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MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 18th DECEMBER 2019 AT 7.00pm AT 25(A) LOAD STREET

PRESENT

Councillor R Coleman (Chairman)

Councillors A Coleman, L Davies, P Gittins MBE, P Harrison, H Lacy & D Morehead

In attendance:

Sharon Hudson, Town Clerk

2 observers – Cllrs The Mayor J Byng & C Edginton White

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Chairman's Welcome

The Chairman, Cllr R Coleman welcomed everyone to the meeting.

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Apologies

Apologies were received from the following committee members:

Councillor R Stanczyzszyn

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Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None received

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Councillor Dispensations

- There were no requests for dispensations.

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Public Question Time

- A question was raised with regard to grant monies.
Is there a mechanism in place to request the return of grant monies given to organisations that haven't been used or that were not used for the purpose intended?

The Town Clerk confirmed there is currently no formal process in place. Following discussion Councillors considered a recommendation to Council that organisations on an annual basis all organisations and groups receiving awards are written too to verify the use of the grant. Where the organisation has not used the grant for the purposed intended then the Council should have the ability to request repayment or evidence of organisation inability to repay, this requirement should be reflected in the application form and the Financial Regulations.

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Minutes

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 13/11/2019 are signed by the Chairman of the meeting as a true record.

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To receive an update from the Town Clerk on the Council's current financial position

a) It was **RESOLVED** to **note** the bank reconciliation as at 30/11/2019

b) It was **RESOLVED** to **note** the Council's bank balances as at 30/11/2019.

Bewdley Town Council			
CASH BALANCES SUMMARY 30TH NOVEMBER 2019			
Summary			
Statement beginning balance			87,028.10
Cheques and payments cleared (7)			-1,208.04
Deposits and other credits cleared (2)			500.00
Statement ending balance			86,320.06
Uncleared transactions as of 30/11/2019			-1,920.99
Register balance as of 30/11/2019			84,399.07
Cleared transactions after 30/11/2019			0
Register balance as of 10/12/2019			82,478.08
UNITY BANK DEPOSIT ACCOUNT			
	BANK BALANCE @ 30th NOVEMBER 2019		£10,610.30
SCOTTISH WIDOWS INVESTMENT			
	BANK BALANCE @ 30th NOVEMBER 2019		£30,460.85
CAMBRIDGE BUILDING SOCIETY			
	BANK BALANCE @ 30th NOVEMBER 2019		£30,000.00
PETTY CASH			
	BANK BALANCE @ 30th NOVEMBER 2019		£110.63
TOTAL CASH & INVESTMENT 30TH NOVEMBER 2019			£153,659.86

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To receive an update on the budget to date (half year)

It was **RESOLVED** to **note** actual spend against budget 2019/20 as at 30/11/2019

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

1. Progress to date on the Internal Auditor's recommendations:
 - Work On-going –Councillor P Gittins MBE undertook an internal review of financial processes on 19/11/2019. The recommendations leading from the review were as follows:

The Town Clerk acting as Responsible Financial Officer ensures all internal controls are adhered too.

Councillors are reminded to evidence their verification check by initialling the invoice and cheque stub when they sign a cheque.

2. Localism

- To receive the condition report relating to the Toilets – the condition reports received from WFDC were dated 23rd November 2017. The Town Clerk has requested a current condition report and sight of the relevant transfer documents.
- To discuss and agree a contribution toward the Museum – WFDC have provided no detail with regard to the Museum Trust and no formal request has been received by the Council explanation regarding the contribution.
- Following discussions, it was **Agreed** to recommend that a formal request in writing is made to WFDC in relation to the localism agenda in general, to identify what assets are now on the table for consideration and that, with due diligence in mind, without full disclosure no asset transfers or financial contributions can be progressed.
- To discuss the WFDC confidentiality agreement – concerns were raised about the wording of the agreement which was felt to be too restrictive; it was **Agreed** to recommend that WFDC are requested to reviewed and reword their confidentiality agreement.

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

f&gp/273 Purchases to note – not yet invoiced:

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

- O/n 19-20-032 Signal 107 – £5000 - Christmas event (budget – Christmas Event)
- O/n 19-20-038 Num Lock Solutions Ltd – £ 149.96 - Malware software (budget – software and support)
- O/n 19-20-039 Num Lock Solutions Ltd – £56.67 - Injector Adaptor (budget – computers)
- O/n 19-20-042 Bewdley Community Marching Band – £300 - Mayors Civic & Remembrance Sunday (budget – Mayoral Expenses & Civic Ceremonies)
- O/n 19-20-044 Midland Marshalls – £179 - Mayors Civic & Remembrance Sunday (budget – Mayoral Expenses & Civic Ceremonies)
- O/n 19-20-047 Worcestershire County Council – £101.88 - salt/grit (budget – General Maintenance)
- O/n 19-20-049 Wyre Forest District Council – £182.93 - Removal of Green Waste from Millennium Green (budget – Millennium Green)
- O/n 19-20-052 APS – £525 - Neighbourhood Plan Review (budget – Grant)
- O/n 19-20-054 Britnett Central – £2407 – Website Design

- (budget – Website)
 O/n 19-20-055 Wyre Forest District Council – £60.42 – Fitting of Bench
 (budget – General Maintenance)
 O/n 19-20-059 Alarm 2000 – £35 – Repair to Guildhall alarm
 (budget – Intruder Alarm Maintenance)
 Lengthsman

f&gp/274 Approval of grants requested by local organisations
 Members were asked to consider the two grant requests received against the remaining budget of £3430.

Neither of the two grant requests received were accompanied by all of the documentation required. It was agreed that the Town Clerk would contact both organisations and request further information and that the once that information had been received both requests would be resubmitted for consideration at the next F&GP committee meeting in January 2020.

f&gp/275 Cyber Security Insurance
 It was **RESOLVED** to recommend for **Approval** the purchase of Cyber Security Insurance cover as reviewed by Cllr S Collingridge.

f&gp/276 Preparation of Budget for 2020/21
 Following discussions and considerations it was **RESOLVED** to recommend for **Approval** the budget for 2020/21 with the following suggested amendments

- Ring-fence £1000 of the grants budget toward a green agenda
- Due to the amount currently held in reserves for the Together Group the committee resolved to remove the budget for 2020/21 and considered making a contribution from the grants budget should it be required.
- Include £100 per Councillor as an allowance towards parking and travel
- Continue with the toilet cleaning contract until all documentation is received and appropriately considered; include a nominal expenditure amount in the budget
- Make no provision for the museum in 2020/21
- Contribute up to a maximum of £5000 toward the WFDC paddling pool in Riverside North Park. If paddling pool is closed due to dilapidation any BTC contributions should be returned.
- Consider adding a £1000 defibrillator budget

f&gp/277 Precept 2020/21
 It was **RESOLVED** to recommend for **Approval** a breakeven precept for 2020/21 incorporating the budget and recommended changes.

f&gp/278 Insurance Renewal
 Having considered the pre-renewal invitation, it was **RESOLVED** to recommend for **Approval** the use of Came & Company as the Councils insurance brokers.

f&gp/279 CCLA Investments
 It was **RESOLVED** to recommend for **Approval** reviewing the investment options provided by CCLA.

f&gp/280 Wyre Hill Sand Park – ‘Awards For All’
 It was **RESOLVED** to recommend for **Approval** working with the Friends of Wyre Hill Sand Park in applying for ‘Awards For All’ grant funding

f&gp/281 To receive any urgent matters not on this agenda subject to prior notification
 None

f&gp/282 Date of next meeting: **22nd January 2020, 7pm**

Meeting closed 8.58pm

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

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Date