

TENBURY TOWN COUNCIL 2024/25 MEETING TC01

You are hereby summoned to attend the meeting of

TENBURY TOWN COUNCIL

to be held on

MONDAY 8th APRIL 2024

at 7.30pm

in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

For the purpose of transacting the following business as detailed on the agenda below.

Members of the public are invited, please notify the Town Clerk prior to the meeting if you wish to attend.

L. Bruton

**Lesleyann Bruton
Town Clerk
2nd April 2024**

**Email: clerk@tenburytown.org.uk
Telephone: 01584 810118/07375 939819**

AGENDA

C24.01 APOLOGIES FOR ABSENCE

To receive apologies submitted by Members of the Town Council for absence. Schedule 12 of the Local Government Act 1972 requires that a record be kept of the Members present and that this record forms part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

C24.02 CO-OPTION

- (i) To consider the application for Co-option for the vacancy of office of Councillor to represent St. Michaels Ward.
- (ii) Declaration of Acceptance of Office and Code of Conduct to be signed by the Co-opted Member and witnessed by the Proper Officer for the Town Council.
- (iii) To consider the applications for Co-option for the four vacancies of office of Councillor to represent the Town Ward.
- (iv) Declaration of Acceptance of Office and Code of Conduct to be signed by the Co-opted Members and witnessed by the Proper Officer for the Town Council.

C24.03 DECLARATIONS OF INTEREST

To receive declarations of interest made by Members under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

- (i) Register of Interests: **Councillors are reminded of the requirement to update their Register of Interests.**
- (ii) To declare any Disclosable Interests in items on the agenda and their nature.

TENBURY TOWN COUNCIL 2024/25 MEETING TC01

- (iii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in Items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest that falls within the Code of Conduct para 12 (4) (b) **must leave the meeting for the relevant items**. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

C24.04 DISPENSATIONS

To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to speak and or/vote on matters for which they have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct. Requests for dispensation must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.

C24.05 PUBLIC PARTICIPATION

To receive any questions that may be put to the meeting by members of the public.

The period of time designated for public participation at a meeting in accordance with Standing Order 3 (e) shall not exceed 15 minutes unless directed by the Chair of the meeting. Subject to Standing Order 3 (f), a member of the public shall not speak for more than 5 minutes.

Public Question Time – General

Members of the public are invited to give their views and question the Council on **items on the agenda**, or to raise issues for future consideration at the discretion of the Chair. **Members of the public may not take part in the Council meeting.**

C24.06 MINUTES

Appendix 1

To approve and sign the draft minutes of the meeting of Tenbury Town Council held on 4th March 2024.

C24.07 DRAFT MINUTES OF COMMITTEE MEETINGS

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

- (i) Facilities Committee – 11th March 2024 **Appendix 2**
(ii) Finance & Staffing Committee – 25th March 2024 **Appendix 3**

C24.08 WEST MERCIA POLICE COMMUNITY CHARTER

Appendix 4

To renew the West Mercia Safer Neighbourhood Police Community Charter Contract for the period April – June 2024 regarding the top three community issues.

C24.09 CYBER AND FRAUD AWARENESS SESSION

Appendix 5

To consider requesting a community Cyber & Fraud awareness session through West Mercia Cyber Crime Team.

C24.10 PROPOSED PROHIBITION OF WAITING TIME AT ANYTIME

Appendix 6

To consider and comment on the proposed extension of existing double yellow lines along the B4214 Bromyard Road, Tenbury following concerns raised by the local police.

TENBURY TOWN COUNCIL 2024/25 MEETING TC01

C24.11 INSURANCE RENEWAL 2024/2025

Appendix 7

(i) To note the insurance renewal with Zurich Municipal at a cost of £9,085.48 for the period 1st April 2024 – 31st March 2025 (Note 2024/25 is the 2nd year of a 3-year Long Term Agreement).

(ii) To consider any amendments to the policy renewal.

C24.12 BANK MANDATE

To be proposed and seconded nominated Members of the Council as authorised signatories for which two Councillors sign any order for payment.

Current authorised signatories – Cllr Patrick, Cllr Bowkett & G. Brittain

C24.13 PAYROLL SERVICE LEVEL AGREEMENT

Appendix 8

(i) To renew the Service Level Agreement with Shropshire Council for Payroll Services for the period 1st April 2024 – 31st March 2025 at a cost of £1,003.00 (Not-for-profit quotation).

(ii) To consider the option for Shropshire Council to administer BACS payments on behalf of the Town Council with a setup charge of £50.00 and an additional annual amount of £25.00 to be added to the Service Level Agreement.

C24.14 ROSPA PLAY SAFETY INSPECTION REPORTS

Appendix 9

To note the RoSPA Play Safety Inspection Reports and required actions.

C24.15 TAXBASE 2024/2025

To note the revised 2024/25 Taxbase of 1,223.42, which is an increase of 1.25% (15.13 Band D equivalent properties) and Band D of £179.35, which is an increase of 3.76% or £6.50 per annum.

C24.16 TENBURY AREA PARTNERSHIP

Appendix 10

To note the letter from Tenbury Area Partnership and response regarding the position of the Neighbourhood Plan.

C24.17 TALK TO TOM SURGERY

To note the 'Talk to Tom' surgery at the Welcome Space with the Leader of Malvern Hills District Council on Friday 12th April at 10:00am.

C24.18 PORTRAIT OF HIS MAJESTY THE KING

To note a free portrait of His Majesty King Charles III has been ordered via the Government, which was offered to all Town and Parish Councils.

C24.19 REPRESENTATIVES ON OUTSIDE BODIES

To receive reports from the representatives on outside bodies:

- (i) CALC Area Meeting – Mayor & Deputy Mayor
- (ii) Regal Tenbury Trust Ltd – Mayor & Town Clerk
- (iii) Tenbury Area Partnership – Deputy Mayor
- (iv) Tenbury Museum – Cllr Patrick
- (v) Chamber of Trade – Mayor

TENBURY TOWN COUNCIL 2024/25 MEETING TC01

- (vi) Philip Baylies Trust – Mayor
- (vii) Tenbury French Twinning Association – Cllr L. Davies
- (viii) Tenbury Blooms – Cllr L. Davies
- (ix) Malvern Hills District Youth Action Network – Town Clerk

C24.20 EXCLUSION OF PRESS AND PUBLIC

To consider 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.

C24.21 LLOYD-JONES FOUNDATION

Appendix 11

To note the documents agreed by the Working Party

C24.22 LEASES

To receive an update from the Town Clerk.

C24.23 RE-ADMISSION OF PRESS AND PUBLIC

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

C24.24 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

Councillors are requested to use this opportunity to report **minor matters** of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is **not** an opportunity for **debate or decision making**.

C24.25 DATE AND TIME OF NEXT MEETING

Monday 13th May 2024 at 7:00pm – Annual Council Meeting