



PUBLIC NOTICE OF MEETING

Due to the COVID 19 virus the Finance & General Purposes meeting will be undertaken virtually using Zoom software.

27th May 2020 at 7pm

SUMMONS TO FINANCE AND GENERAL PURPOSES COMMITTEE MEMBERS

All members of the Finance and General Purposes Committee are summoned to attend

Public participation is welcomed. Any members of the public wishing to participate should email the Town Clerk townclerk@bewdleytowncouncil.org prior to the meeting. Questions relevant to the agenda or for consideration at future meetings may be asked of the Town Council; please note there is no expectation of a response at this time.

Sharon Hudson, Town Clerk
25(A) Load Street, Bewdley
townclerk@bewdleytowncouncil.org

18th May 2020

AGENDA

345 Chairman's Welcome

346 Appointment of the Chairman and Deputy Chairman

347 To receive and note any apology for absence

348 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

349 Dispensations

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

350 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.

- 351 To approve the minutes of the meeting of this committee held 18/03/2020**
- 352 To receive an update from the Town Clerk on the Council's current financial position**
- i. To **Note** – the year end account reconciliations 2019-20
 - ii. To **Note** – the bank reconciliations 30/04/2020
 - iii. To **Note** – the cash balances and reserves 30/04/2020
 - iv. To **Note** – Regular Payments
- 353 To receive an update on the actual v budget**
To **Note** – the actual v budget analysis 30/04/2020
- 354 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**
- i. Progress to date on the Internal Auditor 2019-20
- 355 Policies and procedures for Review and Approval**
To review and recommend for approval the following policies and procedures:
- Publication Scheme
- BTC004 Document Retention Policy
BCT007 Complaints Procedures
- 356 Corporate Risk Assessment**
To review and recommend for approval the following risk assessments:
- General - risk assessment
Office (Return to Work-Covid19) – risk assessment
- 357 Youth Centre Project**
The Bewdley School ask for the Councils support in their National Lottery grant bid.
- 359 To receive any urgent matters not on this agenda subject to prior notification**
- 360 Date of next meeting –**
-



Town Clerk's Office
25(A) Load Street
Bewdley

01299 400157

officemanager@bewdleytowncouncil.org

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 18TH MARCH 2020 AT 7.00pm
AT THE WYRE ROOM ST GEORGES HALL

PRESENT

Councillors A Coleman, P Gittins MBE, P Harrison, H Lacy & R Stanczyszyn

In attendance:

Sharon Hudson, Town Clerk

f&gp/322 Appointment of a Chairman

Both the Chairman, Cllr R Coleman and the Deputy Chairman Cllr D Morehead were unable to attend the meeting; Cllr A Coleman proposed Cllr P Harrison as chairman of the meeting, this was seconded by Cllr R Stanczyszyn and agreed by all Councillors present.

f&gp/323 Apologies

Apologies were received from Councillors R Coleman, L Davies and D Morehead

f&gp/324 Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None were declared

f&gp/325 Councillor Dispensations

- There were no requests for dispensations.

f&gp/326 Public Question Time

- None

f&gp/327 Minutes

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 20/02/2020.

f&gp/328 To receive an update from the Town Clerk on the Council's current financial position

a. It was **RESOLVED** to **note** the bank reconciliation as at 28/02/2020

b. It was **RESOLVED** to **note** the Council's bank balances as at 28/02/2020. It was **RESOLVED** to **note** the current reserves and recommend for approval additional reserves for the purchase of VAS signs and the replacement Notice Boards and Street Poles.

Bewdley Town Council

Period Ending 28/02/2020

BANK AND CASH BALANCES REPORT

Summary

Statement beginning balance	63,084.27
Cheques and payments cleared (27)	-13,343.25
Deposits and other credits cleared (3)	6,471.05
Statement ending balance	56,212.07
Uncleared transactions as of 28/02/2020	-1,680.59
Register balance as of 28/02/2020	54,531.48
Cleared transactions after 28/02/2020	0
Uncleared transactions after 28/02/2020	-14,969.12
Register balance as of 06/03/2020	39,562.36

UNITY BANK DEPOSIT ACCOUNT

BANK BALANCE @ 28TH FEBRUARY 2020 10,631.71

SCOTTISH WIDOWS INVESTMENT

BANK BALANCE @ 28TH FEBRUARY 2020 30,460.85

CAMBRIDGE BUILDING SOCIETY

BANK BALANCE @ 28TH FEBRUARY 2020

30,000.00

PETTY CASH

BALANCE @ 28TH FEBRUARY 2020

61.05

TOTAL CASH & INVESTMENT 28TH FEBRUARY 2020

£110,715.97

f&gp/329 To receive an update on the budget to date

It was **RESOLVED** to **note** actual spend against budget 2019/20 as at 29/02/2020

f&gp/311 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:

- i. progress to date on the Internal Auditor's recommendations – The Internal Auditor cancelled his visit due to concerns regarding the coronavirus. It has been agreed that the Town Clerk will forward any information required to enable the audit to be completed.
- ii. Localism – The Town Clerk has a conference call 19/03/2020 to discuss actions to be taken prior to the next meeting 30/03/2020. This meeting may not go ahead.
- iii. Payment Cards – it was **RESOLVED** to defer agreement on this as further information is required

It was **RESOLVED** to **note** the on-going actions being taken by the Town Clerk on the above issues.

f&gp/331 Purchases to note – not yet invoiced:

It was **RESOLVED** to **note** the following purchases:

Purchases to note – not yet invoiced:

- 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 2020-21)
- O/n 19-20-071 The Play Inspection Company - £100.00 – Inspect Play Equipment

	(budget – Wyre Hill Park)
O/n 19-20-075	Community Rehabilitation - £45.00 – maintain Millennium Green (budget – Millennium Green)
O/n 19-20-077	Numlock Solutions - £40 – install software (budget – Software & support)
O/n 19-20-079	Worcestershire CALC – £120.00 -Officer Training (budget – Training-Staff)
O/n 19-20-081	Samantha Park – £562.5 -Neighbourhood Plan Consultant (budget – Localism grant)
O/n 19-20-082	WFDC Chairman Charity – £60.00 -Charity Dinner (budget – Mayoral Expenses)
O/n 19-20-084	Janitorial Direct – £208.54 -Toilet supplies (budget – Load Street Toilet Cleaning)
Lengthsman	On-going work for Worcestershire County Council in line with contract

Members raised concerns about the provision of IT services and the lack of an appropriate contractual arrangement. Also the Council officers lack of ability to work from home during these difficult times.

f&gp/332 Coronavirus

Emergency delegation procedures – amendment to standing orders

It was **RESOLVED** to **Agree** that the Standing Orders be amended to include:

- In a time of emergency, the Town Clerk, in conjunction with the Mayor and the Chairman of Finance & General Purposes committee, can spend up a sum of £1500, in line with sections 4 and 6 of the financial regulations.

f&gp/333 Policies for Review and Approval

It was **RESOLVED** to recommend the following policies for **Approval** with minor amendments:

BTC013 Civic and Thank You Award Schemes

BTC045 Safe Working System - Toilets

f&gp/334 Risk Assessment

It was **RESOLVED** to recommend the following risk assessment for Approval:

Load Street Public Toilets

f&gp/335 Safe Working System – Toilets Quarterly Review

It was **RESOLVED** to **note** the quarterly toilet review; consideration is being given to undertaking on-line training courses. Members recommend that any training undertaken is done so by a provider recognised by the insurers.

- f&gp/336 Christmas Light Switch On Event 2020/21**
- Concerns were raised about the proposed costs being above the Councils budget. The Town Clerk explained that Signal 107 Radio would expect be able to obtain sponsorship to cover the balance, however sponsorship was not guaranteed. It was **RESOLVED** to **Note** the Christmas 2020 event proposals and call a Christmas Group meeting at the earliest convenience.
- f&gp/337 Community Event – “Divided But Invited”**
- Members acknowledged the event but as the event has been postponed due to the coronavirus pandemic no decisions could be taken at this time. Proposals would be re-considered once a new date had been arranged.
- f&gp/338 Lottery Grant Application – Wyre Hill Sand Park**
- Following consideration Members **RESOLVED** to **Agree** support for the final lottery grant application for Wyre Hill Sand Park final lottery grant application and recommend this for Approval.
- f&gp/339 Mayoral Chain Repairs**
- Following consideration of the repair options available it was **RESOLVED** to recommend for Approval option 2 - replacement shield crown and scroll at a net cost of £1602.52.
- f&gp/340 To receive any urgent matters not on this agenda subject to prior notification**
- Urgent Matters**
- Cllr A Coleman raised the following:
- Members of the community have set up a Covid 19 support group. The group have asked the Council for their support by providing a storage facility for supplies.
- As the April Council meeting could be cancelled it was **Agreed** to support the group during this difficult time and that Cllr A Coleman be nominated as the garage key holder to help the group access storage.
- The Town Clerk had received a quotation from the Jubilee fireworks company to provide the carnival fireworks for the event in June 2020. Members were asked to agree that an order be place to secure the prices as per last year; should the coronavirus pandemic continue and the event be cancelled there would be no charge.
- As the April Council meeting could be cancelled it was **Agreed** that an order be place at a net cost of £1600.00.
- f&gp/341 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2)** it was **RESOLVED** 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
- f&gp/342 Traffic Management Quotations**
- It was **RESOVLED** to defer a decision until a more detailed analysis of costs could be provided.

f&gp/343 Floral Displays

It was **RESOLVED** to approach the only business responding to the tendering process to ascertain what could be provided within the Councils budget.

f&gp/344 Date of next meeting is yet to be confirmed.

Meeting closed 20.28pm

BEWDLEY TOWN COUNCIL

**Year
Ended
31st
March
2019**

Year Ended

31st March 2020

GENERAL FUND

57,245.05	Balance as at 1st April	45,854.25
181,303.73	Add Total Income	182,799.77
238,548.78		228,654.02
196,923.41	Less Total Expenditure	202,440.63
4,228.88	Transfers to/from Reserves	-726.64
45,854.25	Balance at 31st March	25,486.75

**BALANCE SHEET AS AT 31ST
MARCH****CURRENT ASSETS**

115,016.09	Cash at Bank and Investments	101,677.66
22.87	Petty Cash	36.24
0.00	Together Group Petty Cash	150.00
10,261.06	VAT Recoverable	977.93
8,075.40	Debtors & Prepayments	13,599.32
133,375.42		116,441.15

CURRENT LIABILITIES

31,152.82	Creditors and Accruated Expenses	33,859.41
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102,222.60	NETT ASSETS	82,581.74
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REPRESENTED BY:-

45,854.25	General Fund Balance	25,486.75	
3,905.00	Reserves-Economic Regeration	3,905.00	0.00
3,225.02	Reserves-Load Street Toilets	3,225.02	0.00
1,530.00	Reserves- War Memorials	2,000.00	-470.00
7,983.11	Reserves- Election Costs	0.00	7,983.11
1,826.49	Reserves- Christmas Event	4,294.95	-2,468.46
	Reserves- Replacement Hats		
3,732.00	and Robes	3,732.00	0.00
2,911.80	Reserves- Mayors Chain Repairs	2,911.80	0.00
	Reserves- Bus Shelter Mainte-		
500.00	nance	500.00	0.00
750.00	Reserves- Insurance Valuations	900.00	-150.00
600.00	Reserves- Civic Awards	600.00	0.00

	Reserves- Property Costs &		
25,825.00	Loan Repayments	25,825.00	0.00
3,579.93	Reserves- Together Project	4,029.81	-449.88
	Reserves- Welshgate Planting	421.41	-421.41
0.00	Reserves- VAS Signs	2,500.00	-2,500.00
0.00	Reserves- Signs & Posts	250.00	-250.00
0.00	Reserves- Notice Boards	2,000.00	-2,000.00
102,222.60		82,581.74	-726.64

Signed

Mayor

Responsible Financial Officer

Date

**Bewdley Town Council
Income & Expenditure Report**

**Year Ended
31st March
2019**

**Year Ended
31st March
2020**

Actual

	<u>Income</u>	
142,262.76	Precept	161,309.00
2,110.75	Christmas Event Income	3,165.09
90.32	Interest Received	444.03
2,447.00	Shortfall Funding ex WFDC	0.00
2,355.10	Lengthsman Scheme	2,125.29
1,200.00	New Year Fireworks Donations	0.00
8,850.00	Load St Toilets- WFDC	8,783.23
2,000.00	Restoration of Royal Arms Painting	0.00
20.00	Miscellaneous Income	0.00
1,242.24	Museum Cleaning	363.60
2,000.00	Riverside North Paddling Pool - WCC	0.00
1,115.88	Markets	950.00
	Contribution to Town Improvements - WFDC	0.00
4,995.00	Pantomime - Lottery Grant	0.00
6,250.00	Together Project Income	2,316.00
1,864.68	Christmas Event ex BDT	0.00
2,500.00	Contributions to Wyre Hill Play Area	1,681.03
0.00	Groundwork Community Grant	1,062.50
0.00	Neighbourhood Plan-recharged	600.00
181,303.73	<u>Total Income</u>	182,799.77

	<u>Expenses</u>	
72,600.11	Salaries (Note 1)	76,041.54
25,894.27	General Administration	26,142.01
3,964.85	Insurance	3,256.49
1,464.40	Subscriptions	1,656.28
8,235.57	Town Maintenance	9,807.11
0.00	Churchyards	0.00
32,415.07	Displays/Town Events	18,564.91
6,736.00	Capital Items (Note 2)	13,481.03
4,229.83	Mayor's Expenses	4,190.62
1,470.58	Civic Ceremonies	1,205.59
1,500.00	Grant to Wyre Forest CAB	1,500.00
11,024.24	Section 137 Grant Payments	12,500.00
717.86	Regalia/ Council Costs	752.64
244.27	Civic Award	193.79
5,628.85	Election cost & Provision (Note 3)	5,981.20
958.96	Together Project	1,940.20
7,908.09	Neighbourhood Plan	4,175.00

0.00	Neighbourhood Plan-groundworks	1,062.50
760.33	Load Street Toilets	1,086.73
11,170.13	Property Costs & Loan Repayment	8,444.84
0.00	Paddling Pool return of Grant for maintenance (Note 4)	2,000.00
0.00	Millennium Green Maintenance	475.04
196,923.41	Total Expenditure	194,457.52

Note 1

Additional Costs due to hand over from old staff to new.

Note 2

Purchase of Play Equipment Wyre Hill Sand Park

Note 3

Election May 2019 & By-Election February 2020 less reserves

Note 4

Payment returned to WCC as not used 2019-20

Reserves 2019/20	2018/19 Balance	2019/20	Movement	2019/20	Balance
	B/F	budget	IN	OUT	2019/20
Extract from Final Accounts 2018/19					
Reserves- War Memorials	1,530.00	470.00	0.00	0.00	2,000.00
Reserves- Christmas Event	1,826.49	5,000.00	3,065.09	-5,596.63	4,294.95
Reserves- Replacement Councillors' Hats + Robes	3,732.00	0.00	0.00	0.00	3,732.00
Reserves- Mayor's Chain repair	2,911.80	0.00	0.00	0.00	2,911.80
Reserves- Bus Shelter Maintenance	500.00	0.00	0.00	0.00	500.00
Reserves- Seat Replacements On Balance Sheet not on previous reserves		0.00	0.00	0.00	
Reserves- Insurance valuations	750.00	150.00	0.00	0.00	900.00
Election Provision	7,983.11	0.00	0.00	-7,983.11	0.00
Reserves- Civic Award	600.00	0.00	0.00	0.00	600.00
Reserves- Economic Regeneration	3,905.00	0.00	0.00	0.00	3,905.00
Reserves- Load Street Toilets	3,225.02	0.00	0.00	0.00	3,225.02
Reserves- Together Project	3,579.93	0.00	449.88	0.00	4,029.81
Reserves - Property Cost and Loan Repayments	25,825.00	0.00	0.00	0.00	25,825.00
Reserves-Welchgate Planting Project	494.50	0.00	0.00	-73.09	421.41
NEW					
Reserves-Capital - VAS Signs	0.00	2,500.00	0.00	0.00	2,500.00
Reserves-Capital - Sign Posts	0.00	250.00	0.00	0.00	250.00
Reserves-Capital - Notice Boards & Town Signs	0.00	2,000.00	0.00	0.00	2,000.00
RESERVE BALANCES 2019-20	56,862.85	10,370.00	3,514.97	-13,652.83	57,094.99

Bewdley Town Council

Unity Current Account, Period Ending 30/04/2020

BANK RECONCILIATION
REPORT

Reconciled on: 04/05/2020

Reconciled by: Sharon Hudson

Any changes made to transactions after this date aren't included in this report.

Summary

GBP

Statement beginning balance	31,674.97
Cheques and payments cleared (16)	-13,588.80
Deposits and other credits cleared (3)	91,875.00
Statement ending balance	109,961.17

Agreed to bank statement 30.04.20

Uncleared transactions as of 30/04/2020

-1,371.59

Register balance as of 30/04/2020

108,589.58

Details

Cheques and payments cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (GBP)
14/02/2020	Bill Payment	104049	WORCESTERSHIRE CALC	-40.00
15/04/2020	Bill Payment	April Bank Payment 7	Wyre Forest District Council	-11374.31
15/04/2020	Bill Payment	April Bank Payment 13	Avon Planning Services	-168.00
15/04/2020	Bill Payment	April Bank Payment 12	Mr John Byng (bank Payment)	-349.56
15/04/2020	Bill Payment	April Bank Payment 11	Fisher German LLP (bank payment)	-250.00
15/04/2020	Bill Payment	April Bank Payment 2	Janitorial Direct	-250.25
15/04/2020	Bill Payment	April Bank Payment 9	Petr Kratky	-257.60
15/04/2020	Bill Payment	April Bank Payment 4	St Georges Hall Venue Management	-24.00
15/04/2020	Bill Payment	April Bank Payment 8	Shred Station (bank payment)	-48.00
15/04/2020	Bill Payment	April Bank Payment 6	Sharon Hudson (bank payment)	-34.18
15/04/2020	Bill Payment	April Bank Payment 10	Fletcher Cleaning	-194.40
15/04/2020	Bill Payment	April Bank Payment 3	Midshire Communications Ltd - MCL - direct debit	-162.20
15/04/2020	Bill Payment	April Bank Payment 1	Green Man Gardens (Richard Jones)	-306.30

20/04/2020	Bill Payment		TalkTalk Business - direct debit	-64.00
28/04/2020	Bill Payment		TalkTalk Business - direct debit	-30.00
29/04/2020	Bill Payment		Quickbooks - direct debit	-36.00
Total-13,588.80				-13588.80

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (GBP)
08/07/2019	Deposit		Jennings	100.00
08/04/2020	Deposit		Wyre Forest District Council	600.00
29/04/2020	Deposit		Wyre Forest District Council	91175.00
Total91,875.00				91875.00

Additional Information

Uncleared cheques and payments as of 30/04/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (GBP)
04/12/2017	Bill Payment	103468	SUSA	-60.00
25/07/2018	Bill Payment	103708	Instantprint	-20.99
01/04/2019	Bill Payment	103825	Bewdley Community Marching Band	-150.00
13/05/2019	Bill Payment	103873	Bewdley Community Marching Band	-240.00
03/06/2019	Bill Payment	103886	Bewdley Community Marching Band	-150.00
01/07/2019	Bill Payment	103923	Bewdley Community Marching Band	-750.00
02/12/2019	Bill Payment	104013	K Daisley	-0.60
Total-1,371.59				-1371.59

Uncleared deposits and other credits as of 30/04/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (GBP)
09/04/2019	Cheque	dd 29.05.20	Shred Station (bank payment)	0
01/07/2019	Bill Payment	103917	Bewdley Churches Together (St Annes)	0
Total0.00				

Bewdley Town Council

RECONCILIATION REPORT
Period Ending 30/04/2020

Reconciled on: 04/05/2020
Reconciled by: Sharon Hudson

Any changes made to transactions after this date aren't included in this report.

Summary

GBP

Statement beginning balance	31,674.97
Cheques and payments cleared (16)	-13,588.80
Deposits and other credits cleared (3)	91,875.00

Statement ending balance **Agreed to bank statement
30.04.20**

109,961.17

Uncleared transactions as of 30/04/2020

-1,371.59

Register balance as of 30/04/2020

108,589.58

UNITY BANK DEPOSIT ACCOUNT

BANK BALANCE @ 30TH APRIL 2020

10,642.31

SCOTTISH WIDOWS INVEST-
MENT

BANK BALANCE @ 30TH APRIL 2020

30,671.97

CAMBRIDGE BUILDING SOCIETY

BANK BALANCE @ 30TH APRIL 2020

30,000.00

PETTY CASH @ 31ST MARCH
2020

36.24

TOGETHER GROUP PETTY CASH @ 31ST MARCH 2020

150

Total Cash and Investments

180,090.10

AGENDA ITEM 352.4

REGULAR PAYMENTS DUE FOR THE FINANCIAL YEAR 2020-2021

		Annual Charges	
FISHER GERMAN	Garage Rental	3000	
FISHER GERMAN	Garage Insurance	940	
FISHER GERMAN	Garage Electricity	114	
FLETCHER ACCESS	Bus Shelter Cleaning	972	
INITU QUICKBOOKS	Accounting Software	360	DD
M PERRIGO	Office Rental (9 months)	3750	
M PERRIGO	Office Electricity (9 months)	1350	
MIDSHIRE COMMUNICATIONS	Photocopy charges	840	
SHRED STATION	Confidential Waste	480	
SIEMANS	Photocopier rental	660	DD
TALK TALK	Broadband	540	DD
TALK TALK	Telephone	636	DD
WFDC	Guildhall Meeting Room	660	
WFDC	Waste Contract	345	
WFDC	Business Rate -Garage	1048	
	Approximate costs	15695	

Bewdley Town Council Budget vs. Actuals APRIL 2020

	Total				
	Actual	Budget	Remaining	% of Budget	% Re-remaining
Income					
Christmas Event Income		1,000.00	1,000.00	0.00%	100.00%
Community Flood Volunteer Schem	400.00		-400.00		
Interest Received		100.00	100.00	0.00%	100.00%
Lengthsman Scheme		2,800.00	2,800.00	0.00%	100.00%
Lifebuoys replacements 2020-21	200.00		-200.00		
Load St Toilets- WFDC		8,790.00	8,790.00	0.00%	100.00%
Miscellaneous Income			0.00		
Markets		1,300.00	1,300.00	0.00%	100.00%
Total Miscellaneous Income	£ 0.00	£ 1,300.00	£ 1,300.00	0.00%	100.00%
Precept	91,175.00	182,350.00	91,175.00	50.00%	50.00%
Total Income	£91,775.00	£196,340.00	£104,565.00	46.74%	53.26%
Expenses					
Capital Expenditure			0.00		
Lifebuoys		1,000.00	1,000.00	0.00%	100.00%
Notice Boards & Town Signs		2,000.00	2,000.00	0.00%	100.00%
Seats		2,000.00	2,000.00	0.00%	100.00%
Street Poles, baskets & tubs		250.00	250.00	0.00%	100.00%
Town Clerk Office		2,000.00	2,000.00	0.00%	100.00%
VAS Signs		3,800.00	3,800.00	0.00%	100.00%
Total Capital Expenditure	£ 0.00	£ 11,050.00	£ 11,050.00	0.00%	100.00%
Council Costs			0.00		
Badges & Shields		620.00	620.00	0.00%	100.00%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies		1,500.00	1,500.00	0.00%	100.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance		500.00	500.00	0.00%	100.00%
Insurance Valuations		150.00	150.00	0.00%	100.00%
Mayor's Chain Maintenance		1,000.00	1,000.00	0.00%	100.00%
Mayor's Expenses		5,000.00	5,000.00	0.00%	100.00%
Mayoral Roll		200.00	200.00	0.00%	100.00%
Public Meetings		100.00	100.00	0.00%	100.00%
Total Council Costs	£ 0.00	£ 10,570.00	£ 10,570.00	0.00%	100.00%
Election cost & Provision		5,000.00	5,000.00	0.00%	100.00%
Employment Costs		74,000.00	74,000.00	0.00%	100.00%
Admin Apprentice	1,071.42		-1,071.42		

Load St Toilets Cleaner	766.09		-766.09		
Mayor's PA & Administrator	901.34		-901.34		
Town Clerk	3,149.94		-3,149.94		
WFDC Admin Charge	40.00	450.00	410.00	8.89%	91.11%
Total Employment Costs	£ 5,928.79	£ 74,450.00	£ 68,521.21	7.96%	92.04%
Grant Aid & Donations		12,000.00	12,000.00	0.00%	100.00%
Millennium Green Maintenance		750.00	750.00	0.00%	100.00%
Operating Costs			0.00		
Advertising & Official notices		100.00	100.00	0.00%	100.00%
Audit Fees		1,000.00	1,000.00	0.00%	100.00%
Broadband	25.00	500.00	475.00	5.00%	95.00%
Computer		200.00	200.00	0.00%	100.00%
Garage Rent- rear 14 Load st		4,500.00	4,500.00	0.00%	100.00%
Insurance		5,300.00	5,300.00	0.00%	100.00%
Intruder Alarm		700.00	700.00	0.00%	100.00%
Legal Fees		5,000.00	5,000.00	0.00%	100.00%
Maintenance		1,500.00	1,500.00	0.00%	100.00%
Photocopier		1,500.00	1,500.00	0.00%	100.00%
Postage		200.00	200.00	0.00%	100.00%
Refreshments		150.00	150.00	0.00%	100.00%
Service Charge & Business rates		900.00	900.00	0.00%	100.00%
Small Office Equipment		150.00	150.00	0.00%	100.00%
Software & Support	30.00	5,000.00	4,970.00	0.60%	99.40%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print		2,000.00	2,000.00	0.00%	100.00%
Subscriptions	1,369.75	2,000.00	630.25	68.49%	31.51%
Telephones	53.33	600.00	546.67	8.89%	91.11%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff		1,000.00	1,000.00	0.00%	100.00%
Travel & Training- Councillors		500.00	500.00	0.00%	100.00%
Unity Bank Charges		150.00	150.00	0.00%	100.00%
Website		1,500.00	1,500.00	0.00%	100.00%
Total Operating Costs	£ 1,478.08	£ 35,150.00	£ 33,671.92	4.21%	95.79%
Paddling Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	324.17	7,000.00	6,675.83	4.63%	95.37%
Town Events			0.00		
Carnival Fireworks		2,000.00	2,000.00	0.00%	100.00%
Christmas Festivities		5,000.00	5,000.00	0.00%	100.00%
Christmas Lights		11,500.00	11,500.00	0.00%	100.00%
VE DAY Grants		1,000.00	1,000.00	0.00%	100.00%
Total Town Events	£ 0.00	£ 19,500.00	£ 19,500.00	0.00%	100.00%
Town Maintenance			0.00		
Bus Shelters cleaning & maint		1,000.00	1,000.00	0.00%	100.00%
Churchyards		500.00	500.00	0.00%	100.00%
General Maintenance		2,000.00	2,000.00	0.00%	100.00%

Lengthsman		2,800.00	2,800.00	0.00%	100.00%
Lifebuoys		250.00	250.00	0.00%	100.00%
Load Street Toilets		1,000.00	1,000.00	0.00%	100.00%
Maintenance of existing seats		1,000.00	1,000.00	0.00%	100.00%
Signs & Notice Boards		500.00	500.00	0.00%	100.00%
Street Poles, Tubs & Baskets		3,000.00	3,000.00	0.00%	100.00%
Town Clock		200.00	200.00	0.00%	100.00%
Wyre Hill Play Area		4,000.00	4,000.00	0.00%	100.00%
Total Town Maintenance	£ 0.00	£ 16,250.00	£ 16,250.00	0.00%	100.00%
Total Expenses	£ 7,731.04	£196,720.00	£ 188,988.96	3.93%	96.07%
Income over Expenditure April 2020	£84,043.96	-£ 380.00	-£ 84,423.96		



PUBLICATION SCHEME

Information available from Bewdley Town Council

The Freedom of Information Act requires every public authority to have a publication scheme approved by the information Commissioner's Office (ICO), and to publish information covered by the scheme.

The Publication Scheme is based on the ICO model for public authorities and set out Bewdley Town Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and also available on the Town Council's website www.bewdleytowncouncil.org.

The Council's charges for producing printed copies of this information are published towards the end of this document.

The same information can be requested by phone, email, post or in person from the Town Clerk, contact details are listed at the end of this document.

CLASS 1 INFORMATION – Who we are and what we do

Contact details of Town Clerk and Councils	Website / office
Councils Committee Structure	Website / office
Location of Council Offices	Website / office
Councils Staffing Structure	Website / office

CLASS 2 INFORMATION – What we spend and how we spend it (Current and previous financial year only)

Annual return form and report from Auditor	Website / office
Finalised budget	Website / office
Precept	Website / office
Financial standing orders and regulations	Website / office
Grants Given and Received	Website / office
List and value of current contracts awarded	Office
Members' allowances and expenses	Office

CLASS 3 INFORMATION – What our priorities are and how are we doing (Current and previous financial year only)

Report from Annual Town Meeting	Website / office
Corporate Plan/Action Plan	Website / office
Neighbourhood Plan	Approved plan not, as yet, available

CLASS 4 INFORMATION – How we make decisions

(Current and previous financial year only)

Timetable of all Town Council, committee and sub-committee meetings	Website / office
Agendas of all Town Council, committee and sub-committee meetings	Website / office
Minutes of Town Council, committee and sub-committee meetings	Website / office
Reports presented to Council meetings – excluding any information properly regarded as confidential	Website / office
Responses to Consultations	Website / office
Responses to Planning applications	Website / office
Bye-laws	Office

CLASS 5 INFORMATION – Our policies and procedures

(Current information only)

Procedural Standing Orders	Website / office
Committee and sub-committee terms of reference	Website / office
Officers delegated authority	Office
Councillors Code of Conduct	Website / office
Grant aid policy procedures (given)	Website / office
Grant application policy and procedures (received)	Office
Equality and diversity policy	Office
Health and Safety policy	Office
Recruitment policy	Office
Handling information requests	Office
Information Security policy	Office
Records management policy	Website / office
Data protection policy	Website / office
Schedule of charges	Website / office

CLASS 6 INFORMATION – List of Registers

(Current information only)

Council Asset Register	Office
Disclosure Log	Office
Register of Members Disclosable Pecuniary Interest	Website / office
Register of Gifts and Hospitality	Office

CLASS 7 INFORMATION – Services we offer

(Current information only)

Annual Civic events – Mayor Making, Mayor's Sunday, Remembrance Sunday, St Georges Day Parade, Christmas Light Switch On	Website / office
Responsibilities for Wyre Hill Sand Park	Website / office
Responsibilities for Cleaning Load Street public toilets	Website / office
Operation of Lengthsman Scheme	Website / office
Responsibilities for the maintenance of some benches/seating	Website / office
Responsibilities for town centre summer floral displays	Website / office
Responsibilities for Life Buoys	Website / office
Planning Application responses	Website / office
Responsibilities for Bus Shelters	Website / office
Availability of Notice Boards	Website / office
Community support by way of grant aid	Website / office
Support for voluntary groups eg Flood Volunteers, Friends of Riverside North, Friends of Wyre Hill Sand Park, Together Group	Website / office
Trustee for Wribbenhall Millennium Park Trust	Website / office

Schedule of Applicable Charges

Material which is published and accessed on the Council's website is free of charge.

Charges will be made for the following:

Disbursement Costs	Charges
Photocopying	Per side of A4 sheet black & White 5p colour 25p Per double sided A4 sheet black & White 10p colour 50p
Postage	Actual cost of Royal Mail 2 nd class
Envelope	DL envelope 5p A5 envelope 10p A4 envelope 20p
Statutory Fees	In accordance with relevant legislation

If a charge is to be made, confirmation of the payment due will be given and payment must be made prior to the provision of any such information

Additional charges also apply

Council Notice Boards	<p>To display a large poster on the Beale's Corner notice board</p> <p>£10.00 per week</p> <p>To display A4/A5 posters on in the notice boards outside the Museum and St Georges Hall including the website and facebook (price includes all of the above)</p> <p>£5.00 per week</p>
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Payment must be made required prior to posters being displayed

For further information please contact

Sharon Hudson

Town Clerk,
Bewdley Town Council
25A Load Street.
Bewdley,
Worcestershire
DY12 2AE

01299 400157

www.bewdleytowncouncil.org / office@bewdleytowncouncil.org