

**MINUTES OF THE**  
**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**  
**WEDNESDAY 21<sup>st</sup> AUGUST 2019 AT 7.00pm AT 25(a) LOAD STREET**

**PRESENT**

Councillor A Coleman  
Councillor R Coleman  
Councillor L Davies  
Councillor P Gittins  
Councillor P Harrison  
Councillor L Kearns  
Councillor H Lacy  
Councillor D Morehead  
Councillor R Stanczyzszyn

**In attendance:**

Sharon Hudson, Town Clerk  
Kerry Smith, Administration Officer  
One non-committee members of the Town Council –the Mayor, Cllr J Byng

**f&gp/185      Chairman's Welcome**

The Chairman welcomed all to the committee meeting

**f&gp/186      Apologies**

None

**f&gp/187      Declarations of Interest**

Members were reminded of the requirement to declare all interests:

- None received

**f&gp/188      Councillor Dispensations**

- There were no requests for dispensations.

**f&gp/189      Public Question Time**

The non-committee member present raised the following questions:

A publican has asked that the toilets in Load Street car park be kept open until 9pm every night

- Cllr A Coleman responded that the toilet opening times are set by WFDC.

All Saints Church have raised a question about now having to pay for the grass to be cut around the churchyard when they had previously received a grant from the Council

- The Committee Chairman Cllr R Coleman responded that only closed graveyards could receive grant funding toward maintenance costs.

**f&gp/190 Minutes**

To approve the minutes of the meeting of this committee held 12/06/2019

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 17/07/2019 are signed by the Chairman as a true record.

**f&gp/191 To receive an update from the Town Clerk on the Council's current financial position**

- a) It was **RESOLVED** to **note** the bank reconciliation and the Councils bank balances as at 29/07/19.

Bewdley Town Council	
Unity Current Account, Period Ending 29/07/2019	
RECONCILIATION REPORT	
Reconciled on: 16/08/2019	
Reconciled by: Sharon Hudson	
<i>Any changes made to transactions after this date aren't included in this report.</i>	
<b>Summary</b>	GBP
Statement beginning balance	98,243.52
Cheques and payments cleared (30)	-14,907.24
Deposits and other credits cleared (5)	1,211.13
Statement ending balance	<u>84,547.41</u>
Uncleared transactions as of 29/07/2019	-5,493.94
Register balance as of 29/07/2019	79,053.47
Cleared transactions after 29/07/2019	0.00
Uncleared transactions after 29/07/2019	-18,153.43
Register balance as of 16/08/2019	<u>60,900.04</u>

- b) It was **RESOLVED** to **note** the budget analysis dated 31/07/201.

**f&gp/192 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**

- .1 A progress up-date on the Internal Auditor's recommendations and end-of-year audit:

- Audit Working Group  
The next meeting of the Audit Group is to be arranged. At this meeting the Council's risk register will be reviewed.
- Office management systems currently under review:
  - recording residents' complaints  
A copy of the complaints register, recording complaints received since 28/06/2019 was represent to the committee evidencing the types and number of complaints being received. A new contacts list has been updated to be website and facebook and is also displayed on the town's noticeboards to help residents report their concerns

directly to the relevant organisations. Work will be undertaken to develop an on-line complaints form.

- contracts register

A copy of the contract register, recording known Council contracts was presented to the committee.

From the record presented Councillors were asked to review two contracts:

Alarm 2000 – It was **RESOLVED** to **approve** the renewal of this contract with an agreement to spend up to £150 on an uninterrupted power supply (if required).

Pear Technology - It was **RESOLVED** to **approve** the cancellation of this contract as the technology is not being used.

It was **RESOLVED** to **note** the above actions being taken with regarding the implementation of the recommendations included within the final Internal Auditor's report.

.2 Beales Corner noticeboard:

It was **RESOLVED** to **approve** the quotation received from the Community Workshop Café to repair Beales Corner noticeboard in hardwood at a cost of £175

.3 Shared Civil Enforcement Officer

To be followed up at the Localism meeting with WFDC 10/09/19

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

**f&gp/193**

**Purchases to note:**

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

- ongoing work by Lengthsman – spend to be monitored against budget
- Sand ordered for the Wyre Hill Play Park

**f&gp/194**

**Localism**

WFDC's reducing payments relating to Toilets

The Council's toilet cleaning contract with WFDC ended in January 2019, as the toilets are to be consider for transfer under Localism it was **RESOLVED** to approach WFDC for an extension to the cleaning contract until April 2020.

Lease Agreement Riverside North Paddling Pool

Cllr R Coleman has reviewed the Lease and the the supply of services agreement and has raised several points of concern. Both documents are to be discussed at the Localism meeting with WFDC 10.09.19.

**f&gp/195**

**Electricity contract - Feeder Pillar**

Following discussions, it was **RESOLVED** to **approve** that the Feeder Pillar sited on Severnside North and operated by E-on be de-energised at a cost of £64.76.

**f&gp/196 Insurance cover review – meeting 16.07.19**  
Cllr R Coleman gave a verbal update on the work undertaken to review the valuations of items listed on the asset register and to identified items that need to be individually itemised on the insurance policy.

It was **RESOLVED** to **approve** that Thomas Fattorini Limited be approached to provide replacement valuation for the two Maces and the Mayoral chains.

**f&gp/197 Preparation of Budget for 2020/21**  
Cllr R Coleman gave a verbal update on the work undertaken so far. The Town Clerk is awaiting costings from WFDC to ensure that budget estimates are as accurate as possible. Once phase one of the preparation process is completed the 2020/21 Budget will be reported to F&GP for comment and review.

**f&gp/198 Public benches**  
Cllr P Harrison gave a verbal update on the benches located in the Wribbenhall ward. The Town Clerk was tasked with chasing up repairs to the benches on Park Lane with WCC. It was **RESOLVED** that the bench policy should be reviewed and updated and consideration be given to bench sponsorship.

The Town Clerk was tasked with arranging for the bench currently stored in the garage to be installed along the Cleobury Road near Winbrook Cottage. (Budget 2019/20 – seat maintenance of existing benches - £250)

**f&gp/199 Wyre Hill Play Area**  
The new play equipment has been installed and the play sand ordered for delivery Friday 23.08.19. A summary of costs so far and expected costs was presented for the Committee for their information. (Budget 2019/20 – Wyre Hill Play Area Maintenance - £4000).

It was **RESOLVED** that before the Friends Group undertakes any repair works to the tunnel a risk assessment should be undertaken.

**f&gp/200 Noticeboards**  
Councillors' were asked to consider a report regarding the introduction of charges for placing posters on the Town Council's noticeboards. Following discussions relating to the maintenance and repairs of the noticeboards, their current state of disrepair and the administration time involved in managing the noticeboards, it was **RESOLVED** to be **approve** the following:

- Noticeboard protocols are reviewed and updated.
- Charges for the Beale's Corner notice board are set at £10 per week
- Charges for other Council noticeboards are set at £5 per week and posters should be no larger than A4 size.
- Charges are payable at the time of booking
- Posters be placed on the noticeboards by Officers only
- Posters be placed on the noticeboard on Mondays only
- Posters placed on the noticeboards should be done so at the discretion of the Town Clerk

**f&gp/201**

**Proposed Town Development Plan**

Cllr R Coleman presented a report to the committee following recent meeting with the Head of the North Worcestershire Economic Development & Regeneration team.

It was proposed that Cllr R Coleman, on behalf of BTC, approach the following organisations with a view to establishing a Bewdley regeneration working group.

- Bewdley Civic Society
- Bewdley Development Trust
- Bewdley Conservation Area Residents Association
- Bewdley Festival

It was **RESOLVED** to **approve** the above proposal.

**f&gp/202**

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

Councillors were presented with a report ‘for information only’ relating the possible costs of the Charity Stalls and possible income from the Fair for the Christmas Lights Switch-on Event. This report will be followed up by the Christmas Events Group and reported back accordingly.

**f&gp/203**

**In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) the members RESOLVED to Agree** that the public and the press be excluded from the meeting to allow for discussion of confidential matters.

**f&gp/204**

**Website**

Five quotation were present for review. Further explanation was sought prior to any decision being made.

**f&gp/205**

Date of next meeting: **18<sup>th</sup> September 2019, 7pm**

**Meeting closed 9.17pm**

These minutes are signed as a true and accurate record:

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

.....  
Date