



BEWDLEY Town Council

MINUTES OF THE TOWN COUNCIL MEETING

HELD AS A VIRTUAL MEETING ON **7TH APRIL 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 J Byng, Cllrs D Morehead - Deputy Town Mayor
S Billett, A Coleman, R Coleman, S Collingridge, C Edginton White,
P Gittins MBE, P Harrison, R Stanczyszyn

In attendance: Two Member of the Public
S Hudson - Town Clerk

9068 OPENING REMARKS

At 7pm the Mayor had not accessed the virtual meeting; Cllr D Morehead as Deputy Mayor opened the meeting and spoke as follows:

Due to the on going Coronavirus pandemic and government advice it is not possible to hold face to face Town Council meetings; Agreement is sought that, during the COVID 19 pandemic crisis, holding virtual meetings requires that some elements of the standing orders relating to meetings be suspended.

All participants are asked to be mindful of the time constraints when speaking.
All votes taken should be spoken.

The Mayor Cllr John Byng joined the virtual meeting 7.03pm and thereafter chaired the meeting.

The Mayor spoke of the new statutory instrument issued by the Government on 04/04/2020 – The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows Councils to hold virtual Council meetings during the Coronavirus lockdown (up to 07/05/2021).

Members **RESOLVED** to **Approve** that all Council meetings are held virtually and where appropriate Standing Orders relating to meetings be suspended to allow for The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

9069 APOLOGIES FOR ABSENCE

Apologies were received from Cllr H Lacy.

Cllrs L Davies and M Maher were unable to join the virtual meeting due to technical issues with their home IT equipment.

9070 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.

None

9071 COUNCILLORS' DISPENSATIONS

None requested

9072 PUBLIC QUESTION TIME

i. **Members of the public.**

None

ii **Representative members of the principal authorities**

Mrs R Vale, WCC member for Bewdley division was unable to attend the meeting; prior to the meeting Mrs Vale provided Councillors with a comprehensive written update on issues and actions being taken by the County during the Coronavirus crisis.

Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall was unable to attend the meeting, the Mayor Cllr J Byng started to read his report but due to the time constraints of the meeting it was agreed that a copy would be emailed to all Councillors instead.

iii **Representatives of support services**

None

9073 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

With **Agreed** minor amendments, it was **RESOLVED** to **Approve** the draft minutes of the Town Council meeting, held on 02/03/2020, as a true and accurate record of that meeting.

9074 ACCOUNTS

The Town Clerk presented the position 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.

It was **RESOLVED** to **Approve** the schedule of payments as at 31/03/2020.

The following documents were presented to the Finance and General Purposes Committee 18/03/2020

- ii. It was **RESOLVED** to **note** the bank reconciliation, cash balances and reserves as at 28/02/2020.



Bewdley Town Council
Unity Current Account, Period Ending 28/02/2020

RECONCILIATION REPORT

Reconciled on: 06/03/2020
Reconciled by: Sharon Hudson

Any changes made to transactions after this date aren't included in this report.

Summary

Statement beginning balance	63,084.27
Cheques and payments cleared (27)	-13,343.25
Deposits and other credits cleared (3)	6,471.05
Statement ending balance	56,212.07

Uncleared transactions as of 28/02/2020	-1,680.59
Register balance as of 28/02/2020	54,531.48
Cleared transactions after 28/02/2020	0
Uncleared transactions after 28/02/2020	-14,969.12
Register balance as of 06/03/2020	39,562.36

UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 28TH FEBRUARY 2020	10,631.71

SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 28TH FEBRUARY 2020	30,460.85

CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 28TH FEBRUARY 2020	30,000.00

PETTY CASH	
BALANCE @ 28TH FEBRUARY 2020	69.63

TOTAL CASH & INVESTMENT 28TH FEBRUARY 2020	£110,724.55
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It was **RESOLVED** to **Approve** the provision of additional reserves for the following:

VAS signs	£2500.00
Replacement Notice Boards	£ 250.00
Street Poles	£2000.00

- iii. It was **RESOLVED** to **note** the current financial position actual against budget as at 29/02/2020.

9075 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 02/03/2020:

i) Planning Committee,

It was **RESOLVED** to **note** the minutes of the meeting held on 27/02/2020.

ii) Finance and General Purposes Committee, meeting held 18/03/2020.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 18/03/2020.

Approval sought for the recommendations as follows:

- a) COVID 19 Support Group – Cllr A Coleman confirmed that she had approached the COVID 19 support group and passed on her contact details as the nominated garage key holder. As yet the storage facility has not been used.

It was **RESOLVED** to **Approve** that the Council offer their support to the COVID 19 Support Group by providing a storage facilities for supplies and that as the nominated garage key holder Cllr A Coleman acts as the Council's coordinator.

9076 LOTTERY GRANT APPLICATION – Wyre Hill Sand Park

It was **RESOLVED** to **Approve** the final lottery grant application for Wyre Hill Sand Park. The application is to be progressed by the Town Clerk.

9077 EMERGENCY PROCEDURES

Emergency delegation procedures

In light of the current coronavirus crisis it was **RESOLVED** to **Approve** the following amendments to the standing orders and scheme of delegation.

- In a time of emergency, the Town Clerk, in conjunction with the Mayor and the Chairman of Finance & General Purposes committee, can undertake general expenditure up to a sum of £1500, in line with sections 4 and 6 of the financial regulations.

Additionally

- The Town Clerk, in conjunction with the Mayor, the Deputy Mayor and the Chairman of Finance & General Purposes committee, be delegated Council decision making on expenditure made in line with the Council's budgets.

Attendance

It was **RESOLVED** to **Approve** that the rule stating a member not attending meetings for a period of six months automatically ceases to be a member of the Council (LGA 1972 s85 (1)) be suspended for the duration of the Coronavirus crisis for the following groups:

- Front line workers
- Vulnerable groups & over 70's

9078 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

Future Meetings

Cllr C Edginton White commented that residents affected by the flooding were still struggling and asked that, as agreed in Council minute 9066, a meeting of nominated Councillors be set up (virtually) to discuss the issues. Mayor Cllr John Byng asked that this be done without the Town Clerk's involvement at this time. Cllr Byng will coordinate the meeting arrangements.

Items to Note

Shared Civil Enforcement Officer - Cllr R Coleman commented that this had been voted against previously and could not therefore be reconsidered at this time.

Corporate Plan Group – the Town Clerk asked that a virtual meeting be set up to review the corporate plan

Christmas Light Switch On 2020 – as future Government guidelines on group gathering have, as yet, not been confirmed the Town Clerk asked that the Christmas light switch on plans be put on hold until more information is available. Members Agreed.

Furlough Employees – Cllr D Morehead raised the issue of furloughing Council employees. Further consideration is required.

Precept – WFDC have confirmed that the first instalment of the precept will be paid in full at the end of April.

Floral Displays – Cllr R Coleman raised the issue of the Town Floral displays. Prior to the coronavirus lockdown, WFDC were asked to re quote for the supply of displays within the Town Council's £3000 budget. WFDC could only offer two flower stands with watering. Cllr S Billett commented that the WFDC parks team had currently been redeployed on other duties and may not therefore be able to provide displays this year. Cllr R Stanczyszyn commented that next year the budget should be increased to reflect actual costs.

9079 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 4th May 2020, 7pm

The meeting closed at 19.34pm

Signed.....
Mayor/Chairman
4th May 2020