

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 21ST OCTOBER 2020 AT 7.00pm

HELD AS A VIRTUAL MEETING ON ZOOM

PRESENT

Councillors R Stanczyszyn (Chairman), L Davies (Deputy Chairman), J Byng, P Gittins MBE, P Harrison, D Morehead

In attendance:

Sharon Hudson, Town Clerk
Two non-committee members of the Council

- f&gp/423 Chairman's Welcome**
Cllr R Stanczyszyn welcomed everyone to meeting and stated that he had never refused anyone to talk on any item on the agenda and had no intention to do so now.
- f&gp/424 Apologies**
Apologies were received from Cllr H Lacy,
- f&gp/425 Declarations of Interest**
Members were reminded of the requirement to declare all interests:
- None were declared
- f&gp/426 Councillor Dispensations**
 - There were no requests for dispensations.
- f&gp/427 Public Question Time**
 - None

A Non-committee member made a statement about not being allowed to stay in the meeting following the resolution to exclude the public.
- f&gp/428 Minutes**
It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 16/09/2020, as a true record.
- f&gp/429 The Town Clerk gave an update on the Council's current financial position.**
- i. the bank reconciliations from 30/09/2020 (half year)

Bewdley Town Council	
Unity Current Account, Period Ending 30/09/2020	
RECONCILIATION REPORT	
Reconciled on: 05/10/2020	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report	
Summary	
GBP	
Statement beginning balance	89,416.52
Cheques and payments cleared (20)	-23,007.84
Deposits and other credits cleared (5)	93,594.22
Statement ending balance	160,002.90
Uncleared transactions as of 30/09/2020	-50.60
Register balance as of 30/09/2020	159,952.30

ii. the cash balances and reserves 30/09/2020 (half year)

Bewdley Town Council	
Unity Current Account, Period Ending 30/09/2020	
RECONCILIATION REPORT	
Summary	
GBP	
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Cheques and payments cleared (20)	-23,007.84
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RESERVES 2020-21	
General Reserve	87,381.28
Reserves 2020-21	2020-21
Reserves- War Memorials	2,000.00
Reserves- Christmas Event	4,294.95
Reserves- Replacement Councillors' Hats + Robes	3,732.00
Reserves- Mayor's Chain repair	2,911.80
Reserves- Bus Shelter Maintenance	500
Reserves- Insurance valuations	900
Election Provision	0
Reserves- Civic Award	600
Reserves- Economic Regeneration	3,905.00
Reserves- Load Street Toilets	3,225.02
Reserves- Together Project	4,029.81
Reserves - Property Cost and Loan Repayments	25,825.00
Reserves-Welchgate Planting Project	421.41
NEW	
Reserves-Capital - VAS Signs	2,500.00
Reserves-Capital - Sign Posts	250
Reserves-Capital - Notice Boards & Town Signs	2,000.00
RESERVE BALANCES 2019-20	57,094.99
Current Liabilities - Noah's Ark Mums and Toddlers aka Wyre Hill Play park	
	1,835.69
Current Liabilities - Locality Grant	
	5,937.50
Current Liabilities - Bewdley Civic Society	
	7,000.00
Current Liabilities - Bewdley Residents Flood Committee	
	702.84
	15,476.03
Balance of Reserves September 2020	159,952.30

It was **RESOLVED** to **Note** the above reconciliations

f&gp/430

To receive an update on the budget to date

It was **RESOLVED** to **note** actual spend against budget 2020-21 as at 30/09/2020 (half year)

f&gp/431

Purchases— not yet invoiced:

- O/n 19-20-042 Bewdley Community Marching Band – £300 - Mayors Civic & Remembrance Sunday
(budget – Mayoral Expenses & Civic Ceremonies)
- O/n 19-20-054 Britnett Central – £407 – Website Design (Balance)
(budget – Website 2020-21)
- O/n 19-20-077 Numlock Solutions - £40 – install software
(budget – Software & support)
- O/n 19-20-079 Worcestershire CALC – £80.00 -Officer Training (Balance)
(budget – Training-Staff)
- O/n 20-21-001 Community Rehabilitation - £45.00 – maintain Millennium Green
(budget – Millennium Green)
- O/n 20-21-003 WFDC– £400 – Remove dangerous pole
(budget – Town Maintenance)
- O/n 20-21-005 OGL– £3481.92 – IT Solutions (Balance)
(budget – software and support)
- O/n 20-21-009 Num Lock Solutions – £40.00 - Domain Transfer
(budget – Software & Support)
- O/n 20-21-011 DKE Audit – £360 – Internal Audit 2020-21
(budget – Audit Fees)
- O/n 20-21-023 Worcestershire CALC – £60.00 -Budget Training
(budget – Training-Staff/Councillors)
- O/n 20-21-025 Worcestershire CALC – £30.00 -Chairmanship Training
(budget – Training- Councillors)
- O/n 20-21-028 Worcestershire CALC – £225.00 – Councillor Training
(budget – Training- Councillors)
- O/n 20-21-031 Amazon – £40.91 -Infrared Thermometer
(budget – Together Group)
- O/n 20-21-035 Fletchers Access– £1080.00 – Annual Bus Shelter Cleaning
(budget – Bus Shelter Maintenance)
- O/n 20-21-036 WFDC– £90– To provide cover for Toilets
(budget – Load Street Toilets)
- O/n 20-21-037 Greenman Gardens– £360 – Refurbish
Bench Severnside South - (budget – Maintenance of existing
seats)
- O/n 20-21-038 Elite Ind Supplies Ltd – £41.29 – BTC Hi-Viz vests
(budget – Office Consumables)
- O/n 20-21-039 OGL – £1831.00 – Tablets
(budget – to be paid from Small Business Grant funds)

It was **RESOLVED** to **note** the above outstanding orders

f&gp/432

Budget

The first draft of the 2021-22 budget was presented by the Town Clerk and explanation given on a number of highlighted items. It was **RESOLVED** to **Note** the initial draft.

f&gp/433

To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meeting including

1. Localism

The next Localism meeting is due to take place 22/10/2020. Information relating to open space costs had been provided. No information had been provided with regards to residents' car parks.

2. **Adopt A Planter**

It was **RESOLVED** to recommend for approval the following amendments be made to the adopt a planter scheme

- that the individuals from those businesses/organisations wishing to adopt a planter are recruited as BTC volunteers and therefore covered by BTC insurance.

3. **Bollards**

It has been confirmed that the bollards for Severn Side South were ordered by WCC on 16/09/2020.

f&gp/434 Elections VAT Payment

It was **RESOLVED** to recommend for approval the VAT repayment of £397.52 relating to a WFDC VAT overclaim error on the 2017 election expenses.

f&gp/435 Together Group Risk Assessment

It was **RESOLVED** to **Note** the Together Group risk assessments. (Together Group is currently closed due to the COVID 19 restrictions)

f&gp/436 Neighbourhood Plan

Cllr R Stanczyszyn explained funding was required for the completion of the Neighbourhood Plan Regulation 14 consultation. Funding has been sought from Locality however should that funding not materialise monies would be required from reserves. It was **RESOLVED** that in line with Council approval on 05/10/2020, if required, up to £4000 would be used from Council reserves to allow completion of the Neighbourhood Plan consultation

f&gp/437 To receive any urgent matters not on this agenda subject to prior notification

Fireworks

Following discussions regarding the current government guidance relating to coronavirus and public events it was **RESOLVED** to recommend that the Council does not provide a New Year's Eve fireworks display this year.

f&gp/438 In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2), it was **RESOLVED** that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest**

f&gp/439 Contractual Matters

Members reviewed the following quotations and recommended the following approvals or actions having considered the reports presented:

- Floral Displays
– an annual contract with the option 2 provider
- Replacement Lifebuoys Housing and Lifebuoys cleaning
– the purchase of one new housing from the option 1 provider and to make arrangements for all lifebuoy housings to be cleaned.
- Noticeboards
– a new noticeboard be purchased for Beale's Corner from the option 1 provider.

f&gp/440 25A Load Street

The Town Clerk has written to the premises owner with regards to the contract in place.

f&gp/441

On-going Staffing Matters

Following discussion with regards to the additional information received relating to an invoice for provision of a statement by a former Councillor – it was **RESOLVED** that the Council had made no agreement with regards to any payment and therefore could not recommend the invoice be paid.

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Date of next meeting – 18th November 2020

Meeting closed 8.08pm

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

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Date