

## **TENBURY TOWN COUNCIL 2025/26 MEETING TC02**

**Minutes of the Annual Meeting of Tenbury Town Council held on  
Monday 12<sup>th</sup> May 2025 at 7.00pm  
in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

**PRESENT:** Cllrs S. Bowkett, E. Bunting, R. Connolly, D. Patrick, R. Perrin [Chair], S. Russell and B. Smith.

**IN ATTENDANCE:** The Town Clerk, the Assistant to the Town Clerk and 5 members of the public.

### **C25.22 ELECTION OF MAYOR (CHAIR OF COUNCIL) FOR 2025/26**

Cllr. R. Perrin was nominated as Mayor and Chair of the Council by Cllr. D. Patrick. The nomination was seconded by Cllr. R. Connolly. There being no further nominations it was unanimously:

#### **RESOLVED:**

**That Cllr R. Perrin was duly elected as Mayor and Chair of Tenbury Town Council for the municipal year to the Annual Meeting of Council in May 2026.**

### **C25.23 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. R. Perrin duly read and signed the Declaration of Acceptance of Office.

Cllr. Perrin thanked Members for his re-election as Mayor and Chair of Tenbury Town Council.

### **C25.24 ELECTION OF DEPUTY MAYOR FOR 2025/26**

Cllr. S. Russell proposed Cllr. L. Davies for the office of Deputy Mayor, which was seconded by Cllr. S. Bowkett. There being no further nominations it was unanimously:

#### **RESOLVED:**

**That Cllr. L. Davies be duly elected as Deputy Mayor for Tenbury Town Council for the period up to the Annual Meeting of Council in May 2026.**

### **C25.25 APOLOGIES FOR ABSENCE**

- (i) Members received apologies for absence from Cllr. L. Davies, Cllr. A. Gould and Cllr. M. Davies due to planned holidays, Cllr. D. Ingram due to a work commitment and Cllr. F. Knight due to a family commitment.
- (ii) Members noted Cllr. Ingram's apology for the meeting held on 7<sup>th</sup> April 2025.

### **C25.26 DECLARATIONS OF INTEREST**

No declarations of interest were made under the Code of Conduct pursuant to the Localism Act 2011, in respect of items on the agenda.

### **C25.27 DISPENSATIONS**

No requests for dispensation were received.



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### C25.28 PUBLIC PARTICIPATION

(i) **Public Question Time – General**

None

(ii) **Report from the Safer Neighbourhood Police Team**

No report had been received at the time of the meeting.

### C25.29 SLOW THE FLOW

### Appendix A

Members received a presentation from a resident on a concept to reduce flooding.

The Chair read a response from the Environment Agency then thanked the resident for his presentation.

### C25.30 MINUTES

Members considered the minutes of the meeting of Tenbury Town Council held on 7<sup>th</sup> April 2025.

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

**RESOLVED:**

**The minutes of the meeting of Tenbury Town Council held on 7<sup>th</sup> April 2025 were confirmed as a true and accurate account of the meeting. The minutes were duly signed by the Chair as a true and correct record of the proceedings.**

### C25.31 DRAFT MINUTES OF MEETINGS OF THE COMMITTEES

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

- (i) Planning Committee – 28<sup>th</sup> April 2025
- (ii) Finance & Staffing Committee – 28<sup>th</sup> April 2025

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

**RESOLVED:**

**To note the draft minutes of the following Committee meetings:**

- (i) **Planning Committee – 28<sup>th</sup> April 2025**
- (ii) **Finance and Staffing Committee – 28<sup>th</sup> April 2025**

### C25.32 APPOINTMENT TO COMMITTEES

Following a discussion on the present committee membership Members agreed unanimously:

(i) **RESOLVED:**

**Council agreed the membership of Finance and Staffing Committee for the year 2025/26 to be:**

**Cllrs. S. Bowkett, E. Bunting, R. Connolly, A. Gould, D. Patrick, R. Perrin, S. Russell and B. Smith.**



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**(ii) RESOLVED:**

**Council agreed the membership of the Facilities Committee for the year 2025/26 to be:**

**Cllrs. E. Bunting, R. Connolly, L. Davies, M. Davies, D. Ingram, D. Patrick, R. Perrin and B. Smith.**

**(iii) RESOLVED:**

**Council agreed the membership of the Planning Committee for the Year 2025/26 to be:**

**Cllrs. S. Bowkett, E. Bunting, L. Davies, M. Davies, R. Perrin, S. Russell and B. Smith.**

### **C25.33 MEMBERSHIP OF THE COUNCIL TO OUTSIDE BODIES**

Members discussed the Town Council's membership of the following organisations:

Members felt that the memberships of National Association of Allotment & Leisure Gardeners and the Rural Market Towns Group were no longer appropriate and for the membership to be cancelled.

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

**RESOLVED:**

**That the Council continue to be members of the following organisations for the year 2025/26.**

- (i) National Association of Local Councils - £210.59**
- (ii) Worcestershire Association of Local Councils - £948.55**
- (iii) Society of Local Council Clerks - £360.00**
- (iv) Institute of Cemetery Management - £105.00**
- (v) National Association of Allotment & Leisure Gardeners – Cancel membership**
- (vi) Rural Market Towns Group – Cancel membership.**

### **C25.34 REPRESENTATIVES ON OUTSIDE BODIES**

Members considered and appointed Members to represent the Town Council on the following outside bodies during 2025/26.

**RESOLVED:**

**Council agreed to appoint the following representatives on outside bodies. Reports to be presented as standard Council agenda items.**

**Organisations**

- (i) CALC Area Meetings – Mayor, Deputy Mayor & Clerk**
- (ii) Chamber of Trade/Traders Group – Mayor**
- (iii) The Regal (Tenbury) Trust – Mayor & Clerk**
- (iv) Malvern Hills District Children & Young People's Partnership – Clerk/member to be confirmed.**



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- (v) Philip Baylies Trust – Cllr. D. Ingram
- (vi) Tenbury Area Partnership – Deputy Mayor
- (vii) Tenbury Blooms – To be confirmed
- (viii) Tenbury French Twinning Committee – To be confirmed.
- (ix) Tenbury Museum – Cllr. Patrick
- (x) Tenbury Flood Action Group – Cllr. B. Smith
- (xi) Wheeler Charity – Cllr. R. Perrin

### **C25.35 CORPORATE GOVERNANCE**

A Member asked if there had been any changes, which the Clerk confirmed that there had been no changes to the documents.

The Town Clerk stated that as per the Financial Regulations a Risk Management Policy would be produced and in the Terms of Reference the emergency expenditure should stated £2,000 not £1,500 as set out in the Financial Regulations.

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

#### **RESOLVED:**

**Council agreed to adopt the following Corporate Governance documents for the year 2025/26:**

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Terms of Reference of Committees
- (iv) Code of Conduct
- (v) Granting Dispersations

### **C25.36 COUNCIL'S POLICIES AND PROCEDURES**

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

#### **RESOLVED:**

**Council agreed to adopt the following Council's policies and procedures for the year 2025/26:**

- (i) Complaints Procedures
- (ii) Document Retention and Disposal
- (iii) Information and Data Protection
- (iv) Press, Media and Social Media Policy
- (v) Publication Scheme
- (vi) Investment Strategy
- (vii) Reserves Policy



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### **(viii) Communications Policy**

#### **C25.37 COUNCIL'S EMPLOYMENT POLICIES & PROCEDURES**

The Town Clerk stated that the Maternity and Paternity Policies had been updated with the revised rates effective from April 2025.

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

#### **RESOLVED:**

**Council agreed to adopt the following Council's employment policies and procedures for the year 2025/26:**

- (i) Disciplinary Procedures**
- (ii) Grievance Procedures**
- (iii) Lone Working**
- (iv) Maternity Policy**
- (v) Paternity Policy**
- (vi) Member-Officer Protocol & Civility & Respect Dignity at Work**
- (vii) Non-Smoking & Non-Vaping Policy**
- (viii) Health & Safety Policy**
- (ix) Menopause Policy**
- (x) Equalities, Diversity & Inclusion Policy**

#### **C25.38 RISK ASSESSMENTS**

Following discussion, it was agreed to revisit the risk assessment considering the proposed change in the Council's insurance policy regarding flooding.

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

#### **RESOLVED:**

**To adopt the following Council's Risk Assessments**

- (i) Asset Risk Register**
- (ii) Governance & Financial Risk Register**
- (iii) Assessments to be revisited following the proposed change in the insurance policy.**

#### **C25.39 BANK ACCOUNT AUTHORISED SIGNATORIES AND BANK RECONCILIATION**

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

#### **RESOLVED:**

**Council agreed the Members responsible as authorised signatories for the Council's bank accounts and for the Bank Reconciliations for the year 2025/26:**



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**Authorised signatories – Cllrs. R. Connolly, A. Gould, D. Patrick, S. Russell and B. Smith.**

### **C25.40 DIRECT DEBITS**

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

#### **RESOLVED:**

**To confirm the continued use of direct debits as appropriate:**

**Aviva Life & Pension UK Limited – Pension Contributions/Employer Charge**

**Barclaycard Commercial – Barclaycard**

**EE – Mobile Phones**

**SSE Energy Solutions Limited – Electricity Supply (Pavilion/Shed/Changing Rooms)**

**SSE Energy Solutions Limited – Electricity Supply (Footway Lighting)**

**Information Commissioner – Data Protection Registration**

**xln Daisy Communications – Broadband & Telephone Line Rental**

**Malvern Hills District Council – Non-Domestic Rates**

**E.ON Next Energy Limited – Electricity & Gas Supply (Pump Rooms)**

**Shropshire Council – Payroll**

### **C25.41 BARCLAYCARD**

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

#### **RESOLVED:**

**The Council reaffirmed the use of the Barclaycard by the Town Clerk as appropriate.**

### **C25.42 ASSET REGISTER**

It was proposed by Cllr. S. Russell seconded by Cllr. B. Smith and unanimously:

#### **RESOLVED:**

**To note and agree the Council's Asset Register as at 31 March 2025.**

### **C25.43 INTERNAL AUDITOR'S REPORT**

The Committee noted the final internal audit report for the financial year ending 31<sup>st</sup> March 2025. It was noted that the report concluded that, on the basis of the programme of work undertaken for the year to date, the Council had maintained adequate and effective internal control arrangements. The Clerk was commended for the quality of work maintained.

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

#### **RESOLVED:**

**To note the final internal audit report for the financial year ending 31<sup>st</sup> March 2025**



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### C25.44 CALENDAR

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

#### **RESOLVED:**

**To approve the calendar of meetings for 2025/26.**

### C25.45 INSURANCE RENEWAL 2025/2026

- (i) Members noted the insurance renewal with Zurich Municipal for the period 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026 (Note: 2025/2026 is the 3<sup>rd</sup> year of a 3-year Long Term Agreement).
- (ii) Members considered the amendment to the policy regarding flood cover ceasing with effect from 1<sup>st</sup> June 2025.

The Town Clerk stated that she had contacted two insurance brokers with regards a flood cover. The brokers have requested further information, which the Town Clerk has requested from Zurich.

The Town Clerk has also requested, from Zurich, information on the position regarding the live flood claim when the cover ceases.

Following discussion it was proposed by Cllr. R. Connolly seconded by Cllr. B. Smith and unanimously

#### **RESOLVED:**

**The Town Clerk was requested to contact Zurich to request a refund for the removal of flood cover and to request the option of a monthly payment.**

### C25.46 COMMUNITY FACILITY LEGACY GRANT SCHEME

- (i) Members noted the Community Facility Legacy Grant Scheme and the short deadline to submit an expression of interest. The Town Clerk stated that two companies have been contacted to provide play area design proposals. One company has visited the sites and offered to provide a survey for consultation. The other company is booked to visit in June.  
  
A further company had carried out a site visit with regard to converting a tennis court into a MUGA (multi-use games area).
- (ii) To form a Working Group to consider the potential projects and completion of the expression of interest form.

It was proposed by Cllr. R. Perrin seconded by Cllr. S. Russell and unanimously

#### **RESOLVED:**

**Members agreed a Working Group, Cllr. R. Connolly, Cllr. D. Ingram Cllr. R. Perrin and Cllr. B. Smith who will consider the potential projects and completion of the expression of interest form.**

### C25.47 PROFESSIONAL SERVICES

Members discussed the provision of solicitor services.

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

#### **RESOLVED:**

**To agree to carry out a tender exercise for the provision of solicitor services.**



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### **C25.48 PARISH HOUSING NEEDS SURVEY (PHNS)**

Members considered requesting a Parish Housing Needs Survey.

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

#### **RESOLVED:**

**To agree to request a Parish Housing Needs Survey to be undertaken by the District Council.**

### **C25.49 PLANNING APPLICATION – MALVERN HILLS DISTRICT COUNCIL**

Applications can be viewed online by following the link and searching on the application number <https://plan.malvern hills.gov.uk/>

#### **Planning Ref: M/25/00633/FUL**

Proposed installation of a secure electric gate equipped with Automatic Number Plate Recognition (ANPR) technology and development of a temporary parking area for staff by installing concrete grid tiles over existing land – St Michaels College, Oldwood Road, St Michaels, Tenbury Wells, WR15 8PH.

Following discussion it was proposed by Cllr. R. Connolly seconded by Cllr. E. Bunting and unanimously

#### **RESOLVED:**

**To SUPPORT the application Planning Ref: M/25/00633/FUL**

### **C25.50 EXCLUSION OF PRESS AND PUBLIC**

Members agreed the exclusion of the 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.

### **C25.51 THE REGAL**

Members received an update on legal matters, works to the foyer and predicted start times for the works to the roof.

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

#### **RESOLVED:**

**To note the outcome of the legal proceedings and commencement dates of scheduled repairs.**

**The Town Clerk was requested to arrange progress reports from Ionic.**

### **C25.52 LLOYD-JONES FOUNDATION**

Members received an update and noted no documentation was received from the Foundation.

### **C25.53 BOWLING LICENCE**

Members discussed the review of the Bowling League Licence Agreement.

#### **RESOLVED:**

**To defer this agenda item to the next meeting of the Facilities Committee.**





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**C25.54 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.

**C25.55 COUNCILLORS’ REPORTS AND ITEMS FOR FUTURE AGENDA**

Burgage shelter update – works scheduled to commence end of May  
Pavilion – the flood damage strip-out has commenced.

**C25.56 DATE AND TIME OF NEXT MEETING**

**Monday 9<sup>th</sup> June 2025 at 7:00pm**

Meeting closed at 8:21pm

Signed .....

Date .....

