



BEWDLEY Town Council

MINUTES OF THE TOWN COUNCIL MEETING

HELD ON 1st OCTOBER 2018 AT 7.00PM IN THE GUILDHALL BEWDLEY

PRESENT

Councillor Mr R Coleman (Mayor)
Councillor Mr J Byng
Councillor Mrs L Candlin
Councillor Mr S Clee
Councillor Mrs A Coleman
Councillor Mrs E Davies
Councillor Mrs C Edginton-White
Councillor Mr P Harrison
Councillor Mr D Killingworth
Councillor Mr R Stanczyszyn
Councillor Mr G Yarranton

In attendance: Miss Star Powell, Young Mayor
Miss Erin Boddice, Deputy Young Mayor
Twelve Members of the Public
David Moore, Treasurer
Gill Lungley, Temporary Office Manager

8672 CHAIRMAN'S OPENING REMARKS

The Mayor, Cllr Mr R Coleman, welcomed everyone to the meeting and:

- welcomed the newly elected member for the Bewdley and Rock ward on Wyre Forest District Council, Coun Anna Coleman;
- announced the departure of Nick Farress, Town Clerk;
- declared the Town Council would be looking outward to serve the best interests of Bewdley Town;
- presented the Mayor's Itinerary for September, for information.

8673 APOLOGIES FOR ABSENCE

Councillor Mr J Beeson (work commitments)
Councillor Mr P Edmundson, Deputy Mayor (work commitments)

8674 DECLARATIONS OF INTEREST

Cllr J Byng declared a disclosable pecuniary interest in staffing matters due to being married to a member of the Town Council's staff.

8675 COUNCILLORS' DISPENSATIONS

None

8676 PUBLIC QUESTION TIME

- i. **Members of the public.** Four members of the public took the opportunity to speak, as follows:
 - a) (i) Concerns about the 'Switchback', fires being lit and general nuisance.
(ii) Will recycling bins be returned to the car park by Dog Lane?
 - b) Concerns about apparent lack of support for the Community Pantomime (minute no. 8672(ii) refers).

- c) Concerns about the length of time being take to repair the bridge.
- d) (i) Promotion for the Bewdley Conservation Area Residents Association
(ii) Concerns about potential lack of Town Council input to licensing applications. *The Mayor responded to say such issues were to be considered by the full Town Council in the future, rather than a committee.*

ii. Representative members of the principal authorities

None present. Apologies received.

iii. Representatives of support services

- a) Apologies from the police.
- b) Tree Warden: will continue to support the Town Council by providing comments to planning applications but had been unaware of recent office changes.

8677

MINUTES

To approve the minutes of the Town Council meeting held 03/09/2018. The draft minutes of the Town Council's Meeting held on 3rd September 2018 were put for approval and proposed and seconded as a true record. Various amendments were put following which the minutes were approved with the appropriate modification.

8678

ACCOUNTS

The Council was presented with information from the Treasurer, including:

- i. To receive and consider for approval the updated schedule of accounts including approval of invoices to be paid

APPROVED

- ii. To note the Town Council's cash balances

NOTED as follows (to 30/09/2018) –

- with Unity Bank current account of £ £61,800.04
- with Unity Bank deposit account of £10,569.87
- with Scottish Widows deposit account of £30,345.52
- with Cambridge Building Society saver account of £30,000.00
- with HMRC (VAT) of £ £4,050.53

- iii. To note the most recent bank reconciliation

NOTED

- iv. To note the actual financial position compared to the agreed budget for 2018/19

NOTED

8679

COMMITTEE REPORTS

To receive draft minutes, reports and/or updates since 03/09/2018 from:

i. Planning Committee

Cllr Mrs Edginton-White spoke to the draft minutes of the meeting held 05/09/2018 and added:

- a) Thanks to the Tree Warden for his comments which had been missed;
- b) A request for consideration of how to deal with items that require a response between meetings.

ii. Community Development Committee

Prior to the committee Chairman's review of the recent committee meeting, the Mayor read out the relevant information on the Pantomime and confirmed there was Town Council support for this event.

In place of Cllr Mrs Candlin who was unable to read due to sight problems, Cllr Mrs Edginton-White spoke to the draft minutes of the meeting held 10/09/2018 for which a number of amendments had been submitted that had yet to be presented to and considered by the Committee.

In response to a request for clarification regarding the committee's progress, members agreed to meet informally to discuss future events management.

iii. **Staffing Committee**

The draft minutes of the meeting held 19/09/2018 were noted.

iv. **Finance and General Purposes Committee**

The draft minutes of the meeting held 26/09/2018 were noted.

8680 ARMISTICE CENTENARY COMMEMORATION 11/11/2018

To consider funding a commemorative light show in Bewdley Town Centre on 11/11/2018 evening at a cost of £3,000

AGREED

To fund a commemorative light show in Bewdley Town Centre on 11/11/2018 evening at a cost of £3,000

8681 CHRISTMAS LIGHTS EVENT

To consider the format and support for the annual Christmas Lights event on 01/12/2018 working within the £5,000 budget.

Cllr Mrs Edginton-White spoke to the paper, attached.

NOTED

There may be a shortfall in the proposed budget due to the non-performance of income proposals.

8682 NEW YEAR'S FIREWORKS

To consider hosting or supporting a firework display on New Year's Eve.

The usual fireworks host had withdrawn support for this year. Some town businesses had pledged financial support for the Town Council to host the event, however the site owners were not happy about the amount of litter that had been left in the past.

On the understanding that funding could be raised from outside the Town Council, that the landowner would accept the event if the Town Council undertook to clear up afterwards, and that neighbours were appropriately notified, it was:

AGREED

The Town Council would host a firework display on New Year's Eve.

8683 ENVIRONMENT CONCERNS

To consider actions relating to dumping of rubbish on the 'Switchback'.

The site, whilst known to the Town Council, is outside the parish boundary. Concerns should be notified to the Environment Agency, Worcestershire County Council, Wyre Forest District Council and the landowner.

Cllr Mrs A Coleman undertook to refer it to the District Council.

8684 PARISH COUNCIL VOTING RIGHTS, WFDC LOCAL PLANS REVIEW PANEL

To be appraised of the WFDC proposal to remove voting rights from parish and town council representatives to the District Local Plans review panel.

Cllr Mr D Killingworth proposed to write to WFDC to reverse any such decision; the proposal was amended to seek an explanation on the situation from NALC.

AGREED

To seek an explanation from NALC on the position of non-members' voting rights in such instances.

8685

GOVERNANCE

To consider the comments made at the Extraordinary Meeting of the Town Council held on 28/09/2018 with regard to its committee structure and agree the way forward.

A report paper had been submitted by Cllr R Coleman that sought to support the Community Development Committee's aims with regard to Town events.

AGREED

To help the Community Development Committee meet its commitments regarding the three forthcoming events of Remembrance Sunday 11/11/2018, the Christmas Market and lights switch-on 01/12/2018, the Community Pantomime 03/01/2019 – 05/01/2019.

8686

MAYOR'S DIARY AND FUTURE EVENTS

- i) The update to the Mayor's diary was referred to minute no. 8665.
- ii) Future community events had already been noted above.

8687

CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC AND PRESS

In accordance with the Public Bodies (Admission to Meetings) Act 1960s1(2) it was

AGREED

To exclude the members of the public and press from the meeting in order to discuss matters of a confidential nature relating to:

- a) A contractual matter relating to office space management;
- b) Arrangements relating to office security;
- c) Recommendations from the Staffing Committee and Finance & General Purposes Committee with regard to Staffing arrangements

The members of the public left the meeting.

- a) The contractual matter relating to office space management and related costs of making use of the Guildhall offices was proposed and seconded.

An amendment was put with the request for a named vote:

- In favour: Cllrs L Candlin and C Edginton-White
- Against: Cllrs J Byng, S Clee, A Coleman, R Coleman, E Davies, P Harrison, D Killingworth, G Yarranton
- Abstention: Cllr R Stanczyszyn

The substantive motion was put to the vote:

- In favour: Cllrs J Byng, S Clee, A Coleman, R Coleman, E Davies, P Harrison, D Killingworth, G Yarranton
- Against: Cllrs L Candlin and C Edginton-White
- Abstention: Cllr R Stanczyszyn

AGREED

To pursue the contractual matter relating to office space management and related costs of making use of the Guildhall offices.

- b) The arrangements relating to office security were discussed and put to the vote, it was

AGREED

To approve the installation of office security arrangements.

- c) Staffing Committee and Finance and General Purposes Committee recommendations with regard to staffing arrangements.

Cllr L Davies, Chairman of the Staffing Committee, reported on:

- C1.** Appointment of a new Town Clerk is now being considered by the Staffing Committee.
 - C2.** The review of the apprentice / Office Administration Assistant position.
AGREED
To adjust the salary of the apprentice / Office Administration Assistant to be commensurate with recommendation.
 - C3.** Item of note relating to ongoing staffing issues.
- Cllr J Byng left the meeting.
- C4.** The appointment for six months of an assistant to support the office staff, the completion of the Neighbourhood Plan and the Town Council's functions relating to planning.

The meeting was adjourned from 9.15pm to 9.20pm.
Cllr J Byng returned to the meeting.

8688 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

- a) Cllr R Coleman had prepared a report paper asking the office staff to provide information about the council's financial controls; the paper was recommended for approval. An amendment was put to accept the report and include training on wider issues.
AGREED
Members would be provided with information about the council's financial controls and would receive training on finance and wider issues.

8689 Members' items to note for future meetings:

- a) Cllr L Davies: requested thanks be given to the Civic Society from the Town Council in appreciation of their work on the occasion of the unveiling of the newly installed statue to Stanley Baldwin.
- b) To meet 03/10/2018, 4.30pm to discuss the Council's commitments to forthcoming town events.

8690 DATE AND TIME OF NEXT MEETING

Monday 5th November 2018, 7pm.

There being no further business this meeting was closed at 9.30pm

Signed.....
Mayor/Chairman
Meeting of the Town Council – 5th November 2018