

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 27TH MAY 2020 AT 7.00pm

HELD AS A VIRTUAL MEETING ON ZOOM

PRESENT

Councillors J Byng, L Davies, P Harrison, D Morehead, R Stanczyszyn (Chairman); Cllr P Gittins MBE joined at 7.08pm

In attendance:

Sharon Hudson, Town Clerk
Four non committee members of the Council

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Chairman's Welcome

Cllr R Stanczyszyn welcomed everyone to the virtual meeting

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Appointment of the Deputy Chairman

Cllr R Stanczyszyn proposed Cllr L Davies, this nomination was seconded by Cllr J Byng.

It was **RESOLVED** to **Approve** Cllr L Davies as Deputy Chairman of the Finance & General Purposes Committee.

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Apologies

Apologies were received from Cllr H Lacy due to technical connection issues.

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Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None were declared

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Councillor Dispensations

- There were no requests for dispensations.

19.08 - Cllr P Gittins MBE joined the meeting

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Public Question Time

Cllr C Edginton White asked for clarification on the following:

- 18.03.2020 Minutes, item 343- This related to the one flower tender received, which came in over and above the Councils budget.
- Reserves- what does the final column represent – the movement in reserves for the year.

- Together Group Expenses – all expenses and income are now recorded through quickbooks in line with Audit recommendations.
- £91,000 received into the bank from WFDC – Precept
- Item 335 Publication Scheme – Staffing Committee minutes are not on the website – to be updated to the new website.

Cllr R Coleman raised a query with regard to Together Groups surplus funds. The Town Clerk will provide more information before the Council meeting.

f&gp/351 Minutes

It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 18/03/2020.

f&gp/352 To receive an update from the Town Clerk on the Council’s current financial position.

- i. The year-end account reconciliations 2019-20
Cllr R Stanczyszyn thanked the Town Clerk for her work during the year. It was **RESOLVED** that **Note** the year-end accounts 2019-20.
- ii. It was **RESOLVED** that **Note** the bank reconciliations 30/04/2020
- iii. It was **RESOLVED** that **Note** the cash balances 30/04/2020

Bewdley Town Council	
RECONCILIATION REPORT	
Period Ending 30/04/2020	
Reconciled on: 04/05/2020	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report.	
Summary	
GBP	
Statement beginning balance	31,674.97
Cheques and payments cleared (16)	-13,588.80
Deposits and other credits cleared (3)	91,875.00
Statement ending balance	Agreed to bank statement 30.04.20 109,961.17
Uncleared transactions as of 30/04/2020	-1,371.59
Register balance as of 30/04/2020	108,589.58
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 30TH APRIL 2020	10,642.31
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 30TH APRIL 2020	30,671.97
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 30TH APRIL 2020	30,000.00
PETTY CASH @ 31ST MARCH 2020	36.24
TOGETHER GROUP PETTY CASH @ 31ST MARCH 2020	150
Total Cash and Investments	180,090.10

- iv. It was **RESOLVED** that **Note** the Regular Payments

f&gp/353 To receive an update on the budget to date
It was **RESOLVED** to **note** actual spend against budget 2020-21 as at 30/04/2020

f&gp/354 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:

- i. Progress to date on the Internal Auditor's recommendations – The Internal Auditor has nearly completed the audit. His report should be available at the next meeting of this committee.

It was **RESOLVED** to **note** the on-going actions being taken by the Town Clerk on the above issues.

f&gp/355 Policies for Review and Approval
It was **RESOLVED** to recommend the following policies for **Approval**:

	Publication Scheme
BTC004	Document Retention Policy
BCT007	Complaints Procedures

f&gp/356 Corporate Risk Assessment
It was **RESOLVED** to recommend the following risk assessments for Approval:

General - risk assessment
Office (Return to Work-Covid19) – risk assessment

The Town Clerk confirmed that new arrangement for returning to work had been introduced in line with Government guidelines.

19.33 - Cllrs J Byng and P Harrison left the virtual meeting.

f&gp/357 Youth Centre Project
It was **RESOLVED** to recommend to Council supports the Bewdley School in their National Lottery grant bid.

f&gp/358 To receive any urgent matters not on this agenda subject to prior notification

Urgent Matters

- Cllr D Morehead spoke of the opening of the markets and non-essential shops in Bewdley. The Town Clerk updated the members on the information received from WFDC regarding supporting the opening of the town including the toilets. Concerns were raised about social distancing. Members considered the actions that could be taken to support social distancing within the town using signage and tape.

The Town Clerks was asked to research the costs of both signage and tape to report back to Council.

- Cllr L Davies raised concerns about the manner in which parking charges will be payable (JustPark app or telephone). Cllr R Stanczyszyn asked District Councillors present to follow this up with WFDC.

- Cllr R Stanczyszyn raised the prospect of the Council looking at more ambitious projects in the future. Such as asking for a feasibility study for a footbridge over the river. Cllr L Davies confirmed that this had previously been considered. Also to look at short term projects like the creation of greenspaces and purchase or transfer of assets under localism. It was agreed that a more proactive approach should be taken. Concern were raised with regard to the Localism agenda and the type of assets WFDC wish to transfer.

f&gp/359 Date of next meeting 17th June 2020

Meeting closed 20.08pm

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

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Date