

TENBURY TOWN COUNCIL 2024/25 MEETING TC02

**Minutes of the Annual Meeting of Tenbury Town Council held on
Monday 13th May 2024 at 7.00pm
in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

PRESENT: Cllrs S. Bowkett, E. Bunting, R. Connolly, L. Davies, M. Davies, N. Ferguson, F. Knight, D. Patrick, R. Perrin and S. Russell.

IN ATTENDANCE: The Town Clerk, the Assistant to the Town Clerk, 1 candidate for co-option, 2 representatives of the Environment Agency, Malvern Hills District Council Cllr. L. Bruton & A. Wilmott and 1 member of the public.

C24.26 ELECTION OF MAYOR (CHAIR OF COUNCIL) FOR 2024/25

Cllr. R. Perrin was nominated as Mayor and Chair of the Council by Cllr. D. Patrick. The nomination was seconded by Cllr. M. Davies. 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 2025.

C24.27 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

The newly elected Mayor took his place as Chair of the Council. Cllr. Perrin thanked Members for his election of Mayor and Chair of Tenbury Town Council.

C24.28 ELECTION OF DEPUTY MAYOR FOR 2024/25

Cllr. M. Davies 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 2025.

C24.29 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. A. Gould due to a planned holiday and Cllr. D. Ingram due to a private commitment.

C24.30 CO-OPTION

Members considered the co-option of Mr R. Young for the vacancy of office of Councillor to represent the Town Ward

It was unanimously:

RESOLVED:

Following a vote, Mr R. Young was duly elected as a Member of Tenbury Town Council representing the Town Ward. Mr Young duly signed the Declaration of Acceptance of Office and Acceptance of the Code of Conduct, which were signed by the Town Clerk as the Council's Proper Officer.



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C24.31 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.

C24.32 DISPENSATIONS

No requests for dispensation were received.

C24.33 PUBLIC PARTICIPATION

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

None

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

A report had been received from the Safer Neighbourhood Team and circulated to Members.

C24.34 TENBURY FLOOD RISK MANAGEMENT SCHEME (Appendix B)

Members received an update from the Environment Agency's Flood & Coastal Risk Management Advisor on the proposed Flood Risk Management Scheme for Tenbury, followed by questions.

A Member queried that with time continuing to move on with no construction start date in sight, will the costs just continue to rise. The advisor agreed yes, however so would the benefits.

A Member queried how the Environment Agency find increased benefits. The advisor stated that increased benefits are found in various ways including carrying out a more detailed assessment and re-working the hydraulic modelling with a blockage at the bridge scenario, which would result in more extensive flooding therefore the defences would give a bigger benefit.

A Member asked how much had been spent up until now and on what. The advisor stated that it was approximately just under £4 million, and it had been spent on surveys and design issues.

A Member queried, with potential elections looming, what would happen if there were a change in the member of parliament. The advisor said he could not comment as that was outside of his control.

A member asked if the issues at the church were now fully resolved. The advisor stated that there was still a final decision to be made with the faculty.

A Member asked with regards the 2-to-3-year construction phase and how the impact on businesses could be mitigated. The advisor stated that the contractors, Jacksons, will examine the final plan and determine the best way to execute this whilst minimising the impact.

A Member queried when the town can expect the construction phase to commence. The advisor said that he could not give this information at present, only that the next stage is leading to the planning application.

A Member asked if the Teme bridge would be closed to pedestrians when works are carried out. The advisor stated that this decision would be made at the time based on the strategy that would give the most efficient outcome.



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A Member asked who fronts the planning application. The advisor stated that the Environment Agency have their own internal staff for this and who are already liaising with Malvern Hills District Council Planners and Worcestershire County Council.

The Chair thanked the Environment Agency's Flood & Coastal Risk Management Advisor.

C24.35 MINUTES

Members considered the minutes of the meeting of Tenbury Town Council held on 8th April 2024.

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

RESOLVED: (10 For, 1 Abstentions)

The minutes of the meeting of Tenbury Town Council held on 8th April 2024 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.

C24.36 DRAFT MINUTES OF MEETINGS OF THE COMMITTEES

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

- (i) Planning Committee – 29th April 2024

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

RESOLVED: (9 For, 2 Abstention)

The Minutes of the Planning Committee held on 29th April 2024 were noted.

- (ii) Finance and Staffing Committee – 29th April 2024

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

RESOLVED: (10 For, 1 Abstention)

The minutes of the Finance and Staffing Committee held on 29th April 2024 were noted.

C24.37 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 2024/25 to be:

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

- (ii) **RESOLVED:**

Council agreed the membership of the Facilities Committee for the year 2024/25 to be:

Cllrs. E. Bunting, R. Connolly, L. Davies, M. Davies, D. Ingram, F. Knight, D. Patrick, R. Perrin and R. Young.

- (iii) **RESOLVED:**



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Council agreed the membership of the Planning Committee for the Year 2024/25 to be:

Cllrs. S. Bowkett, E. Bunting, L. Davies, M. Davies, N. Ferguson, R. Perrin, S. Russell and R. Young.

C24.38 MEMBERSHIP OF THE COUNCIL TO OUTSIDE BODIES

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

It was proposed by Cllr. S. Russell seconded by Cllr. M. Davies and unanimously

RESOLVED:

That the Council continue to be members of the following organisations for the year 2024/25.

- (i) National Association of Local Councils - £197.71**
- (ii) Worcestershire Association of Local Councils - £903.36**
- (iii) National Association of Allotment & Leisure Gardeners - £55.00**
- (iv) Society of Local Council Clerks - £348.00**
- (v) Institute of Cemetery Management - £100.00**
- (vi) Rural Market Towns Group - £100.00**

C24.39 REPRESENTATIVES ON OUTSIDE BODIES

Members considered and appointed Members to represent the Town Council on the following outside bodies during 2024/25.

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 – Cllr. M. Davies**
- (iii) The Regal (Tenbury)Trust – Mayor & Clerk**
- (iv) Malvern Hills District Children & Young People's Partnership – Clerk & Cllr. F. Knight**
- (v) Philip Baylies Trust – Cllr. M. Davies**
- (vi) Tenbury Area Partnership – Mayor & Deputy**
- (vii) Tenbury Blooms – Cllr. L. Davies**
- (viii) Tenbury French Twinning Committee – Cllr. L. Davies**
- (ix) Tenbury Museum – Cllr. Patrick**
- (x) Wheeler Charity – Cllr. R. Perrin**



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C24.40 CORPORATE GOVERNANCE

It was noted that the new Financial Regulations had been issued from the Association of Local Councils.

It was proposed by Cllr. N. Ferguson seconded by Cllr. S. Russell and unanimously

RESOLVED:

Council agreed to adopt the following Corporate Governance documents for the year 2024/25:

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

C24.41 COUNCIL'S POLICIES AND PROCEDURES

The Town Clerk stated that the Reserves Policy had been updated and highlighted the Social Media Policy that comments made, even on private accounts will be classed as from a Councillor.

It was unanimously:

RESOLVED:

Council agreed to adopt the following Council's policies and procedures for the year 2024/25:

- (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**
- (viii) **Communications Policy**

C24.42 COUNCIL'S EMPLOYMENT POLICIES & PROCEDURES

The Town Clerk stated that the Maternity and Paternity Policy had been updated with the current rates.

Members unanimously

RESOLVED:

Council agreed to adopt the following Council's employment policies and procedures for the year 2024/25:

- (i) **Disciplinary Procedures**



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- (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

C24.43 RISK ASSESSMENTS

It was unanimously:

RESOLVED:

To adopt the following Council's Risk Assessments

- (i) Asset Risk Register
- (ii) Governance & Financial Risk Register

C24.44 BANK ACCOUNT AUTHORISED SIGNATORIES AND BANK RECONCILIATION

Members unanimously

RESOLVED:

Council agreed the Members responsible as authorised signatories for the Council's bank accounts and for the Bank Reconciliations for the year 2024/25:

Authorised signatories – Cllrs. S. Bowkett, R. Connolly, N. Ferguson, D. Patrick and S. Russell

Bank Reconciliations – Cllr. R. Connolly

C24.45 DIRECT DEBITS

It was unanimously:

RESOLVED:

The Council reaffirmed the 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



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Mainstream Digital – Broadband & Telephone Line Rental

Malvern Hills District Council – Non-Domestic Rates

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

Shropshire Council – Payroll

C24.46 BARCLAYCARD

It was unanimously:

RESOLVED:

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

C24.47 ASSET REGISTER

It was unanimously:

RESOLVED:

To note and agree the Council's Asset Register as at 31 March 2024.

C24.48 INTERNAL AUDITOR'S REPORT

The Committee noted the final internal audit report for the financial year ending 31st March 2024. 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.

RESOLVED:

To note the final internal audit report for the financial year ending 31st March 2024

C24.49 CALENDAR

It was unanimously:

RESOLVED:

To approve the calendar of meetings for 2024/25.

C24.50 LENGTHSMAN

Members discussed the Lengthsman agreement.

It was proposed by Cllr. S. Russell seconded by Cllr. S. Bowkett and unanimously

RESOLVED:

- (i) To note the annual funding of £3,243.32 (5% increase) from Worcestershire County Council
- (ii) To note the Annual Agreement with Worcestershire County Council
- (iii) To confirm the re-appointment of the Lengthsman with effect from 1 May 2024.



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C24.51 HEARING LOOP

Members considered the installation of a hearing loop system in the Assembly Room at an estimated cost of £3,242, subject to a survey, funded from the General Fund Reserve.

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

RESOLVED:

To agree to a survey for the installation of a hearing loop system in the Assembly Room and to obtain a quotation for additional microphones.

C24.52 RECORDING OF MEETINGS

Members received an update from CALC regarding recording of meetings. The Town Clerk reported that CALC is not aware of any Town or Parish Councils using recording equipment for meetings other than to assist the minute taker. These recordings should be deleted on completion of minutes.

C24.53 D-DAY EVENT

- (i) Members received an update on the planned D-Day Events on Thursday 6th June and Saturday 8th June.
- (ii) Members considered the D-Day Events Plan and Risk Assessment. It was unanimously:

RESOLVED:

To approve the D-Day Events Plan and Risk Assessment

C24.54 TOWN AND PARISH COUNCILS CONFERENCE

Members noted the invitation to Worcestershire County Council's Town and Parish Council Conference to be held on Wednesday 12th June from 6:00pm – 9:00pm.

C24.55 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.

C24.56 THE REGAL

Members received an update on the Regal Theatre with regard the foyer flooring issue and legal position regarding other works undertaken on the Community Centre.

C24.57 RE-ADMISSION OF PRESS AND PUBLIC

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

C24.58 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

Cyber and Fraud Protect Session in The Pump Rooms on Thursday 16th May at 5pm to 8pm.

The Town Clerk will arrange training sessions for Councillors. Dates to be confirmed.

Items for agenda

- Year-end accounts.
- Start time of meetings.



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Before the close of meeting, Cllr. S. Bowkett wished to give thanks to the outgoing Mayor, Cllr. D. Patrick for his hard for the town, which was echoed by Members of the Council.

C24.59 DATE AND TIME OF NEXT MEETING

Monday 10th June 2024

Meeting closed at 8:21pm

Signed

Date

