

**MINUTES OF THE**  
**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**  
**WEDNESDAY 16<sup>TH</sup> SEPTEMBER 2020 AT 7.00pm**

**HELD AS A VIRTUAL MEETING ON ZOOM**

**PRESENT**

Councillors R Stanczyszyn (Chairman), J Byng, P Gittins MBE, P Harrison, H Lacy, D Moorhead

**In attendance:**

Sharon Hudson, Town Clerk  
Three non-committee members of the Council  
One member of the public

- f&gp/399 Chairman's Welcome**  
Cllr R Stanczyszyn welcomed everyone to meeting
- f&gp/400 Apologies**  
Apologies were received from Cllrs L Davies (Deputy Chairman)
- f&gp/401 Declarations of Interest**  
Members were reminded of the requirement to declare all interests:
- None were declared
- f&gp/402 Councillor Dispensations**
  - There were no requests for dispensations.
- f&gp/403 Public Question Time**
  - None
- f&gp/404 Minutes**  
It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 22/07/2020, as a true record.
- f&gp/405 The Town Clerk gave an update on the Council's current financial position.**
- i. the bank reconciliations from 30/07/2020 & 31/08/2020
  - ii. the cash balances and reserves 31/08/2020

BEWDLEY TOWN COUNCIL				
Cash Balances Period Ending 31/08/2020				
RECONCILIATION REPORT				
Summary				
GBP				
Statement beginning balance				88,131.17
Cheques and payments cleared (15)				-9,972.61
Deposits and other credits cleared (2)				11,257.96
Statement ending balance				89,416.52
Uncleared transactions as of 31/08/2020				
				-0.6
Register balance as of 31/08/2020				89,415.92
UNITY BANK DEPOSIT ACCOUNT				
BANK BALANCE @ 31st August 2020				10,652.92
SCOTTISH WIDOWS INVESTMENT				
BANK BALANCE @ 31st August 2020				30,671.97
CAMBRIDGE BUILDING SOCIETY				
BANK BALANCE @ 31st August 2020				30,000.00
PETTY CASH @ 31st August 2020				44.84
TOGETHER GROUP PETTY CASH @ 31st August 2020				150
Total Cash and Investments				160,935.65

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

f&gp/406

To receive an update on the budget to date

It was **RESOLVED** to **note** actual spend against budget 2020-21 as at 31/08/2020

Bewdley Town Council					
Budget vs. Actuals 2020-21					
	Total				
	Actual	Budget	Remaining	% of Budget	% Remaining
<b>Income</b>					
Christmas Event Income		1,000.00	1,000.00	0.00%	100.00%
Community Flood Volunteer Schem	400.00		-400.00		
Interest Received	10.61	100.00	89.39	10.61%	89.39%
Lengthsman Scheme	195.71	2,800.00	2,604.29	6.99%	93.01%
Lifebuoys replacements 2020-21	200.00		-200.00		
Load St Toilets- WFDC	8,948.00	8,790.00	-158.00	101.80%	-1.80%
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%
Planters-External Funding	1,000.00		-1,000.00		
Precept	91,175.00	182,350.00	91,175.00	50.00%	50.00%
Total Income	£101,929.32	£196,340.00	£ 94,410.68	51.91%	48.09%
Gross Profit	£101,929.32	£196,340.00	£ 94,410.68	51.91%	48.09%

<b>Expenses</b>					
<b>Capital Expenditure</b>			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%
Planters	1,453.91		-1,453.91		
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%
<b>Total Capital Expenditure</b>	<b>£ 1,453.91</b>	<b>£ 11,050.00</b>	<b>£ 9,596.09</b>	<b>13.16%</b>	<b>86.84%</b>
<b>Council Costs</b>			0.00		
Badges & Shields		620.00	620.00	0.00%	100.00%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies	-1,215.00	1,500.00	2,715.00	-81.00%	181.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance	145.83	500.00	354.17	29.17%	70.83%
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	20.29	5,000.00	4,979.71	0.41%	99.59%
Mayoral Roll	53.76	200.00	146.24	26.88%	73.12%
Public Meetings		100.00	100.00	0.00%	100.00%
<b>Total Council Costs</b>	<b>-£ 995.12</b>	<b>£ 10,570.00</b>	<b>£ 11,565.12</b>	<b>-9.41%</b>	<b>109.41%</b>
Election cost & Provision		5,000.00	5,000.00	0.00%	100.00%
<b>Employment Costs</b>		74,000.00	74,000.00	0.00%	100.00%
Admin Apprentice	5,777.13		-5,777.13		
Load St Toilets Cleaner	3,830.45		-3,830.45		
Mayor's PA & Administrator	4,791.14		-4,791.14		
Town Clerk	16,526.17		-16,526.17		
WFDC Admin Charge	200.00	450.00	250.00	44.44%	55.56%
<b>Total Employment Costs</b>	<b>£ 31,124.89</b>	<b>£ 74,450.00</b>	<b>£ 43,325.11</b>	<b>41.81%</b>	<b>58.19%</b>
<b>Grant Aid &amp; Donations</b>		12,000.00	12,000.00	0.00%	100.00%
Bewdley Petanque Club	500.00		-500.00		
Wyre Forest CAB	1,000.00		-1,000.00		
<b>Total Grant Aid &amp; Donations</b>	<b>£ 1,500.00</b>	<b>£ 12,000.00</b>	<b>£ 10,500.00</b>	<b>12.50%</b>	<b>87.50%</b>
Millennium Green Maintenance	73.22	750.00	676.78	9.76%	90.24%

Operating Costs			0.00		
Advertising & Official notices		100.00	100.00	0.00%	100.00%
Audit Fees	285.00	1,000.00	715.00	28.50%	71.50%
Broadband	130.31	500.00	369.69	26.06%	73.94%
Computer	25.00	200.00	175.00	12.50%	87.50%
Garage Rent- rear 14 Load st	1,534.47	4,500.00	2,965.53	34.10%	65.90%
Insurance		5,300.00	5,300.00	0.00%	100.00%
Intruder Alarm	379.25	700.00	320.75	54.18%	45.82%
Legal Fees	5,006.25	5,000.00	-6.25	100.13%	-0.13%
Maintenance	709.40	1,500.00	790.60	47.29%	52.71%
Office consumable and cleaning	-103.55		103.55		
Photocopier	321.01	1,500.00	1,178.99	21.40%	78.60%
Postage	58.03	200.00	141.97	29.02%	70.99%
Refreshments	3.85	150.00	146.15	2.57%	97.43%
Service Charge & Business rates	1,047.90	900.00	-147.90	116.43%	-16.43%
Small Office Equipment		150.00	150.00	0.00%	100.00%
Software & Support	1,120.00	5,000.00	3,880.00	22.40%	77.60%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print	426.96	2,000.00	1,573.04	21.35%	78.65%
Subscriptions	1,706.71	2,000.00	293.29	85.34%	14.66%
Telephones	333.66	600.00	266.34	55.61%	44.39%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff	105.00	1,000.00	895.00	10.50%	89.50%
Travel & Training- Councillors		500.00	500.00	0.00%	100.00%
Unity Bank Charges	29.85	150.00	120.15	19.90%	80.10%
Website	1,000.00	1,500.00	500.00	66.67%	33.33%
<b>Total Operating Costs</b>	<b>£ 14,119.10</b>	<b>£ 35,150.00</b>	<b>£ 21,030.90</b>	<b>40.17%</b>	<b>59.83%</b>
Paddling Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	4,080.00	7,000.00	2,920.00	58.29%	41.71%
Small Grants Fund	-20.99		20.99		
Together Project	-60.00		60.00		
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	11,207.14	11,500.00	292.86	97.45%	2.55%
VE DAY Grants		1,000.00	1,000.00	0.00%	100.00%
<b>Total Town Events</b>	<b>£ 11,207.14</b>	<b>£ 19,500.00</b>	<b>£ 8,292.86</b>	<b>57.47%</b>	<b>42.53%</b>
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	57.34	2,000.00	1,942.66	2.87%	97.13%
Lengthsman	535.50	2,800.00	2,264.50	19.13%	80.88%
Lifebuoys		250.00	250.00	0.00%	100.00%
Load Street Toilets	518.48	1,000.00	481.52	51.85%	48.15%
Maintenance of existing seats		1,000.00	1,000.00	0.00%	100.00%
Signs & Notice Boards	30.00	500.00	470.00	6.00%	94.00%
Street Poles, Tubs & Baskets		3,000.00	3,000.00	0.00%	100.00%
Town Clock	294.16	200.00	-94.16	147.08%	-47.08%
Wyre Hill Play Area	715.68	4,000.00	3,284.32	17.89%	82.11%
<b>Total Town Maintenance</b>	<b>£ 2,151.16</b>	<b>£ 16,250.00</b>	<b>£ 14,098.84</b>	<b>13.24%</b>	<b>86.76%</b>
<b>Total Expenses</b>	<b>£ 64,633.31</b>	<b>£196,720.00</b>	<b>£ 132,086.69</b>	<b>32.86%</b>	<b>67.14%</b>
<b>Income over expenditure</b>	<b>£ 37,296.01</b>	<b>-£ 380.00</b>	<b>-£ 37,676.01</b>	<b>-9814.74%</b>	<b>9914.74%</b>

**f&gp/407**

**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 20-21-014 Stourport Signs – £87.50 – Update Mayoral Board  
(budget – Mayoral Roll)
- O/n 20-21-015 Thomas Fattorini – £630.93– Past Mayors Pendants  
(budget – Badges & Shields)
- O/n 20-21-020 Office Depot– £16.49 – Stationery (Balance)  
(budget – Stationery & Printing)
- O/n 20-21-021 Greenman Gardens – £100 – clear office garden  
(budget – maintenance - office)
- O/n 20-21-023 Worcestershire CALC – £60.00 -Budget Training  
(budget – Training-Staff/Councillors)
- O/n 20-21-025 Worcestershire CALC – £60.00 -Chairmanship Training  
(budget – Training- Councillors)
- O/n 20-21-029 Garden Wizard – £485.00 – Mowing Millennium Green  
(budget – Millennium Green)
- O/n 20-21-031 Amazon – £40.91 -Infrared Thermometer  
(budget – Together Group)
- O/n 20-21-032 Wyvern Omnibus – £250.00 -Bus Hire High Sheriff visit  
(budget – Mayoral Expenses)

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

**f&gp/408**

**Councillors Internal Review**

Cllr J Byng gave an update the internal review work undertaken to date. One contract issue was identified which the Town Clerk is dealing with.

**f&gp/409**

**Audit Action Plan Update**

The Town Clerk presented the Audit Action plan with only outstanding items listed. Both red items were discussed; one of which (corporate credit card) has now been agreed by Council and can therefore be actioned. Cllr P Harrison agreed that the other item (salary payments) would be reviewed by staffing committee at its next meeting.

It was **RESOLVED** to **Note** the action plan.

- f&gp/410 Asset Register – Mayor’s Parlour**  
Following a reconciliation of the Mayor’s Parlour assets, as listed on the asset register, to actual items in situ several discrepancies were identified. Items were identified that were not original listed, other items were missing. Members confirmed that six chairs and a table had been taken to the Kemp Hospice shop but had not been removed from the asset register. Other items may have been moved to another location or have been broken and destroyed. All items are of a low value.
- It was **RESOLVED** to **Note** the adjustments in the asset register.
- f&gp/411 Bridge Crossing**  
Cllr P Gittins MBE spoke of his report regarding to pedestrian safety on the bridge. Cllr J Byng also read out the report he presented to the Road Safety group. Discussions followed including the use of a one-way system on the bridge. Cllr C Edgington White confirmed that at the Road Safety group meeting County Cllr I Hardiman agreed to speak to the WCC Highways Officer regarding this issue.
- f&gp/412 Markets**  
The Town Clerk has a meeting with the market provider LSD Promotions and WFDC on 17/09/2020 to consider options for the re-opening of the Bewdley markets in line with government guidelines.
- f&gp/413 Policies and Procedures**  
It was **RESOLVED** to recommend the following policies were for **Approval**:
- |        |  |
|--------|--|
| BTC029 | Child and Vulnerable Person Protection Policy. |
| BTC030 | Training Policy                                |
| BTC031 | Equality and Diversity Policy                  |
| BTC047 | Email Policy                                   |
- It was **RESOLVED** to recommend the following policies were for **Approval** with minor amendments:
- |        |                |
|--------|----------------|
| BTC048 | Privacy Policy |
|--------|----------------|
- F&gp/414** To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:
- i. Localism – The Town Clerk has been approached by WFDC with a view to holding fortnightly localism meetings. Members asked to be provided with the information requested in the first instance.
- f&gp/415 Elections VAT Payment**  
Due to a WFDC accounting error, VAT on election in 2017 expenses could not be claimed. Members asked that the original payment documentation be identified to ensure that the claim is correct.
- f&gp/416 Christmas Light Switch-on**  
Members **RESOLVED** to recommend for **Approval** the cancellation of the Christmas light switch on event. A Christmas group meeting is planned for 23/09/2020 to discuss final recommendations.
- f&gp/417 Small Business Grant Fund**  
Members considered the use of the small business grant relating to coronavirus support received from WFDC. Various options were discussed including adding it monies to the Grants and Donations budget for 2020-21 or using half in this manner and the rest to provide defibrillation machines around the town. Further consideration is required no agreement was reached.

- f&gp/418**      **To receive any urgent matters not on this agenda subject to prior notification**  
None
- f&gp/419**      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/420**      **Contractual Matters**  
Members reviewed the following quotations and recommended the following approvals or actions having considered the reports presented:
- Bus Shelter Cleaning
    - recommend for Approval - to continue with the existing provider
  - Fireworks
    - recommend for Approval – to continue with the existing provider however prior to making a final decision identify that in the event of changes to government guidance the display can be cancelled at no cost to the Council.
  - Replacement Gateway Signs
    - recommend for Approval – introduce a capital expenditure budget in 2021-22 specially for gateway signs.
  - Noticeboards
    - to recommend in principle option 2 for approval - however prior to any final decision being made the company provide a mock up of the noticeboard in black including a welcome to Bewdley sign as displayed on the current board. Both additions attract additional costs.
- f&gp/421**      **On-going Staffing Matters**  
Invoice received for provision of a statement – Members asked that prior to any payment being agreed additional assurance should be sought with regards to approvals and costs.
- f&gp/422**      Date of next meeting – 21<sup>st</sup> October 2020

**Meeting closed 8.27pm**

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

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Date