

MINUTES OF THE TOWN COUNCIL MEETING

HELD 3rd JUNE 2019 at 7.00PM GUILDHALL

PRESENT

Council Members Cllr J Byng - Town Mayor and Meeting Chairman
Cllr L Kearns – Deputy Town Mayor
Cllrs S Billett, A Coleman, R Coleman, S Collingridge, L Davies, C Edginton-White, P Gittins MBE, P Harrison, H Lacy, D Morehead, R Stanczyszyn

In attendance: Seventeen Members of the Public
Miss E Thomas, Young Mayor
S Hudson - Town Clerk

8850 MAYOR'S OPENING REMARKS

The Mayor, Cllr Byng welcomed everyone to the meeting and spoke to the emergency evacuation procedures. Councillors who sit on committees were reminded that they are required to attend meetings, if however it is impossible to do so, in line with the Good Councillors guide (page 35) they must contact the clerk with an apology and explanation. Councillors were also reminded that they are expected to use the Bewdley Town Council emails accounts.

8851 APOLOGIES FOR ABSENCE

None

8852 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.

Councillors were reminded of the requirement to adhere to their Code of Conduct.

The Mayor declared a Disclosable Pecuniary Interest as spouse of a member of town council staff: relevant to minute no. 8867.

8853 COUNCILLORS' DISPENSATIONS

No new dispensation requests were submitted for consideration.

8854 PUBLIC QUESTION TIME

i. **Members of the public.** Members of the public took the opportunity to speak, as follows:

- 1) **Anti-social behaviour in Load Street.** A member of the public living in Load Street raised concerns about the extended licence granted to 3 Load Street (Bella Pizza) and the subsequent anti-social behaviour, youths sitting in the bus shelter using drugs, drinking and fighting into the early hours.

- 2) **Bewdley Conservation Area Residents Association.** The Chairman of BCARA raised the following issues:
 - The licensing of street amenities on Severnside South, walk ways are occupied by seating.
 - Concerns about the late night refreshment licence at Bella Pizza
 - Parking enforcement on Severnside South, motorcycles are becoming a nuisance, asked the Town Council to speak with the District Council.
 - Not clear what actions are being taken by the Town Council, need to establish a better dialogue.

- 3) **Chess in Bewdley.** On 06.07.19 there will be a session open to the public outside the museum and a drop-in chess club in St Annes church. The 5th Bewdley Chess tournament is to take place 21.07.19. There is a wish to make Bewdley known for Chess. The aim is to put chess sets in as many Bewdley venues as possible, window stickers will be available. This will be an added attraction for visitors to Bewdley, help was requested to get the show on the road. The Town Council agreed to advertise the events on its website.

- 4) A resident asked for the Councils backing:
 - **Welch Gate** - to make a statement about pollution and traffic in the Welsh Gate and asked Councillors to support the County Councillor Mrs R Vale.
 - **Road Closures** – cause major issues when events are on, road works should not be undertaken when events are on.

b. Representative members of the principal authorities

- 1) **Mrs R Vale, WCC member for Bewdley division** spoke as follows:
 - Dowles Road Resurfacing – concerns have been raised about the the resurfacing works.
 - Speeding and safety issues – funding is to be provided to make footpaths safer. In response to a question regarding the topographical survey, Mrs R Vale confirmed the work had been completed and issues were being addressed. The Town Clerk should have been sent the results. Mrs R Vale to chase them up.

Strategic Issues

- Climate Change – protestors visited 16.05.19 but they didn't get to the heart of what the County Council is intending to do. Mrs R Vale read out the Worcestershire County Council amendment with the aim of meeting government and local reduction targets. Work will continue with the District, Town and Parish Councils.

- 2) **Mr I Hardman, WCC member for Cookley, Wolverley and Wribbenhall** read out his report relating to:

Local Issues:

- A456 Wribbenhall Traffic Island by Safari Park - County Council has agreed to transfer this site's ground maintenance to District Council.
- Catchems End Crossing Tactile: WCC Highways Engineer has been chased to give more urgent attention to introduction of domed studs to produce a "Tactile" effect to assist persons with sight impairment.
- Kidderminster Road Safety Barrier Replacement: The Highways Engineer is aware of the safety importance of this overdue work to the damaged barrier.
- Beale's Corner Road Markings: the faded "Give Way" road marking painting has been reported to County Highways with a request to prioritise.

Wyre Forest issues:-

- The Public Realm work in Kidderminster's Worcester Street is progressing well and should be completed by the autumn.
- Kidderminster Station's forecourt changes are taking place and work should be completed by the year end.

Strategic issues:

- The wholly owned company for Children's Social Care should be completely set up by October this year; Education and Special Needs and Disabilities (SEND) will go into the company as well. The Chairman and 3 Directors have now been appointed.
- At Full Council on 16th May, Councillor Peter Tomlinson was appointed as Chairman for the municipal year.
- The County Council is about to embark on a 12-week public consultation on its Countywide Transport Strategy, including home to school transport and bus services; wish to hear the views of residents.

Questions were put to Mr I Hardiman regarding public access to the bus questionnaire and claims made against motorists who damage infrastructure. Mr I Hardiman to follow these questions up.

- 3) **Mrs C Edginton-White, WFDC member for Bewdley & Rock** spoke with regard to WFDC training nearing an end, feed back will be given with regard to licensing issues raised.
- 4) **Mrs A Coleman, WFDC member for Bewdley & Rock** spoke with regard to the District Councillors £1000 funding pots and requested local groups write to the District Councillors directly with funding

c. Representatives of support services

No reports received.

8855 MINUTES: To approve the minutes of previous Town Council meetings

- i) It was **RESOLVED** to **APPROVE** the minutes of the Annual Town Council meeting (Mayor Making) held 10/05/2019.
- ii) It was **RESOLVED** to amend the minutes of the Town Council meeting held 13/05/19 as follows: To remove the paragraph under item number 8846 -

"When requested to return the confidential pink papers, Cllrs C Edginton-White and R Coleman refused to comply. Cllr R Coleman asserted that as he had pledged to abide by the Members' Code of Conduct then he should be trusted to comply with the expectation of confidentiality. The issue of confidentiality was impressed on all present and the pink papers were not collected back although four members did return them at the end of the meeting."

Following this amendment, it was **RESOLVED** to **APPROVE** the minutes of the Town Council meeting held 13/05/19.

8856 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** schedule of accounts as at 31/05/2019.
- ii. To note the Town Council's cash balances as at 31/05/2019, as general fund
It was **RESOLVED** to **note** the cash balances.

- iii. To note the most recent bank reconciliation
It was **RESOLVED** to **note** the bank reconciliation date 30/04/2019.
- iv. To note actual financial position compared to agreed budget for 2019/20
This document will be presented to the Finance & General Purposes Committee 12/06/2019.
- v. To acknowledge that all Councillors are authorised signatories on the bank account and as such are required to complete a bank mandate
Councillors were reminded to return their bank mandate details to the Town Clerk after the meeting.

8857 ANNUAL GOVERNANCE STATEMENT 2018/19

Councillors were asked to approve the Annual Governance Statement and authorise the Mayor and Town Clerk to sign on behalf of the Council.

Following discussion, it was **RESOLVED** to agree and **APPROVE** the Annual Governance Statement 2018/19 (as below) and to authorise the Mayor and Town Clerk to sign on the Councils behalf. Where NO has been ticked an explanation has been agreed and appended to the audit papers.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BEWDLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		✓	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
		✓	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation should be published

8858 ANNUAL ACCOUNTING STATEMENT 2018/19

Councillors were asked to approve the Annual Accounting Statements for submission to the External Auditor and authorise the Mayor to sign on behalf of the Council

Following discussion, it was **RESOLVED** to agree and **APPROVE** the Annual Accounting Statements 2018/19 (as below) for submission to the External Auditor and to authorise the Mayor to sign on the Councils behalf.

Section 2 – Accounting Statements 2018/19 for

BEWDLEY TOWN COUNCIL				
	Year ending		Notes and guidance	
	31 March 2018 £	31 March 2019 £	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	107,272	117,843	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	128,377	142,263	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	41,052	39,041	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	61,972	72,600	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	96,886	124,323	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	117,843	102,224	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	116,512	115,039	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	515,234	518,010	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>	
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>	

8859 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 13/05/2019:

i) Planning Committee, meeting held 16/05/2019:

It was **RESOLVED** to **note** the Planning Committee's draft minutes 16/05/2019.

It was **RESOLVED** to **note** that Cllr C Edginton-White had resigned from the Planning Committee due to conflicts of interest with her role as Chairman of the Wyre Forest District Council Planning Committee.

ii) Staffing Committee, meeting held 21/05/2019

It was recommended that the Staffing Committee's draft minutes 21/05/19 be amended to show Apologies for Absence record the receipt of retrospective apologies from Cllr L Davies.

It was **RESOLVED** to **note** the Staffing Committee's draft minutes 21/05/2019.

iii) Finance and General Purposes Committee, meeting held 14/05/2019.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 14/05/2019.

The committee's Chairman Cllr R Coleman, spoke to the committee's recommendations for approval as follows:

a) Recommended to approve the Designated Premises Supervisor for Bewdley Town Council

It was **RESOLVED** to **APPROVE** that Cllr R Coleman continues as Bewdley Town Council's designated Premise Supervisor.

b) Recommended to approve the Use of Bewdley Town Council Offices by Outside Bodies

The amended motion originally proposed by Cllr R Coleman '*to restrict outside bodies being given access to the use of our offices either in or outside office hours*' was discussed as was an alternative proposal made by Cllr D Morehead that '*The Council make a formal decision to officially utilise BTC offices for use by external companies that support our local community and charitable groups*'

Following discussion, it was **RESOLVED** that the wording of the motion be amended as proposed by Cllr R Coleman and seconded by Cllr S Collingridge to:

'not let or hire out the Bewdley Town Council offices to outside bodies until further discussions are undertaken and agreement has taken place and agreed by Council.'

It was **RESOLVED** to **APPROVE** the amended proposal as above.

Cllr S Billett added that the offices could be used for youth facilities or that any income raised from the letting out of the offices could be used to support youth facilities.

8860 NEIGHBOURHOOD PLAN PROGRESS

Update from group Chairman, Cllr R Stanczyszyn: Councillors were asked to note that an application has been made for additional locality funding up to a maximum of £8000, it was confirmed that this funding could not be used to support staffing costs.

It was **RESOLVED** to **note** the submission of the Locality funding application.

8861 TOWN CLERK'S UPDATES

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

- a. **Wyre Hill Play Area** – the new play equipment is due to be delivered early August. The Friends of Wyre Hill Play Area held a fund-raising fashion show and raised £824 towards additional play equipment.

- b. **Localism** – next meeting with WFDC 11.06.19 to be held at 25A Load Street is to include discussions relating to the Guildhall, Load Street Toilets and the Riverside North Park paddling pool lease.
- c. **Beales' Corner Notice Board** – the notice board is located in a conservation area and therefore members believed that it could not be replaced using a plastic alternative. Further options are to be discussed and reported back.
- d. **Internal Audit Working Group** – The Town Clerk to email members of the working group to arrange a suitable date and meeting time.
- e. **Police and Commission Town and Parish Council Survey for 2019** – Councillors were requested to return responses to the Town Clerk by 10.06.19 to enable collation of the responses for presentation to the Finance & General Purposes Committee 12.06.19.
- f. **Town Council's Corporate Plan review** - carried forward

It was **RESOLVED** to **note** the Town Clerk's updates.

8862 SUBSTITUTE COMMITTEE MEMBERS

The Town Clerk undertook research and reported back on the use of substitute committee members. Other local Councils operate substitute systems for political groups only. Following discussions, it was agreed not to pursue further the issue of substitute committee members.

8863 DATES OF FUTURE MEETING

Councillors were asked to agree the future dates of Council and Committee meetings.

It was **RESOLVED** to **AGREE** the meeting dates for the Council and Finance & General Purposes meetings.

Following discussion, it was **RESOLVED** that the meeting dates for the Planning Committee are to be agreed at the next Planning Committee meeting 27th June 2019.

8864 MAYOR'S DIARY AND FUTURE EVENTS

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

The Mayor provided a written update on the events attended

The Mayor thanked the all Councillors, who attended, and the Town Clerk for their contributions towards a successful visit by the Mayor of Vellmar and the civic party.

- ii) To note future community events

- Bewdley Town Carnival Fireworks 08.06.19 – if no volunteers are available for the evening event Midlands Marshals will provide site cover on the night.
- Civic Day 22.06.19 – Councillors were thanked for volunteering for the event, additional volunteers were requested.
- Mayor's Sunday – date to be confirmed

8865 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

Rural Crime question and answer session to be held Monday 24th June via live-stream on Facebook

Two members to represent Town Council on the Local Plan Review Panel for 2019/20

Items to be included at the next meeting:

- Bewdley to be a Single Use Plastic Free Zone
- Councillors Surgeries

8866 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

The members of the public left the meeting at 9.10pm.

8867 STAFFING COMMITTEE RECOMMENDATIONS

Prior to discussions, the Mayor Cllr J Byng declared an interest as his spouse is a member of staff and left the meeting; Cllr C Edginton-White also left the meeting, no reason for leaving was recorded.

The Chair was taken by Cllr L Kearns in his role of Deputy Mayor.

.1 **Staffing Committee confidential update:** The Deputy Chairman of the Staffing Committee, Cllr P Harrison, provided an update regards an ex-member of staff.

Cllr C Edginton-White returned to the meeting

.2 Councillors were asked to note and consider the following recommendations:

.2.1 Salaries and on-cost vs Budget

Information relating to current staff pay including on-costs (Employer's NI and pension payments) against budget was circulated.

It was **RESOLVED** to **note** the salaries and on-cost vs budget information.

Standing orders were suspended at 9.55pm

.2.2 Contract Extensions

a) It was **RESOLVED** to amend the wording of the proposal to
To retain Assistant Clerk role for 15 hrs per week until 31 August 2019. Role to include planning committee and associated works.

It was **RESOLVED** to **APPROVE** the proposal as amended above.

b) It was **RESOLVED** to amend the wording of the proposal to
To take on one 10-hours per week post with a view to increasing office cover hours once Assistant Clerk has left to at least 20 hours per week, on the NJC payscale 18-22.

It was **RESOLVED** to **APPROVE** the proposal as above.

- c) It was **RESOLVED** to amend the wording of the proposal to
To retain the Temporary Office Manager for 2 days per week until 30 June 2019; with the proviso of dealing with the on-going staffing issues, preparing agendas and updating policies. There has been a previous agreement, by the Staffing Committee, that the Temporary Office Manager, would undertake additional hours to cover the Town Clerk's holidays (17th to 24th June 2019).

It was **RESOLVED** to **APPROVE** the proposal as amended above.

- d) It was **RESOLVED** to **note** the staffing budget estimates for 2019/20

The Mayor returned to the meeting

8868 **DATE AND TIME OF NEXT ORDINARY MEETING** – Monday 1st July 2019, 7pm

There being no further business this meeting was closed at 10.02pm

Signed.....
Mayor/Chairman
1st July 2019