



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

01299 400157
officemanager@bewdleytowncouncil.org

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
TUESDAY 14TH MAY 2019 AT 6.30pm AT 25(a) LOAD STREET

PRESENT

Councillor A Coleman
Councillor R Coleman
Councillor L Davis
Councillor P Gittins
Councillor P Harrison
Councillor H Lacy
Councillor D Morehead

In attendance:

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

f&gp/122 Appointment of the Committee Chairman and Deputy Chairman

It was **RESOLVED** on a motion proposed by Councillor L Kearns and Seconded by Councillor A Coleman that; Councillor R Coleman was appointed as Chairman of the Finance and General Purposes Committee for 2019/20.

It was **RESOLVED** on a motion proposed by Councillor R Coleman and Seconded by Councillor L Davies that; Councillor L Kearns was appointed as Deputy Chairman of the Finance and General Purposes Committee for 2019/20.

f&gp/123 Chairman's Welcome

The Chairman welcomed all to the committee meeting and gave a summary of the responsibilities of the Finance and General Purposes committee.

f&gp/123 Apologies

It was **RESOLVED** to note the apologies for absence received from committee member Cllr R Stanczyszyn

f&gp/124 Declarations of Interest

There were no Disclosable Pecuniary Interest declared

f&gp/125 Councillor Dispensations

There were no requests for dispensations.

f&gp/126 Public Question Time

Councillor Edginton-White submitted a question which was expected to be referred to during the meeting relating to the use of the Council Offices by outside bodies

f&gp/127 Minutes

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 18th April 2019 are signed by the Chairman as a true record.

f&gp/128 To receive an update from the Town Clerk on the Council's current financial position

It was **noted** that the Town Clerk had presented all financial statements to Council 13th May 2019

f&gp/129 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:

.1 It was **RESOLVED** to note the Town Clerk's actions regarding:

- the Internal Auditor's recommendations and end of year audit - on-going.
- the review of special events pantomime and music festival timelines are to be reported to the next meeting
- Insurance valuation of regalia and painting to be undertaken 15.05.19 - Councillor L Davies requested valuation review notes how the items are maintained and stored.
- Office management systems are under review
- Year-end internal audit – to be finalised

It was **RESOLVED** to approve the introduction of an Audit Working Group to follow up and oversee the implementation of the recommendations of including within the final Internal Auditors report.

Group members to include Councillor R Coleman, Councillor L Davies, Councillor L Kearns & the Town Clerk.

.2 It was **RESOLVED** to note that discussions relating to the use of the Guildhall will held as part of the Localism meeting with WFDC on 11.06.19.

The Mayor, Councillor R Coleman and the Town Clerk to represent the Town Council at this meeting.

.3 It was **RESOLVED** to note that discussions relating to the transfer of Load Street public conveniences will held as part of the Localism meeting with WFDC on 11.06.19.

The Mayor, Councillor R Coleman and the Town Clerk to represent the Town Council at this meeting.

.4 It was **RESOLVED** to note that actions are being undertaken to setup all new members on the Council bank mandate and progress on-line payments

f&gp/130 Purchases to note:

It was **RESOLVED** to note that:

- Councillor D Morehead will undertake further investigation into the repair requirements of the Beale's Corner notice board (budget signs and notice boards - £100

It was **RESOLVED** to note the following purchases

- Purchase of Civic Award - (budget – civic award - £200)
- Provide a fireworks display at the Carnival 08.06.19 - (budget – Carnival Fireworks - £2000)
- general office/admin stationery etc.
- ongoing work by Lengthsman

It was **RESOLVED** to note the following purchase has been cancelled incurring a £50 cancellation fee.

- Hire of Coach for Together Group Trip - (budget – Together Group - £250)

f&gp/131 Bewdley Market Contract

It was **RESOLVED** to consider the new LSD Promotions market contract at the next meeting of the Finance & General Purposes Committee (income budget – Markets – no budget specified)

f&gp/132 Designated Premises Supervisor for Bewdley Town Council

It was **RESOLVED** on a motion proposed by Councillor L Kearns and Seconded by Councillor L Davies that; Councillor R Coleman continues as Bewdley Town Council's designated Premises Supervisor.

f&gp/133 The Use of Bewdley Town Council Offices by Outside Bodies

Following discussions by members relating to the concerns raised in Councillor R Colemans report it was **RESOLVED** to approve the proposed motion subject to the agreed wording amendment below:

'to restrict outside bodies being given access to the use of our offices either in or outside office hours'.

It was **RESOLVED** to review the Town Clerks delegations under the Scheme of Delegation relating to the letting of Town Council facilities.

f&gp/134 To receive any urgent matters not on this agenda subject to prior notification

It was **RESOLVED** to include the following at the next meeting:

1. **Town Council email** – Members are currently experiencing difficulties received emails using the new email addresses
2. **Councillor Induction Book** – Amendments to considered
3. **Insurance Cover** – for Mayoral regalia
4. **The Council Safe** – insurance of the safe
5. **Budget setting** – to begin the budget setting process for 2020/21

f&gp/135 Public Bodies (Admission to Meetings) Act 1960

It is **RESOLVED**, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), that the public and the press are 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

Members of the public left the meeting

f&gp/136 The Use of the Guildhall Meeting Room

It is **RESOLVED** to form a working group to explore the matter further.

Group members to include Councillor R Coleman, Councillor P Gittins, Councillor, the Town Clerk and (to be confirmed) Councillor R Stanczysyn.

f&gp/137 Date of next meeting: **Wednesday 12th June 2019**

Meeting closed 8.25pm

These minutes are signed as a true and accurate record:

.....
Chairman, Finance and General Purposes Committee

.....
Date