



BEWDLEY Town Council

PUBLIC NOTICE OF MEETING

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

Monday 4th November 2019 at 7pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

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

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

28th October 2019

AGENDA

8951 MAYOR'S OPENING REMARKS

8952 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

8953 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.

8954 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

8955 PUBLIC QUESTION TIME

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

8956 PRESENTATION FROM WYRE FOREST DISTRICT COUNCIL RELATING TO LOCALISM

8957 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

The draft minutes of the Town Council meeting held 7th October 2019 will be presented to the meeting for approval by Town Council members.

8958 ACCOUNTS

Town Council members will be presented with the following:

- i. The current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency - **approval** decision required
- ii. The Town Council's cash balances as at 30/09/2019 (half year), for **noting**
- iii. The most recent bank reconciliation as at 30/09/2019 (half year), for **noting**
- iv. Comparison of budget to actual income and expenditure for the current year to date (half year), for **noting**

8959 COMMITTEE REPORTS

i. **Planning Committee.**

The minutes of the meeting held on 31/10/2019 will be presented to the next meeting.

ii. **Finance and General Purposes Committee**

The draft minutes of the meeting held 16/10/2019 will be circulated; the following recommendations are put for **approval**:

a) External Auditor Report - to Note

The PKF Littlejohn external auditors Notice of Conclusion for the audit 2018/19.

b) Updated Policies

To review and **Agree** the following policies

BTC015 – Guide to Mayoralty

BTC023 – Risk Management Policy

BTC033 – Beale's Corner Notice Board (Terms and Conditions)

c) Risk Assessments

To review and **Agree** the following risk assessments

- General risk assessment
- Wyre Hill Sand Park risk assessment

d) Pantomime & Music Festival Review

To review the Pantomime and Music Festival report and **Agree** the following recommendations to strengthen internal controls going forward.

The Pantomime and Music Festival post event analysis, as recommended by the Internal Auditor, identified a number of area's for improvement.

- Grant application protocols and procedures are introduced. (actioned)
- Financial regulations must be strengthened to include grant applications.
- Pre-project costings and risk assessments are undertaken and approved prior to any grant applications being made.
- All grant applications must be approved by the Finance and General Purposes committee and agreed by Council prior to any applications being submitted.
- For openness and transparency Councillors are reminded of the need to declare interests in relation to their connection to suppliers and none paid service providers when organising events.
- Quotations should be obtained for all expenditure in line with financial regulations and standing orders.

- Pre-project/event costings and risk assessments are undertaken prior to any event being agreed to or undertaken.
- Expenditure on any event must be reported to and approved by the Finance and General Purposes committee and agreed by Council.
- To ensure openness and transparency all non-chargeable supplies should be recorded in the event reconciliation accordingly.

e) Royal British Legion Poppy Appeal

To **Agree** - a donation to the Royal British Legion Poppy Appeal of £100.00 this includes the provision of 2 poppy wreaths for Remembrance Sunday

f) Lifebuoys

Following a recent survey of the Lifebuoys it was identified that there was a need to renew three housings; the Environment Agency also recommend the use of B-lines rather than a standard ring. (2019/20 no capital budget - £150 maintenance budget)

To **Agree** - the following actions

- Damaged lifebuoy housings are replaced with overhead hinged units as recommended by the Environment Agency (approx. £160 per unit)
- A rolling program of B-line installations is introduced to replace current rings.
- That the Lifebuoy maintenance budget is increased from 2020 onwards to allow for regular risk assessment reviews and cleaning.
- That a Capital budget is introduced to support a replacement program.

8960 ROAD SAFETY GROUP

To receive an update from the Road Safety Group Leader Cllr S Collingridge following the meeting held 08/10/2019.

8961 NEIGHBOURHOOD PLAN PROGRESS

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

To **Agree** – Appointment of APS Ltd offering professional advice and support for the Neighbourhood Plan (budget – Grant funding)

8962 TOWN CLERK'S UPDATES

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

- **Internal Audit -**

The Internal Audit Group meeting 16/10/2019 – reviewed progress to date and confirmed action is being taken to address the Internal Auditor's recommendations.

- **Public Benches -**

A list of all benches identified as belonging to WCC has been sent to the County Highways Manager. WCC have agreed to work with Cllr B Vale on a replacement program.

- **Localism -**

WFDC have included within in their budget consultation three questions relating to Town Councils precepts and potential asset transfers. The closing date of the consultation is 18/11/2019.

Lease for Riverside North Park paddling pool – WFDC have confirmed that there are issues with the drainage which need to be addressed before the pool can be fibre-glass lined. The Town Council are awaiting more information.

8963 BUDGET 2020/21 – FIRST DRAFT

Councillors are asked to **note** the budget proposals for 2020/21, as part of the localism agenda parks & open spaces, public toilets and the paddling pool have been included in this draft for the Councils information.

8964 CHRISTMAS LIGHT SWITCH ON EVENT

Councillors are asked to confirm the times that they would prefer to help at the Christmas event prior to the final draft of the day's rota being drawn up - 30/11/2019.

8965 VOLUNTEER COMMUNITY FIRST RESPONDER

To **Agree** - Cllr P Gittins MBE, as a first responder, seeks permission from the Council to remain on call during Council and Committee meetings.

8966 CALC REPRESENTATIVE

To **Agree** – two substitute Councillors to represent and vote on behalf of Bewdley Town Council at the Worcestershire County Association of Local Councils (CALC) AGM on 20/11/2019 7pm.

8967 STREET TRADING APPLICATION

To consider and **Agree** a street trading licence applications ref 19/06555/STRETR received from Worcestershire Regulatory Services

8968 FLOOD DEFENCES

Cllr C Edginton White to provide feedback with regard to the recent deployment of flood barriers. Councillors are reminded of the Community Flood Defence meeting – 07/11/19 7pm St George's Hall.

8969 MAYOR'S DIARY AND FUTURE EVENTS

- i) To receive an update on the Mayor's diary
- ii) To note future community events
 - 10/11/19 - Remembrance Sunday
 - 11/11/19 - Remembrance Day– Councillors are invited to pay tribute at the War Memorial at St Anne's Church at 11am
 - 16/11/19 - Music Night– A Mayor's Charity event to be held at St George's Hall time to be confirmed.
 - 30/11/19 – Christmas Light Switch On

8970 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

8971 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

8972 STAFFING

To consider and **Agree** staffing arrangements at Civic events

8973 WEBSITE

To consider and **Agree** Finance and General Purposes Committee recommendations.

8974 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 2nd December /2019,
7pm
