions relevant to the agenda or for consideration at future meetings may be asked of the Town Council; please note there is no expectation of a response at this time.

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

30th September 2019

AGENDA

8934 MAYOR'S OPENING REMARKS

To include reminder of meeting room emergency procedure

8935 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

8936 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.

8937 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

8938 PUBLIC QUESTION TIME

- i. The Mayor will invite members of the public to ask questions relating to this agenda or for consideration at future meetings of this committee. There is no expectation of any dialogue or ad hoc discussion with the Town Council members at this time.
- ii. The representative members of the principal authorities (Worcestershire County Council and Wyre Forest District Council) are invited to present their reports.
- iii. Representatives of support services such as Parish Footpath Warden, Tree Warden, Police Community Support Officers, are invited to present their reports.

8939 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

The draft minutes of the Town Council meeting held 2nd September 2019 will be presented to the meeting for approval by Town Council members.

8940 ACCOUNTS

Town Council members will be presented with the following:

- i. The current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency - **approval** decision required
- ii. The Town Council's cash balances, for **noting**
- iii. The most recent bank reconciliation, for **noting**
- iv. Comparison of budget to actual income and expenditure for the current year to date, for **noting**

8941 COMMITTEE REPORTS

i. Planning Committee.

To **note** the minutes of meeting held on 29/08/2019 and the draft minutes of the meeting held on 26/09/2019.

ii. Finance and General Purposes Committee

The draft minutes of the meeting held 18/09/2019 will be circulated; the following recommendations are put for **approval**:

a) Internal Auditor for 2019/20

To **Agree** - The use of DKE Audit Services as internal auditors for 2019/20.

b) Polices for Review and Approval:

To review and **Agree** the following polices

- BTC002- Memorial Bench Seat Policy
- BTC032 – External Grant Applications Protocols

c) Wyre Hill Sand Park

To **Agree** -The storage of the playground digger in the BTC garage until relocation can be agreed.

To **Agree** - The purchase of a padlock for the park gate

To **Agree** - Permission is given to local residents to open and close the Wyre Hill Sand Park gates morning and evening

d) Christmas Light Switch-on Event

To **Agree** - The Hire charges for the Lower Load Street Car Park of £400.00

To **Agree** - LSD Promotions Ltd be directly responsible for administering and receiving payment for charity market stalls.

To **Agree** - Expenditure of up to £500 on stage performers at the Christmas light switch-on event.

iii. Staffing Committee

To **Agree** - public access office opening days be changed from Monday, Tuesday, Thursday and Friday to Monday to Thursday, public access office opening times to remain the same 9am to 3.30pm.

The draft minutes of the Staffing Committee meeting held 04/09/2019 to be discussed at agenda item **8949**.

8942 NEIGHBOURHOOD PLAN PROGRESS

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

8943 ROAD SAFETY GROUP

To receive an update from the Deputy Road Safety Group Leader Cllr C Edginton White following the meeting held 09/09/2019.

A meeting was held on 23/09/2019 by WFDC which included representatives from the Civil Enforcement team, the WFDC Assistant Operations Manager, the Police, WCC Highways, the Mayor Cllr J Byng and the Town Clerk regarding motorbike parking on Severnside South, the following suggestions were discussed and should be considered for **approval**.

- To **Agree** - No parking notices be purchased and fixed on the railings near the bandstand on Severnside South stating 'No Parking including Motorbikes'.
- To **Agree** - With the permission of WCC Highways, large moveable planters are sourced, funded and placed in the area around the bandstand.

Discussion are also underway with WCC Highways to possibly increase the number of bollards in the area, moving them closer together. Both the Civil Enforcement Team and the Police have agreed to monitor the area.

8944 TOWN CLERK'S UPDATES

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

- **Internal Audit -**

The Internal Audit Group meeting 02/10/2019 – to discuss risk policy and assessments and review pantomime and music festival post event analysis.

- **Public Bench**

Working with WCC Highways to install the bench, held in the BTC garage, on the Cleobury Road near Winbrook.

- **Budget 2020/21**

The Budget Group meeting 02/10/2019 – to collate initial budget proposals and consider localism agenda.

- **Localism –**

The Chairman of the Finance and General Purposes Committee, Cllr R Coleman and the Town Clerk attended a meeting at the WFDC Green Street office on 27/09/2019 to discuss the financial implication of the proposed asset transfers.

It was confirmed that the figures previous supplied had been top-line estimated figures only, the Operation Manager, Steve Brant agreed to provide more accurate data for the areas under discussion.

- Transfer of Load Street public conveniences – following a meeting on 27/09/2019, WFDC were asked to provide a condition report, make good identified repairs to the infrastructure and provide more accurate figures
- Lease for Riverside North Park paddling pool – the Friends of Riverside North Group have asked permission to fibre-glass line the paddling pool, WFDC have agreed to contact the Friends Group in the first instance with regard to this. BTC have been provided with a copy of the proposed 5-year Paddling Pool lease and 3-year maintenance agreement. Several issues have been identified; these are to be discussed with the WFDC Legal team prior to final approval. WFDC have been asked to provide a condition report and more accurate figures.
- The Guildhall – meeting with the Museum Manager 03/10/2019 with regard to the use of the Guildhall meeting room. WFDC have also been asked to verify what part of the building constitutes the Guildhall, should it include the offices currently used by the Museum staff.

8945 CHRISTMAS LIGHT SWITCH ON EVENT

Signal 107 Radio will be managing this year's switch-on event on behalf of the Town Council, Peter Barnett will be sourcing and providing the local acts for the stage entertainment. 10 charity market stalls will be made available to registered charities, these will be managed by LSD Promotions Ltd directly. The Rotary Club are providing the Christmas tree which will be erected on 23/11/2019.

- To discuss and **agree** action to be taken to a local trader's emailed complaint sent directly to the Mayor.

8946 MAYOR'S DIARY AND FUTURE EVENTS

- i) To receive an update on the Mayor's diary
- ii) To note future community events
 - Mayor's Sunday – 27.10.19

8947 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

8948 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

8949 STAFFING

To receive a verbal update from the Chairman of the Staffing Committee Cllr D Morehead relating to on-going staffing issues

8950 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 04/11/2019, 7pm

