

**MINUTES OF THE**  
**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**  
**WEDNESDAY 17<sup>th</sup> JULY 2019 AT 7.00pm AT 25(a) LOAD STREET**

**PRESENT**

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

**In attendance:**

Sharon Hudson, Town Clerk  
Two non-committee members of the Town Council – Cllr C Edginton-White and the Mayor, Cllr J Byng

**f&gp/160 Chairman's Welcome**

The Chairman welcomed all to the committee meeting

**f&gp/161 Apologies**

It was **RESOLVED** to **note** the apologies for absence received from committee members Councillor L Davis and Councillor D Morehead

**f&gp/162 Declarations of Interest**

Members were reminded of the requirement to declare all interests:

- None received

**f&gp/163 Councillor Dispensations**

- There were no requests for dispensations.

**f&gp/164 Public Question Time**

- None received

f&gp/165

**Minutes**

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


An amendment was made to minute number 149 (a) to including the following wording at the end of the final sentence: as in line with Standing Orders which take precedent.

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 12/06/2019 are signed by the Chairman as a true record.

f&gp/166

**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 30/06/19, the end of Quarter 1 2019/20.

 <b>BEWDLEY</b> Town Council		<b>BEWDLEY TOWN COUNCIL</b>	
<b>BANK BALANCES @ 30TH JUNE 2019</b>			
<b>Summary</b>			
<b>BANK RECONCILIATION</b>			
<b>UNITY BANK CURRENT ACCOUNT</b>			
Statement beginning balance		111,529.34	
Cheques and payments cleared (36)		-13,685.82	
Deposits and other credits cleared (6)		400.00	
Statement ending balance		98,243.52	
Uncleared transactions as of 30/06/2019		-9,726.70	
Register balance as of 30/06/2019		<b>88,516.82</b>	
<b>UNITY BANK DEPOSIT ACCOUNT</b>			
Balance B/Fwd		£ 10,599.73	
Interest received		£ 10.57	
<b>BANK BALANCES @ 30TH JUNE 2019</b>		<b>£ 10,610.30</b>	
<b>SCOTTISH WIDOWS INVESTMENT</b>			
<b>BANK BALANCES @ 30TH JUNE 2019</b>		<b>£ 30,460.85</b>	
<b>CAMBRIDGE BUILDING SOCIETY</b>			
<b>BANK BALANCES @ 30TH JUNE 2019</b>		<b>£ 30,000.00</b>	
<b>PETTY CASH</b>			
<b>BALANCE @ 30TH JUNE 2019</b>		<b>£ 9.92</b>	
<b>TOTAL CASH &amp; INVESTMENT 30TH JUNE 2019</b>		<b>£159,597.89</b>	

b) It was **RESOLVED** to **note** the budget analysis dated 30/06/2019, as at the end of Quarter 1 2019/20.

It was also **RESOLVED** to **note** additional costs that were not included in the original budget

- business rates charges for the Load Street Garage store backdated to 2017-18 - £2647.70

- the receipt of a quotation for the possible replacement of the Guildhall meeting room alarm.

**f&gp/167 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:
  - Meeting of the Audit Working Group 15/07/2019  
The Internal Auditors report was reviewed by the group and progress was identified on the issues arising; the Audit Group agreed to undertake a review of office procedures on a quarterly basis and report back to this committee.
  - Office management systems currently under review:
    - Council's website
    - recording residents' complaints
    - contracts register

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 Feedback on meeting with WFDC 02.07.19 - email accounts: on-going  
The Council have received a quotation from WFDC for managing the Council email accounts; the information provided will be reviewed and reported back.
- .3 Beales Corner noticeboard: on going  
Awaiting information relating to material costs.
- .4 Unity Trust Bank – signatories and on-line payments: in progress

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

**f&gp/168 Purchases to note:**

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

- toilet supplies
- bus shelters cleaning – cleaning to commence w/c 15/07/2019
- ongoing work by Lengthsman – spend to be monitored against budget

Councillors raised concerns with regard to the weeds growing on the outer sides of the bridge.

The Town Clerk was requested to write to Historic England, the WFDC Conservation Office and County Councillors with regard to the removal of the weeds from the Grade I listed bridge.

**f&gp/169 Approval of grants requested by local organisations**

It was **RESOLVED** to recommend for **Approval** the following grant awards to local organisations with payments being made in August 2019:

Organisation	Request 2019/20	Grant Awards 2019/20	Comments
<b>B/F Balance</b>		<b>£5530</b>	
Bewdley and District Horticultural Society	<b>£500</b>	<b>£500</b>	Towards Talks Trips and annual show
The Bewdley School	<b>£500</b>	<b>0</b>	Geography Department (school received a previous award)
Bewdley Rowing Club	<b>£1,000</b>	<b>£1,000</b>	Towards light weight coxed four
Bewdley Youth Festival	<b>£500</b>	<b>£500</b>	Costs of performers technicians etc at festival
	<b>£2,500</b>	<b>£2000</b>	
<b>Balance Remaining</b>		<b>£3530</b>	<b>Next application review date December 2019</b>

**f&gp/170 Bewdley Market Contract**

Following the meeting with LSD Promotions 15/07/19 final amendments to the contract were agreed by both parties. Members **RESOLVED** to recommend for **Approval** the final draft of the Markets Contract.

**f&gp/171 Insurance cover review – meeting 16.07.19**

During the meeting with a representative of Came and Company insurers the following issues were discussed

- a. security measures for civic regalia taken from the safe - agreed
- b. for position of the safe in its current site - agreed
- c. regalia and paintings insurance cover – further work needs to be undertaken to ensure that items recorded on the Council’s asset register are correctly valued.

It was **RESOLVED** to **note** the above and task the Town Clerk to review and up-date the asset register with current valuations.

During the meeting the insurer also recommended that the Council’s acquire additional cyber security insurance cover to protect the Council’s IT assets and data from cyber attack.

It was **RESOLVED** to recommend for **Approval** the purchase of additional cyber security insurance cover.

**f&gp/172 Preparation of Budget for 2020/21**

The initial meeting of the Council’s budget Group was held 10/07/19 to discuss the 2020/21 budget allocations, work is on-going.

**f&gp/173      The Council's Scheme of Delegation**

A meeting was held on 10/07/19 to review and amend the Council's Scheme of Delegation, work is on-going.

**f&gp/174      Public benches**

Following complaints received from local residents regarding the current state of disrepair of some of the town's public benches, Members **RESOLVED** to **Agree** to undertake a survey of the benches located within their wards.

The Town Clerk was tasked with approaching both the District and County Councils' to request they make good any benches belonging to them and to seek out any additional funding sources to aid with the costs of repairs. (Budget 2019/20 – seat maintenance of existing benches - £250)

**f&gp/175      Wyre Hill Play Area**

New play equipment is due to be installed in the Wyre Hill Play Area early August; the area around the equipment needs to be topped up with sand as does the area around the swings and slide. Alternatives to sand were deliberated. Following discussion Councillors **RESOLVED** to re measure the areas' in question to ascertain a more accurate calculation of the volume of sand required. Due to the time scale involved this will be reported to the next Council meeting. Quotations to be sought for the repairs to the wooden structures. (Budget 2019/20 – Wyre Hill Play Area Maintenance - £4000)

**f&gp/176      Bewdley to be a single us plastic free zone**

Referred from Council meeting 01.07.19 Cllr S Collingridge propose motion:

- Bewdley Town Council will be open to reviewing requests of additional resources, be that financial or practical support

It was **RESOLVED** to **note** the above motion; Councillors requested more information relating to the expectations of financial support.

**f&gp/177      Continuation of the electricity contract for the Feeder Pillar located on Severnside North**

Councillors were asked to approve the continuation and new contract for the E-on electricity supply to the feeder Pillar (Severnside North). Following discussions, it was **RESOLVED** to recommend for **Approval** that the contract with E-on be cancelled as the electricity supply is only use once a year during the Christmas Market.

**f&gp/178      Use of Town Council Gazebo's by Community Groups**

Following a request from a Friends group to borrow the Town Council owned Gazebos, Councillors debated how this should be managed and the insurance implications. It was **RESOLVED** to recommend for **Approval** that the Council owned Gazebos' be donated to the Friends of Riverside North and the Friends of Wyre Hill Park both groups receiving one each.

**f&gp/179      Youth Provision in Bewdley**

It was **RESOLVED** to **note** the response received from the Headmaster of the Bewdley School.

**f&gp/180**      **To receive any urgent matters not on this agenda subject to prior notification**

- Toilet transfer agreement under Localism – to be reviewed and discussed at the next meeting.
- The use of the Guildhall meeting – the Town Clerk to respond to the Museum Manger’s request for more information.

**f&gp/181**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**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/182**      **On-Going Staffing Issues**

Members **RESOLVED** to **note** matter relating to on-going staffing issues.

**f&gp/183**      **Date of next meeting: 21<sup>st</sup> August 2019, 7pm**

**Meeting closed 9.18pm**

These minutes are signed as a true and accurate record:

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

.....  
Date