

## TENBURY TOWN COUNCIL 2021/22 MEETING TC02

**Minutes of the Annual Meeting of TENBURY TOWN COUNCIL held on  
TUESDAY 4<sup>TH</sup> MAY 2021 at 6.00pm  
held remotely via Microsoft Teams.**

*(Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)  
(England) Regulations 2020)*

**PRESENT:** Cllrs. A. Corfield, L. Davies, M. Davies, D. Dowell, J. Fielder, E. Hudson, J. Morgan, D. Patrick, and R. Plested.

**IN ATTENDANCE:** The Town Clerk, the Assistant to the Town Clerk, one representative of the Environment Agency, two members of the public and one member of the press.

### **C21.18 ELECTION OF MAYOR (CHAIR OF COUNCIL) FOR 2021/22**

Cllr. Hudson was nominated as Mayor and Chair of the Council by Cllr. Patrick. The nomination was seconded by Cllr. Fielder. There being no further nominations, it was unanimously,

#### **RESOLVED:**

**That Cllr E. Hudson was duly elected as Mayor and Chair of Tenbury Town Council for the period up to the Annual Meeting of Council in May 2022.**

### **C21.19 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. Hudson duly signed the Declaration of Acceptance of Office.

The newly elected Mayor took his place as Chair of the Council. Cllr. Hudson thanked Members for his re-election as Mayor.

### **C21.20 ELECTION OF DEPUTY MAYOR FOR 2021/22**

The Mayor stated that he would like to thank the outgoing Deputy Mayor Cllr. Drummond, who has resigned from the Town Council. The Chair requested that his deep appreciation of Cllr. Drummond's hard work and support be recorded in the minutes.

Cllr. Davies nominated Cllr. Patrick for the office of Deputy Mayor, which was seconded by Cllr. Fielder. There being no further nominations it was unanimously,

#### **RESOLVED:**

**That Cllr. D. Patrick be duly elected as Deputy Mayor for Tenbury Town Council for the period up to the Annual Meeting of Council in May 2022.**

### **C21.21 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr. Bowkett due to work commitments.



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### C21.22 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.

### C21.23 DISPENSATIONS

No requests for dispensation were received.

### C21.24 PUBLIC PARTICIPATION

None

### C21.25 TENBURY FLOOD RISK MANAGEMENT SCHEME

Members received an update from the Environment Agency's Partnership & Strategic Overview Senior User (Chartered Civil Engineer) on the proposed Flood Risk Management Scheme for Tenbury.

The representative began with an update on the sewage smell and flooding in Market Street.

- Worcestershire County Council have completed surveys and produced final drawings of their findings.
- A multi-agency meeting was held to discuss the findings and some immediate issues identified.
- Several Severn Trent assets appear to be blocked and retaining water. Engineers will investigate and clear as soon as possible.
- The Church Walk drains are full of concrete. Worcestershire County Council will clean as soon as possible.
- There will be ongoing work to fully understand how the sewage system works and to make sure that everything is working as it should.

The Environment Agency are modelling all information gathered to understand what is happening and to ensure a long-term solution.

With regards to the Flood Risk Management Scheme, most of the site surveys are now complete with the results feeding into the design and options report and in turn into the Planning Application.

In the past week, the project has received its next stage of funding for engineering and development and to allow the purchase of planning materials for the project. This has been approved by senior management.

The Environment Agency are currently working on the concept design workshops, which will feed into our optioneering report, which will be used for the consultation with the public and key stakeholders.

From the results of the surveys, it is becoming clear that some of the options do need to be altered slightly to ensure everything works from an engineering perspective.



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One of the areas with possible engineering issues is around the wall at the rear of the church, where several services and utilities have been found. This will require a design, which works around or diverts from the area.

Bat roosts have also been found on the site along with historical structures near the church house. The Environmental Agency is working with all the stakeholders to develop different options.

Environmental Impact Assessment screening has been undertaken. This forms part of the Planning Application. This was briefed to Natural England who are very supportive of the scheme. This will also be briefed to other key stakeholders so that they know what to expect from the scheme.

There will be a meeting with Historic England, the Diocese, and the Conservation Officer at the church to walk the route.

Next steps include the consultation with the Town Council and the community. The materials are being prepared for this and dates will be confirmed.

Also, as restrictions ease, a Town Council site walkover, when appropriate.

The Chair queried whether the Environment Agency were confident all the funding is in place. The representative replied that a funding gap has been identified, however this is not unusual in such projects. The Environment Agency are confident they have a solution to meet this gap.

The Chair queried with regards the meeting at the church, whether the church warden attend.

The representative replied that the church warden does attend some meetings, however the next meeting is with the engineering team to discuss engineering issues onsite. A technical meeting to discuss how to work around ground conditions and services on the site.

A Member queried what was the expected timescale between the plan being presented for consultation and being submitted for planning permission. The representative stated that the estimate application for planning would be in September though this may move slightly later depending on the remaining survey results. The Environment Agency are keen to consult with the Town Council and the community as soon as the concept designs are drawn up and detailed in landscape drawings, so that it is clear to see what is being proposed.

The Member queried whether would be an opportunity within this timeframe to alter anything that the public consultation shows as a concern. The representative stated that they would not hold a consultation if it did not allow time to make changes, however this needs to be balanced with ensuring that the Planning Application is submitted and that the scheme is built.

A Member queried why water from the River Teme is travelling through the sewage system and surfacing in Market Street. The representative stated that this is one of the reasons why Worcestershire County Council has carried out surveys. These have shown a few issues with simple remedies. There is a flap valve missing on an outlet from the pumping station into the Teme. The Environment Agency are planning to model the information to see whether replacing the valve would solve a few of the problems. This will be done as part of the scheme.

The Member queried whether the ground water level monitoring be continuing due to the very dry weather conditions. The representative stated that initially the plan was for six



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months of monitoring, with the idea of reviewing results in case this needed to be extended. The Environment Agency are keen to record some winter levels and will probably decrease the frequency of gathering the data.

The Chair queried whether the Town Council walk over be just a discussion or will it include some proposals. The representative stated that there may be some concept ideas and be able to talk about some of the options in different areas. The Chair stated that this would be more beneficial, even if it means postponing the walkover. The representative stated that if the walkover is held in June there should be a considerable drawing pack for the site walkover.

A Member queried whether anything come to light in the surveys that would mean the plan could not go ahead. The representative replied that they have found quite a lot of services and utilities and over the next few days they will be conducting Ground Penetrating Radar Surveys to help understand what and where these are. However, these will be managed with the respective service providers.

The Chair thanked the representative for the update.

### **C21.26 MINUTES**

Cllr. Davies proposed, Cllr. Morgan seconded and unanimously.

#### **RESOLVED:**

**The minutes of the Council meeting held on 12<sup>th</sup> April 2021 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.**

### **C21.27 DRAFT MINUTES OF MEETINGS OF THE COMMITTEES**

Members noted the draft minutes of the meeting of the Finance and Staffing Committee held on 26<sup>th</sup> April 2021.

#### **RESOLVED:**

**The minutes of the Finance and Staffing Committee held on 26th April 2021 were noted.**

### **C21.28 APPOINTMENT TO COMMITTEES**

Following a discussion on the present committee membership, it was

#### **RESOLVED:**

**The Council agreed the Membership of the Council's Committees for 2021/22 to be:**

#### **21.28.1 Finance & Staffing Committee**

**Cllrs S. Bowkett, A. Corfield, D. Dowell, J. Fielder, E. Hudson, J. Morgan, and D. Patrick.**



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### 21.28.2 Facilities Committee:

Cllrs A. Corfield, L. Davies, D. Dowell, E. Hudson, G. Hurst, D. Patrick, and R. Plested

### 21.28.3 Planning Committee:

Cllrs S. Bowkett, A. Corfield, L. Davies, M. Davies, J. Fielder, E. Hudson, J. Morgan.

### C21.29 MEMBERSHIP OF THE COUNCIL TO OUTSIDE BODIES

Cllr. Patrick proposed, Cllr. Dowell seconded and unanimously.

#### RESOLVED:

**That the Council continue to be members of the following organisations for 2021/22.**

- (i) National Association of Local Councils - £177.86
- (ii) Worcestershire Association of Local Councils - £819.38
- (iii) National Association of Allotment & Leisure Gardeners - £55.00
- (iv) Society of Local Council Clerks - £262.00
- (v) Institute of Cemetery Management - £95.00
- (vi) Rural Market Towns Group - £110.00

### C21.30 REPRESENTATIVES ON OUTSIDE BODIES

Members considered and appointed Members to represent the Town Council on the following outside bodies for 2021/22 and noted the role of the representative on that body.

#### RESOLVED:

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

- (i) CALC Area Meetings – Mayor, Deputy Mayor & Clerk
- (ii) Chamber of Trade – Cllr. Dowell
- (iii) Regal Tenbury Trust – Mayor & Clerk
- (iv) Malvern Youth Area Network – Clerk & Cllr. Dowell
- (v) Philip Baylies Trust – Mayor
- (vi) Tenbury Area Partnership – Mayor & Deputy
- (vii) Tenbury Blooms – To be confirmed.



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- (viii) Tenbury French Twinning Committee – Cllr. Dowell
- (ix) Tenbury Museum – Cllr. Patrick
- (x) Wheeler Charity – Cllr. Plested

### **C21.31 CORPORATE GOVERNANCE**

To consider, approve and adopt the following Corporate Governance documents.

#### **RESOLVED:**

**Council agreed to adopt the Corporate Governance documents for the year 2021/22**

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Terms of Reference of Committees and Scheme of Delegation
- (iv) Code of Conduct
- (v) Granting Dispensations

### **C21.32 COUNCIL'S POLICIES AND PROEDURES**

#### **RESOLVED:**

**Council agreed to adopt the following Council's policies and procedures for the year 2021/22**

- (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

### **C21.33 COUNCIL'S EMPLOYMENT POLICIES & PROCEDURES**

#### **RESOLVED:**

**Council agreed adopt the following Council's employment policies and procedures for the year 2021/22**

- (i) Disciplinary Procedures
- (ii) Grievance Procedures
- (iii) Lone Working
- (iv) Maternity Policy



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- (v) Paternity Policy
- (vi) Member-Officer Protocol & Dignity at Work
- (vii) Non-Smoking & Non-Vaping Policy

### C21.34 RISK ASSESSMENTS

It was proposed by Cllr. Patrick seconded by Cllr. Dowell and unanimously

#### **RESOLVED:**

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

- (i) Asset Risk Register
- (ii) Governance & Financial Risk Register
- (iii) COVID-19 General Workplace & Meeting Risk Assessment

### C21.35 BANK ACCOUNT AUTHORISED SIGNATORIES AND BANK RECONCILIATION

#### **RESOLVED:**

**Council agreed the Members responsible as authorised signatories for the Council's Bank Account and for the Bank Reconciliations for the year 2021/22.**

**Authorised signatories – Cllrs. M. Davies, J. Fielder, E. Hudson, J. Morgan, and D. Patrick**

**Bank Reconciliations – Cllr. Bowkett**

### C21.36 DIRECT DEBITS

Cllr. Dowell proposed seconded by Cllr. Fielder and unanimously

#### **RESOLVED:**

**The Council reaffirmed the use of Direct Debits as appropriate.**

### C21.37 BARCLAYCARD

It was proposed by Cllr. Dowell seconded by Cllr. M. Davies and unanimously

#### **RESOLVED:**

**To Council reaffirm the use of the Barclaycard by the Town Clerk as appropriate.**

### C21.38 INTERNAL AUDITOR'S REPORT

Members were presented with the final audit report for 2020/21, which was undertaken remotely by the Internal Auditor on 28<sup>th</sup> April 2021. The report concluded that on the basis of the programme of work undertaken for the year, the Council has maintained adequate and effective internal control arrangements. It was noted that the Internal Auditor had signed the 'Annual Internal Audit Report' on the Annual Governance and



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Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year.

### **RESOLVED:**

**To note and accept the report of the Internal Auditor conducted remotely on 28<sup>th</sup> April 2021.**

### **C21.39 ASSET REGISTER**

Members reviewed the Asset Register as of 31<sup>st</sup> March 2021. It was proposed by Cllr. Fielder seconded by Cllr. Dowell and unanimously

### **RESOLVED:**

**To note and agree the Asset Register as at 31<sup>st</sup> March 2021.**

### **C21.40 CALENDAR**

Members discussed the schedule of meetings and meeting start time for the 2021/22 year.

### **RESOLVED:**

**To approve the calendar of meetings for 2021/22 with commencing at 7:00pm.**

### **C21.41 TENBURY BLOOMS**

Members received a presentation from Tenbury Blooms on the groups proposed plans.

The representative, Cllr Dowell stated that the formation of the group was proceeding and now had a written constitution and Management Committee comprising of a chair, secretary and treasurer and a body of volunteers.

The group have registered with Heart of England in Bloom, It's Your Neighbourhood and have applied to be part of the Royal Horticultural Society Group Insurance Scheme.

The group are contacting local non-retail businesses seeking donations to grow funds for initial plans, which are to develop a scheme of planting in the town centre.

The Chair requested clarification on the group's financial situation and whether they had their own bank account. The representative stated that the group has applied for bank account and are awaiting account details to be confirmed.

The Chair requested clarification on the group's proposal. The representative stated to undertake maintenance on the Town Council planters, though no planting schedule has been formulated. The group would spend time, watering, weeding and observing what was currently in the planters.

As this was a non-decision agenda item, the group was requested to submit their documentation and a formal proposal, which would be given consideration at the Facilities Committee Meeting to be held on 24<sup>th</sup> May.



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**C21.42 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA**

Tenbury Blooms representative.

**C21.43 DATE AND TIME OF NEXT MEETING**

**Monday 7<sup>th</sup> June 2021**

Meeting closed at 7:39 pm.

Signed .....

Date .....

