



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

The **MEETING** of the Town Council will be held in **The Guildhall**
on **Monday 13th October 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 10272** 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

10269 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

10270 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.

10271 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.

10272 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.

10273 TO ADOPT PREVIOUS MINUTES

To approve adoption of the minutes of the meeting of the Town Council meeting held on 8 September 2025.

10274 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 5.

10275 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) Neighbourhood Plan Steering Group - To receive the draft Neighbourhood Plan Group meeting notes held on 3 September 2025.
- ii) Events Working Group - To receive the draft Events Working Group meeting minutes held on 24 September 2025.
- iii) Projects Working Group – To receive the draft Projects Working Group meeting minutes held on 24 September 2025.
- iv) Finance and Facilities Committee - To receive the draft Finance and Facilities Committee meeting minutes held on 29 September 2025.
- v) Planning Committee – To receive the draft Planning Committee meeting minutes held on 29 September 2025.

10276 POLICIES FOR 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) Member/Officer Protocol – This protocol sets out expectations for effective, respectful working relationships between councillors and officers. Following review, opportunities have arisen to strengthen references to digital communication, data protection surrounding virtual meetings and suggestions for related procedures. It also provides clarity on evidencing delegated decision making. The protocol requires approval. Pages 6 – 12.

10277 TOWN CLERK'S REPORT

- i) WFDC - Call for Sites to shape future Local Plan. Pages 13 - 14
- ii) Lithium-Ion battery campaign update. Pages 13 - 14

10278 QUARTERLY POLICE PRIORITY

Please see associated report noting its content and consider recommendations to approve. Page 15.

10279 NEIGHBOURHOOD DEVELOPMENT PLAN – REGULATION 14 CONSULTATION

Please see associated report – For noting. Page 16.

10280 CONISTON WAY / DERWENT DRIVE, BEWDLEY – PROPOSED PROHIBITION OF WAITING

Please see associated report, members are requested to consider supporting the proposal. Pages 17 – 18.

10281 CHRISTMAS LIGHTS CONTRACT 2025 – 2027

Please see associated report noting its content and consider approving option 2. a) or b) for years 2026 and 2027. Pages 19 -21.

10282 MAYOR'S DIARY AND FUTURE EVENTS

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

DATE	EVENT	ATTENDED BY	LOCATION
14/10/2025	CALC Meeting	Mayor	Pershore Library
23/10/2025	Memorial Tree Unveiling	Mayor	Riverside North Park
25/10/2025	Bewdley Festival	Mayor	St George's
26/10/2025	Malvern Hills DC Chairman's Civic Service	Mayor	Lower Broadheath Church
01/11/2025	WFDC Chairman Quiz	Mayor	St George's Hall
04/11/2025	Mayor's Surgery	Mayor	Mayor's Parlour
07/11/2025	Town Hall Re-Opening	Mayor	Kidderminster Town Hall
08/11/2025	Bewdley Choral Society Concert	Deputy	St Anne's Church

- ii) Bewdley Mayor Events

DATE	EVENT
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

10283 TRAINING OPPORTUNITIES

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


Course	Training Provider	Date/Time	Location
Planning – Dealing with Development Proposals	Worcs CALC	14 October 2025 18:30-20:30	Online
Managing Comments on Social Media	SLCC	20 October 2025 14:00-15:00	Online
Planning – Influencing Local Plan Policies	Worcs CALC	21 October 2025 18:30-20:30	Online
Transfer of Assets	SLCC	21 October & 4 November 2025 13:30-15:00	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
Practical Advice for Owner/Operators of Public Play Spaces	SLCC	3 December 2025 13:30-15:00	Online

10284 DATE AND TIME OF NEXT ORDINARY MEETING

The Town Council Meeting will be held on Monday 10th November 2025, 18:00 hours in the Wyre Room, St George's Hall.

Council members:

Cllr C Billett	(East)	Cllr S Billett	(Wrib)
Cllr E Bourne	(West)	Cllr J Byng	(Wrib)
Cllr C Edginton White	(West)	Cllr P Gittins MBE	(East)
Cllr N Harper	(Wrib)	Cllr P Harrison	(Wrib)
Cllr S Harvey	(East)	Cllr H Lacy	(West)
Cllr I Latimer	(Wrib)	Cllr L Stanczyszyn	(West)
Cllr R Stanczyszyn	(East)		



Tracy Bodley, Town Clerk
08 October 2025

Agenda Item 10274 Finance

i) To approve the schedule of payments up to 13 October 2025

Voucher	Code	Payment Method	Description	Net	VAT	Total
300	Training - Councillors	BACS	Training for Cllr - Code of Conduct for Cllrs	35.00	0.00	35.00
301	Load St Toilets Utilities - Water	DD	Office Water Usage - August	101.59	12.91	114.50
302	Mayor's Expenses	BACS	Cllr Expenses	27.57	0.00	27.57
303	Software & Support	BACS	Scribe Software Annual Charge	676.80	135.36	812.16
305	Neighbourhood Plan	BACS	Printing - Neighbourhood Plan Design Code	129.00	0.00	129.00
306	Neighbourhood Plan	BACS	Printing - Neighbourhood Plan Draft	190.00	0.00	190.00
307	Neighbourhood Plan	BACS	Printing - NDP Reg. 14 Questionnaire	226.00	0.00	226.00
310	Broadband & Landline	DD	Telephone - August Usage	40.00	8.00	48.00
311	Broadband & Landline	DD	Broadband 7 Sept - 6 Oct	48.59	9.72	58.31
312	Load Street Toilet Consumables	BACS	Janitorial Order	193.97	38.79	232.76
313	Summer Event	BACS	Removal of the bunting	180.00	0.00	180.00
314	Lengthsman	BACS	Lengthsman Sept Inv	105.46	0.00	105.46
315	Bank Charges	DD	Service Charge	13.35	0.00	13.35
316	Load Street Toilets Utilities - Energy	DD	Toilets Electricity - September	126.97	6.35	133.32
317	RNP Waste Collection Contract	DD	General Waste Collection RNP - September	50.48	10.10	60.58
318	Office Energy & Utilities	DD	Office Electricity - September Consumption	99.32	4.97	104.29
324	Maintenance & Office Cleaning	BACS	Office Cleaning - September	179.00	35.80	214.80
325	Memorial Tree	BACS	220 Wall Mounted Steel Memorial Tree Final Payment	4,070.00	814.00	4,884.00
326	Guildhall Lease	BACS	Guildhall Lease - Oct	55.00	0.00	55.00
327	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
328	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP September Service	807.50	0.00	807.50