

PUBLIC NOTICE OF MEETING

A meeting of the **Finance and General Purposes Committee** is to be held in the
Town Council Offices, 25(A) Load Street, Bewdley on
WEDNESDAY 22ND JANUARY 2020 AT 7.00pm

SUMMONS TO FINANCE AND GENERAL PURPOSES COMMITTEE MEMBERS
All members of the Finance and General Purposes Committee are summoned to attend.

Sharon Hudson
Town Clerk
14th January 2020

AGENDA

283 **Chairman's Welcome**

284 **To receive and note any apologies for absence**

285 **Declarations of Interest: Councillors are reminded:-**

- (i) To keep their Register of Interests updated.
- (ii) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- (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 which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence

286 **Dispensations**

To be advised of, and vote upon, any written requests from Town Councillors to the Town Clerk, submitted before the start of the meeting, to grant a dispensation to stay in the meeting, speak and/or vote on matters for which they have declared an interest at the above agenda item, in keeping with s33 of the Localism Act 2011 and the Council's adopted Standing Orders and Code of Conduct.

287 **To appoint a Deputy Chairman to the Finance and General Purposes Committee**

288 **Public Question Time**

Members of the public are invited to comment on and ask questions relating to this agenda or for consideration at future meetings of this committee; the time allowed is at the Chairman's discretion. There is no expectation of any dialogue or ad hoc discussion with the committee at this time.

- 289 **To approve the minutes of the meeting of this committee held 18/12/2019**
- 290 **To receive an update from the Town Clerk on the Council's current financial position**
- a. To **Note** - bank reconciliation 31/12/2019 (quarter 3)
 - b. To **Note** – bank balances and reserves 31/12/2019 (quarter 3)
- 291 **To receive an update on the actual v budget to date**
To **Note** - budget analysis 30/12/2019 (quarter 3)
- 292 **To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**
1. progress to date on the Internal Auditor's recommendations
 2. Localism
- 293 **Purchases to note – not yet invoiced:**
- O/n 19-20-038 Num Lock Solutions Ltd – £ 149.96 - Malware software
(budget – software and support)
 - O/n 19-20-039 Num Lock Solutions Ltd – £56.67 - Injector Adaptor
(budget – computers)
 - O/n 19-20-042 Bewdley Community Marching Band – £300 - Mayors Civic & Remembrance Sunday
(budget – Mayoral Expenses & Civic Ceremonies)
 - O/n 19-20-047 Worcestershire County Council – £101.88 - salt/grit
(budget – General Maintenance)
 - O/n 19-20-052 Avon Planning Services – £525 - Neighbourhood Plan Review
(budget – Grant)
 - O/n 19-20-054 Britnett Central – £1407 – Website Design
(budget – Website)
 - O/n 19-20-062 Wyre Forest District Council - £147.52 – Crown & Thin Tree-Wyre Hill Park
(budget – Wyre Hill Park)
 - O/n 19-20-064 Wyre Forest District Council - £186 – Cleaning Load Street Toilets
(budget – Load Street Toilet Cleaning)
 - O/n 19-20-067 Came & Company - £319.20 – Cyber Insurance
(budget – Insurance)
- Lengthsman
- 294 **Approval of grants requested by local organisations**
Bewdley Town Council has allocated £14,000 from its budget to the support of local groups as of November 2019 £10,570 had been allocated to local organisations. Members are to consider the grant requests received against the remaining budget of £3430.
- 295 **Councillor Expenses and Allowances**
To review the March 2019 Expenses and Allowances policy document and recommend for **approval** any appropriate changes
- 296 **Policies for Review and Approval**
To review and recommend for **approval** the following policies:
- BTC005 Health and Safety Policy
 - BTC010 Social Media Policy

- 297 **Credit Card Application**
To consider and recommend for **approval** an application form for a BTC credit card.
- 298 **To receive any urgent matters not on this agenda subject to prior notification**
- 299 **In accordance with the Public Bodies** (Admission to Meetings) Act 1960, s1(2) to resolve to exclude the public and the press from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements:
- 300 **Clock Contract**
To consider and recommend for **approval** the clock maintenance contract
- 301 **Floral Displays**
To discuss quotation received and consider actions to be taken
- 302 Date of next meeting: **19th February 2020, 7pm**

Committee members:

Town Councillors: R Coleman (Chairman)
A Coleman
E Davies
P Gittins
P Harrison
H Lacy
D Morehead
R Stanczyszyn