



**PUBLIC NOTICE OF MEETING AND
SUMMONS TO ALL MEMBERS OF BEWDLEY TOWN COUNCIL**

The **MEETING** of the Town Council will be held in **The Wyre Room, St. George's Hall**
on **Monday 8th September 2025 at 18:00 hours**

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under **agenda item 10255** below. Members of the public are permitted three minutes to speak and may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time. Members of the public wishing to address the council should send their questions or reports to the Town Clerk no later than 1pm on the day of the meeting.

AGENDA

10252 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

10253 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 in agenda items and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

10254 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.

10255 OPEN SESSION – TO HEAR FROM

- i) Members of the public
- ii) The representative members of the principal authorities;
 - a) Worcestershire County Councillors
 - 1) Cllr D Morehead
 - 2) Cllr J Shaw
 - b) Wyre Forest District Councillors
- iii) Representatives of support services, e.g. Police Community Support Officers and WFDC District Council Officers are invited to present their reports.
- iv) Representatives from The Bewdley School.

10256 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Town Council meeting held on 14 July 2025.

10257 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 6.
- ii) Internal Audit Visit - **For Noting**: The internal auditor is scheduled to visit Bewdley Town Council on Monday 19 January 2026 to review the effectiveness of the council's internal control system covering the financial period 2025/2026. This will ensure that BTC facilitates the effective exercise of its functions, and that financial and operational management is applied. If there are any other specific areas in which members feel that the auditor should concentrate on, please bring this to the attention of the Town Clerk in advance of the scheduled audit visit.
- iii) External Auditor Report and Certificate 2024/2025 – pages 7-9. Please see report where PKF Littlejohn has concluded that information provided as part of the AGAR is in accordance with Proper Practices with no other matters arising or giving cause for concern, however there is mention that the payments approved at the Finance and Facilities on 31 March which were authorised on 1 April should not have been recorded as reconciling items. This has been amended to ensure that the prior year comparatives are correctly recorded for FY25/26.

10258 COMMITTEE MINUTES AND GROUP REPORTS

To receive minutes from Council committees and groups held since the last Council meeting and consider recommendations for resolution as reported below.

- i) Finance and Facilities Committee - To receive the approved Finance and Facilities Committee meeting minutes held on 28 July 2025.
 - a) To approve ratification of minute reference F-486 i) To vire a further £870 from General Reserves to cover additional necessary tree work.
- ii) Planning Committee – To receive the approved Planning Committee meeting minutes held on 28 July 2025.
- iii) Road Safety Group – To receive the draft Road Safety Group meeting notes held on 06 August 2025.
- iv) Staffing Committee Meeting – To receive the draft Staffing Committee meeting minutes held on 15 August 2025.
 - a) To approve ratification of minute reference: S2122/668 ii) approval of payment of overtime to the Town Clerk of 44 hours.
 - b) To approve recommendations at minute reference S2122/669 i) and ii) detailed as follows:
 - i) That a recommendation be referred to Full Council for formal adoption of the Dependants' Carers' Allowance Policy – page 10
 - ii) That a recommendation be made to Full Council to create a pilot budget of £250 for 2025/26 to be allocated to support the scheme using General Reserves.
 - c) To note Local Government Pay Claim 2025/26 - A pay offer has been accepted for 3.2% on scale points 2 – 43 which will be implemented from 1 April 2025 to all Bewdley Town Council employees.
- v) Finance and Facilities Committee - To receive the draft Finance and Facilities Committee meeting minutes held on 18 August 2025.
- vi) Planning Committee – To receive the draft Planning Committee meeting minutes held on 18 August 2025.

10259 POLICIES TO REVIEW

Note for documents under review: Any data to be removed is stricken through and additions are highlighted yellow. Where justification of the amendment is required, it will be marked with a footnote.

- i) Grievance Policy – pages 11-17. This policy has been reviewed, and changes have been made to ensure alignment with the NJC framework, current employment legislation and ACAS guidance. A standard grievance submission template has also been included at appendix 2. The policy requires approval.
- ii) Privacy Notice Policy – pages 18-20. This policy has been reviewed to ensure compliance with legislation and amendments have been made to improve terminology for consistency. It also expands the section on data subject rights. The policy requires approval.

10260 TOWN CLERK'S REPORT

- i) Worcestershire Local Nature Recovery Strategy – page 21. Public Consultation.
- ii) Worcestershire County Council – Rights of Way Improvement Plan (RoWIP) Parish Council Survey – pages 21-31.

10261 LOCALISM TRANSFER

Please see supporting report – pages 32-45.

ACTION REQUIRED: Members are asked to formally approve and ratify the list of asset transfers and associated grant funding requests which will be presented to Wyre Forest District Council for consideration.

10262 PROPOSED DISABLED PERSONS' PARKING SPACE – 29 LAX LANE

Please see supporting report – pages 46-47.

ACTION REQUIRED: Members are asked to consider the recommendations within the report.

10263 QUARTERLY POLICE PRIORITY

A request will soon be made to submit Policing Priorities for the next quarter (October – December) as part of the West Mercia Police Local Policing Charter. To meet the deadline which usually falls between Town Council Meetings members are asked to propose up to three priorities that it wishes the local policing team to concentrate on for the next three months. Previously the Town Council at its meeting on 09 June 2025 identified one Policing Priority as requested by the PCSO, however upon further enquiry at the previous meeting up to three priorities are considered permissible. It was resolved that the previous priority for Quarter 2 was provision of greater police presence in the town.

ACTION REQUIRED: To select up to 3 Policing Priorities – pages 48-49.

10264 TOWN AND PARISH COUNCIL SURVEY 2025

Please see report and a copy of the survey – pages 50-60.

ACTION REQUIRED: Members are asked to consider the recommendations within the report and select method of response either individually or as a Town Council.

10265 PLANNING APPLICATIONS

To respond as a consultee to the following planning applications lodged with Wyre Forest District Council which relate to Bewdley, Wribbenhall and Ribbesford. Note all plans may be viewed online: www.wyreforest.gov.uk/fastweb/welcome.asp or <https://bewdley-towncouncil.org/planning-applications-list>

Planning Applications which require a response before the next scheduled Planning Committee Meeting due to a shortened determination date.

WFDC ref	Site Address	Proposal
25/0625/FAST	35 Richmond Road, Bewdley, DY12 2BG	Demolition of existing side utility extension and construction of new 2-storey side extension.

10266 MAYOR'S DIARY AND FUTURE EVENTS

i) To receive an update on the Mayor's diary and past events

DATE	EVENT	ATTENDED BY	LOCATION
02/09/2025	Mayor's Surgery	Mayor	Mayor's Parlour
03/09/2025	Merchant Navy Day	Mayor	Wyre Forest House
05/09/2025	Artisan Market	Mayor	Bewdley Rowing Club
06/09/2025	Stourport Carnival	Mayor	Stourport
11/09/2025	CALC Extra Meeting	Mayor	Online
12/09/2025	Reopening of Bridge Event	Mayor	Telford Bridge
13/09/2025	KEMP Butterfly Release Charity Event	Mayor	Bodeham Arboretum
16/09/2025	Civic Society Meeting	Mayor	St George's Hall
17/09/2025	Almshouses Meeting	Mayor	Bewdley
18/09/2025	Ludlow Charity Market	Mayor	Ludlow
19/09/2025	Evesham Charity Ball	Deputy	The Vale Golf Club
20/09/2025	Worcester Charity Concert	Mayor	Worcester Guildhall
25/09/2025	Blue Plaque Unveiling	Mayor	Book Shop, Load St
27/09/2025	Piano Recital	Mayor	Methodist Church
28/09/2025	CARP World River Day	Mayor	Baptist Church
03/10/2025	Festival Art Exhibition	Mayor	Bewdley Museum
04/10/2025	Wyre Forest Talking Newspaper AGM	Mayor	St Barnabas Community Hall
07/10/2025	Mayor's Surgery	Mayor	Mayor's Parlour
10/10/2025	WFDC Chairman Charity Concert	Deputy	St Georges Social Club
12/10/2025	Redditch Civic Service	Deputy	Mount Carmel Church
12/10/2025	High Sheriff Shrievalty Service	Mayor	Worcester Cathedral
14/10/2025	CALC Executive Committee	Mayor	TBC
25/10/2025	Bewdley Festival	Mayor	St George's
26/10/2025	Malvern Hills District Council Chairman's Civic Service	Mayor	Lower Broadheath Church

ii) Bewdley Mayor Events

DATE	EVENT
26/09/2025	Quiz Night
14/02/2026	Valentines Dinner
13/03/2026	Fashion Show
25/04/2026	Mayoral Year End Concert

iii) Town/Civic Events

DATE	EVENT
09/11/2025	Remembrance Sunday
29/11/2025	Christmas Lights Switch On

10267 TRAINING OPPORTUNITIES

Training courses through Worcs CALC can now be viewed through their website www.worcsalc.org.uk Should members wish to attend please contact the office admin@bewdleytowncouncil.gov.uk

Course	Training Provider	Date/Time	Location
Code of Conduct for Councillors	Worcs CALC	16 September 2025 18:30-20:00	Online
Chair's Training	Worcs CALC	22 October 2025 18:30-20:00	Online
Councillor Training	Worcs CALC	28 October 2025 18:30-20:30	Online
Understanding Town and Parish Data	Worcs CALC	30 September 2025 12:00-13:00	Online
Planning – Dealing with Development Proposals	Worcs CALC	14 October 2025 18:30-20:30	Online
Planning – Influencing Local Plan Policies	Worcs CALC	21 October 2025 18:30-20:30	Online
Transfer of Assets	SLCC	1 September 2025 13:30-15:00 or 18 September 11:00-12:30	Online
Civility and Respect: uncovering issues for the public sector	SLCC	9 September 2025 14:00-15:00	Online
How to Market your Parish/Town/Community to Attract Visitors	SLCC	11 September 2025 10:00-11:00	Online
Commenting Effectively on Planning Applications	SLCC	9 October 2025 14:00-15:00	Online
Managing Comments on Social Media	SLCC	20 October 2025 14:00-15:00	Online

10268 DATE AND TIME OF NEXT ORDINARY MEETING

The Town Council Meeting will be held on Monday 13th October 2025, 18:00 hours in the Guildhall.

Council members:

Cllr C Billett (East)
Cllr E Bourne (West)
Cllr C Edginton White (West)
Cllr N Harper (Wrib)
Cllr S Harvey (East)
Cllr I Latimer (Wrib)
Cllr R Stanczyszyn (East)

Cllr S Billett (Wrib)
Cllr J Byng (Wrib)
Cllr P Gittins MBE (East)
Cllr P Harrison (Wrib)
Cllr H Lacy (West)
Cllr L Stanczyszyn (West)



Tracy Bodley, Town Clerk
03 September 2025

Agenda Item: 10257 Finance

i) To approve the schedule of payments up to 8 September 2025

Voucher	Code	Payment Method	Description	Net	VAT	Total
215	Mayor's Expenses	BACS	2 x tickets Mayor's attendance Methodist Church Concert	20.00	0.00	20.00
231	Meeting Room Hire	BACS	Room Hire 8 Sept 2025	39.00	0.00	39.00
232	Software & Support	DD	Software & Support - July	216.64	43.33	259.97
238	Staff Costs including O/T	BACS	Salaries - July	9,811.60	0.00	9,811.60
238	WFDC Payroll Admin Charge	BACS	Salaries - July	56.00	11.20	67.20
239	Bench Maintenance	BACS	Bench Plaque - Weldon	45.00	0.00	45.00
240	Office Energy & Utilities	DD	Office - Water Usage July	9.51	1.08	10.59
241	Broadband & Landline	DD	EE Mobile Phone Monthly Charge 11 Aug - 10 Sept	48.00	9.60	57.60
242	Broadband & Landline	DD	Broadband - 7 Aug - 6 Sept	48.59	9.72	58.31
243	Memorial Tree	BACS	220 Wall Mounted Steel Memorial Tree 50% payment upfront	4,070.00	814.00	4,884.00
245	VE / VJ Day 80	BACS	St Anne's Church Reception for VJ Day	73.73	0.00	73.73
247	Staff Costs including O/T	BACS	Local Council Reorganisation Research	273.75	0.00	273.75
248	Expenses	BACS	Jun - Aug Travel & Subsistence	138.39	0.00	138.39
249	VE / VJ Day 80	BACS	VJ Day Photographic Services	40.00	0.00	40.00
250	Kitchen Boiler Capital Purchase	BACS	New Water Heater as per Quote	640.00	128.00	768.00
251	Accruals	BACS	Electricity for Christmas Festive Lighting 2024	1,071.46	53.57	1,125.03
252	Mayor's Expenses	BACS	1 x Ticket Deputy Mayor WFDC Charity Concert	10.00	0.00	10.00
253	Mayor's Expenses	BACS	1 x Ticket Deputy Mayor to attend Evesham Charity Ball	45.00	0.00	45.00
254	Guildhall Lease	BACS	Guildhall Lease - Sept	55.00	0.00	55.00