

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
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SCOTTISH WIDOWS INVESTMENT

BANK BALANCE @ 28TH FEBRUARY 2020	30,460.85
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CAMBRIDGE BUILDING SOCIETY

BANK BALANCE @ 28TH FEBRUARY 2020	30,000.00
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PETTY CASH

BALANCE @ 28TH FEBRUARY 2020	61.05
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<u>TOTAL CASH & INVESTMENT 28TH FEBRUARY 2020</u>	£110,715.97
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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:

- 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 has been cancelled it was **RESOLVED** to **Agree** 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 has been cancelled it was **RESOLVED** to **Agree** 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

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

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Date