

**MINUTES OF THE TOWN COUNCIL MEETING**

**HELD 13<sup>th</sup> MAY 2019 at 7.00PM GUILDHALL**

**8833 PRESENT**

Council Members Cllr J Byng - Town Mayor and Meeting Chairman  
Cllr L Kearns – Deputy Town Mayor  
S Billett, A Coleman, R Coleman, S Collingwood, L Davies, C Edginton-White, P Gittins MBE, H Lacy, D Morehead, R Stanczysyn

In attendance: Five Members of the Public  
Miss E Thomas, Young Mayor  
S Hudson - Town Clerk;  
G Lungley - Temporary Office Manager

**8834 MAYOR'S OPENING REMARKS**

Cllr Byng welcomed everyone to the meeting and spoke to the emergency evacuation procedures.

**8835 APOLOGIES FOR ABSENCE**

Cllr P Harrison: civic duties elsewhere

**8836 DECLARATIONS OF INTEREST**

Councillors were reminded to submit their Register of Interests and to declare any Disclosable Pecuniary and/or Other Disclosable Interests in items on the agenda and their nature.

Councillors were reminded of the requirement to adhere to their Code of Conduct.

The Mayor declared a Disclosable Pecuniary Interest as spouse of a member of town council staff: relevant to minute no. 8846.

**8837 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 were submitted for consideration.

**8838 PUBLIC QUESTION TIME**

a. **Members of the public.** Members of the public took the opportunity to speak, as follows:

- 1) Bewdley Civic Society representative spoke to the Civic Day planned for 22<sup>nd</sup> June when a variety of events will be held in the town. Town Councillors were asked to be on display in the Guildhall along with civic regalia.
- 2) Bewdley Transition representative spoke of the talk to be given on 14/05/2019 on creating a plastic-free town. Also of the plans for a demonstration in Worcester to encourage county councillors to act against global warming.

## b. Representative members of the principal authorities

- 1) No division members from Worcestershire County Council were present.
- 2) All five of the district council ward members representing the Bewdley parish are now also members of the Town Council; it was noted that as they had only recently been elected to office they had nothing to report to this meeting.

## c. Representatives of support services

No reports received.

**8839 MINUTES:** To approve the minutes of the Town Council meeting held 01/04/2019.

**IT WAS RESOLVED TO APPROVE** the minutes of the Town Council's meeting held 01/04/2019.

## 8840 ACCOUNTS

The Town Clerk presented the position to 31/03/2019 (financial year-end) as follows:

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

Questions were asked regarding two of the invoices; one relating to legal services would be reviewed at the next meeting of the Staffing Committee.

### APPROVED

- ii. To note the Town Council's cash balances as at 31/03/2019, as general fund and balance sheet below...

Year Ended 31 March 2018		Year Ended 31 March 2019
	<u>GENERAL FUND</u>	
£		£
65,867.77	Balance at 1st April	57,245.05
169,428.71	Add Total Income	181,303.73
<u>235,296.48</u>		<u>238,548.78</u>
158,857.53	Less Total Expenditure	196,923.41
(£19,193.90)	Transfer (to) / from Reserves	£4,228.88
<b><u>57,245.05</u></b>	<b>Balance at 31st March</b>	<b><u>45,854.25</u></b>

### BALANCE SHEET AT 31st MARCH

116,409.52	<u>CURRENT ASSETS</u>	115,016.09
102.15	Cash at Bank and Investments	115,016.09
16,029.46	Petty Cash	22.87
4,229.00	V.A.T. Recoverable	10,261.06
<u>136,770.13</u>	Debtors & Prepayments	<u>8,075.40</u>
	<b>TOTAL ASSETS</b>	<b><u>133,375.42</u></b>
18,927.85	<u>CURRENT LIABILITIES</u>	
	Creditors & Accrued Expenses	31,152.82
<b><u>117,842.28</u></b>	<b>NET ASSETS</b>	<b><u>102,222.60</u></b>

### Represented by:

57,245.05	General Fund Balance	45,854.25
986.36	Reserves- Neighbourhood Plan	0.00
3,905.00	Reserves- Economic Regeneration	3,905.00
2,283.00	Reserves- Load Street Toilets	3,225.02
1,230.00	Reserves- War Memorials	1,530.00
9,611.96	Reserves- Election Costs	7,983.11
2,082.90	Reserves- Christmas Event	1,826.49
3,600.00	Reserves- Staff emergency absence cover	0.00
3,232.00	Reserves- Replacement Hats & Robes	3,732.00
2,411.80	Reserves- Mayor's Chain repair	2,911.80
500.00	Reserves- Bus Shelter Maintenance	500.00
750.00	Reserves- Insurance Valuations	750.00
600.00	Reserves- Civic Award	600.00
26,730.00	Reserves- Property Costs & Loan Repayment	25,825.00
2,674.21	Reserves- Together Project	3,579.93
<b><u>117,842.28</u></b>		<b><u>102,222.60</u></b>

- iii. To note the most recent bank reconciliation  
A copy of the most recent bank reconciliation was circulated and noted.
- iv. To note actual financial position compared to agreed budget for 2018/19  
A copy of the actual financial position compared to agreed budget for 2018/19 was circulated and noted.

## 8841 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 01/04/2019:

- a) **Planning Committee**, meeting held 03/04/2019  
**It was resolved** to note the Planning Committee's draft minutes.
- b) **Staffing Committee**, meeting held 15/04/2019  
**It was resolved** to note the Staffing Committee's draft minutes.

Cllr Davies would provide an update and recommendations for ratification at confidential session, minute no. 8846.

- c) **Finance and General Purposes Committee**, meeting held 18/04/2019  
**It was resolved** to note the Finance and General Purposes Committee's draft minutes of the meeting held 18/04/2019.  
The committee's Chairman at that time, Cllr J Byng, spoke to the committee's recommendations for approval as follows:

- c1) **Bus Shelter Cleaning**: to continue with the agreement to clean the Town Council's bus shelters with Fletcher Access and to monitor progress in accordance with the agreed schedule.

**APPROVED**

- c2) **Wyre Hill Play Area**

- i. The management terms of reference for the Wyre Hill play area
- ii. The friends of Wyre Hill play area's request for the placement of additional litter bins within the park
- iii. The BTC Caretaker and a friend of the Wyre Hill Play Park to attend routine play inspection training – costs to be confirmed  
(from the budget – Wyre Hill play area maintenance - £4000)

It was noted the bins would be installed following the installation of the new play equipment in August and subject to appropriate costing; they would be emptied by the BTC caretaker. The Town Clerk confirmed the play area is covered by the council's insurance cover.

**APPROVED**

- c3) **Adoption of the following policies**

- i. A Protocol for Councillor / Officer Relations  
**APPROVED**
- ii. Children and Vulnerable People Protection Policy - role of Protection Officer is to be undertaken by the Town Clerk and requires a current DBS check  
**APPROVED**
- iii. Committee Terms of Reference and Scheme of Delegation is to be reviewed for the next meeting.

- iv. Grant Awards Policy  
**APPROVED**

- v. IT Acceptable Usage, Data Protection and Social Media Policy was queried with regard to use of mobile phones and would be reviewed for the next meeting.

- c4) **Carnival Fire Works** - The 2019 Carnival Fireworks working group recommends Jubilee Fireworks Ltd undertake the display for this year's event.

**APPROVED**

#### **8842 NEIGHBOURHOOD PLAN COMMUNITY STEERING GROUP PROGRESS**

Update from group Chairman, Cllr R Stanczyszyn: the group had received a presentation from Pleydell Smithyman with regard to the approach they will take on the Landscape Character Assessment that is to start imminently.

A grant will be requested from Locality as soon as the bids process opens.

#### **8843 TOWN CLERK'S UPDATES**

The Town Clerk provided updates to ongoing concerns, including:

- a. **Wyre Hill Play Area** – meeting with the Friends of Wyre Hill Park held 01.05.19 raised issues about care of the site, dogs on the site, fence security, effect of the trees, possibly locking at night. The Friends are to hold a fund-raising fashion show. Finances and expectations were discussed.
- b. **Localism** – next meeting with WFDC 11.06.19 will refer to the toilets and Guildhall.
- c. **Riverside North Park paddling pool lease** - Concerns have been raised by Councillors in relation to the details of the lease. WFDC have yet to respond. The Town Council insurance cover will be for the 6 weeks of the lease only, WFDC's insurance covers the rest of the year.
- d. **Beales' Corner Notice Board** – The door has fallen off the frame, one quotation to repair it has been received; the Town Clerk is in the process of obtaining further quotations.
- e. **2018/2019 Pantomime and the Music Festival** – A working group is in place to review the Internal Auditors recommendations relating to the Pantomime and the Music Festival. Observations and recommendation to be brought to the next Council meeting.
- f. **Town Council's Corporate Plan review** - (to be carried forward)

The Mayor reported he had attended a meeting of the Environment Agency and Flood Volunteers and would report on it to the next Town Council meeting.

#### **8844 MAYOR'S DIARY AND FUTURE EVENTS**

- a. To receive an update on the Mayor's diary  
The Mayor had attended a meeting of the Almshouses Charity.  
The past-Mayor reported on his attendances whilst in post during the last month when he attended the Mayor of Kidderminster's Mayor-Making; a quiz-night in the Bewdley brewery; a thank-you event to mayoral civic event assistants during the last year.
- b. To note future community events

In agreement with members, the Mayor brought forward agenda item 8847 – Items of urgency or to note for future meetings:

- 8847** a) Would the Council consider appointing substitute members to stand in for absent committee members.
- b) The Police and Crime Commissioner has issued the annual questionnaire for completion by local councils.

The meeting agenda resumed its schedule.

**8845** **In accordance with the Public Bodies** (Admission to Meetings) Act 1960, s1(2) it was resolved to exclude the public and the press from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements:

The members of the public left the meeting at 7.55pm.

**8846** **STAFFING COMMITTEE RECOMMENDATIONS**  
Feedback from the Chairman to the Staffing Committee

Prior to discussion of part a) the Mayor declared a Pecuniary Interest as the spouse of a member of staff and left the meeting. The Chair was taken by Cllr L Kearns in his role of Deputy Mayor.

A confidential 'pink' paper was circulated to members.

a) **National Salary Awards 2019/20**

Information on the national salary awards for 2019/20 relating to staff pay was circulated for noting. A question was asked about the additional costs relating to National Insurance and pensions. This additional information would be taken to the Staffing Committee.

b) **Contract Review**

It was noted that an anomaly in the salary for a member of staff had been appropriately rectified.

The Mayor returned to the meeting but declared an Other Interest in the next item due to his membership of the Together Advisory Group and left the meeting. Cllr L Kearns reassumed the role of Chairman:

**Together Advisory Group**

a) The petty cash report was noted.

The Mayor returned to the meeting.

When requested to return the confidential pink papers, Cllrs C Edginton-White and R Coleman refused to comply. Cllr R Coleman asserted that as he had pledged to abide by the Members' Code of Conduct then he should be trusted to comply with the expectation of confidentiality. The issue of confidentiality was impressed on all present and the pink papers were not collected back although four members did return them at the end of the meeting.

**Summary of ongoing staffing issue**

The Chairman of the Staffing Committee to 07/05/2019, Cllr L Davies, provided an update with regard to an ex-member of staff. The next meeting of the Staffing Committee is scheduled for 21<sup>st</sup> May 2019.

**8847** **ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

Dealt with as above.

**8848** **FUTURE EVENTS/MEETINGS**

**8849** **DATE AND TIME OF NEXT ORDINARY MEETING** – Monday 3<sup>rd</sup> June 2019, 7pm

There being no further business this meeting was closed at 8.35pm.

Signed.....  
Mayor/Chairman