



**BEWDLEY**  
Town Council

**MINUTES OF THE  
POLICY AND RESOURCES COMMITTEE MEETING  
HELD ON MONDAY 21<sup>ST</sup> AUGUST 2017 AT 6.00PM IN THE GUILDHALL**

**PRESENT**

Councillor Mr J Beeson (Chairman)  
Councillor Mr J Byng  
Councillor Mr S Clee  
Councillor Mrs L Candlin  
Councillor Mr R Coleman  
Councillor Mrs Calne Edginton-White  
Councillor Mr P Harrison

In attendance: Councillor Mrs A Coleman  
Councillor Mr P Edmundson  
Mr Kyle Daisley – Community Engagement  
and Events Officer (Acting Committee Clerk)

**094 Apologies**

Nick Farness, Town Clerk and David Moore, Treasurer

**095 Declarations of Interest**

Cllr Byng declared a Pecuniary Interest in Minutes 103 and 105 as his wife is a Council employee working part-time hours.

**096 Councillor Dispensations**

There were no requests for dispensations.

**097 Minutes**

The Minutes of the Policy and Resources Committee meeting on the 19<sup>th</sup> June 2017 were approved and signed by the Chairman.

**098 Mayoral Succession Planning**

A report prepared by Councillors Beeson and Edmundson recommending that the Council adopt a Mayoral Succession Policy was presented, as referred to this Committee by full Council at its meeting on the 2<sup>nd</sup> May 2017. The Committee was asked to recommend a course of action to full Council at its September meeting.

**AGREED TO RECOMMEND TO COUNCIL**

(i) That the Council adopt a selection scheme that does not allow previously serving Mayors to be appointed whilst we have non-serving Mayors available on the Council;

(ii) That for the 2018/19 Council year, Councillors Clee, R Coleman, Edmundson, Fishwick, Yarranton, Byng and Harrison be eligible to be elected to the office of Mayor, having not been Mayor previously. Councillors should acknowledge each Member's length of service during the selection process;

(iii) That the Mayor for 2018/19 is decided in principle at an informal meeting in January 2018 to be arranged and facilitated by the Town Clerk;

(iv) That the arrangements adopted for the 2018/19 Council year are reviewed in August 2018 ready for a new Council term to begin in May 2019.

**099 Planning for the Death of a Significant Public Figure**

A report from Councillor R Coleman and the Town Clerk was presented which set out a proposed procedure for dealing with the death of a significant public figure, whether nationally or locally. Councillor Clee asked that the Town Clerk seeks further guidance from the District and County Councils and the Lord Lieutenant's office as to their protocols before the Town Council adopt their own policy. In the absence of the Town Clerk, it was decided that this item be deferred to the next meeting once more information was made available.

**100 Mayor's Chain Repairs**

A report from the Town Clerk was received which recommended that the Mayor's pendant is re-enamelled by Thomas Fattorini Ltd in Birmingham at a cost of up to a maximum of £2500 (net of VAT). Cllr Clee had previously raised with the Town Clerk that there was some further work required to the chain itself which had been quoted for some years ago. The Town Clerk would be asked to follow this up.

**AGREED**

(i) That the Town Clerk be authorised to go ahead with this work to the pendant based on the quoted figures;

(ii) That the Town Clerk obtains relevant quotes for the repairs needed to the chain itself at a future date.

**101 War Memorial Cleaning and Repairs**

A report from the Town Clerk was received which recommended that Midland Masonry are employed to carry out a deep clean and re-pointing works to the two Town Council owned war memorials ready for 2018's special Armistice Day anniversary. This company had been recommended by WFDC and allocated reserves for this work currently amounted to £4500. Councillor Clee stated that he had experience of a restoration company who specialise in war memorial repairs who may be able to provide a cheaper quote. Cllr Clee passed this information to the Acting Committee Clerk for the attention of the Town Clerk.

**AGREED**

That the Town Clerk be authorised to engage a suitable supplier to carry out the necessary works to the memorials based on estimated costs of around £2000-£2500 per memorial.

**102 Stanley Baldwin Statue**

A report from the Town Clerk was received following a request from Bewdley Civic Society to take ownership of the statue after it has been installed and unveiled in December 2017. The Civic Society would also issue the Town Council with a one off payment of £7000 (as a minimum) to cover the costs of insurance and light maintenance over the next 7 years (approx.).

**AGREED**

- (i) That the Committee agree to the transfer of the statue to the Town Council with a minimum £7000 one off payment to cover insurance and light maintenance over approximately 7 years;
- (ii) That the Council make provision during budget setting from 2018/19 onwards to build up a reserve should any additional costs be required, and for ongoing insurance and maintenance beyond the 7 year (approx.) period covered by the Civic Society's initial funding.

**103 Community Engagement and Events Officer**

A report from the Town Clerk was received recommending that this 10 hour per week post is increased to 15 hours per week with immediate effect. The Town Clerk stated in the report that he had received funding of £2000 from Wyre Forest DC's Localism Fund to fund this increase of 5 hours per week up until 31<sup>st</sup> March 2018. It would then be up to the Committee to decide if it wanted to make the 15 hours permanent from 2018/19 onwards during the budget setting process.

**AGREED**

- (i) That the hours of work of the post of Community Engagement and Events Officer are increased from 10 hours per week to 15 hours per week with immediate effect;
- (ii) That the Committee discuss whether to continue with the additional 5 hours in 2018/19 when they meet later in the year to agree the 2018/19 budget.

**104 EXCLUSION OF PRESS AND PUBLIC**

That in view of the confidential nature of business about to be conducted, the press and public were asked to leave the meeting.

**105 Town Council Accommodation**

A report from the Town Clerk was received which set out the "direction of travel" for negotiations with WFDC from his point of view and wished that Members remain fully informed about discussions with WFDC which had yet to begin in earnest.

Councillor Clee stated that he had recently spoken with Wyre Forest District Council who had expressed “surprise” that Town Councillors had not yet been invited to any meeting in relation to the potential asset transfer. It was agreed that the Chairman and one other Councillor should be involved in future meetings and that the Chairman would liaise with the Town Clerk to select an additional Member to attend meetings when necessary.

**AGREED**

- (i) That the “direction of travel” set out in the Town Clerk’s report be accepted, and that the Clerk be authorised to continue discussions with WFDC based on the principles set out in the report;
- (ii) That the Town Clerk ensures that Members are brought into the discussions with WFDC at the appropriate time and in liaison with the Chairman.

**Signed.....**  
**Chairman**  
**Policy and Resources Committee – 18<sup>th</sup> October 2017**