



BEWDLEY Town Council

PUBLIC NOTICE OF MEETING

Monday 7th September 2020 at 7pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

Public participation is welcomed. The Council meeting are currently being held virtually using Zoom software. To join the meeting please use the link below:

<https://us02web.zoom.us/j/82069308650?pwd=bVo4S3VVTGtVL3hKOURIQTJWMjU1UT09>

Any members of the public wishing to participate should email the Town Clerk townclerk@bewdleytowncouncil.org prior to the meeting. Questions relevant to the agenda or for consideration at future meetings may be asked of the Town Council; members of the public may speak for up to 3 minutes. Please note there is no expectation of a response at this time.

Representative members of the principal authorities and support services wishing to provide a report should email the Town Clerk townclerk@bewdleytowncouncil.org prior to the meeting.

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

1st September 2020

AGENDA

9196 OPENING REMARKS

9197 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9198 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.

9199 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

9200 PUBLIC QUESTION TIME

- i. Members of the public will be invited to ask questions relating to this agenda or for consideration at future meetings of this committee. Members of the public are allowed three minutes to speak on their subject. 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.

9201 PRESENTATION BY THE DEVELOPER OF THE FORMER FIRE STATION SITE

The developer to present their plans for the former Fire Station site.

9202 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

The draft minutes of the Town Council extraordinary meeting held 17/08/2020 will be presented to the meeting for approval by Town Council members.

9203 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 bank reconciliation as at 30/06/2020 – Quarter 1 and the current reserves - for **noting**
- iii. Comparison of budget to actual income and expenditure as at 30/06/2020 – Quarter 1 - for **noting**

9204 COMMITTEE AND GROUP REPORTS

- i. **Planning Committee.**
To **Note** the minutes of the Planning Committee meetings held on 26/06/2020 and 30/07/2020 and the draft minutes of the meeting held on 27/08/2020..
- ii. **Finance & General Purposes Committee**
To **Note** the draft minutes of the Finance & General Purposes committee meeting held on 22/07/2020. The following items were recommended for Council approval:
 - a) **Council Credit Card**
The use of the Unity Trust credit card for Council purchases
 - b) **Virements**
VE DAY grant budget of £1000 be transferred back to the Grant Aid and Donations budget.
Carnival Firework Budget £2000 to a New Year Firework budget
- iii. **Staffing Committee**
To **Note** the draft minutes of the Staffing Committee meeting held on 22/06/2020.

iv. **Together Group**

To **Note** the notes of the Together Group meeting held on 11/08/2020 and the associated risk assessments.

9205 SOCIAL MEDIA COMMENTS

A number of complaints have been received with regards to comments made on Social Media about the standing of the Town Council. A copy of the social media policy has been distributed along with this agenda.

Response from the Mayor Cllr A Coleman

Worcestershire CALC offer a number of training events, held via zoom. Members are reminded to contact the Town Clerk to confirm their availability.

9206 NEIGHBOURHOOD PLAN PROGRESS

To receive a verbal update from the Neighbourhood Plan Steering Group Leader Cllr R Stanczysyn. A copy of the Planning Reform Summary has been attached for information

9207 FLOOD DEFENCE GROUP

To receive an update report from Cllr C Edginton White regarding the Flood Defence Group to include:

- (a) An update on the Community Flood Volunteers Initiatives with Environment Agency.
- (b) Feedback from the WFDC Overview and Scrutiny evidence gathering received from residents and businesses 3rd September.

9208 BEWDLEY ANTI RACISM GROUP

Cllr S Billett to present an Anti-Racism motion

9209 EQUALITY AND DIVERSITY STATEMENT

To consider and approve an Equality and Diversity statement for inclusion on the new website, in Standing Orders and policies.

9210 CHRISTMAS LIGHT SWITCH ON

To consider and agree the type of event to be held on 05/12/2020.

9211 CHRISTMAS LIGHT TENDER

To approve the new Christmas light tender documents.

9212 MAYORAL CHAIN REPAIRS

To approve the repairs to the Mayoral Chain.

9213 BEWDLEY TOWN MARKETS

9214 REMEMBRANCE DAY

To discuss the Remembrance Day parade.

9215 TOWN CLERK'S UPDATES

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

- i. **Toilets**
- ii. **No Parking Signs**
- iii. **Bollards**
- iv. **Planters**

v. **Wyre Hill Sand Park**

9216 ANNUAL PAY AWARDS

To Note – the annual pay award for 2020-21 is 2.75% with an extra days holiday for those employees with less than 5 years service.

9217 LOCALISM

To receive the notes from the Localism Group meeting 28/08/2020 and agree the priorities going forward to be included in the 2021-22 budget.

9218 MAYOR'S DIARY AND FUTURE EVENTS

i) To receive an update on the Mayor's diary

ii) Future Civic and Community events

Mayor's Civic Sunday 27/009/2020 – postponed

Remembrance Sunday – TBC

9219 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

9220 In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest

9221 ON-GOING STAFFING MATTERS

To discuss and agree on-going staffing matters

9222 DATE AND TIME OF NEXT ORDINARY MEETING – 5TH October 2020



BEWDLEY Town Council

MINUTES OF

**THE
EXTRAORDI-**

NARY TOWN COUNCIL MEETING

**HELD AS A VIRTUAL MEETING ON
17th August 2020 at 7.00PM**

This virtual meeting was held using Zoom software

(Voting was recorded by a show of hands where Councillors were able to access the meeting using a camera and could be seen by the Town Clerk; Councillors who had no access to a camera were asked to speak out or use the CHAT function on Zoom)

PRESENT

Council Members The Mayor, Cllr A Coleman and Cllrs J Byng, S Billett, R Coleman, S Collingridge, L Davies, C Edginton White, P Gittins MBE, P Harrison, H Lacy, M Maher, R Stanczyszyn, D Morehead, Deputy Mayor

In attendance: K Smith – Administration Assistant

9186 OPENING REMARK

The mayor welcomed everyone to the meeting and thanked the Administration Assistant for agreeing to host the meeting in the Town Clerk's absence, and for the preparation work completed to ensure correct legal procedures had been adhered to.

9187 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

Apologies were received from Cllr H Lacy.

9188 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.

For transparency, Cllr C Edginton-White declared that she was a personal friend of the claimant, subject of Agenda item 9191, Ongoing Staffing Matters, and therefore wished to leave the meeting prior to commencement of the discussion .

9189 COUNCILLORS' DISPENSATIONS

None requested

9190 PUBLIC QUESTION TIME

None

9191 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

It was **RESOLVED** to **Approve** the draft minutes of the Extraordinary Town Council meeting held on 23/07/2020 as a true and accurate record of that meeting.

9192 ADOPT A PLANTER

Cllr A Coleman asked if any members had any questions or comments to make on the proposed Terms and Condition and Risk Assessment for the 'Adopt a Planter' scheme. Cllrs M Maher and L Davies commented on the positive nature of the proposal and felt that it should be given full backing.

It was therefore **RESOLVED** to **Approve** the Terms and Condition and Risk Assessment for the 'Adopt a Planter' scheme.

9193 In accordance with the **Public Bodies (admission to Meetings) Act 1960, s1(2)**, it was **RESOLVED** that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.

Cllr C Edginton-White left the meeting at 7:07 PM

9194 ON-GOING STAFFING MATTERS

Cllr A Coleman clarified that this item was in relation to ongoing legal matters, and that members should consider the request to formally agree and approve the suggested wording of the legal agreement.

Cllr R Stanczynszyn complimented the wording of the document but requested that the Chair of the Staffing Committee be allowed to share his thoughts and recommendations before proceeding with voting.

Cllr P Harrison, Chair of Staffing Committee, stated that the wording of the document had previously been queried and amended, and he was therefore happy to recommend and propose approval. Cllr L Davies agreed to second, but requested a named vote for absolute clarity.

Votes For (5): Cllrs J Byng, R Coleman, M Maher, R Stanczynszyn,
D Morehead, S Billett, P Harrison, L Davies,
S Collingridge, P Gittins MBE and A Coleman, Mayor.

Votes Against (0)

Abstentions (0)

9195 DATE AND TIME OF NEXT ORDINARY MEETING – 7th September 2020

The meeting closed at 7:12 PM

Signed
Mayor/Chairman
7th September 2020

Bewdley Town Council	
Cash Balances Period Ending 30/06/2020 Quarter 1	
RECONCILIATION REPORT	
Summary	
GBP	
Statement beginning balance	111,618.00
Cheques and payments cleared (17)	-13,974.31
Deposits and other credits cleared (3)	974.34
Statement ending balance	98,618.03
Uncleared transactions as of 30/06/2020	-1,371.59
Register balance as of 30/06/2020	97,246.44
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 30th JUNE 2020	10,652.92
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 30th JUNE 2020	30,671.97
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 30th JUNE 2020	30,000.00
PETTY CASH @ 30TH JUNE 2020	44.84
TOGETHER GROUP PETTY CASH @ 30TH JUNE 2020	150.00
Total Cash and Investments	168,766.17

Bewdley Town Council					
Budget vs. Actuals 2020-21					
QUARTER ONE - APRIL TO JUNE 2020					
	Total				
	Actual	Budget	Remaining	% of Budget	% Remaining
<u>Income</u>					
Christmas Event Income		1,000.00	1,000.00	0.00%	100.00%
Community Flood Volunteer Schem	400.00		-400.00		
Interest Received		100.00	100.00	0.00%	100.00%
Lengthsman Scheme	195.71	2,800.00	2,604.29	6.99%	93.01%
Lifebuys replacements 2020-21	200.00		-200.00		
Load St Toilets- WFDC	8,948.00	8,790.00	-158.00	101.80%	-1.80%
Miscellaneous Income			0.00		
Markets		1,300.00	1,300.00	0.00%	100.00%
Total Miscellaneous Income	£ 0.00	£ 1,300.00	£ 1,300.00	0.00%	100.00%
Precept	91,175.00	182,350.00	91,175.00	50.00%	50.00%
Total Income	£100,918.71	£196,340.00	£ 95,421.29	51.40%	48.60%
<u>Expenses</u>					
Capital Expenditure			0.00		
Lifebuys		1,000.00	1,000.00	0.00%	100.00%
Notice Boards & Town Signs		2,000.00	2,000.00	0.00%	100.00%
Planters (Externally Funded)	1,257.96		-1,257.96		
Seats		2,000.00	2,000.00	0.00%	100.00%
Street Poles, baskets & tubs		250.00	250.00	0.00%	100.00%
Town Clerk Office		2,000.00	2,000.00	0.00%	100.00%
VAS Signs		3,800.00	3,800.00	0.00%	100.00%
Total Capital Expenditure	£ 1,257.96	£ 11,050.00	£ 9,792.04	11.38%	88.62%
Council Costs			0.00		
Badges & Shields		620.00	620.00	0.00%	100.00%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies		1,500.00	1,500.00	0.00%	100.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance		500.00	500.00	0.00%	100.00%
Insurance Valuations		150.00	150.00	0.00%	100.00%
Mayor's Chain Maintenance		1,000.00	1,000.00	0.00%	100.00%
Mayor's Expenses		5,000.00	5,000.00	0.00%	100.00%
Mayoral Roll		200.00	200.00	0.00%	100.00%
Public Meetings		100.00	100.00	0.00%	100.00%
Total Council Costs	£ 0.00	£ 10,570.00	£ 10,570.00	0.00%	100.00%
Election cost & Provision		5,000.00	5,000.00	0.00%	100.00%
Employment Costs		74,000.00	74,000.00	0.00%	100.00%
Admin Apprentice	3,214.26		-3,214.26		
Load St Toilets Cleaner	2,298.27		-2,298.27		
Mayor's PA & Administrator	2,783.31		-2,783.31		
Town Clerk	9,449.82		-9,449.82		
WFDC Admin Charge	120.00	450.00	330.00	26.67%	73.33%
Total Employment Costs	£ 17,865.66	£ 74,450.00	£ 56,584.34	24.00%	76.00%

Grant Aid & Donations		12,000.00	12,000.00	0.00%	100.00%
Millennium Green Maintenance	16.66	750.00	733.34	2.22%	97.78%
Operating Costs			0.00		
Advertising & Official notices		100.00	100.00	0.00%	100.00%
Audit Fees	285.00	1,000.00	715.00	28.50%	71.50%
Broadband	80.31	500.00	419.69	16.06%	83.94%
Computer	25.00	200.00	175.00	12.50%	87.50%
Garage Rent- rear 14 Load st	1,026.81	4,500.00	3,473.19	22.82%	77.18%
Insurance		5,300.00	5,300.00	0.00%	100.00%
Intruder Alarm		700.00	700.00	0.00%	100.00%
Legal Fees -Less Prepayment £7000	3,381.25	5,000.00	1,618.75	67.63%	32.38%
Maintenance	430.00	1,500.00	1,070.00	28.67%	71.33%
Photocopier	205.34	1,500.00	1,294.66	13.69%	86.31%
Postage	29.52	200.00	170.48	14.76%	85.24%
Refreshments		150.00	150.00	0.00%	100.00%
Service Charge & Business rates	1,047.90	900.00	-147.90	116.43%	-16.43%
Small Office Equipment		150.00	150.00	0.00%	100.00%
Software & Support	1,060.00	5,000.00	3,940.00	21.20%	78.80%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print	147.70	2,000.00	1,852.30	7.39%	92.62%
Subscriptions	1,647.73	2,000.00	352.27	82.39%	17.61%
Telephones	226.61	600.00	373.39	37.77%	62.23%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff	80.00	1,000.00	920.00	8.00%	92.00%
Travel & Training- Councillors		500.00	500.00	0.00%	100.00%
Unity Bank Charges	29.85	150.00	120.15	19.90%	80.10%
Website	1,000.00	1,500.00	500.00	66.67%	33.33%
Total Operating Costs	£ 10,703.02	£ 35,150.00	£ 24,446.98	30.45%	69.55%
Padding Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	3,970.00	7,000.00	3,030.00	56.71%	43.29%
Town Events			0.00		
Carnival Fireworks		2,000.00	2,000.00	0.00%	100.00%
Christmas Festivities		5,000.00	5,000.00	0.00%	100.00%
Christmas Lights	212.32	11,500.00	11,287.68	1.85%	98.15%
VE DAY Grants		1,000.00	1,000.00	0.00%	100.00%
Total Town Events	£ 212.32	£ 19,500.00	£ 19,287.68	1.09%	98.91%
Town Maintenance			0.00		
Bus Shelters cleaning & maint		1,000.00	1,000.00	0.00%	100.00%
Churchyards		500.00	500.00	0.00%	100.00%
General Maintenance		2,000.00	2,000.00	0.00%	100.00%
Lengthsman		2,800.00	2,800.00	0.00%	100.00%
Lifebuoys		250.00	250.00	0.00%	100.00%
Load Street Toilets	187.83	1,000.00	812.17	18.78%	81.22%
Maintenance of existing seats		1,000.00	1,000.00	0.00%	100.00%
Signs & Notice Boards		500.00	500.00	0.00%	100.00%
Street Poles, Tubs & Baskets		3,000.00	3,000.00	0.00%	100.00%
Town Clock	294.16	200.00	-94.16	147.08%	-47.08%
Wyre Hill Play Area	100.00	4,000.00	3,900.00	2.50%	97.50%
Total Town Maintenance	£ 581.99	£ 16,250.00	£ 15,668.01	3.58%	96.42%
Total Expenses	£ 34,607.61	£ 196,720.00	£ 162,112.39	17.59%	82.41%
income over expenditure	£ 66,311.10	-£ 380.00	-£ 66,691.10		



Summary of potential implications from planning reforms

The Planning White Paper, [Planning for the Future](#), is now out for public consultation. This paper sets out proposed planning reforms that the Government states will streamline and modernise the planning process.

Locality believe that the reforms may mean that neighbourhood plans will have a much more slimmed down scope. Below we present a summary of potential implications that people like you involved in neighbourhood plan making may be interested in. Please note this is based on our own understanding.

Don't forget, the White Paper is only a consultation and the final approach will be decided by Government after it has received responses to the consultation.

Implications on local plans

- The scope of local plans may be reduced.
- Local plans may no longer allocate specific sites for development, with an emphasis instead on categorising land into one of the following three categories: growth; renewal; protected.
This is intended to provide a more streamlined consent route in growth and renewal areas (including for example, automatic outline planning permission for the principle of development in growth areas).
- Local plans may largely no longer include development management policies and where they are included they would be restricted to site or area-specific requirements, including broad height limits, scale and/or density limits for land included in growth or renewal areas.
- Local plans may include more design detail than they do currently, through for example, the use of guidance, codes and setting out detailed parameters for proposed development to adhere to.
This is with a view to the 'building better and building beautiful' objectives and giving developers more certainty. If developers follow these details there is a greater likelihood they will get approval to build.

Implications on neighbourhood plans

The White Paper does not go into detail on what shape any reforms to neighbourhood plans could take. However, it suggests to us that the scope of what neighbourhood plans can do may be reduced in a manner similar to the approach suggested for local plans.

Without details it is difficult to be definitive, but based on our interpretation of the document, the following could be potential implications:

- Neighbourhood plans would be able to continue to include detailed design guidance and codes (something they can do under the current planning system) to shape development.
There would be a move towards the use of digital tools to help groups when preparing plans. Tools could include 3D visualisation technologies to explore proposals within the local context, making it more accessible.
- Neighbourhood plans may not be able to allocate sites for development (including housing), and it is not clear if they will/will not be able to categorise land under the categories of growth, renewal and protected (this is not made explicitly clear in the document).
- Neighbourhood plans may largely not be able to include development management policies (i.e. policies that planning officers normally take into account when deciding on planning applications, for example, policies that seek to protect the vitality of the high street) (this is not made explicitly clear in the document).

Implications on neighbourhood development orders (NDOs)

- NDOs are listed as one of the ways to secure permission for development in renewal areas.

Implications on public participation in decision making

- Under the current planning system the public largely have two core opportunities to shape planning:
 - 1. at the local/neighbourhood plan development stage and

- o 2. at the planning application stage when applications for development on specific sites are put forward.

Under the proposed reforms the second opportunity will largely be removed, with public participation taking place mainly at the plan development stage. This is because under the proposals the principle of development may be agreed at the local plan development stage.

- Local planning authorities will be encouraged to use digital tools to support a new engagement process for local plans and decision-making. The Government hope that this will make it easier for people to understand what is being proposed and its likely impact on them through visualisations and other digital approaches. The Government also plan to make it easier for people to feed in their views into the system through social networks and via their phones.

A shift from documents to data

As well as greater use of digital technologies in engagement (as noted above), there will be an emphasis on moving away from documents to data in a bid to make planning more accessible and more efficient. For example, local plans would include accessible interactive maps that show what can be built where.

Similarly, other critical datasets that the planning system relies on, including planning decisions and developer contributions, would be standardised and made openly and digitally accessible.

Dear Town Councillors,

I have been working with the Bewdley Anti-Racism Group on ways in which to promote and celebrate diversity and tackle rural racism.

One way we feel we can do this is for Bewdley Town Council to adopt the following motion:

“Bewdley Town Council is committed to raising awareness of racism and other forms of injustice in order to make Bewdley a more inclusive and anti-racist community that welcomes, values and celebrates diversity. It will support groups and organisations in the town that share this objective with the Town Council.”

I look to my fellow councillors to support this progressive and positive motion that will benefit Bewdley; it’s residents, economy, and visitors.

The group would also hope to have the support of the council in its future work.

Cllr Sarah Billet



**BEWDLEY TOWN COUNCIL
MEETING 7TH SEPTEMBER 2020**

DECISION REPORT OF TOWN CLERK

Equality and Diversity Statement

DECISION REQUESTED

To consider and **Agree** the Equality and Diversity Statement for inclusion on the Town Council website and as a foreword note in standing orders and key policies.

BACKGROUND

At the Town Council meeting on 6th July 2020 a member of the public asked for the Council's support in raising awareness of diversity and inclusivity through the Council's aims, objectives and policies.

The Town Council currently has an employees' Equal Opportunities policy, adopted 03.02.2020 document reference BTC/001 with a new Equality and Diversity policy to be presented to the Finance & General Purposes committee in September 2020.

ACTION

The statement below has been written for inclusion on the Town Council's website and as forward note in the standing orders.

FINANCIAL IMPLICATIONS

None

RISKS

Non-compliance with the Equality Act 2010 could lead to the Council being fined and reputational damage.

RECOMMENDATION

Bewdley Town Council adopt the Equality and Diversity Statement for inclusion on the website and as a foreword note in the standing orders and key policies.

Sharon Hudson
Town Clerk
5th August 2020

Equality & Diversity Statement

Bewdley Town Council believes in fairness, equality and values diversity.

The Town Council are working hard to create a culture that celebrates diversity and welcomes difference; a place where everyone's rights and dignity are respected.

The Town Council are striving to provide a work and social environment free from discrimination, prejudice, intimidation, and all forms of harassment and bullying. We want to achieve this for all our staff and our communities.

It is the Town Council's policy to treat everyone as individuals, irrespective of ethnicity, nationality, national origins, disability, sexual orientation, religion or belief, marriage or civil partnership, family circumstances, political beliefs, gender, gender reassignment, pregnancy or maternity status, trade union membership, age, or any other unfair distinction in every interaction with our staff and residents.

The Town Council are demonstrating our commitment to equality and diversity through our day-to-day actions, we want Bewdley Town Council to be a welcoming environment where individual difference is celebrated in the places we live and work.



**BEWDLEY TOWN COUNCIL MEETING
7TH SEPTEMBER 2020**

Town Clerk Report

CHRISTMAS LIGHT SWITCH ON

Decision

Members are asked to consider and approve the following:

- The Bewdley Christmas Light Switch-On event for 2020 is scaled down to the provision of a market and lights are switched on by the Mayor at 5.30pm from the Guildhall.
- Continue to work with Greatest Hits Radio to ascertain the possibility of delivering a virtual light switch on event.

Background

This year's Christmas Lighting switch-on is due to take place on Saturday 5th December. Bewdley Town Council's Christmas event is extremely popular with both residents and visitors offering family entertainment throughout, market stalls and attractions.

Planning for this year's event began back in February 2020, approaching what was then Signal Radio (now Greatest Hits Radio) and Signal Traffic Management for quotations and Severn Valley Railway for sponsorship.

Festival Lights have agreed, as usual, to put the lights up after the Remembrance Day parade. This being the last year of their three-year contract and the Rotary Club have agreed the supply of the Christmas tree.

The 2020-21 budget for the event is £5000 plus reserves of £4294.95.

Observations

Over the last five months the Covid-19 pandemic has had an impact on events across the world with large gatherings not being permitted during lockdown. The current government guidelines suggest that large gatherings, held in a Covidsecure manner, may be permitted from 1st October with distancing measures in place.

The Bewdley Town Council Christmas Light switch-on traditionally sees thousands of visitors congregating in Load Street especially at 5.30pm when the lights are normally switched on. The office has already received many enquiries with regards to this year's event, it would now be helpful in managing expectations to have a plan of action.

Greatest Hits Radio would still like to be involved in the event and have suggested the possibility of a virtual light switch on at the same time as the actual lights are switched on in town. The Market provider LSD Promotions Limited are keen to hold the market on the Load Street car park leaving the highways accessible. Severn Valley Railway are limiting

their service to one drop off and one pick up at the Bewdley station each day, with a 2-3 hour window.

Financial Implications

Any budget not spent in this financial year could be carried over to 2021-22. Additional income, generated by the event, would not be realised.

Risks

Holding a large event may lead to a local spike in Covid-19 cases and a local lock-down. Residents expectation may not be met leading to reputational damage.

Recommendations

In light of the current restrictions and the future unknown, no plans are made for the normal large town wide event that accompanies the light switch on.

The market providers are asked for a Christmas market plan and risk assessment for the Load Street car park.

Talks continue with Greatest Hits Radio to ascertain the possibility of delivering a virtual light switch on event.

**Sharon Hudson
Town Clerk
25th August 2020**

Bewdley Town Council
25(A) Load Street
Bewdley
DY12 2AE

Invitation to tender for a 3-year contract for Christmas Light for Bewdley Town Council

Bewdley Town Council wishes to offer a three-year contract (2021-2023) to a supplier who will provide a Christmas lights displays to light the town and locations as listed below.

Scope of the contract

The contract will include a fully managed solution for the provision, installation, testing maintenance, dismantling and storage of the Christmas lights and associated electrical installations. Ensuring the lights are installed, tested and working at least one week prior to the towns Christmas light switch on event (dates to be confirmed annually, usually 1st Saturday in December).

The Contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments, necessary for the smooth and safe fulfilment of the contract, are in place.

The Contractor is required to provide a proposed lighting scheme; displays and colour schemes will have to be discussed with and final approval agreed by Bewdley Town Council.

The Town Council require Christmas lights in the following locations:

- Load Street
- Welch Gate
- Dog Lane
- Kidderminster Road
- Severn Side South
- Beale's Corner Trees
- Christmas Tree

Installation Requirements

- 25 x mounted lamp post decorations/motifs located as follows:
 - ❖ Load Street (13 motifs),
 - ❖ Welch Gate (1 motif),
 - ❖ Dog Lane (1 motif),
 - ❖ Severn Side South (3 motifs)
 - ❖ Kidderminster Road (7 motifs)
- Installation of lights on the Load Street Christmas tree (Tree supply not required).
- Installation of lights in the trees facing the river adjacent to Bridge House, Beale's Corner.
- String lights between lamp columns in Load Street depending on design and cost – this is optional.
- Decorations **must not** span the width of any highway or road junction.

To bid for this tender, please submit the following:

- 1) The technical specification (details of experience, proposed approach to the works etc.) including a list of motifs/decorations planned with their anticipated life-spans.
- 2) A visual “mock-up” of what the scheme will look like in situ.
- 3) Your cost for the three-year Christmas Lights display, broken down per year, to be invoiced annually.
- 4) The names and contact details of two references who have received a similar service in the past 12 months.
- 5) A copy of your current public & employers’ liability insurance documents
- 6) Risk Assessments
- 7) Method Statements

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

Tender documents

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document)
- A list of additional requirements (Appendix 1)

Reporting procedure

A preliminary meeting will be held between Bewdley Town Council and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

The Town Clerk, Sharon Hudson, will have overall responsibility for the project on behalf of Bewdley Town Council.

Bewdley Town Council will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.

Criteria for award of contract

Bewdley Town Council is not bound to accept the lowest tender bid for the work required; the following criteria and scoring will be applied to the bids received. The bid with the highest score will be awarded the contract for the work.

Demonstrated ability to deliver similar projects to a high quality	25%
Price fit within budget	25%
Quality and value for money	30%
Use of local resources and skills	20%

How to submit your bid

Tenders are to be submitted in hard copy in a sealed marked envelop to Sharon Hudson at the above address by **noon** on **XXXXXXXX 2020**. Submissions received after this date and time will not be considered. The envelope should bear no distinguishing marks that would identify the tenderer.

Bewdley Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

Tender bids will be treated as private and confidential and should be marked as such.

All tenders will be opened at the same time by the Town Clerk, in the presence of at least one Councillor.

Bids for this contract will be opened on **XXXXXX 2020**.

The Council will notify applicants of the outcome of their tender by the **XXXXXX 2020**.

Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Tenders section of the Town Council's website and will be updated regularly.

(www.bewdleytowncouncil.org).

For further information, please contact Sharon Hudson, Town Clerk – townclerk@bewdleytowncouncil.org.

Appendix 1

ADDITIONAL REQUIREMENTS

The Town Council is seeking a contractor to fully manage the installation, maintenance, removal and storage of the Christmas lights and associated electrical installations in the town. The successful contractor will be expected to fulfil the following:

1. The Town Council requires a scheme of around 25 LED lamp post motifs. The contractor will agree, in conjunction with the Town Clerk, a scheme of 25 decorations. These shall be supplied by the contractor on a three year hire agreement and can include ex-hire motifs. For the purpose of this contract, the Town Council require a proposed lighting scheme to be submitted, including locations of the lighting and imagery of the designs of the proposed motifs. The scheme can also include "string" lights in Load Street dependent on the overall design of the scheme and cost. Schemes must not be "garish" but a splash of colour may work well. This can be discussed with the Town Clerk.
2. To arrange for all equipment to be stored and fully covered by the Contractor's insurance whilst in storage.
3. Detailed plans and records of the planned location of each decoration and lamp column numbers shall be drawn up by the Contractor in conjunction with the Town Clerk.
4. Install and test all lighting at least one week prior to the 'switch on' date. The Council shall be informed in writing that all illuminations and associated equipment are installed and operational.
5. Testing shall include safety tests on anchor points and viability of any catenary wires which may be installed throughout the duration of the contract. Testing shall be carried out to ISO standards.
6. All electrical components shall be tested and all wiring, connections etc. should be certified safe.

7. All equipment will be installed and anchored such that they are safe and compliant with relevant Health and Safety regulations.
8. The contractor shall ensure safe working practices are adopted at all times and that workers and the public are fully protected.
9. The contractor will hold the relevant insurance cover including professional and public liability to the value of £10m as a minimum.
10. All reported faults are to be evaluated within 24 hours and remedied within 3 days. Weekends shall not be excluded from this arrangement.
11. Emergency out-of-hours call-outs are to be included in the agreement if adverse weather conditions create a potentially dangerous situation.
12. The contractor will provide all necessary equipment including cherry pickers and vehicles to transport and install the equipment.
13. The fees shall cover all works including call-outs.
14. The contractor will ensure that all lighting switches on and off daily at the times agreed with the Town Clerk.
15. The contractor will attend the 'switch on' event and arrange to ensure simultaneous lighting of all motifs in Load Street at the time agreed with the Event Manager on the day.
16. The contractor shall conduct all necessary due diligence in advance of submitting their proposals as the Council will not accept liability for additional payments.
17. The contractor and all of their employees shall hold the required electrical installation qualifications including the G39 certificate.

BEWDLEY TOWN COUNCIL

Meeting 7th September 2020

SUBJECT

Repairs to Regalia

DECISION REQUESTED

Approval is sought for quotations 1 and 2 repairs to the Mayoral Chain and refitting the original shield and mace at a cost of approximately £3000.

BACKGROUND

The Mayoral chain has been damaged over the years and now requires maintenance work to ensure it is fit for purpose for future Mayors.

Following the Council meeting of 6th July 2020 the Mayor asked for a full quotation for to repair the whole chain.

OBSERVATIONS

Following the Photographs of the Mayoral Chain were sent to Thomas Fattorini's and quotations sought for repairs.

The Following quotations were received for the works to be undertaken

Q0073796:1



Replacement shield

To existing 18Ct chain, produce and fit 18Ct gold and hand painted shield, size 23mm x 28mm.

Complete with two locating pins to the reverse of the shield.

Repair red chipped enamel to the top of the crown attached to the link.

DN B120531-25

Price £1215.37 nett

Q0073796:2



Replacement shield crown and scroll.

To existing 18CT gold chain, remove existing damaged scroll. Produce 18Ct white gold scroll, flux enamel and finish as required,

Complete with locating pins. Produce 18CT gold shield and crown, shield modelled, crown enamelled one colour.

Complete with locating pins, assemble.

DN B120606-19

Price £1602.52 nett

Quotations were originally sought in 2012 when the following repairs were proposed:

Third Link



This was just a proposal, but at the time the council didn't have any details of what was originally on this link.

Our thinking at the time was that we could use the existing damaged scroll and produce a bespoke shield, similar to Q0073796:1 / DN B120531-25

If the council could provide details of what the crest for the shield and motto for the scroll would be.

An estimated cost of £1300 nett was suggested

A missing shield has now been located, in the presentation case and could be re-fitted here at a minimum cost.

The missing mace has also been located, then I would suggest a cost of £40 nett to solder and polish

All prices quoted exclude carriage and VAT; the lead time would be 8 weeks.

The chain would have to be sent to Thomas Fattorini's for 7 – 10 working days to allow for measurements to be taken. The chain would then be returned and towards the end of the process the chain would be returned to the workshop for assembly.

FINANCIAL

The 2019/20 Mayors Chain maintenance budget (Council Costs) is £350 however the Council have an ear-marked reserve of £2911.80 for chain repairs.

RISK

Without repair the chain will deteriorate as will the value. Items may be lost and the costs of replacements may exceed Council budgets.

LEGAL

None

ACTION

To consider which repairs should be undertaken within the timeframe and Council budgets.

RECOMMENDATION

The Mayoral Chain is repaired prior to the next mayoral year. Opting for quotations 1 and 2 and refitting the original shield and mace at a cost of approximately £3000.

Date: 5th August 2020

**Sharon Hudson
Town Clerk**

Remembrance Sunday 8th November 2020

Guidance is currently sparse.

Royal British Legion

The Royal British Legion has announced that The Poppy Appeal will look very different, being largely virtual. As for the Cenotaph Service, on which many model local events, they say *'due to the Covid-19 pandemic, we are continually reviewing our events and to ensure better clarity on the situation in November, the Legion will communicate its full plans for this year's Cenotaph dispersal in early autumn'*

NACO suggestions

An email received from the National Association of Civic Officers (NACO) suggests a need to be flexible and have a staged plan, which can expand or contract to match circumstances. By November, the worst of the pandemic could be behind us, but just as possible is a second wave with restrictions could be introduced.

Minimum Public Expectation

The minimum public expectation of Remembrance Sunday would be that at 11.00am a two-minute silence is observed, ideally started and ended with the Last Post and Reveille, played live or recorded.

Thereafter a wreath will be laid at a Memorial. The more senior the person laying any wreath the greater their claim that they do it on behalf of those who cannot be there. The Mayor could therefore lay a wreath on behalf of many. It has also been suggested that a uniformed representative from one of the armed services could be invited as well as a representative from the RBL.

Other representatives

A further expectation may be that one representative of ex- service, youth and civilian groups would also lay wreaths.

Organisation

Because of Bewdley's lack of space by the memorial, it may not be possible to organise a socially distanced wreath-laying ceremony. The challenge for organisers is to manage the public, who traditionally and understandably want to watch the ceremony. A decision therefore needs to be made as to whether a road closure should take place this year. It could be a year to have dispersed ceremonies, with elected members council officials and others ensuring that a tribute is laid at the two sites simultaneously.

Social Media

The use of technology and social media could help. Advance promotion of it will be important, to let the public know how they can remember 'at home' for example, and why a decision has been made to conduct the ceremony differently this year. A photo montage could be added to the BTC website and Facebook page following the event.

TOWN CLERK'S UPDATES

- i. **Toilets**
WFDC are still cleaning at weekends and re-filling the hand sanitizer. The are still a number of outstanding repair issues, all of which have been reported to WFDC.
- ii. **No Parking Signs**
WFDC have fitted new no parking signs on Severn Side South, the reported incidents have dropped.
- iii. **Bollards**
No further news of a fitting date from WCC
- iv. **Planters**
4 Planters are now in-situ; funding has been received for 3 more (curtesy of Cllrs Anna and Roger Colemans' District Funds). Adopt a planter - 12 expressions of interest were received; 12 applications sent out, only 1 has been returned. This may be due to the need for public liability insurance and the need for continual watering.

All applicants have been re-emailed in case the original one went missing during the email transfer.
- v. **Wyre Hill Sand Park**
Complaints have been received about youths congregating in the park eating and drinking. The local Police have been information as have the Friends group. Locking the gates is proving difficult, BTC don't have the capacity and one of the Friend group keyholders has moved away.

LOCALISM GROUP

28TH AUGUST 2020 12PM - MEETING held via ZOOM

MEETING NOTES – no agenda issued

Group members – Cllrs L Davies, C Edginton White, R Stanczynszyn

Attendees - Cllrs L Davies, C Edginton White, R Stanczynszyn & S Hudson Town Clerk

Paperwork provided.

The Town Clerk provided a copy of the WFDC Localism update from June 2020 with an additional column for BTC comments and costs, also a copy of the WFDC Localism Offer – Bewdley report August 2020 both of which were discussed at the WFDC localism meeting held on 12th August 2020.

WFDC Localism Offer

Councillors undertook discussion on what, from the assets listed on the WFDC Localism Offer, would they considered were the priorities for the Town Council to take forward.

1. Priorities

It was agreed that priorities should, in the first instance, be

- Toilets
- 6A Load Street

A condition report for 6A Load Street had been requested but at the date of the meeting no information had been received. At the meeting held on 12th August WFDC had agreed to look at the repairs required to the Toilets, again no further correspondence had been received.

2. Car Parks

Residents car parks at Westbourne Street and Lax Lane. Information on income and expenditure had been requested, but nothing received.

Other car parks income had been provided but no expenditure figures. WFDC have been clear that any profits made on car parks would have to be paid back and any short fall in expected income reimbursed. At this time these car parks are not seen as a priority.

With regards to the public / open spaces there were concerns that the figures provided were inflated with WFDC's direct costs. The Town Clerk was tasked with getting a clearer understanding of what the maintenance of these areas would actually cost the Town Council.

3. Museum & Guildhall

Concerns were raised with regards to the Museum / Guildhall and its transfer to trust status. WFDC have provided no information with regards to funding etc. further clarity needs to be sought. Cllr Edginton White confirm that the next meeting of the Museum Management Board is due to be held in September, at which, a report regarding the trust transfer should be presented.

4. Paddling Pool

The pool itself is not viable in its current state and should not be considered for transfer.

With Unitary authorities on the horizon, the Town Council has the opportunity to play a greater role in running local amenities for local communities with this in mind consideration should be given to developing the Bewdley Town Council forward / corporate plan looking at the Councils priorities over the next three to ten years.

Recommendation

Members are asked to consider and agree taking forward the identified key priorities and including these in the 2021-22 budget.

- **Load Street Toilets**
- **6A Load Street**