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Town Clerk's Office
25(A) Load Street
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MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 20TH MARCH 2019 AT 2pm AT 25(a) LOAD STREET

PRESENT

Councillor J Byng, Committee Chairman
Councillor A Coleman
Councillor R Coleman
Councillor P Harrison
Councillor D Killingworth, Committee vice-Chairman

In attendance:

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

- f&gp/088 Chairman's Welcome**
The Chairman welcomed all to the committee meeting.
- f&gp/089 Apologies**
Apologies for absence had been received from committee members Cllrs E Davies, S, Killingworth, J Beeson, and G Yarranton.
- f&gp/090 Declarations of Interest**
Cllr J Byng declared a Disclosable Pecuniary Interest as the spouse of a member of staff for which a standing dispensation has been granted when there is discussion on general staffing matters.
- f&gp/091 Councillor Dispensations**
There were no requests for dispensations.
- f&gp/092 Public Question Time**
A A list of questions had been submitted which were expected to be referred to during the meeting

f&gp/093

Minutes

The Minutes of the Finance and General Purposes Committee meeting held on the 27th February 2019 were approved and signed by the Chairman

f&gp/094

No update was received from the Treasurer on the Council's current financial position

- A current account bank statement showing the Council's current balance was distributed. Unable to confirm the reserve total.
- Talk Talk duplicated payment to be refunded 22nd March 2019.

f&gp/095

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

.1 Town Clerk's action regarding the Internal Auditor's recommendations:

- Review of the Town Council's internal controls include all contractual arrangements:

The Town Clerk has met with the committee Chairman and vice-Chairman to progress this;

- Review of risk management and risk monitoring arrangements

The Town Clerk is arranging for valuations of Town Council assets and is working on the council's system of internal controls.

- Arrange for effective checks on payroll

This is work in progress.

- Ensure the setting up of appropriate office management systems

This is work in progress

- Review of special events held in 2018.

The agreed working party will meet on 25th March 2019

- Production of Action Plan

This is work in progress

- Internal year end audit

The Internal Auditor attended the office 20th March 2019 to undertake the final internal audit review of the year; a final action plan with recommendations is to follow.

Councillor P Harrison arrived at 2.15pm

.2 Purchases including payment to Neighbourhood plan support:

- Foxley Tagg payment stages are all now complete and there are no further funds.

- NPCSG report to consider for approval – 3 quotations relating to Neighbourhood plan Landscape Character Assessment (LCA) – **Approved** the Pleydell Smithyman Ltd quotation for £3575, to be paid from the Neighbourhood Plan budget of £5000.

.3 The insurance valuation of the Council's regalia and paintings has been put back to 16th April 2019. A full valuation will take place at this time to include items not previously valued in the Mayor Parlour and the WFDC storage unit and the Charter currently being displayed in the Museum.

- .4 An order has now been placed for the Wyre Hill Play equipment with a delivery period of 16-20 weeks.
- .5 A copy lease provided by WFDC was in the name of the Friend of Riverside North Park not BTC. A meeting is planned between the Friends and BTC on 25th March 2019 to clarify arrangements.
- .6 The agreement in place for cleaning Load Street public conveniences to be extended until June 2019, at which time negotiations will begin again relating to the transfer of assets.
- .7 WFDC have confirmed that Small Business Rate Relief will be applied to 25(A) Load Street from December 2018. There was an understanding that the SBRR should have been applied to 25(A) Load Street in January 2018, requires further clarification.
- .8 Discussion were held 12th March 2019 with WFDC regarding use of the Mayors Parlour and the Guildhall; with the fire escape having been moved consideration could be given to re-configuring the meeting room in the Guildhall reducing the rates and rent.
ACTION: another meeting with WFDC to be arranged.
- .9 The use of Quik-books cloud based digital software was **approved**

f&gp/096 Members **Approved** that current signatories be allowed to continue authorising payments after 02/05/2019 even if they are no longer serving members of the council and agreed it's recommendation to the next meeting of the Town

f&gp/097 Purchases to note:
Repairs to Beale's Corner notice board.

- More quotes are required

Update of Mayor's name on Guildhall register board

- To be undertaken once Guildhall fire escape work is completed

Ongoing work by Lengthsman

- To arrange a meeting with the Lengthsman to ascertain a 2019/20 workplan
- To consider the general maintenance work to be undertaken on behalf of the Council.

Purchases noted:
Annual inspection of play equipment (Wyre Hill play area)

- 3 quotation received **Agreed** to recommend to the next meeting of the Town Council to appointment of Wicksteads at a cost to the Council of £95 to be taken from the Wyre Hill Play Area Maintenance (ROSPA) budget of £4000

Road closure notice for St George's Parade
General office/admin stationery etc.

f&gp/098 To approve adoption of the following policies:

- Children and Vulnerable People Protection Policy (based on Town Council engagement with the community via parades, Together Group, Young Mayor scheme etc)
Further consideration to be given to the wording of the policy to be re-considered at the next meeting.

- A Protocol for Councillor / Officer Relations (based on nationally accepted best practice and in the light of recent national scrutiny of members' standards)
Slightly amendments to paragraphs 8.1 and 8.3
- IT and Acceptable Use Policy (a protocol for officers and members using office equipment) – currently under review

f&gp/099 **To be updated on the arrangements for Sunday Town Markets in Bewdley and to agree the date of the 2019 Christmas Market and Lights switch-on as 30/11/2019.**

- Sunday market to take place on 1st & 3rd Sunday of each month (March to December 2019) with additional bank holiday markets on bank holiday Mondays.
- **Agreed** to recommend to the next meeting of the Town Council the date of the 2019 Christmas Market and Lights switch-on as 30/11/2019.

f&gp/100 **Agreed** to recommend to the next meeting of the Town Council that the Council undertake the provision of the annual Carnival fireworks display in June 2019

f&gp/101 **Agreed** to recommend to the next meeting of the Town Council the renewal of Lengthsman scheme arrangements with Worcestershire County Council and contractor with reimbursement amounts to stay the same for 2019/20

f&gp/102 **To receive any urgent matters not on this agenda subject to prior notification**
None

f&gp/103 No confidential discussion was required.

f&gp/10 Date of next meeting: Wednesday 22nd May 2019

These minutes are signed as a true and accurate record:

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Chairman, Finance and General Purposes Committee

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Date