



PUBLIC NOTICE OF MEETING

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

18th November 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

12th November 2020

AGENDA

443 Chairman's Welcome

444 To receive and note any apology for absence

445 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

446 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.

447 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.

448 To approve the minutes of the meeting of this committee held 21/10/2020

- 449 To receive an update from the Town Clerk on the Council's current financial position**
- i. To **Note** – the bank reconciliations from 31/10/2020
 - ii. To **Note** – the cash balances 31/10/2020
- 450 To receive an update on the actual v budget**
To **Note** – the actual v budget analysis 31/10/2020
- 451 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 19-20-054 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 20-21-025 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 20-21-035 Fletchers Access– £1080.00 – Annual Bus Shelter Cleaning
(budget – Bus Shelter Maintenance)
 - O/n 20-21-036 WFDC– £90– To provide cover for Toilets (part invoiced £70 o/s)
(budget – Load Street Toilets)
 - O/n 20-21-039 Office Depot (UK)-£30.12-Envelopes
(budget – Stationery)
 - O/n 20-21-041 OGL– £2189.67 – Officer Laptops
(budget – from business grant)
 - O/n 20-21-044 SCI Management– £130.00 – Inspection of Christmas light electrical box
(budget – General Maintenance)
 - O/n 20-21-045 PHS Group– £60.00 – Clinical waste collection
(budget – Toilets)
- 452 Budget 2021-22**
To receive and consider for recommendation the proposed 2021-22 budget.
- 453 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**
- i. Neighbourhood Plan – funding application update
 - ii. Office Accommodation - update

454 Risk Assessment

To review and recommend for approval the following risk assessments.

- Toilets-Covid19 Risk Assessment
- Lengthsman -Covid19 Risk Assessment
- Corporate Risk Assessment

455 Committee Terms of Reference

To review and recommend for approval any amendments to the Finance & General Purposes terms of reference and delegations.

456 To receive any urgent matters not on this agenda subject to prior notification

457 Date of next meeting – 16th December 2020



01299 400157

townclerk@bewdleytowncouncil.org

Town Clerk's Office
25(A) Load Street
Bewdley
DY12 2AE

**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 Moorhead

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 Cllrs 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.

- iii. 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

iv. 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			
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
RESERVES 2020-21			
General Reserve			87,381.28
Reserves 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)

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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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f&gp/442

Date of next meeting – 18th November 2020

Meeting closed 8.08pm

These minutes are signed as a true and accurate record:

Bewdley Town Council			
Period Ending 31/10/2020			
RECONCILIATION REPORT			
Summary			
GBP			
Statement beginning balance		160,002.90	
Cheques and payments cleared (21)		-9,674.40	
Deposits and other credits cleared (3)		6,506.32	
Statement ending balance		156,834.82	
Uncleared transactions as of 31/10/2020		-100.60	
Register balance as of 31/10/2020		156,734.22	
UNITY BANK DEPOSIT ACCOUNT			
BANK BALANCE @ 31st OCTOBER 2020		10,652.92	
SCOTTISH WIDOWS INVESTMENT			
BANK BALANCE @ 31ST OCTOBER 2020		30,671.97	
CAMBRIDGE BUILDING SOCIETY			
BANK BALANCE @ 31ST OCTOBER 2020		30,000.00	
PETTY CASH @ 31ST OCTOBER 2020		56.40	
TOGETHER GROUP PETTY CASH @ 31ST OCTOBER 2020		150.00	
Total Bank, Cash and Investments		228,265.51	