

TENBURY TOWN COUNCIL 2017/18 MEETING TC02

MINUTES of the meeting of **TENBURY TOWN COUNCIL** held on **MONDAY 5TH JUNE 2017 at 7.00pm in the Pump Rooms, off Teme Street, Tenbury Wells.**

PRESENT: Cllrs. S. Bowkett, M. Davies, M. Drummond, J. Fielder, A. Gould, E. Hudson [Chair], D. Ingram, J. Morgan, D. Patrick, S. Perry, C. Rogers and E. Weston.

IN ATTENDANCE: Mrs L. Bruton (Town Clerk), Miss S. Blackhurst (Assistant to the Clerk), MHDC – Cllr. A. Penn, 2 members of the public and 1 member of the press.

2.1 APOLOGIES FOR ABSENCE

The Members received apologies for absence from the Mayor, Cllr Willis.

2.2 DECLARATIONS OF INTEREST

None

2.3 PUBLIC PARTICIPATION

None

2.4 MAYOR'S COMMENDATION

Cllr. Hudson and Cllr. Perry, the Deputy Mayor's, presented local resident Miss Linda Perks with flowers and a Mayor's Commendation in recognition of her services to the local community and committed fundraising efforts. Miss Perks has raised in excess of £50,000 over the past 29 years and has been continuously committed to playing an active role in the community despite her own personal difficulties. The Tenbury Town Council thanked Miss Perks for her excellent work.

2.5 WORCESTERSHIRE COUNTY COUNCIL'S REPORT – CLLR. K. POLLOCK

Cllr. Pollock was unable to attend the meeting however a report was circulated from Cllr. Pollock.

Cllr. Fielder spoke on behalf of Tenbury in Bloom and asked when the new planter, which will be located on Teme Street, will arrive. She stated that all the other containers had now been planted for the summer and if the new container was not delivered soon it would be too late to be planted.

The Town Clerk was asked to email Worcestershire County Council for more information.

Cllr Weston queried what was being done regarding the new signage as the twinning signs had been removed when the new signs were erected. With the

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French Visitors arriving at the beginning of July, they need to be re-instated as soon as possible. Cllr. Fielder also noticed that the planter at the side of the Town Sign, near Zenith Nurseries had been put back poorly and that the workmen had left rubbish and fittings on the ground.

The Town Clerk will follow this up.

2.6 MALVERN HILLS DISTRICT COUNCILLOR'S REPORT – CLLR. A. PENN

Cllr. Penn presented his report. He stated that Cllr. P. Grove had stepped down as Leader with Cllr. David Chambers taking over and Cllr. Melanie Baker becoming Deputy Leader. Cllr. Chris O'Donnell is the new Chairman of the Malvern Hills District Council.

There were no questions from the report.

Cllr. Bowkett queried the arrangements with regard to the changes to the refuse collection. Cllr. Penn stated that when the collections change, each household will be given a black refuse bin. Collections would then become alternate weeks. One week for recycling and one week for household waste. Black bags would still be collected where necessary.

Cllr. Drummond asked how much money the new system would save to which Cllr. Penn replied that in two years Malvern Hills District Council would no longer receive revenue grant funding from the Government so the savings from new system will help contribute to the loss of funding.

Cllr. Hudson commented to Cllr. Penn that a member of the public had come to The Pump Room prior to the meeting starting, however he had not given the Clerk notice prior to the meeting and he wanted to speak on an item not on the agenda. This was contrary to the Council's Standing Orders on Public Participation so the gentleman left.

2.7 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON THE 8TH MAY 2017

Cllr. Perry proposed, Cllr. Weston seconded and unanimously.

RESOLVED:

The minutes of the Town Council meeting held on the 8th May 2017 were confirmed as a true and accurate account of the meeting. The minutes were duly signed by the Chairman as a true and correct record of the proceedings.

2.8 TO RECEIVE THE DRAFT MINUTES OF MEETINGS OF THE COMMITTEES.

Members noted the minutes of the meetings detailed below:

Facilities Committee – 18th May 2017

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

RESOLVED:

The minutes of the Facilities Committee held on the 18th May 2017 were noted.

2.9 TO RECEIVE AN UPDATE ON THE REGAL AND MANAGEMENT, BY THE REGAL TENBURY TRUST

Mr Adey Ramsel, the Theatre Manager was unable to attend the meeting, however his report was circulated to all members.

Mr Ramsel highlighted that the theatre is 80 years old this year and as such, has the community at its heart. The biggest event of the year will be Oliver, the theatres first community musical.

Mr Ramsel also states in the report that although movies are still the main attraction to the venue, live shows are increasing and audiences are growing. April this year brought in 1,200 more audience members than the same month in 2016.

The Council noted the report and no questions were raised.

2.10 INTERNAL AUDITORS REPORT

The Town Clerk presented Members with the Internal Auditor's Final Report for 2016/17.

Members discussed the report and noted the recommendations.

Cllr. Gould proposed, seconded by Cllr. Patrick and unanimously.

RESOLVED:

The Council accept the report of the Internal Auditor following the final visit on 11th May 2017 for the financial year 2016/17.

2.11 ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2017.

The Town Clerk presented the Members with the Annual Return and Statement of Accounts for 2016/17.

The Chair, Cllr. Hudson highlighted a number of points from the report.

The report had been presented to the Finance and Staffing Committee who agreed its presentation before Full Council for their approval.

The return and Financial Statements are also subject to an external audit and as such the Annual Return and supporting documentation should be submitted to the external auditor by 12th June 2017.

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The Council have a statutory requirement to provide local electors and interested parties with the opportunity to inspect the Annual Return and supporting documentation. Under the Accounts and Audit Regulations 2015 (SI 2015 No.234) 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 will commence on 12th June 2017, ending on 21st July 2017. Notices will be placed on the Town Council website and noticeboard.

The General Fund balance was highlighted previously by both the external and internal auditors as being a concern. This was addressed as part of the budget setting for 2017/18. The Clerk stated that the balance has increased by £23,056 to £28, 537 however this is still below the recommended level. The Council will need to continue to take steps to increase the level of the reserve in future years.

- 2.11 (i)** The Chair, Cllr. Hudson went on to read and confirm each point of the Annual Governance Statement, Section 1 of the Annual Return, that the Members of the 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. Hudson read out the eight points of the statement and it was confirmed the requirements had been met.

Cllr. Weston proposed, seconded by Cllr. Perry and unanimously.

RESOLVED:

The Council approved the Annual Governance Statement for 2016/17 (Section 1 of the Annual Return).

- 2.11 (ii)** Cllr. Hudson read the Accounting Statements, Section 2 of the Annual Return to Members.

Cllr. Bowkett proposed, seconded by Cllr. Rogers and unanimously.

RESOLVED:

The Council approved the Accounting Statements 2016/17 (Section 2 of the Annual Return).

2.12 ASSET RISK REGISTER

The Town Clerk presented a revised Council Facilities Asset Risk Register for approval.

It was noted that the risk register would be reviewed on a regular basis at the Facilities Committee.

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Cllr. Drummond proposed, Cllr. Perry seconded and unanimously.

RESOLVED:

The Council approved the revised Facilities Asset Risk Register.

2.13 NEIGHBOURHOOD PLANNING

Cllr. Hudson gave an update on the Tenbury and Burford Neighbourhood Plan. He stated that Burford Parish had agreed additional funding of £750.00 for the next two years.

The Worcestershire Archive and Archaeological Services have now issued the two reports they were compiling. The reports on the historical environment and Biodiversity have proven to be so good that the steering group have agreed to request a report on flooding for the area.

There have now been 40 returned questionnaires, however some of the larger businesses have yet to reply and are being encouraged to do so.

The Town Clerk asked the Members to consider granting the Assistant to the Clerk four additional days, to concentrate on collating the information gathered this far and to pass this on to Kirkwells to complete the next stage of the formulation of the plan. The additional days will be funded from the Neighbourhood Plan budget.

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

RESOLVED:

To note the additional contribution agreed by Burford Parish Council and agreed the procurement of Worcestershire Archive and Archaeological Services.

The Town Council approves four additional days for the Assistant to the Clerk.

2.14 REPRESENTATIVES ON OUTSIDE BODIES

2.14.1 CALC Area Meetings – Mayor & Deputy Mayors

No report

2.14.2 Tenbury French Twinning – Cllr. Weston

Cllr. Weston reported that the visitors from Pont du Casse will be arriving on 7th July 2017. They will be welcomed at the Pump Rooms for refreshments before being taken to their host families. This will be followed in the evening with a get together in St Michael's village hall.

Saturday will be a day spent with the host families and Sunday will be a group excursion to the Severn Valley Railway with a picnic lunch.

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Sunday evening will see a dinner at St Michael's village hall with the party departing on Monday to London.

There is expected to be 40 visitors including the Mayor, Deputy Mayor and their partners. Cllr. Weston wished to thank all the host families including three of the Town Council members.

2.14.3 Regal Tenbury Trust – Mayor

No report.

2.14.4 Tenbury Area Partnership – Mayor & Deputy Mayors

Cllr. Patrick reported on the last meeting of the Tenbury Area Partnership. He stated that the decisions had been made not to renew the Tenbury Banners on the A456 and to cancel the artwork for the Civic Garden. This means that there is a sum of money to be spent, which is not earmarked for a specific project. The Members expressed disappointment with these decisions. Cllr. Hudson asked the Town Clerk to make representation to the Tenbury Area Partnership Chair, Mr Brian Roberts, that the Town Council is disappointed with their decision.

Cllr. Drummond asked Cllr. Patrick what the aim of the Tenbury Area Partnership is. Cllr. Patrick replied that its aim is to co-ordinate groups in the town and to facilitate the drawing down of funding for example, Portas monies.

Cllr. Davies suggested perhaps new benches could be purchased with the money from the cancelled banners and artwork and Cllr. Fielder suggested better signage in Town.

Cllr. Weston left the meeting at 8.01pm.

2.14.5 Tenbury Museum – Cllr. Hudson

The Museum is currently trying to draw down funding for an app that allows users to scan certain points of interest around the town, which then provides the user with details and history of the point they are scanning.

A survey has been carried out as to whether people think the museum should continue and whether they should remain in Goff's School or move to an alternative location.

The museum also celebrated its 40th anniversary at the Kings Head Public House on the previous weekend with approximately 90 visitors.

2.14.6 Tenbury Tourist Information – Cllr. Davies

Cllr. Davies reported that the beginning of the year was quiet due to the Public Realm works, however the month of May saw 711 visitors utilise the facility. This number is up on the previous two years.

Cllr. Davies also reported that the grant funding for this year had been approved.

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2.14.7 Tenbury in Bloom – Cllr. Fielder

Cllr. Fielder reported that the summer planting of the containers was complete and that the accounts were healthy. There is a new Chair, Sheila Harris and they are trialling a new style of planting, cottage garden style.

2.14.8 Chamber of Trade – Mayor

No report.

2.14.9 Wheeler Charity – Cllr. Drummond

Cllr. Drummond had nothing to report, but wished to explain to the Council Members what the charity does. Cllr. Drummond explained that the charity was originally set up to help people in service to buy their uniform. Now, it allocates grants to help children at local schools, in particularly the high school, to assist students with required funds for betterment.

2.14.10 Philip Bayliss Trust – Mayor

No report.

2.15 EXCLUSION OF PRESS AND PUBLIC

Proposed by Cllr. Drummond, seconded by Cllr Perry and unanimously.

RESOLVED:

To exclude 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.

2.16 PHOTOCOPIER LEASE

The Members considered the Town Clerk's report on the renewal of the photocopier lease.

Cllr. Drummond proposed, Cllr. Gould seconded and unanimously.

RESOLVED:

The Council agreed the renewal of the Photocopier Lease at a cost of £359.16 per annum.

2.17 RE-ADMISSION OF THE PRESS AND PUBLIC

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

RESOLVED:

Press and Public were re-admitted for the remainder of the meeting.

2.18 CORRESPONDANCE FOR INFORMATION

None

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2.19 COUNCILLORS REPORTS AND OTHER ITEMS FOR FUTURE AGENDA

Cllr. Gould queried the inclusion of the hire for cups on the U3A's invoice. The Town Clerk said that it was normal practise to charge £4.00 plus VAT for the hire of cups and saucers.

Cllr. Gould also enquired whether we require a street cleaner for the pavements. The Town Clerk advised that cleaning the pavements is Malvern Hills District Council's responsibility.

Cllr. Davies stated that she has noticed the No.291 bus from Kidderminster stopping at the entrance to Tesco to let passengers disembark. This is not a bus stop and is causing an obstruction and a hazard. The Town Clerk advised that this is a Highways issue, but that she will contact Worcestershire County Council to ascertain who to report it too.

Cllr. Fielder reported that the entrance to the bridge on the Burford side was looking very unkempt, due to road work signs which had been left behind and advertisement banners.

The Town Clerk stated that she is working with the Burford Parish Clerk to resolve the matter.

Cllr. Bowkett stated that he had witnessed several children running out over the junction which forms the entrance to Tesco. He asked whether something could be done to make the road more obvious to children as the raised table appears to be causing them confusion. The Town Clerk will report Cllr. Bowkett's concerns.

Meeting closed at 8:37 pm

Signed.....

Date.....