



## **PUBLIC NOTICE OF MEETING**

A meeting of the **Town Council** is to be held in the Guildhall, Bewdley  
**Monday 4<sup>th</sup> MARCH 2019 at 7pm**

**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND**

**Sharon Hudson**  
Town Clerk, 29/02/2019

### **AGENDA**

**8774 CHAIRMAN'S OPENING REMARKS**

To include reminder of meeting room emergency procedure

**8775 PRESENTATION**

To receive a presentation from Harris Lamb property consultants acting as representatives for the owners of land on Stourport Road.

**8776 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**8777 DECLARATIONS OF INTEREST:** Councillors are reminded:-

- (i) To keep their Register of Interests updated.
- (ii) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- (iii) To declare any Other Disclosable Interests in items on the agenda and their nature.

**8778 DISPENSATIONS**

To grant any written requests received before the meeting for dispensation to stay in the meeting, speak and/or vote on matters for which the members have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and the Council's Standing Orders and Code of Conduct

**8779 PUBLIC QUESTION TIME**

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

**8780 MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

To approve the minutes of the Town Council meeting held 4<sup>th</sup> February 2019

**8781 ACCOUNTS**

- i. To receive and consider for approval the current schedule of accounts including approval of invoices to be paid and approval of invoices paid as a matter of urgency
- ii. To note the Town Council's cash balances
- iii. To note the most recent bank reconciliation
- iv. To note the actual financial position compared to the agreed budget for 2018/19
- v. To agree appointment of the Independent Internal Auditor for 2018/19 accounts

**8782 TO APPROVE THE BUDGET FOR 2019/20**

The recommendation from the Finance & General Purposes Committee is to approve a balanced budget of £168,301 + £9,254 drawn from reserves.

**8783 COMMITTEE REPORTS**

To receive draft minutes, reports and/or updates arising since 04/02/2019 from:

- i. **Planning Committee** (meeting held 06/02/2019, draft minutes attached)
- ii. **Staffing Committee** (meeting held 22/02/2019, draft minutes to follow)  
Report to be provided at agenda item 8790
- iii. **Finance and General Purposes Committee** (meeting held 27/02/2019)

**Recommendations:**

- Review of Grants Policy to bring decision dates into conformity with Council timetable (award decisions are to be made after Town Council elections)
- Cancellation of Small Grants Awards (those of less than £100)
- To contribute £800 to road safety topographical survey at Dowles Road
- Wyre Hill Play Area: purchase of new play equipment £14,981.03
- Establish a working party to review last year's events relating to the music festival in Riverside North Park and the pantomime (internal audit recommendation)

**8784 NEIGHBOURHOOD PLAN PROGRESS**

Update from group leader

**8785 LIBRARIES CONSULTATION**

Feedback from meeting held 28/02/2019 @ 1pm.

**8786 TOWN CLERK'S UPDATES**

The Town Clerk will provide updates to ongoing concerns, including:

- Riverside North Park paddling pool
- Load Street toilets
- Bewdley Youth Café
- Review of the Town Council's Corporate Plan

**8787 TO PROCEED WITH THE REFORMULATION OF THE COMMUNITY DEVELOPMENT COMMITTEE**

**8788 MAYOR'S DIARY AND FUTURE EVENTS**

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

**8789 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:**

**8790 STAFFING COMMITTEE RECOMMENDATIONS**

Decision paper to be presented by Cllr L Davies, Chairman to Staffing Committee

**8791 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

**8792 FUTURE EVENTS/MEETINGS**

**Annual Town Meeting: Monday 8<sup>th</sup> April 2019, St Georges Hall 7pm**

**St George's Day Parade 28/04/2019 (to be confirmed)**

**Council Elections: Thursday 2<sup>nd</sup> May 2019**

**Annual Town Council Meeting and Mayor-Making: Friday 10<sup>th</sup> May 2019**

**8793 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 1<sup>st</sup> April 2019, 7pm.**

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# SUPPORTING SHEET

## INFORMATION FOR COUNCIL MEMBERS

### **8774 CHAIRMAN'S OPENING REMARKS**

To include reminder of meeting room emergency procedure  
Laminated (yellow) copies are available at the meeting.

### **8775 PRESENTATION**

To receive a presentation from Harris Lamb property consultants acting as representatives for the owners of land on Stourport Road.

Members will recall email discussion of this approach which is purely an early presentation of possible plans for the site. No discussion is expected and certainly no assurances or promises by either party.

### **8776 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

Please notify any Council member or member of staff if you are going to be absent and provide the reason for that absence.

### **8777 DECLARATIONS OF INTEREST:** Councillors are reminded:-

- (i) To keep their Register of Interests updated.
- (ii) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- (iii) To declare any Other Disclosable Interests in items on the agenda and their nature.

Please see attached handy guide at **Appendix A, pages 6 and 7** as to the definition of a DPI and ODI and what to do if you need to declare such. Applications for a dispensation are available from the Town Council office.

### **8778 DISPENSATIONS**

To grant any written requests received before the meeting for dispensation to stay in the meeting, speak and/or vote on matters for which the members have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and the Council's Standing Orders and Code of Conduct

Applications for a dispensation are available from the Town Council office.

### **8779 PUBLIC QUESTION TIME**

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

### **8780 MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

To approve the minutes of the Town Council meeting held 4<sup>th</sup> February 2019

These are attached at **Appendix B, pages 8 - 13**

### **8781 ACCOUNTS**

- i. To receive and consider for approval the current schedule of accounts including approval of invoices to be paid and approval of invoices paid as a matter of urgency
- ii. To note the Town Council's cash balances
- iii. To note the most recent bank reconciliation
- iv. To note the actual financial position compared to the agreed budget for 2018/19

Information from i to iv is as attached at **Appendix C, pages 14 - 20**

- v. To agree appointment of the Independent Internal Auditor for 2018/19 accounts

The Town Council is required to agree the appointment of an Independent Internal Auditor; DK Edwards carried out the interim audit last year and it is recommended he be asked to complete the year-end audit.

#### **8782 TO APPROVE THE BUDGET FOR 2019/20**

The recommendation from the Finance & General Purposes Committee is to approve a balanced budget of £168,301 + £9,254 drawn from reserves.

The recommended budget is at **Appendix D, pages 21 - 22**

#### **8783 COMMITTEE REPORTS**

To receive draft minutes, reports and/or updates arising since 04/02/2019 from:

- iv. **Planning Committee** (meeting held 06/02/2019, draft minutes is at **Appendix E, pages 23 - 24**)
- v. **Staffing Committee** (meeting held 22/02/2019, draft minutes to follow)  
Report for decision to be provided at agenda item 8790
- vi. **Finance and General Purposes Committee** (meeting held 27/02/2019, draft minutes to follow)

##### **Recommendations for Council decisions:**

- Review of Grants Policy to bring decision dates into conformity with Council timetable (award decisions are to be made after Town Council elections)

**Decision required:** The revised policy will be taken to the next meeting of the F&GP Committee for approval and recommendation to the Town Council meeting on 01/04/2019. This is advised because the current system commits funding out of the new Town Council's budget. It is suggested funding awards should be considered at the first meeting of the Finance Committee after the elections.

- Cancellation of Small Grants Awards (those of less than £100)

**Decision required:** It was considered that this scheme is little used and applicants seeking funding support can apply through the revised Grants Policy.

- To contribute £800 to road safety topographical survey at Dowles Road

**Decision required:** £800 is needed for WCC to carry out a topographical survey at Dowles Road to assess the optimum siting of road safety equipment/signs. It is suggested that BTC pays for this and to ask for support from County/District members when their budgets are renewed.

- Wyre Hill Play Area: purchase of new play equipment £14,981.03

**Decision required:** Three quotes have been obtained for new equipment; the Friends of the Wyre Hill Sand Park have indicated their preferred supplier (not the most expensive and not the cheapest and it suits their wants). Funding level via the Friends fundraising and Town Council budget now matches the cost. The Landlord (WCC) has been asked to approve the installation and WFDC are to provide site-specific advice. Members are asked to approve the purchase subject to landlord approval.

- Establish a working party to review last year's events relating to the music festival in Riverside North Park and the pantomime (internal audit recommendation)

**Decision required:** One of the recommendations from the Independent Internal Auditor was to review the two special events that were held last year; F&GP recommend setting up a working group to do this.

#### **8784 NEIGHBOURHOOD PLAN PROGRESS**

Update from group leader

#### **8785 LIBRARIES CONSULTATION**

**8786 TOWN CLERK'S UPDATES**

The Town Clerk will provide updates to ongoing concerns, including:

- Riverside North Park paddling pool
- Load Street toilets
- Bewdley Youth Café
- Review of the Town Council's Corporate Plan

**8787 TO PROCEED WITH THE REFORMULATION OF THE COMMUNITY DEVELOPMENT COMMITTEE**

Cllr C Edginton-White has submitted a paper for consideration, see **appendix F, pages 25 - 26** including the Temporary Office Manager's recommendation.

**8788 MAYOR'S DIARY AND FUTURE EVENTS**

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

**8789 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:**

**8790 STAFFING COMMITTEE RECOMMENDATIONS**

Decision paper to be presented by Cllr L Davies, Chairman to Staffing Committee

This confidential paper was prepared immediately following the Staffing Committee meeting on 22/02/2019, both of which will follow under separate cover.

**8791 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

**8792 FUTURE EVENTS/MEETINGS**

**Annual Town Meeting: Monday 8<sup>th</sup> April 2019, St Georges Hall 7pm**

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**8793 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 1<sup>st</sup> April 2019, 7pm.**

**DO I HAVE AN INTEREST?**

1. Read the agenda.
2. Does any of the business affect me, my spouse or partner (could there be a Disclosable Pecuniary Interest), or someone I am associated with (could there be an Other Disclosable Interest)?
3. If yes, check below to see if the way I am affected is an interest I have to do something about at the meeting.

Type of Interest	Description	What should I do?
<b>Disclosable Pecuniary Interests*</b>	- Source of income Job, trade, profession or vocation	Declare the interest at the meeting. Leave the room unless a dispensation has been granted If I have not registered the interest, I must do so within 28 days of the meeting.
	- Sponsorship of election expenses Did others pay my election expenses?	
	- Contract between me & the council Any contract not fully completed	
	- Land Occupation, ownership or tenancy of land of any sort within the council's area (buildings count as land). Corporate tenancies where the council is landlord and my firm is the tenant	
	- Stocks and shares Shares in an organisation which has a place of business in the council's area, in which I have shares worth more than £25,000 <b>at nominal value</b> , or one hundredth of the total issued share capital.	
<b>Other Disclosable Interests</b>	- Pecuniary interest A financial interest in the item that affects me or an organisation or someone I am associated with	Declare the interest.  Leave the room if anyone would think I am biased, unless I have a dispensation.
	- Close connection A close connection with the item that affects me or an organisation or someone I am associated with	Declare the interest.  Leave the room (unless I have a dispensation) if the item of council business is a planning or regulatory matter and anyone would think I am biased.
	- Membership of another local authority or public body, whether or not as the council's representative Only gives rise to an interest if anyone would think I am likely to be biased.	Declare the interest.

**\*see over for Definitions of Pecuniary Interests**

<b>In the regulations—</b>	<b>Definitions of Pecuniary Interests</b>
<b>“the Act”</b>	means the Localism Act 2011;
<b>“body in which the relevant person has a beneficial interest”</b>	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
<b>“director”</b>	includes a member of the committee of management of an industrial and provident society;
<b>“land”</b>	excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
<b>“M”</b>	means a member of a relevant authority
<b>“member”</b>	includes a co-opted member;
<b>“relevant authority”</b>	means the authority of which M is a member;
<b>“relevant period”</b>	means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
<b>“relevant person”</b>	means M or any other person referred to in section 30(3)(b) of the Act;
<b>“securities”</b>	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

### **Employment, office, trade, profession or vocation**

Any employment, office, trade, profession or vocation carried on for profit or gain.

### **Sponsorship**

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

### **Contracts**

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority —

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

### **Land**

Any beneficial interest in land which is within the area of the relevant authority.

### **Licences**

Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

### **Corporate tenancies**

Any tenancy where (to M’s knowledge) —

- (a) the landlord is the relevant authority; and
- (b) the tenant is a body in which the relevant person has a beneficial interest.

### **Securities**

Any beneficial interest in securities of a body where—

(a) that body (to M’s knowledge) has a place of business or land in the area of the relevant authority; and

(b) either—

- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



**MINUTES OF THE TOWN COUNCIL MEETING**  
**HELD 4<sup>th</sup> FEBRUARY 2019 at 7.00PM IN THE GUILDHALL BEWDLEY**

**PRESENT**

Council Members Cllr R Coleman - Town Mayor and Meeting Chairman  
J Beeson, J Byng, L Candlin, A Coleman, L Davies, C  
Edginton-White, P Harrison, D Killingworth, R Stanczyszyn

In attendance: Twelve Members of the Public  
Miss S Powell, Young Mayor  
S Hudson - Town Clerk; D Moore - Treasurer  
G Lungley - Temporary Office Manager

**8755 CHAIRMAN'S OPENING REMARKS and INTRODUCTION OF NEW TOWN CLERK**

The Town Mayor, Cllr R Coleman, welcomed everyone to the meeting including the new Town Clerk Sharon Hudson, and reminded everyone of the fire evacuation procedure.

**8756 COMMUNITY-LED HOUSING PRESENTATION**

Alex Powell, Community-led Housing Co-ordinator at Wyre Forest DC, was invited to present information about Community-led Housing. The national initiative is based on the recognition that communities could be doing more to encourage the local provision of affordable housing; it provides an opportunity for people to get involved in the delivery of the right type of building. In Bewdley issues have been identified relating to starter homes for families and homes for the retired.

WFDC have funds available until May 2021 for a feasibility survey and Ms Powell can be contacted to explore ideas on this and for more information.

**8757 APOLOGIES FOR ABSENCE**

Councillor P Edmundson, Deputy Town Mayor (work commitments)

**8758 DECLARATIONS OF INTEREST**

Members were reminded of the requirement to declare all interests.

- Cllr J Byng declared:
  - a Disclosable Pecuniary Interest as spouse of a member of staff;
  - an unspecified Interest as trustee to Riverside North Park Trust (agenda item 8766);
- Cllr D Killingworth declared unspecified Interests as trustee to Riverside North Park Trust (agenda item 8766) and as trustee to Bewdley Youth Café Trust (agenda item 8769);
- Cllr C Edginton-White declared unspecified Interests as trustee to Riverside North Park Trust (agenda item 8766) and as a family connection to the owners of Youth Café premises (agenda item 8769);
- Cllr L Candlin declared an unspecified Interest as past trustee to Bewdley Youth Café Trust (agenda item 8769);
- Cllr J Beeson declared an unspecified Interest as past trustee to Bewdley Youth Café Trust (agenda item 8769)

**8759 COUNCILLORS' DISPENSATIONS**



Cllr J Byng has an ongoing dispensation to be allowed to stay in meetings, speak and vote on general issues relating to staff, unless any issue relates specifically to his spouse.

No new dispensation requests had been submitted before the meeting.

8760

#### **PUBLIC QUESTION TIME**

- i. **Members of the public.** Members of the public took the opportunity to speak, as follows:
  - a) **Allotments, Bliss Gate Village Field** (not Rock Parish Council). The Chairman and trustee of the allotments trust announced the playing field is only half-used and they are investigating its use as allotments. This was included in The Bridge; notices were left for information.
  - b) **Bewdley Conservation Area Residents Association.** The BCARA Chairman thanked the Town Council for the recent grant to set up a website and spoke of the association's wishes to work in partnership with all local authorities and organisations, of concerns about the apparent lack of enforcement, and of concerns about the recent licence application by the Rowing Club.
  - c) **Bewdley Civic Society.** The BCS Chairman supported BCARA's concerns about the Rowing Club's licence application.
  - d) **Dumping on the 'Switchback'.** Has there been any feedback on this issue?  
In her capacity as WFDC Councillor, Cllr A Coleman responded that the Environment Agency had accepted full responsibility for clearing the site and work is ongoing.
  - e) **Riverside North Park.** The Friends will be ceasing their fund-raising so who will be taking on the responsibility for the site and where will the funds come from?
  - f) **Bewdley Rowing Club.** The spokesman was present to provide clarification with regard to the recent licence application such that no change is intended with regard to the existing arrangements for the playing of music. The change is with regard to allowing drinking from 12am to 2am at weekends – it is not intended to occur every weekend but the application will allow for flexibility. Nearby residents and the police have been consulted and there will be a ban on parties for the under-21's. The current application seeks to extend the bar opening period to 2am only.
- ii. **Representative members of the principal authorities**
  - a) **Mrs R Vale, WCC member for Bewdley division & WFDC member for Wribbenhall and Arley ward** spoke as follows:
    - With regard to WFDC budget setting members have agreed provision of £13,500 towards shelters for rough-sleepers along with agreements to freeze car parking charges across the district, £30,000 for maintaining highways and verges, strengthening both the environment and planning enforcement teams, support for regeneration, topping up the localism fund and £33,000 for the local leadership fund. Details were published in December and have been supported by members of the public.
    - There has been a jump in visitor numbers to Bewdley Museum and Mrs Vale thanked Alison Bakr and the Museum Friends.
    - As the County Councillor, Mrs Vale expressed concern about the future of Bewdley Youth Café (attention have been drawn via Facebook) and is keen to help in any way possible to keep it going.

**Questions** were put to Mrs Vale regarding rough sleepers, the roundabout at the bottom of Bewdley Hill and Youth Café funding.

b) **Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall** had sent apologies for absence. His report was read out by the Town Mayor and covered the following issues:

**County-wide:**

- There is no intention to close any library;
- It is proposed to give each councillor c.£43,000 to spend on capital highway schemes within their division to be spent in the next two financial years.

**Local issues:** continuing to chase

- the request for a 40mph speed limit on A456 between Wribbenhall and Bewdley Hill Kidderminster.
- Completion of the replacement cats eyes on A456 bypass, lower section.
- Installation of the footpath light in Jordens Walk
- Installation of tactile-type studs at Catchems End zebra crossing

c) **Mrs A Coleman, WFDC member for Bewdley and Rock** spoke to the number of penalty charge notices issued between April and December 2018.

With regard to planning enforcements, Mrs Coleman indicated the Town Council should be more involved in the issue.

Questions to Mrs Coleman related to waste enquiries, criminal damage to business premises, the state of the Town's CCTV and whether the parking notices were appealed.

In advance of the police report, the Town Mayor advised all present that the local police inspector is moving on.

iii. **Representatives of support services**

**Police report:** In summary the report related to criminal damage, youths on the church roof, support for the Youth Café, Long Bank, and a new bollard outside the school which is a model of a child.

A question was put asking whether the recent car accident in Habberley Road was due to speeding.

8761

**MINUTES**

a) To approve the minutes of the Town Council meeting held 07/01/2019.

**Amendment proposed:**

With regard to minute no 8739 (Staffing Committee), Cllr Edginton-White asked for the full list of the amendments she had proposed to be recorded in the minutes. A named vote was requested:

**In favour:** J Beeson, L Candlin, C Edginton-White

**Against:** J Byng, A Coleman, R Coleman, P Harrison, R Stanczyszyn.

**Abstentions:** L Davies, D Killingworth

**AGREED**

The draft minutes of the Town Council's Meeting held 7<sup>th</sup> January 2019 were approved as a true and accurate record of that meeting.

8762

**ACCOUNTS**

The Treasurer presented information to 31/01/2019 as follows:

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

**APPROVED**

- To note the Town Council's cash balances

**NOTED** as follows (to 31/01/2019) –

- with Unity Bank current account of £57,117.05
- with Unity Bank deposit account of £10,589.29
- with Scottish Widows deposit account of £30,345.52
- with Cambridge Building Society saver account of £30,000.00
- with HMRC (VAT) of £ £9,671.92

- iii. To note the most recent bank reconciliation  
**NOTED**
- iv. To note actual financial position compared to agreed budget for 2018/19  
**NOTED**

**8763 COMMITTEE REPORTS**

To receive draft minutes, reports and/or updates since 07/01/2019 from:

- i. **Planning Committee**, meeting held 09/01/2019  
Draft minutes were noted.
  - ii. **Staffing Committee**, meeting held 25/01/2019  
The draft minutes had yet to be published; Cllr Davies would provide an update confidential session, minute no. 8771.
  - iii. **Finance and General Purposes Committee**, meeting held 30/01/2019.  
The draft minutes had yet to be published however the committee Chairman, Cllr J Byng spoke to the committee's recommendations:
    - To add £5,000 to the proposed budget (for approval March 2019)
    - To purchase a replacement computer for the office
    - To purchase two green (parish) highways grit bins for Blossom Hill
    - To purchase accounting software
    - To renew the Council's insurance (Cllr Byng, Cllr Killingworth and Town Clerk will meet with the broker to ensure cover is adequate)
- It was AGREED**  
to support the Finance & General Purposes Committee recommendations.
- iv. **Together Group**, meeting held 18/01/2019  
Draft minutes were noted.
  - v. **Flood Defence Volunteers group**, meeting held 23/01/2019  
The notes to this meeting have yet to be circulated; representatives from the Environment Agency and County Council, who provided an update on the current situation, and the volunteers were thanked for attending.

**8764 NEIGHBOURHOOD PLAN PROGRESS**

To agree appointment of new Group Leader to the Neighbourhood Plan Steering Group and agree revised terms of reference for the Group including membership and delegated authority.

**It was proposed to nominate Cllr R Stanczyszyn** to take leadership of the Steering Group.

**AGREED**

Cllr R Stanczyszyn would take leadership of the Steering Group.

Cllr R Stanczyszyn anticipated the setting up of a community group to be based on the solid foundations of the previous Steering Group; terms of reference had yet to be agreed.

**8765 LIBRARIES CONSULTATION**

Members are to meet with Worcestershire County Council representatives on 28/02/2019 at 1pm.

**8766 RIVERSIDE NORTH PARK**

Update on the Town Council's decision relating to the paddling pool – as yet no movement regarding the lease. It is believed funds will be available from the Friends of the Park.

**8767 BEWDLEY ROWING CLUB**

The Club had submitted an application to alter its licensed hours; a request had been submitted to the Town Council to comment.

Following robust discussion no member indicated being in favour of posting a response to the public consultation.

**8768 CIVIC RESPONSIBILITIES OF THE MAYOR**

The Town Mayor deferred this item.

**8769 BEWDLEY YOUTH CAFÉ**

An update on the future of the Youth Café was given by Cllr Killingworth. The future is uncertain due to lack of funding for the annual running costs of £70,000 and various options are being investigated. Cllr Killingworth was thanked for the work he does to support the venture.

**8770 TOWN MAYOR'S DIARY AND FUTURE EVENTS**

- i) The Town Mayor spoke to his list of civic duties undertaken during January including a visit to the Community Pantomime (which had received funding support via the Town Council's application for lottery funding), attendance at the Holocaust Memorial Day service and a joint event with the Mayor of Kidderminster Town Council to hold a model railway exhibition that raised £1,200 gross which was shared between KTC, BTC Mayors' Charities and the Kidderminster model railway club.
- ii) No future community events were noted.

**8771 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC AND PRESS**

**In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) it was RESOLVED** to exclude the public and press from the meeting to allow for discussion of confidential matters relating to staff members.

The meeting was closed to members of the public at 8.50pm.

**A** The Town Mayor invited comment on agenda item 8768: To consider the discussion paper produced by Cllr Edginton-White, unamended from August 2018, with regard to the extent of involvement in Town Council business activities undertaken by the councillor appointed as Town Mayor.

Detailed discussion ensued culminating in the following being put to the vote (a named vote was requested):

- i) "That we change standing orders to limit the Mayor's Council activities to the Chairmanship of the full Council meetings. Return to advising/recommending that the Civic role of the Mayor takes priority over committee attendance other than Full Council where the Mayor is the Chairman."  
**In favour:** J Beeson, L Candlin, C Edginton-White  
**Abstention:** one member abstained (name not recorded)  
**Against:** All other members voted against the motion
- ii) "If the Mayor's mayoress or consort is also a Councillor that they are also advised to reduce committee membership to a level where they can appropriately support the Mayor in their important Civic role."  
**In favour:** J Beeson, L Candlin, C Edginton-White  
**Abstention:** one member abstained (name not recorded)  
**Against:** All other members voted against the motion
- (iii) "When asking the Mayor to represent the Council on working parties and at official meetings the Mayor's work load is taken into account and the Deputy shares some of these responsibilities on a planned basis."  
**It was agreed** to amend this by adding at the end "on agreement between the Mayor and the Deputy".  
**The amendment was voted on:**  
**In favour:** J Beeson, J Byng, L Candlin, C Edginton-White, D Killingworth, R Stanczyszyn  
**Against:** P Harrison  
**Abstention:** names not recorded

**B REPORT FROM STAFFING COMMITTEE**

Cllr L Davies:

- The Town Clerk is in post part-time until mid-March 2019, full-time thereafter;
- Compliance with pensions auto-enrolment had necessitated the request to increase the budget for 2019/20.
- The solicitor’s update regarding the ongoing position with the Community Engagement and Events Officer had been noted.

**8772 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

**Noted for future meetings:**

- New play equipment for Wyre Hill Play Area
- Will Harris Lamb (planning development agents) attend next meeting?
- The national inquiry into Members’ Ethical Standards has identified a need for training.
- To consider setting up a working party to consider Wyre Hill Play Area
- Various questions submitted by Cllr Edginton-White to be circulated to all members.
- Date of the Annual Town Council meeting (Mayor Making).
- St George’s Day Parade.

**8773 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 4<sup>th</sup> March 2019, 7pm.**

There being no further business this meeting was closed at 9.55pm.

**Signed.....**

**Mayor/Chairman**

**Meeting of the Town Council – 4<sup>th</sup> March 2019**

<b>BEWDLEY TOWN COUNCIL</b>							
<b>SCHEDULE OF ACCOUNTS FOR FEBRUARY 2019</b>							
<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 February National Insurance Contributions Pension Admin Charge Total	Cheque					LGA 1972 s112
Cllr Roger Coleman	Mayor's Expenses - February	Cheque					LGA 1972 s 15
Talktalk Business	Broadband- February Phone rental + calls- February	Direct Debit	32.45 53.73				
Midshire Communications Ltd	Photocopier usage 10/1/19-11/2/19	Direct Debit	86.18	17.24	103.42		LGA 1972 s 111
W F D C	March Service charges	Cheque	77.22	15.44	92.66		LGA 1972 s 111
Green Man Gardens	Lengthsman duties Council duties	Cheque	55.00		55.00		LGA 1972 s 111
	<b>SUB-TOTAL: REGULAR PAYMENTS</b>		<b>218.40</b>	<b>32.68</b>	<b>251.08</b>		
<b>OCCASIONAL PAYMENTS</b>							
M Perrigo	Electricity, water & property insurance- 25a Load St	Cheque	808.44		808.44		LGA 1972 s 111
Fisher German LLP	Rent For 17/3-16/4	Cheque	250.00		250.00		LGA 1972 s 111
Shred Station Ltd	Confidential shredding	Cheque	42.00	8.40	50.40		LGA 1972 s 111
Worcestershire County Council	Town Council contribution to new street lamp in Jordan's Walk	Cheque	800.00		800.00		LGA 1972 s 137
Enfusion	Balance of draft BNP and draft Environmental report	Cheque	1,800.00	360.00	2,160.00		LGA 1972 s 111
Foxley Tagg Planning Ltd	Neighbourhood Plan consultancy Stage 6	Cheque	2,250.00	450.00	2,700.00		LGA 1972 s 111
Gill Lungley	Support services January	Cheque					LGA 1972 s 111
E.on	Markets electricity	Cheque					LGA 1972 s 111
Came & Company	Insurance premium 2019/20	Cheque					LGA 1972 s 111
	<b>SUB-TOTAL: OCCASIONAL PAYMENTS</b>		<b>5,950.44</b>	<b>818.40</b>	<b>6,768.84</b>		
<b>ALREADY PAID AS A MATTER OF URGENCY</b>							
Boss HR Ltd	HR advice in January	Cheque 103803	446.80		446.80		LGA 1972 s 111
Redditch Borough Council	Tickets to Mayoral function	Cheque 103804	70.00		70.00		LGA 1972 s 15
	<b>SUB-TOTAL: URGENT PAYMENTS</b>		<b>516.80</b>		<b>516.80</b>		
	<b>TOTALS:</b>		<b>6,685.64</b>	<b>851.08</b>	<b>7,536.72</b>		

<b><u>BEWDLEY TOWN COUNCIL</u></b>			
<b><u>Bank balances as at February 2019</u></b>			
<b><u>UNITY BANK CURRENT ACCOUNT</u></b>			
	<b>Balance from last statement (Attached)</b>		<b>£ 68,028.61</b>
	<b>ADD:</b>		
	Worcestershire County Council- Lengthsman 2017/18	£	1,612.69
	Wyre Hill Play Area supporters	£	800.00
	LSD Promotions	£	650.00
	<b>LESS:</b>		
	November payments schedule	-£	60.00
	June payments schedule	-£	240.00
	July payments schedule	-£	20.99
	November payments schedule	-£	230.00
	December payments schedule	-£	11,000.63
	February payments schedule	-£	7,536.72
	<b>Balance at end of February</b>		<b>£ 52,002.96</b>
<b><u>VAT BALANCE</u></b>			
	<b>VAT owed to Bewdley Town Council by HMRC</b> (Repayment claim in process)		<b>£ 9,671.92</b>
<b><u>UNITY BANK DEPOSIT ACCOUNT</u></b>			
	Balance B/Fwd		£ 10,589.29
	<b>Balance at end of February</b>		<b>£ 10,589.29</b>
<b><u>SCOTTISH WIDOWS INVESTMENT</u></b>			
	<b>Balance at end of February</b>		<b>£ 30,345.52</b>
<b><u>CAMBRIDGE BUILDING SOCIETY</u></b>			
	<b>Balance at end of February</b>		<b>£ 30,000.00</b>

# Statement of your account



02002491 | 01226  
 Mr N Farress  
 Bewdley Town Council  
 The Guildhall  
 Load Street  
 BEWDLEY Wores  
 DY12 2AH

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.

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: GB93NWBK60023571418024

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)

Name of account: Bewdley Town Council

Date: 1 February 2019

Statement 285 (page 1 of 2)

Account number: 50728112

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
1 JAN 19	Balance brought forward			80,067.70 *
2 JAN 19	CAMBRIDGE BUILDING		55.19	80,122.89 *
7 JAN 19	Girobank Core Business 100000 1		220.00	80,342.89 *
9 JAN 19	Cheque 103745	500.00		79,842.89 *
10 JAN 19	Cheque 103777	405.50		79,437.39 *
11 JAN 19	Cheque 103769	31.55		
11 JAN 19	Cheque 103773	11.10		
11 JAN 19	Cheque 103733	5,628.85		
11 JAN 19	Cheque 103768	4,172.70		
11 JAN 19	Cheque 103767	580.00		
11 JAN 19	Cheque 103770	55.00		
11 JAN 19	Cheque 103771	20.00		
11 JAN 19	Cheque 103778	41.96		
11 JAN 19	Cheque 103781	227.44		68,668.79 *
14 JAN 19	Cheque 103653	40.00		
14 JAN 19	Cheque 103757	100.00		
14 JAN 19	Cheque 103774	50.61		
14 JAN 19	Cheque 103780	50.40		
14 JAN 19	Credit 000367		30.00	68,457.78 *
15 JAN 19	Cheque 103739	500.00		
15 JAN 19	Cheque 103772	250.00		
15 JAN 19	Cheque 103783	261.50		67,446.28 *
16 JAN 19	Cheque 103782	65.00		67,381.28 *
17 JAN 19	Cheque 103779	450.00		66,931.28 *
18 JAN 19	Cheque 103784	90.00		
	Balance carried forward, cont. overleaf			66,841.28 * S

You can ask us to send you details of our rates and how we work them out.  
 Abbreviations: \* credit balance DR overdrawn S Sub total (intermediate balance)

Registered Office: Unity Trust Bank plc, Nine Brindleyplace, Birmingham B1 2HB. Registered in England and Wales number 1713124



Name of account: Bewdley Town Council

Date: 1 February 2019

Statement 285 (page 2 of 2)

Account number: 50728112

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			66,841.28 *
18 JAN 19	Direct Debit (TALKTALK BUSINESS)	64.10		66,777.18 *
23 JAN 19	Cheque 103776	102.00		66,675.18 *
28 JAN 19	Cheque 103785	500.00		
28 JAN 19	Direct Debit (MIDSHIRE COMMS)	107.63		
26 JAN 19	Direct Debit (TALKTALK BUSINESS)	38.94		66,028.61 *
29 JAN 19	WORCESTERSHIRE CC		2,000.00	68,028.61 *
	Balance carried forward			68,028.61 *

You can ask us to send you details of our rates and how we work them out.  
Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

Registered Office : Unity Trust Bank plc, Nine Brindleyplace, Birmingham, B1 2HB. Registered in England and Wales Number 1713124

	Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>							<b>80,067.70</b>
<b>Cleared Transactions</b>							
<b>Cheques and Payments - 26 items</b>							
	Bill Pmt -Cheque	08/08/2018	103653	Bew dley Mayor's Charity	√	(40.00)	(40.00)
	Bill Pmt -Cheque	03/12/2018	103733	WYRE FOREST DISTRICT COUNCIL	√	(5,628.85)	(5,668.85)
	Bill Pmt -Cheque	03/12/2018	103745	Bew dley Conservation Area Residents Assoc	√	(500.00)	(6,168.85)
	Bill Pmt -Cheque	03/12/2018	103739	Friends of Bew dley Museum	√	(500.00)	(6,668.85)
	Bill Pmt -Cheque	03/12/2018	103757	Laurence Harper	√	(100.00)	(6,768.85)
	Bill Pmt -Cheque	07/01/2019	103768	WYRE FOREST DISTRICT COUNCIL	√	(4,172.70)	(10,941.55)
	Bill Pmt -Cheque	07/01/2019	103767	Mr M Carter	√	(580.00)	(11,521.55)
	Bill Pmt -Cheque	07/01/2019	103779	The Festive Lighting Co	√	(450.00)	(11,971.55)
	Bill Pmt -Cheque	07/01/2019	103777	DKE Audit Services	√	(405.50)	(12,377.05)
	Bill Pmt -Cheque	07/01/2019	103783	Green Man Gardens (Richard Jones)	√	(261.50)	(12,638.55)
	Bill Pmt -Cheque	07/01/2019	103772	Fisher German LLP	√	(250.00)	(12,888.55)
	Bill Pmt -Cheque	07/01/2019	103781	Office Depot	√	(227.44)	(13,115.99)
	Bill Pmt -Cheque	07/01/2019	103776	Worcestershire Ambassadors Ltd	√	(102.00)	(13,217.99)
	Bill Pmt -Cheque	07/01/2019	103784	Kidw ells Solicitors	√	(90.00)	(13,307.99)
	Bill Pmt -Cheque	07/01/2019	103782	Coil Hill Photography	√	(65.00)	(13,372.99)
	Bill Pmt -Cheque	07/01/2019	103770	WYRE FOREST DISTRICT COUNCIL	√	(55.00)	(13,427.99)
	Bill Pmt -Cheque	07/01/2019	103774	Mrs M J Trick	√	(50.61)	(13,478.60)
	Bill Pmt -Cheque	07/01/2019	103780	Shred Station	√	(50.40)	(13,529.00)
	Bill Pmt -Cheque	07/01/2019	103778	David Moore	√	(41.96)	(13,570.96)
	Bill Pmt -Cheque	07/01/2019	103769	Clr R Coleman	√	(31.55)	(13,602.51)
	Bill Pmt -Cheque	07/01/2019	103771	WYRE FOREST DISTRICT COUNCIL	√	(20.00)	(13,622.51)
	Bill Pmt -Cheque	07/01/2019	103773	E.on	√	(11.10)	(13,633.61)
	Bill Pmt -Cheque	18/01/2019	103785	Victorian Carriages	√	(500.00)	(14,133.61)
	Bill Pmt -Cheque	18/01/2019	Debit	Talktalk Business	√	(64.10)	(14,197.71)
	Bill Pmt -Cheque	28/01/2019	Debit	Midshire Communications Ltd	√	(107.63)	(14,305.34)
	Bill Pmt -Cheque	28/01/2019	Debit	Talktalk Business	√	(38.94)	(14,344.28)
	Total Cheques and Payments					(14,344.28)	(14,344.28)
	<b>Deposits and Credits - 4 items</b>						
	Deposit	02/01/2019			√	55.19	55.19
	Deposit	04/01/2019			√	220.00	275.19
	Deposit	10/01/2019			√	30.00	305.19
	Deposit	29/01/2019			√	2,000.00	2,305.19
	Total Deposits and Credits					2,305.19	2,305.19
	Total Cleared Transactions					(12,039.09)	(12,039.09)
<b>Cleared Balance</b>						(12,039.09)	68,028.61
<b>Uncleared Transactions</b>							
<b>Cheques and Payments - 6 items</b>							
	Bill Pmt -Cheque	04/12/2017	103468	SUSA		(60.00)	(60.00)
	Bill Pmt -Cheque	02/07/2018	103646	Bill White Nurseries		(240.00)	(300.00)
	Bill Pmt -Cheque	25/07/2018	103708	Instantprint		(20.99)	(320.99)
	Bill Pmt -Cheque	03/12/2018	103747	The Rotary Club of Bew dley		(200.00)	(520.99)
	Bill Pmt -Cheque	03/12/2018	103758	BEWDLEY YOUTH CAFÉ		(30.00)	(550.99)
	Bill Pmt -Cheque	30/01/2019	103786	Janitorial Direct		(439.17)	(990.16)
	Total Cheques and Payments					(990.16)	(990.16)
	Total Uncleared Transactions					(990.16)	(990.16)
<b>Register Balance as of 01/02/2019</b>						(13,029.25)	67,038.45
<b>New Transactions</b>							
<b>Cheques and Payments - 18 items</b>							
	Bill Pmt -Cheque	04/02/2019	103787	WYRE FOREST DISTRICT COUNCIL		(3,848.45)	(3,848.45)
	Bill Pmt -Cheque	04/02/2019	103796	Gill Lungley		(1,981.08)	(5,829.53)
	Bill Pmt -Cheque	04/02/2019	103800	Jubilee Fireworks Ltd		(1,440.00)	(7,269.53)
	Bill Pmt -Cheque	04/02/2019	103801	Signal Traffic Management Ltd		(1,128.00)	(8,397.53)
	Bill Pmt -Cheque	04/02/2019	103803	Boss HR Ltd		(446.80)	(8,844.33)
	Bill Pmt -Cheque	04/02/2019	103798	Wribbenhall Parish Room		(331.50)	(9,175.83)
	Bill Pmt -Cheque	04/02/2019	103794	Office Depot		(280.28)	(9,456.11)
	Bill Pmt -Cheque	04/02/2019	103791	Fisher German LLP		(250.00)	(9,706.11)
	Bill Pmt -Cheque	04/02/2019	103799	Boss HR Ltd		(170.00)	(9,876.11)
	Bill Pmt -Cheque	04/02/2019	103788	Clr R Coleman		(149.24)	(10,025.35)
	Bill Pmt -Cheque	04/02/2019	103795	WORCESTERSHIRE COUNTY COUNCIL		(140.00)	(10,165.35)
	Cheque	04/02/2019	103802	Petty Cash		(100.00)	(10,265.35)
	Bill Pmt -Cheque	04/02/2019	103804	Redditch Borough Council		(70.00)	(10,335.35)
	Bill Pmt -Cheque	04/02/2019	103797	Bridgnorth Town Council		(70.00)	(10,405.35)
	Bill Pmt -Cheque	04/02/2019	103789	WYRE FOREST DISTRICT COUNCIL		(55.00)	(10,460.35)
	Bill Pmt -Cheque	04/02/2019	103793	Shred Station		(50.40)	(10,510.75)
	Bill Pmt -Cheque	04/02/2019	103792	E.on		(28.21)	(10,538.96)
	Bill Pmt -Cheque	04/02/2019	103790	WYRE FOREST DISTRICT COUNCIL		(22.50)	(10,561.46)
	Total Cheques and Payments					(10,561.46)	(10,561.46)
	Total New Transactions					(10,561.46)	(10,561.46)
<b>Ending Balance</b>						<b>(23,590.71)</b>	<b>56,476.99</b>

	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Apr '18 - Feb 19	Budget	£ Over Budget
Cash at Bank at start of the month	28,454	82,467	72,461	69,858	66,584	63,333	134,169	94,608	77,375	66,265	56,477			
<b>Income</b>														
Christmas Event Donation- BDT	0	0	0	0	0	0	0	0	2,500	0	0	2,500		2,500
Christmas Event Income	0	0	0	0	0	0	0	0	175	30	0	205		205
Interest Received	0	0	5	0	0	9	0	0	11	55	0	80	500	(420)
Load St Toilets- WFDC	0	0	8,850	0	0	0	0	0	0	0	0	8,850	8,580	270
Total Miscellaneous Income	0	4,995	600	16	0	0	0	0	0	0	20	5,631		5,631
<b>Expense</b>														
<b>Capital Expenditure</b>														
Hats & Robes	0	0	0	0	0	0	0	0	0	0	0	0	500	(500)
Notice Boards & Town Signs	0	0	0	0	0	0	0	0	0	0	0	0	2,000	(2,000)
Painting Restoration	0	3,960	0	0	0	0	0	0	0	0	0	3,960		3,960
Seats	0	0	810	0	0	0	0	0	0	0	0	810		810
Street Poles, baskets & tubs	0	0	0	0	0	0	0	0	0	0	0	0	250	(250)
Town Clerk Office	1,967	0	0	0	0	0	0	0	0	0	0	1,967	3,750	(1,783)
Total Capital Expenditure	1,967	3,960	810	0	0	0	0	0	0	0	0	6,737	6,500	237
<b>Council Costs</b>														
Badges & Shields	582	46	0	0	0	0	0	0	0	0	0	628	600	28
Civic Award	189	0	0	0	0	0	0	0	0	0	0	189	200	(11)
Civic Ceremonies	36	98	78	0	0	478	0	334	77	0	0	1,101	1,250	(149)
Hats & Robes Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	500	(500)
Insurance Valuations	0	0	0	0	0	0	0	0	0	0	0	0	150	(150)
Mayor's Chain Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	500	(500)
Mayor's Expenses	0	751	185	80	70	789	237	142	154	219	70	2,697	5,000	(2,303)
Mayoral Roll	0	0	0	0	0	0	0	0	0	0	0	0	93	(93)
Public Meetings	0	0	0	0	0	0	0	0	0	0	0	0	300	(300)
Young Mayor's Expenses	0	0	0	0	0	0	25	0	0	0	0	25	500	(475)
Total Council Costs	807	895	263	80	70	1,267	262	476	231	219	70	4,640	9,093	(4,453)
Election cost & Provision	0	0	0	0	0	0	0	5,629	0	0	0	5,629	4,000	1,629
<b>Employment Costs</b>														
Admin Apprentice	0	0	0	1,343	551	521	998	998	998	998	0	6,407		
Assistant Town Clerk	1,008	1,070	0	2,337	0	0	0	3,401	1,470	1,470	0	10,756		
Community Engagement Officer	612	611	0	1,326	638	638	638	638	638	377	0	6,116		
Event Assistants	0	0	0	0	43	0	0	0	52	0	0	95		
Load St Toilets Cleaner	659	854	0	1,514	689	689	689	689	689	689	0	7,161		
Mayor's PA & Administrator	81	0	0	0	0	0	0	0	0	0	0	81		
Town Clerk	2,563	2,563	0	5,340	2,616	2,616	10,946	0	0	0	0	26,644		
Treasurer	249	249	0	518	254	254	254	254	254	254	0	2,540		
WFDC Admin Charge	60	60	0	120	70	50	50	50	60	50	0	570		
Employment Costs - Other	0	0	0	0	0	0	0	0	0	0	0	0	57,184	(57,184)
Total Employment Costs	5,232	5,407	0	12,498	4,861	4,768	13,575	6,030	4,161	3,838	0	60,370	57,184	3,186
<b>Grant Aid &amp; Donations</b>														
BCARA	0	0	0	0	0	0	0	500	0	0	0	500	500	0
Bewdley Bike Week	500	0	0	0	0	0	0	0	0	0	0	500	500	0
Bewdley Carnival Association	200	0	0	0	0	0	0	0	0	0	0	200	200	0
Bewdley Choral Society	0	0	650	0	0	0	0	0	0	0	0	650	650	0
Bewdley Cricket Club	250	0	0	0	0	0	0	0	0	0	0	250	250	0
Bewdley Festival	0	0	500	0	0	0	0	0	0	0	0	500	500	0
Bewdley Horticultural Society	250	0	0	0	0	0	0	0	0	0	0	250	250	0
Bewdley Petanque Club	0	0	0	0	0	0	0	250	0	0	0	250	250	0
Bewdley Rotary Club	0	0	0	0	0	0	0	200	0	0	0	200	200	0
Bewdley Rowing Club	0	0	480	0	0	0	0	0	0	0	0	480	480	0
Bewdley TCC	250	0	0	0	0	0	0	0	0	0	0	250	250	0
Bewdley Town Football Club	0	0	1,000	0	0	0	0	0	0	0	0	1,000	1,000	0
Bewdley Twinning Association	250	0	0	0	0	0	0	0	0	0	0	250	250	0
Bewdley Youth Café	0	0	0	0	0	0	0	0	30	0	0	30	30	0
Bewdley Youth Festival	500	0	0	0	0	0	0	0	0	0	0	500	500	0
Community Transport Helpline	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Friends of Bewdley Museum	0	0	0	0	0	0	0	500	0	0	0	500	500	0
Friends of Riverside North Park	1,000	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0
Jordan's Walk Street Lamp (WCC)	0	0	0	0	0	0	0	0	0	0	800	800	800	0
Misc Donations	0	0	0	0	0	0	0	0	0	0	0	0	390	(390)
RBL Poppy Wreaths	0	0	0	0	0	0	100	0	0	0	0	100	100	0
Riverside Dementia Café	500	0	0	0	0	0	0	0	0	0	0	500	500	0
Wribbenhall Parish Room	500	0	0	0	0	0	0	0	0	0	0	500	500	0
Wyre Community Land Trust	500	0	0	0	0	0	0	0	0	0	0	500	500	0
Wyre Forest CAB	1,500	0	0	0	0	0	0	0	0	0	0	1,500	1,500	0
Wyre Forest Community Transport	900	0	0	0	0	0	0	0	0	0	0	900	900	0
Grant Aid & Donations - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Grant Aid & Donations	7,100	0	2,630	0	0	0	100	1,450	30	0	800	12,110	12,500	(390)

Millennium Green Maintenance	24	0	0	0	0	0	196	0	0	0	0	220	750	(530)
Neighbourhood Plan	1,880	29	61	0	0	1,800	58	0	29	0	4,050	7,907	2,000	5,907
<b>Operating Costs</b>														
Advertising & Official notices	0	0	0	0	0	0	0	0	0	0	0	0	100	(100)
Audit Fees	0	200	0	0	0	400	0	0	406	0	0	1,006	600	406
Broadband	92	49	32	32	32	32	32	32	32	32	32	429	220	209
Computer	0	0	0	0	0	0	0	0	0	0	0	0	175	(175)
Garage Rent- rear 14 Load st	0	0	193	263	377	258	250	250	250	250	250	2,341	3,000	(659)
Insurance	0	0	874	0	0	0	0	0	0	0	0	874	4,500	(3,626)
Intruder Alarm	0	0	0	379	0	0	300	0	0	0	0	679	400	279
Legal Fees	0	0	0	0	0	450	0	70	450	0	0	970	500	470
Photocopier	60	18	203	78	43	242	55	104	255	48	77	1,183	980	203
Postage	0	0	0	0	7	0	0	58	7	0	0	72	300	(228)
Refreshments	42	0	0	0	0	0	0	0	0	0	0	42	100	(58)
Service Charge & Business rates	55	55	55	70	55	55	55	55	55	55	55	620	660	(40)
Small Office Equipment	50	0	0	0	0	0	0	0	0	0	0	50	150	(100)
Software & Support	535	0	0	0	0	0	0	0	0	0	0	535	355	180
Staff Advertising	0	0	0	0	0	0	0	220	0	0	0	220	50	170
Staff Travel	0	0	0	0	0	0	0	0	0	0	0	0	50	(50)
Stationery & Print	108	176	42	147	0	55	159	130	232	182	0	1,231	1,400	(169)
Subscriptions	1,275	0	154	0	35	0	0	0	0	0	0	1,464	1,200	264
Telephones	0	37	59	56	60	55	54	53	53	53	54	534	250	284
Town Clerk- Temp Cover	0	0	0	0	184	2,913	1,614	2,242	1,717	170	447	9,287	500	8,787
Training- Staff	252	20	165	200	0	0	0	0	0	0	0	637	800	(163)
Travel & Training- Councillors	25	0	0	0	0	0	0	0	0	0	0	25	200	(175)
Unity Bank Charges	0	0	32	0	0	32	0	0	31	0	0	95	120	(25)
<b>Total Operating Costs</b>	<b>2,494</b>	<b>555</b>	<b>1,809</b>	<b>1,225</b>	<b>793</b>	<b>4,492</b>	<b>2,519</b>	<b>2,994</b>	<b>3,708</b>	<b>790</b>	<b>915</b>	<b>22,294</b>	<b>16,610</b>	<b>5,684</b>
<b>Property Costs &amp; Loan Repayment</b>	<b>3,448</b>	<b>0</b>	<b>127</b>	<b>1,521</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>808</b>	<b>10,904</b>	<b>10,000</b>	<b>904</b>
Small Grants Fund	150	0	60	17	40	47	100	0	0	0	0	414	1,000	(586)
Together Project	60	49	45	34	41	41	49	49	158	332	0	858	250	608
<b>Town Events</b>														
Carnival Fireworks	0	0	1,813	0	0	0	0	0	0	1,200	0	3,013	1,800	1,213
Christmas Festivities	426	0	0	0	250	0	180	2,436	3,178	23	0	6,493	5,000	1,493
Christmas Lights	0	0	0	0	0	0	10,995	0	375	0	0	11,370	8,000	3,370
Community Showcase Event	0	0	0	0	0	0	0	0	0	0	0	0	200	(200)
Heritage & Harvest Fairs	0	0	0	0	0	0	0	0	0	0	0	0	1,000	(1,000)
Markets	5	12	15	0	8	17	0	7	11	27	0	102	200	(98)
Music Festival	0	0	0	0	2,000	0	0	0	0	0	0	2,000	2,000	0
Pantomime	0	0	217	0	0	0	5,220	0	0	0	0	5,437		5,437
Promoting Bewdley	0	0	0	101	0	0	0	0	0	0	0	101	200	(99)
Royal Events	0	0	0	0	0	0	0	0	0	0	0	0	1,000	(1,000)
World War 1 Projection Event	0	0	0	0	0	0	2,920	0	0	0	0	2,920		2,920
<b>Total Town Events</b>	<b>431</b>	<b>12</b>	<b>2,045</b>	<b>101</b>	<b>2,258</b>	<b>17</b>	<b>19,315</b>	<b>2,443</b>	<b>3,564</b>	<b>1,250</b>	<b>0</b>	<b>31,436</b>	<b>19,400</b>	<b>12,036</b>
<b>Town Maintenance</b>														
Bus Shelters cleaning & maint	135	0	0	0	0	0	0	0	0	0	0	135	750	(615)
Churchyards	0	0	0	0	0	0	0	0	0	0	0	0	1,500	(1,500)
General Maintenance	0	0	330	0	0	0	0	0	0	140	0	470	1,500	(1,030)
Lengthsman	197	0	132	125	0	0	0	0	311	0	0	765		765
Lifebuoys	12	0	6	12	0	0	0	0	0	0	0	30	150	(120)
Load Street Green Space	0	0	0	0	0	0	0	0	0	0	0	0	750	(750)
Load Street Toilets	0	133	106	0	119	0	142	0	0	0	0	500	8,580	(8,080)
Maintenance of existing seats	0	152	93	0	0	0	0	0	323	0	0	568	250	318
Signs & Notice Boards	122	0	0	0	0	0	0	0	0	0	0	122	100	22
Street Poles, Tubs & Baskets	0	0	131	0	0	2,788	0	0	0	0	0	2,919	2,500	419
Town Clock	0	0	0	100	0	0	0	0	0	0	0	100	170	(70)
War Memorials	0	0	0	0	0	0	0	0	0	0	0	0	300	(300)
Welsh Gate Planting	0	2,717	112	0	0	0	0	0	0	0	0	2,829		2,829
Wyre Hill Play Area	0	0	67	24	0	0	0	0	47	0	0	138	4,500	(4,362)
<b>Total Town Maintenance</b>	<b>466</b>	<b>3,002</b>	<b>977</b>	<b>261</b>	<b>119</b>	<b>2,788</b>	<b>142</b>	<b>0</b>	<b>681</b>	<b>140</b>	<b>0</b>	<b>8,576</b>	<b>21,050</b>	<b>(12,474)</b>
Town Tourist Leaflet & Map	0	0	0	0	0	0	0	0	0	0	0	0	950	(950)
<b>Total Expense</b>	<b>24,059</b>	<b>13,909</b>	<b>8,827</b>	<b>15,737</b>	<b>8,182</b>	<b>15,220</b>	<b>36,316</b>	<b>19,071</b>	<b>17,562</b>	<b>6,569</b>	<b>6,643</b>	<b>172,095</b>	<b>161,287</b>	<b>10,808</b>
<b>ome (Expenditure) for the Year</b>	<b>48,296</b>	<b>(8,637)</b>	<b>2,856</b>	<b>(9,205)</b>	<b>(7,770)</b>	<b>57,144</b>	<b>(36,050)</b>	<b>(18,271)</b>	<b>(14,721)</b>	<b>(4,264)</b>	<b>(6,643)</b>	<b>2,735</b>	<b>(7,497)</b>	<b>10,232</b>
Unity Trust Deposit Account	10,565	10,565	10,565	10,570	10,570	10,570	10,579	10,579	10,579	10,589	10,589			
Scottish Widows Investment	30,345	30,345	30,345	30,345	30,345	30,345	30,345	30,345	30,345	30,345	30,345			
Cambridge Building Society Investment	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000			

## Agenda item 8782: Budget for Approval

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>NOTES</u>
	<u>2017/2018</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	
<b><u>Employment costs</u></b>					
<b>Total Salaries</b>	<b>52134</b>	<b>55443</b>	<b>57184</b>	<b>60000</b>	
<b><u>Operating Costs</u></b>					
Advertising + Official notices	100	0	100	100	
Audit Fees	600	600	600	600	
Broadband (Talktalk)	220	190	220	400	
Software and support (incl Accounts softwre)	355	668	355	1000	
Computer (The Zoo)	175	125	175	175	
Insurance (Came & Co)	3200	2972	4500	4500	
Legal Fees (Kidwells)		0	500	500	
Intruder Alarm Maintenance (Alarm 2000)	400	379	400	400	
Photocopier	980	1283	980	1300	
Postage	300	170	300	200	
Refreshments	100	158	100	150	
Garage Rent - Rear Stores 14 Load Street			3000	4500	
Service charge for offices + business rates	330	1230	660	0	
Small Office equipment	150	529	150	150	
Staff Advertising	50	0	50	50	
Staff Travel	50	134	50	50	
Stationery & Print & Sredding	1400	1453	1400	2000	
Subscriptions	1200	1464	1200	1500	
Telephones (Talktalk)	250	427	250	600	
Town clerk- temporary cover	500	500	500	1000	
Training-Staff	800	239	800	800	
Travel & Training- Councillors	200	175	200	500	
Unity Bank charges	0	121	120	120	
Web Site	0	135	0	1000	
<b>Total Operating Costs</b>	<b>11,360</b>	<b>12,952</b>	<b>16,610</b>	<b>21,595</b>	
<b><u>Town Maintenance</u></b>					
Bus Shelters - Cleaning & Maint (fletcher Access)	750	270	750	750	
General Maintenance (lengthsman)	1500	503	1500	1500	
Lifebuoys	150	94	150	150	
Load Street Toilets cleaning	8370	8370	8580	8790	Includes Load St Toilets Cleaner salary
Seats- Maintenance of existing seats	250	60	250	250	
Signs & Notice Boards	100	396	100	100	
Street Poles, Tubs & Baskets (WFDC)	2500	10	2500	3000	
Town Clock (3 yr contract)	170	169	170	170	
Load Street Green Space	1000	0	750	0	
War Memorials (Gen Maint)	500	4085	300	500	
<b>Total Town Maintenance</b>	<b>15,290</b>	<b>13,957</b>	<b>15,050</b>	<b>15,210</b>	
<b><u>Council Costs</u></b>					
Badges & Shields	600	518	600	600	
Civic Award	200	168	200	200	
Civic Ceremonies (Macebearers & Marshals)	1250	893	1250	1250	
Insurance valuations (Philip Serrell)	150	300	150	150	
Young Mayor's Expenses			500	500	
Mayor's Expenses	5000	3325	5000	5000	
Mayor's Chain maintenance	350	788	500	350	
Hats & Robes maintenance	0	15	500	0	
Mayoral Board Roll & WF House	93	85	93	150	
Public Meetings	300	0	300	300	
<b>Total Council Costs</b>	<b>7,943</b>	<b>6,092</b>	<b>9,093</b>	<b>8,500</b>	
<b><u>Capital Expenditure</u></b>					
Capital Equipment- Town Clerk's office	250	8126	3750	1500	
Christmas Lights Replacement	0	570	0	0	
Crowd Control Barriers	0	635	0	0	
Event Gazebos	0	667	0	0	
Street Poles, Tubs & Baskets	250		250	250	
Hats & Robes	500	500	500	500	
Notice Boards & Town Signs (Gateways)	2000	1268	2000	2000	
Wyre Hill Play Area Equipment	0		0	11500	
Town Clock	0		0	0	
VAS Sign (Replacement)	0		0	2500	
<b>Total Capital Expenditure</b>	<b>3000</b>	<b>11766</b>	<b>6500</b>	<b>18250</b>	
<b>Economic Development</b>	<b>0</b>	<b>783</b>	<b>0</b>	<b>0</b>	
<b>Lengthsman</b>	<b>0</b>	<b>4570</b>	<b>0</b>	<b>0</b>	
<b>Election Provision</b>	<b>2000</b>	<b>2000</b>	<b>4000</b>	<b>2000</b>	

<b>Town Events</b>					
Carnival Fireworks	1800	1500	1800	2000	
Christmas Lights	7076	8088	8000	11000	
Markets Promotion		183	200	0	
Royal Events	0		1000	0	
Heritage and Harvest Festivals	500	30	1000	200	added in by F&GP 27/02/2019, from reserves
Music Festival	0	0	2000	0	
Community Showcase event	0	0	200	300	added in by F&GP 27/02/2019, from reserves
Advertising events/ Promoting Bewdley	0	0	200	0	
Christmas event (Switch on)	2500	8956	5000	5000	
<b>Total Town Events</b>	<b>11876</b>	<b>18757</b>	<b>19400</b>	<b>18500</b>	
<b>Town Tourist Leaflet and Map</b>	<b>1200</b>	<b>3259</b>	<b>950</b>	<b>0</b>	
<b>Grant Aid &amp; Donations</b>	12500	12050	12500	14000	
<b>Small Grants Fund (&lt;£100)</b>	1000	325	1000	0	Not continued; funds added into main grants scheme
<b>Together Project</b>	250	1262	250	250	
<b>Neighbourhood Plan</b>	2000	9852	2000	5000	
<b>Millennium Green Maintenance</b>	750	563	750	750	
<b>Wyre Hill Play Area Maintenance (ROSPA)</b>	4500	4000	4500	4000	
<b>Churchyards Grant (St Leonards &amp; All Saints)</b>	1500	1500	1500	1500	
<b>Property costs etc</b>	31730	31730	10000	8000	
<b>SUMMARY</b>					
Employment costs	52,134	55,443	57,184	60,000	
Operating Costs	11,360	12,952	16,610	21,595	
Town Maintenance	15,290	13,957	15,050	15,210	
Council Costs	7,943	6,092	9,093	8,500	
Capital Expenditure	3,000	11,766	6,500	18,250	
Economic Development	0	783	0	0	
Lengthsman	0	4,570	0	0	
Election Provision	2,000	2,000	4,000	2,000	
Town Events	11,876	18,757	19,400	18,500	
Grant Aid & Donations	12,500	12,050	12,500	14,000	
Small Grants Fund (<£100)	1,000	325	1,000	0	
Together Project	250	1,262	250	250	
Grant to Worcestershire CC towards Library	0	0	0	0	
Neighbourhood Plan	2,000	9,852	2,000	5,000	
Millennium Green Maintenance	750	563	750	750	
Wyre Hill Play Area Maintenance	4,500	4,000	4,500	4,000	
Churchyards Maintenance Grant	1,500	1,500	1,500	1,500	
Property costs and Loan repayments	31,730	31,730	10,000	8,000	
Town Tourist Leaflet and Map	1,200	3,259	950	0	
<b>TOTAL EXPENDITURE</b>	<b>159,033</b>	<b>190,861</b>	<b>161,287</b>	<b>177,555</b>	
<b>MOVEMENT IN RESERVES</b>	<b>-15,027</b>	<b>-21,431</b>	<b>-7,497</b>	<b>-9,254</b>	
<b>TOTAL EXPENDITURE &amp; RESERVES MOVEMENT</b>	<b>144,006</b>	<b>169,430</b>	<b>153,790</b>	<b>168,301</b>	
<b>TO BE FINANCED BY:-</b>					
<b>PRECEPT</b>	<b>128,377</b>	<b>128,377</b>	<b>142,263</b>	<b>161,309</b>	
Bank Interest	500	150	500	150	
Jubilee Events- Income & Sponsorship					
Load Street Toilets	8370	8370	8580	6592	Depends on Takeover from WFDC
Christmas Event		4732		250	
Christmas Market		3050			
Council Tax Benefit Shortfall Funding (WFDC)	6759	6759	2447		
Events Assistants		1537			
Lengthsman Scheme		1282			
Markets		2209			
Museum Cleaning		1494			
Christmas donation- Cllr Yarranton		170			
Harvest Fayre Co-ordination		687			
Community Engagement Officer (WFDC)		4750			
Queen Elizabeth memorial medal sales		215			
Sponsorship & Donations		171			
Together Project Income		1012			
Town Leaflet contribution (WFDC)		1135			
Welch Gate Planting Project		3330			
	<b>144,006</b>	<b>169,430</b>	<b>153,790</b>	<b>168,301</b>	
<b>TAX BASE</b>	<b>3,596</b>		<b>3,608</b>	<b>3,630</b>	
<b>COUNCIL TAX BAND D</b>	<b>£ 35.70</b>		<b>£ 39.43</b>	<b>£ 44.44</b>	
<b>% Increase in PRECEPT (not Band D equivalent)</b>	<b>34.20%</b>		<b>10.8%</b>	<b>13.4%</b>	
<b>Weekly cost of increase in pence</b>	<b>17p</b>		<b>£ 0.09</b>	<b>£ 0.10</b>	

**MINUTES OF THE PLANNING COMMITTEE HELD ON  
WEDNESDAY, 6<sup>th</sup> FEBRUARY, 2019 AT 6.00 PM IN THE MEETING ROOM,  
25A LOAD STREET, BEWDLEY**

**PRESENT**

Councillor John Byng  
Councillor Roger Coleman  
Councillor Paul Harrison (Chair)  
Councillor Derek Killingworth  
Councillor Rod Stanczyszyn

In attendance:  
Barbara Byng, Office Administrator

- 7506 Apologies**  
Apologies were received from Cllr. Calne Edginton-White (Chair) and Cllr John Beeson. Cllr Paul Harrison (Vice Chairman) presided over the meeting due to the absence of the Chair.
- 7507 Declarations of Interest**  
None declared.
- 7508 Dispensations**  
None declared.

**Public Question Time**

None as no members of the public present.

- 7509 Minutes**  
The minutes of the Planning Committee held 9<sup>th</sup> January 2019 were approved.
- 7510 19/0005/FULL** Proposed single storey extension and alterations to existing bungalow  
48 Waterloo Road  
  
It was agreed to recommend **approval**
- 7511 19/0010/FULL** Erection of a summer house  
The Goat House, Cleobury Road  
  
It was agreed to recommend **approval**
- 7512 19/0022/FULL** Change of use of property to six bed house of multiple occupancy (HMO)  
14 Kidderminster Road  
  
It was agreed to recommend **approval**
- 7513 19/0029/FULL & 19/0030/LIST** External alterations to rear elevation to create an emergency exit from the first floor residential

accommodation and minor internal changes  
27 Load Street

It was agreed to recommend approval subject to any conditions the Conservation Officer may wish to impose

- 7514**      **19/0039/LIST**  
(revised plans)      Permission to fit signage to existing brickwork fascia on two elevations  
15 Load Street (former HSBC)

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose

- 7515**      **Representations**  
It was agreed that no representations will be made to the next Planning (Development Control) Committee of Wyre Forest District Council in relation to the planning applications considered above.

- 7516**      **Planning Decisions Update**  
Decisions relating to previous applications were noted.

*The meeting closed at 6.23 p.m.*

**Signed**.....  
Chairman at Planning Committee  
6<sup>th</sup> March 2019



## **Agenda item 8787**

### **Proposed reformulation of the Community Development Committee**

TOM note: definition of 'reformulate' is "to rework or improve an original plan".

Cllr C. Edginton-White has submitted the following:

“Consideration of questions originally sent to the Office Manager 27th January 2019 and briefly discussed in “Items of urgency or to note for future meetings.” at the Full Council meeting 4<sup>th</sup> Feb 2019.

#### **The original Questions:**

1. What is the status of “informal meetings”? Should all Councillors be notified that they are taking place and be provided with any sort of agenda?
2. Are meetings of the Community Development Committee still suspended?
3. Is the minute where the Council agreed to “reformulate” CDC correct when the motion described CDC as a committee in the past tense?
4. When is the Council going to review the terms of reference of CDC?
5. What is the procedure for continuing the business of the working groups, which under the existing terms of reference reported back to Community Development Committee? E.g. Town Centre Plan, Health Liaison, Road, Safety, Play Areas, Events and Markets etc.

There were also two questions about administration which I believe the Temporary Office Manager answered.

#### **ISSUE:**

The Office Manager advised that these questions 1 to 5 need to be answered by the Councillors.

The questions 2 to 5 relate to the Council fulfilling its functions following the decision January 7<sup>th</sup> 2019 to adopt Cllr Davies Motion:

*“That the former CDC is reformulated with altered terms of reference. The reformulated committee would have the remit to encourage community action and events by facilitating local group in order to enable them to achieve their aims. For example, the music festival and the pantomime group. In addition to help the council fulfil its remit under the Localism Agenda.”*

#### **ACTION:**

1. The Council take urgent action to implement the decisions made with regard to the CDC committee above to ensure that the work undertaken by this committee and its working groups is progressed by the Council.
  2. The corporate plan objectives 2017-2019 should be reallocated to demonstrate the redistribution of responsibilities.
  3. The CDC “reformulation” is completed and the suspension of its meetings lifted to continue with its new terms of reference.
- ”

## **DECISION REQUIRED**

### **Comment from Temporary Office Manager**

**Please note:** The current office/administration framework is unlikely to be able to cope with the setting-up of a new committee. The Town Council needs to build capacity to cope in the first instance before addressing the issue of the CDC.

CDC meetings in the recent past had been poorly attended and the Town Council was concerned enough about the Committee’s activities that a decision was taken to suspend it. The questions 1-5 above have been forwarded to members to answer because at this moment in time the Temporary Office Manager, quite frankly, has enough to deal with without having to consider philosophical pedantry such as posed at question 3!

To reformulate something requires the re-working or improvement of an original plan. It is believed this will take detailed consideration by all members, which will take time. For this reason caution is urged when reviewing the member’s ‘Action’ points above. There is **no** urgency despite the call for taking ‘urgent action’.

It is recommended that the Town Council instead takes its time “with regard to the CDC committee ... to ensure that the work undertaken by this committee and its working groups is progressed by the Council.”

With regard to the corporate plan objectives, the plan takes the council to 2019, that is now, thus there should be a review (what succeeded what didn't) and a new 3-year/5-year plan agreed. Staff members have opinions on the corporate plan which will be shared when it is discussed at item 8786.

As for the lifting of suspension of the CDC's meetings, it must be made very clear that the (suspended) CDC is to be reformulated with new terms of reference. It will not be continuing as it has done in the past. The reformulated committee will be seen as a new committee with its own schedule of meetings, it may even have a new name. It is important for it to be seen as a successful committee of the Town Council sitting alongside the Planning Committee and F&GP Committee and Staffing Committee, which are well established.

With this in mind, it is therefore recommended that if the newly elected council after 2<sup>nd</sup> May is to incorporate and embed this new, untried and untested committee as part of the Town Council's fabric then the new council needs to have ownership of it rather than have it foisted on them by the outgoing council.

#### **RECOMMENDATION**

Defer reformulation of CDC until after 02/05/2019 (when the freshly elected Town Council members can bring new ideas to the table).