



BEWDLEY
Town Council

**MINUTES OF THE
POLICY AND RESOURCES COMMITTEE MEETING
HELD ON MONDAY 19TH JUNE 2017 AT 6.30PM IN THE GUILDHALL**

PRESENT

Councillor Mr J Beeson (Chairman)
Councillor Mr J Byng
Councillor Mr S Clee
Councillor Mrs L Candlin
Councillor Mr R Coleman
Councillor Mrs Calne Edginton-White

In attendance: Councillor Mrs A Coleman
Councillor Miss M Fishwick
Mr Nick Farress – Town Clerk
Mr David Moore - Treasurer
Mr Kyle Daisley – Community Engagement and Events
Officer

079 Appointment of Chairman

On a motion proposed by Councillor Edginton-White and seconded by Councillor Linda Candlin, Councillor John Beeson was elected as Chairman for the 2017/18 council year. Councillor Beeson thanked the outgoing Chairman, Councillor Clee, for his work during the previous twelve months.

080 Appointment of Vice Chairman

On a motion proposed by Councillor Candlin and seconded by Councillor Edginton-White, Councillor Roger Coleman was elected as Vice Chairman.

081 Apologies

Councillor Liz Davies and Councillor Paul Harrison.

082 Declarations of Interest

None

083 Councillor Dispensations

There were no requests for dispensations.

084 Terms of Reference

The Terms of Reference of the Committee were noted.

085 Minutes

The Minutes of the Policy and Resources Committee meeting on the 27th April 2017 were approved and signed by the Chairman.

086 Budget Timetable and Working Group

The budget timetable was agreed with the first meeting of the Working Group scheduled for September.

AGREED

- (i) That the timetable be accepted;
- (ii) That Councillors Beeson, Mrs Edginton-White, Clee and R Coleman make up the Budget Working Group.

087 Corporate Risk Assessment Review

The Town Clerk presented the Council's risk assessment document which had been reviewed.

AGREED

To accept the risk assessment with no amendments.

088 Council Policy Documents

The Town Clerk presented new policy documents relating to lone working, civic protocol and financial controls.

AGREED

To adopt the following policies:

- (i) Lone Working Policy (BTC011)
- (ii) Civic Protocol – Mayoralty (BTC015)
- (iii) Internal Financial Controls (BTC014)

089 Year End Accounts

The Treasurer presented the outturn for 2016/2017 which showed that the Council only used £494 of reserves rather than the £7221 that was budgeted for. This was largely due to unexpected income throughout the year from grant funding and contributions from third parties. The Chairman congratulated the P&R Committee under its previous Chairman for this positive outturn.

AGREED

That the 2016/2017 outturn be accepted.

090 Asset Register

The Town Clerk presented the current asset register and clarified that the civic regalia was due to be re-valued in the next few weeks.

AGREED

That the Asset Register be accepted with no amendments.

091 Corporate Plan Review

The Town Clerk presented the Council's Corporate Plan which was adopted in 2017 and runs to 2019.

AGREED

To accept the Corporate Plan with no amendments and to review again in 2018.

092 EXCLUSION OF PRESS AND PUBLIC

That in view of the confidential nature of business about to be conducted, the press and public were asked to leave the meeting.

093 Town Council Accommodation

The Town Clerk updated the Committee on discussions held with WFDC in relation to potential asset transfers which would include creating additional accommodation for the Town Council.

AGREED

That the Town Clerk continue these discussions with WFDC, keep the Chairman informed of any updates and report back to the next meeting of the Committee.

The Town Clerk also recommended that the Town Council rent the vacant garage building at the rear of the Old Post House, Load Street for storage of Town Council equipment including that of partners like, for example, the market operator. The garage had been inspected by the Town Clerk and is suitable for our requirements. The rent would be £3000 per annum plus any legal and/or Land Registry fees and would be rented for a period of five years.

AGREED

That the Town Clerk be delegated to complete this transaction via the landlord's agent based on the terms set out above.

The meeting closed at 7.05pm.

Signed.....

Chairman

Policy and Resources Committee – 21st August 2017