

TENBURY TOWN COUNCIL 2024/25 MEETING TC03

Minutes of the meeting of TENBURY TOWN COUNCIL held on
Monday 10th June 2024 at 7.00 pm
in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

PRESENT: Cllrs E. Bunting, A. Gould, D. Ingram, F. Knight, D. Patrick, R. Perrin [Chair], S. Russell and R. Young.

IN ATTENDANCE: The Town Clerk, the Assistant to the Town Clerk, one representative of the Safer Neighbourhood Team and one member of the public

C24.60 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. R. Connolly and Cllr. L. Davies due to planned holidays and Cllr. M. Davies due to illness.

C24.61 DECLARATIONS OF INTEREST

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

C24.62 DISPENSATIONS

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

C24.63 PUBLIC PARTICIPATION

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

None.

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

Members received a report on the latest crime figures for Tenbury from PCSO A. Partridge.

(iii) **Worcestershire County Council** (Appendix B)

Cllr. Chambers did not attend the meeting, however his report had been circulated to Members.

(iv) **Malvern Hills District Council**

Cllr. A. Wilmot was not present and the meeting and had not submitted a report.

Cllr. L. Bruton took the opportunity to that inform Members that Cllr. Walton had been elected as Chair for Malvern Hills District Council. Cllr. Walton attended the Thursday evening D-Day Commemorative event in the Civic Garden.

C24.64 TENBURY FLOOD RISK MANAGEMENT SCHEME

There was no update this month from the Environment Agency's Flood & Coastal Risk Management Advisor on the proposed Flood Risk Management Scheme due to the period of Purdah leading up to the General Election.

C24.65 SAFER NEIGHBOURHOOD POLICE TEAM

- (i) Members received a presentation from the Safer Neighbourhood Police Team on their role within the community and the Parish Contact Contract followed by questions from Councillors. (Appendix C)



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A Member asked if there are only two SNT members stationed at the police station. The PCSO stated that there will now be five though three officers are hybrid, meaning that they are part response, part Safer Neighbourhood Team.

A Member queried whether Tenbury SNT cover Burford. The PCSO stated that on day to day policing they did not cover Burford as that area is covered by Shropshire, however in an emergency, they would assist.

The Chair thanked PCSO Partridge for her presentation.

- (ii) Members discussed the renewal of the Police Community Charter Parish Contact Contracts regarding the top three community issues for the period 1st June to 31st August 2024.

Following discussion it was proposed by Cllr. S. Russell seconded by Cllr. D. Patrick and unanimously

RESOLVED:

To agree the top three community issues for the period 1st June to 31st August to be

- **Drugs**
- **Anti-social Behaviour**
- **Speeding**

C24.66 FLOOD ACTIVATED SIGNS

Members considered the Town Centre Support Officer's proposal for Flood Activated signs and suitable locations.

Following discussion it was proposed by Cllr. D. Patrick seconded by Cllr. D. Ingram and unanimously

RESOLVED:

To refuse the proposal for flood activated signs on the grounds that due to the nature of how Tenbury floods, there are no suitable locations for the signs, the signs would not be beneficial and considered to be an unnecessary use of funds.

C24.67 MINUTES

To approve and sign the minutes of the meeting of Tenbury Town Council held on 13th May 2024.

It was proposed by Cllr. D. Patrick seconded by Cllr. S. Russell and

RESOLVED: (6 For, 2 Abstentions)

The minutes of the meeting of Tenbury Town Council held on 13th May 2024 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.

C24.68 DRAFT MINUTES OF COMMITTEE MEETINGS

To receive and note the draft minutes of the following Committee meetings:

- (i) Facilities Committee – 20th May 2024
- (ii) Planning Committee – 3rd June 2024
- (iii) Finance & Staffing Committee – 3rd June 2024



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It was unanimously

RESOLVED:

To note the draft minutes of the following Committee meetings:

- (i) Facilities Committee – 20th May 2024
- (ii) Planning committee – 3rd June 2024
- (iii) Finance & Staffing Committee – 3rd June 2024

C24.69 EXPENDITURE INCURRED UNDER LGA 1972 S.137

Members noted the Council's expenditure in 2023/24 incurred under s.137 Local Government Act 1972.

C24.70 COMMUNITY INFRASTRUCTURE LEVY

Members noted the Community Infrastructure Levy Financial Statement for the year ended 31 March 2024.

C24.71 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

The Town Clerk presented the Members with the Annual Governance and Accountability Return (AGAR) and Statement of Accounts for 2023/24. In accordance with the Accounts and Audit Regulations, the Annual Governance and Accountability Return must be approved by Full Council by 30 June 2024.

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 1st July 2024.

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 Monday 17th June 2024 and Friday 26^h July 2024. A notice will be placed on the Council's website and on the Council's noticeboard.

(i) SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2023/24

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



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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.

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

RESOLVED:

The Council confirms and approves the Annual Governance Statement Sections (Assertions 1 – 9) of the Annual Governance and Accountability Return 2023/24.

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 2024, 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.



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

Members confirmed yes to this assertion.

- (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 2023/24 was duly signed by the Chair and Town Clerk.

(ii) SECTION 2 – ACCOUNTING STATEMENTS 2023/24

Members considered and approved the Accounting Statements 2023/24 as presented in Section 2 of the Annual Governance and Accountability Return.

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

RESOLVED:

The Council approved Section 2 - Accounting Statements of the Annual Governance and Accountability Return 2023/24. 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 2024.

C24.72 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.



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C24.73 ANNUAL AGREEMENT

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

It was proposed by Cllr. S. Russell and seconded by Cllr. D. Ingram and unanimously

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 2025.

C24.74 COMMUNITY BUILDER

(Appendix D)

Members received an update from the Community Builder.

C24.75 BANKING HUB

Members considered a resident's request for support for a banking hub. It was noted that action has been taken to investigate alternative banking provision for the town.

C24.76 REPRESENTATIVES ON OUTSIDE BODIES

Members received reports from representatives on outside bodies:

Organisations

- (i) **CALC Area Meetings – Mayor, Deputy Mayor & Clerk – No report.**
- (ii) **Chamber of Trade/Traders Group – Mayor & Cllr M Davies – No report.**
- (iii) **Regal Tenbury Trust – Mayor & Clerk – New projector and screen has been fitted. The drone survey on the roof has been done and there will be a presentation on the proposed schedule of works at the Full Council meeting on 1st July.**
- (iv) **Malvern Hills District Children & Young People's Partnership – Cllr Knight – Free bike MOT sessions at Tesco Marketplace on 6th and 21st July.**
- (v) **Philip Baylies Trust – Cllr M Davies – No report.**
- (vi) **Tenbury Area Partnership – Mayor & Deputy. Meeting to be held on Wednesday 12th June.**
- (vii) **Tenbury Blooms – Cllr L Davies – No report.**
- (viii) **Tenbury French Twinning Committee – Cllr L Davies – No report.**
- (ix) **Tenbury Museum – Cllr D Patrick – No progress on the proposed purchase of the Methodist Church buildings.**
- (x) **Wheeler Charity – Mayor – No report.**

C24.77 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 (Admissions to Meetings) Act 1960.

C24.78 COMMUNITY CENTRE

Members considered the quotations received for the works on the Community Centre and the legal position.



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

RESOLVED:

To agree that the legal action to be resolved prior to engagement of contractors.

C24.79 DAVID & CHRISTINE LLOYD-JONES FOUNDATION

- (i) Members received an update on the David & Christine Lloyd-Jones Foundation
- (ii) It was proposed by Cllr. D. Ingram seconded by Cllr. S. Russell and unanimously

RESOLVED:

To agree the Confidentiality Agreement and for the Town Clerk to sign on behalf of the Town Council subject to Cllr. Connolly examining the document to ensure that the Town Council property is protected.

C24.80 THE EDMUND GODSON CHARITY

It was proposed by Cllr. S. Russell seconded by Cllr. D. Patrick and unanimously

RESOLVED:

To confirm the Trustee appointment to the Edmund Godson Charity.

C24.81 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.

C24.82 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

- The Mayor wished to commend the hard work that went in to the two D-Day events.
- The Mayor will be finalising his charity soon and will hopefully be hosting several fundraising events.
- Cllr. Ingram – Repair or purchase a new Town Council Standard.
- Internal Audit Provision
- Councillor surgeries be held in conjunction with Friday warm space.

C24.83 DATE AND TIME OF NEXT MEETING

Monday 1st July 2024 at 7:00pm

Meeting closed at 8.44pm

Signed

Date

