

TENBURY TOWN COUNCIL 2025/26 MEETING T03

Minutes of the meeting of TENBURY TOWN COUNCIL held on
Monday 9th June 2025 at 7.00 pm
in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

PRESENT: Cllrs S. Bowkett, E. Bunting, R. Connolly, M. Davies, A. Gould, D. Ingram
F. Knight, D. Patrick, R. Perrin (Chair), S. Russell and B. Smith.

IN ATTENDANCE: The Town Clerk, the Assistant to the Town Clerk, Worcestershire County Council, Cllr. J. Bowen, Malvern Hills District Councillors, Cllr. L. Bruton and Cllr. A. Wilmott, one member of the Safer Neighbourhood Team and one member of the public.

C25.57 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. L. Davies due to planned holidays.

C25.58 DECLARATIONS OF INTEREST

A declaration of interest was made, under the Code of Conduct pursuant to the Localism Act 2011 in respect of item **C25.78 THE REGAL** on the agenda, by Cllr. F. Knight, who is a volunteer at The Regal.

C25.59 DISPENSATIONS

The Town Clerk stated that there had been no requests for dispensation.

(i) Public Question Time – General

None.

(ii) Safer Neighbourhood Police Team

Appendix A

Report received and circulated.

A Member queried the process regarding untaxed and uninsured vehicles.

The PCSO explained that only the Traffic Police have Automatic Number Plate Recognition, normal patrol vehicles can only check plates if the officers have a reason to do so, such as suspicious driving activity. Members of the public can report online, but police only have power to act if the vehicle is on the public road.

A Member asked what the appropriate way was to report anti-social behaviour in the children's play areas.

The PCSO advised to report to the police either on 999 or 101 depending on the situation and its urgency.

The Member requested if the local team could carry out additional patrols of the play areas during the school holidays. The PCSO responded that they could.

A Member asked if the local team could also patrol the parking at the primary school on Bromyard Road on schooldays as the Parking Enforcement Officer is not available on a regular basis.

The PCSO stated that they could add foot patrols in this area.

(iii) Worcestershire County Council

Appendix B

Due to being newly elected, Cllr. Bowen had not submitted a report. He stated that the County Council's recent Annual Meeting was held on 22nd May. A new cabinet has been appointed with the Leader being Cllr. Joanne Monk.



TENBURY TOWN COUNCIL 2025/26 MEETING T03

Cllr. Bowen stated that the County Council is £600m in debt, on which the interest alone is £20m a year, with a predicted deficit for the next 12 months to be in the region of £30m - £40m.

A Member asked, given the financial situation, what services would be reduced

Cllr. Bowen stated that it was too early to say at this stage however the Authority need to bring the provision for fostering back to the area. Currently there is insufficient cover with children being sent to foster care outside the county, which is costing an extra £5,000 per child per week for approximately 150 children.

A Member stated that the previous County Councillor had agreed to arrange to have Teme Bridge cleaned and asked if this would still go ahead.

Cllr. Bowen stated that the cleaning of the bridge had been agreed and would go ahead. It has also been agreed to alter the new drop-down signs to state Tenbury Wells rather than just Tenbury.

A Member asked if the provision for SEND (Special Educational Needs and Disabilities) would be affected.

Cllr. Bowen stated that Dr Stephen Foster is the member responsible for education, and SEND will be part of his remit. Cllr, Bowen stated that the cabinet had been appointed due to their large wealth of personal experience in their appointed areas.

A Member asked if the town could rely on Cllr. Bowen to support the need for adequate flood protection.

Cllr. Bowen stated that Tenbury is very important to him and he is very aware the situation the town is in. He will support Tenbury in pushing for flood defences and seeking alternative solutions.

The Chair thanked Cllr. Bowen.

(iv) **Malvern Hills District Council**

Appendix C and D

Cllr. Bruton and Cllr. Wilmott submitted reports, which had been circulated.

There followed a change to the order of the agenda.

C25.77 EXCLUSION OF PRESS AND PUBLIC

Members agreed the exclusion of Press and Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

C25.78 THE REGAL

- (i) Members received updates on matters relating to The Regal. Following discussion it was proposed by Cllr. R. Connolly seconded by Cllr. D. Ingram and unanimously

RESOLVED:

To agree to seek legal advice on the lease agreement.



TENBURY TOWN COUNCIL 2025/26 MEETING T03

- (ii) Members received an update on the schedule for the approved roof works and the Minor Works Building Contract documents.

It was proposed by Cllr. R. Connolly seconded by B. Smith and unanimously

RESOLVED:

To agree the contract for the roof works (phase 1) and the contract documents to be signed by the Town Clerk on behalf of the Town Council.

C25.79 RE-ADMISSION OF PRESS AND PUBLIC

There being no further confidential business, Members agreed a motion to readmit the press and public for the remainder of the meeting.

Meeting returned to the scheduled Agenda items.

C25.61 MINUTES

To approve and sign the minutes of the meeting of Tenbury Town Council held on 12th May 2025.

It was proposed by Cllr. A. Gould seconded by Cllr. S. Russell and unanimously

RESOLVED:

The minutes of the meeting of Tenbury Town Council held on 12th May 2025 were confirmed as a true and accurate account of the meeting. The minutes were duly signed by the Chair as a true and accurate record of the proceedings.

C25.62 DRAFT MINUTES OF COMMITTEE MEETINGS

Members received and noted the draft minutes of the following Committee meetings:

- (i) Facilities Committee – 19th May 2025
- (ii) Planning Committee – 2nd June 2025
- (iii) Finance & Staffing Committee – 2nd June 2025

It was proposed by Cllr. E. Bunting seconded by Cllr. M. Davies and unanimously

RESOLVED:

To note the draft minutes of the following Committee meetings:

- (i) Facilities Committee – 19th May 2025
- (ii) Planning Committee – 2nd June 2025
- (iii) Finance & Staffing Committee – 2nd June 2025

C25.63 EXPENDITURE INCURRED UNDER LGA 1972 S.137

It was proposed by Cllr. R. Connolly seconded by Cllr. D. Patrick and unanimously



TENBURY TOWN COUNCIL 2025/26 MEETING T03

RESOLVED:

Members noted the Council's expenditure in 2024/25 incurred under s.137 Local Government Act 1972.

C25.64 COMMUNITY INFRASTRUCTURE LEVY

The Town Clerk stated that the opening balance date was 1 April 2024.

It was proposed by Cllr. S. Russell seconded by Cllr. E. Bunting and unanimously

RESOLVED:

Members noted the Community Infrastructure Levy Financial Statement for the year ended 31 March 2025.

C25.65 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25

The Town Clerk presented the Members with the Annual Governance and Accountability Return (AGAR) and Statement of Accounts for 2024/25. In accordance with the Accounts and Audit Regulations, the Annual Governance and Accountability Return must be approved by Full Council by 30 June 2025.

The Council's internal auditor, acting independently and on a basis of an assessment of risk, undertook a final assessment of compliance with relevant procedures and controls expected to be in operation during the year.

The return and financial statements are also subject to an external audit, which will be completed by PKF Littlejohn LLP. The return and supporting documentation must be submitted to the auditor by Tuesday 1st July 2025.

The Council also has a statutory requirement to provide local electors and other interested parties with the opportunity to inspect the Annual Governance and Accountability Return and supporting documentation. Under the Accounts and Audit Regulations 2015 and The Local Audit and Accountability Act 2014, the Authority must make arrangements for the exercise of public rights. The inspection period must be a single period of 30 working days and must include the first 10 working days of July. The inspection period has been set for the period between Tuesday 17th June 2025 and Monday 28th July 2025. A notice will be placed on the Council's website and on the Council's noticeboard.

(i) SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2024/25

The Town Council has responsibility for ensuring that there is a sound system of internal control, including the arrangements for the preparation of the accounting statements. The Town Council must respond to several assertions in the Annual Governance Statement on the Annual Governance and Accountability Return. The Town Clerk provided Members with supporting information, which detailed how the Council could respond positively to those assertions.

The Chair, Cllr. R. Perrin, read and confirmed the nine points of the Annual Governance Statement, Section 1 of the Annual Governance and Accountability Return, that the Members of Tenbury Town Council acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. Cllr. Perrin read out the nine points of the statement and confirmed the requirements had been met.



TENBURY TOWN COUNCIL 2025/26 MEETING T03

It was proposed by Cllr. A. Gould seconded by Cllr. S. Russell and unanimously

RESOLVED:

The Council confirms and approves the Annual Governance Statement Sections (Assertions 1 – 9) of the Annual Governance and Accountability Return 2024/25.

We acknowledge as Members of the Tenbury 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 2025, that:

- (1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

Members confirmed yes to this assertion.

- (2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

Members confirmed yes to this assertion.

- (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.**

Members confirmed yes to this assertion.

- (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.**

Members confirmed yes to this assertion.

- (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.**

Members confirmed yes to this assertion.

- (6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

Members confirmed yes to this assertion.

- (7) We took appropriate action on all matters raised in reports from internal and external audit.**

Members confirmed yes to this assertion.



TENBURY TOWN COUNCIL 2025/26 MEETING T03

- (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.

Members confirmed yes to this assertion.

- (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.

Members confirmed this assertion was not applicable.

The Annual Governance Statement 2024/25 was duly signed by the Chair and Town Clerk.

(ii) SECTION 2 – ACCOUNTING STATEMENTS 2023/24

Members considered and approved the Accounting Statements 2024/25 as presented in Section 2 of the Annual Governance and Accountability Return.

It was proposed by Cllr. A. Gould seconded by Cllr. S. Russell and unanimously

RESOLVED:

The Council approved Section 2 - Accounting Statements of the Annual Governance and Accountability Return 2024/25. The Chair duly signed and confirmed that the Accounting Statements were approved by the Council.

- (iii) Members noted the Explanation of Variances
- (iv) Members noted the Provision for the Exercise of Public Rights
- (v) Members noted the Bank Reconciliations for the period ending 31 March 2025.

C25.66 INTERNAL AUDIT REVIEW

RESOLVED:

- (i) To note the report on the review of the internal audit.
- (ii) An annual review is undertaken each financial year and agreed by Council.
- (iii) That there were no areas of concern with the internal auditor, Auditing Solutions Ltd.

C25.67 ANNUAL AGREEMENT

Members discussed the renewal of the Annual Agreement for the maintenance of the Town Council planters.

It was proposed by Cllr. R. Connolly and seconded by Cllr. S. Bowkett and unanimously



TENBURY TOWN COUNCIL 2025/26 MEETING T03

RESOLVED:

To agree the renewal of the Annual Agreement with Tenbury Blooms for the maintenance of the Town Council planters for the period to 31st May 2026 subject to the provision of the groups Public Liability Insurance and Risk Assessment.

C25.68 BORROWING

It was proposed by Cllr. R. Connolly seconded by Cllr. S. Bowkett and unanimously

RESOLVED:

To confirm the borrowing term for the application submitted to the Secretary of State is 10.5 years (Over 10 not over 10.5).

C25.69 RISK MANAGEMENT POLICY

It was proposed by Cllr. E. Bunting seconded by Cllr. D. Ingram and unanimously

RESOLVED:

To agree the Risk Management Policy

C25.70 LOCAL GOVERNMENT IN WORCESTERSHIRE

Members agreed not to submit a Town Council response to the local government reorganisation in Worcestershire survey. Members to submit individual responses.

www.shapeworcestershire.org

C25.71 THE PUMP ROOMS

Members considered undertaking a survey of The Pump Rooms, production of a schedule of repairs and obtaining competitive market prices via a tender exercise at a fixed cost of £6,000.00 to be funded from The Pump Rooms Reserve.

It was proposed by Cllr. E. Bunting seconded by Cllr. R. Connolly and unanimously

RESOLVED:

To agree to obtaining a quotation for a survey to be undertaken that prioritise the works required. The Finance and Staffing Committee to consider the quotation.

To defer the production of a schedule of works until the required works are considered.

C25.72 CIVIC GARDENS

It was proposed by Cllr. E. Bunting seconded by Cllr. D. Patrick and unanimously

RESOLVED:

To agree to reducing the height of the Holly tree in The Civic Garden at a cost of £400.00 as per a request for the tree to be inspected by the Facilities Committee.

C25.73 THE PAVILION

Members noted the restoration works to date.

C25.74 COMMUNITY INVESTMENT

Members noted the submission of an Expression of Interest to the District Council's Legacy Grant Fund Scheme for the play areas.



TENBURY TOWN COUNCIL 2025/26 MEETING T03

C25.75 FLOODING ISSUES

The Town Clerk stated that there had been a good response to the Environment Agency's Drop-in Session held at The Regal on Monday 2nd June. The Town Clerk has registered the Town Council's buildings for the property flood resilience surveys.

The Environment Agency are planning to contact residents and businesses who registered for a survey over the next few weeks.

C25.76 REPRESENTATIVES ON OUTSIDE BODIES

To receive reports from the representatives on outside bodies:

- (i) CALC Area Meeting – Mayor & Deputy Mayor – No meeting.
- (ii) Regal Tenbury Trust Ltd – Mayor & Town Clerk – A site visit was held with the Theatre Director to understand the plans for the proposed works to the 'green room' and toilet area and to provide access for wheelchair users onto the stage. The trust was requested to provide a licence of works with detailed plans.
- (iii) Tenbury Area Partnership – Deputy Mayor – No report
- (iv) Tenbury Museum – Cllr Patrick – The museum is open for the summer season and have submitted an Expression of Interest to the Malvern Hills District Council Legacy Fund.
- (v) Chamber of Trade – Mayor – No meeting.
- (vi) Philip Baylies Trust – Cllr Ingram – The Trust are awaiting the outcome of the feasibility report.
- (vii) Tenbury French Twinning Association – Cllr L. Davies – The trip for Tenbury residents to Pont Du Casse is now booked and will take place over the Bank Holiday weekend of August.
- (viii) Tenbury Blooms – Cllr L. Davies – The group's annual agreement for the Town Council planters has been agreed.
- (ix) Malvern Hills District Youth Action Network – Cllr F. Knight – No meeting.
- (x) Tenbury Flood Action Group – Cllr B. Smith – No meeting. Meeting to be arranged following the Environment Agency's drop-in session.

C25.80 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

The Town Clerk stated that work has commenced on the roof of the shelter located in The Burgage.

C25.81 DATE AND TIME OF NEXT MEETING

Monday 7th July 2025 at 7:00pm

Meeting closed at 8.33 pm

Signed



Date