



## **PUBLIC NOTICE OF MEETING**

**Due to the COVID 19 virus the Finance & General Purposes meeting will be undertaken virtually using Zoom software.**

**16<sup>th</sup> September 2020 at 7pm**

### **SUMMONS TO FINANCE AND GENERAL PURPOSES COMMITTEE MEMBERS**

All members of the Finance and General Purposes Committee are summoned to attend

Public participation is welcomed. Any members of the public wishing to participate should email the Town Clerk [townclerk@bewdleytowncouncil.org](mailto:townclerk@bewdleytowncouncil.org) prior to the meeting. Questions relevant to the agenda or for consideration at future meetings may be asked of the Town Council; please note there is no expectation of a response at this time.

Sharon Hudson, Town Clerk  
25(A) Load Street, Bewdley  
[townclerk@bewdleytowncouncil.org](mailto:townclerk@bewdleytowncouncil.org)

10<sup>th</sup> September 2020

### **AGENDA**

**399 Chairman's Welcome**

**400 To receive and note any apology for absence**

**401 Declarations of Interest: Councillors are reminded:-**

(i) To keep their Register of Interests updated.

(ii) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

(iii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence

**402 Dispensations**

To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to stay in the meeting, speak and/or vote on matters for which they have declared an interest in keeping with s33 of the Localism Act 2011 and the Council's adopted Standing Orders and Code of Conduct.

**403 Public Question Time**

Members of the public are invited to comment on and ask questions relating to this agenda or for consideration at future meetings of this committee; the time allowed is at the Chairman's discretion. There is no expectation of any dialogue or ad hoc discussion with the committee at this time.

**404 To approve the minutes of the meeting of this committee held 22/07/2020**

- 405 To receive an update from the Town Clerk on the Council's current financial position**
- i. To **Note** – the bank reconciliations from 30/07/2020 and 31/08/2020
  - ii. To **Note** – the cash balances and reserves 31/08/2020
- 406 To receive an update on the actual v budget**  
To **Note** – the actual v budget analysis 31/08/2020
- 407 Purchases to note – not yet invoiced:**
- O/n 19-20-042 Bewdley Community Marching Band – £300 - Mayors Civic & Remembrance Sunday  
(budget – Mayoral Expenses & Civic Ceremonies)
  - O/n 19-20-054 Britnett Central – £407 – Website Design (Balance)  
(budget – Website 2020-21)
  - O/n 19-20-077 Numlock Solutions - £40 – install software  
(budget – Software & support)
  - O/n 19-20-079 Worcestershire CALC – £80.00 -Officer Training (Balance)  
(budget – Training-Staff)
  - O/n 20-21-001 Community Rehabilitation - £45.00 – maintain Millennium Green (budget – Millennium Green)
  - O/n 20-21-003 WFDC– £400 – Remove dangerous pole  
(budget – Town Maintenance)
  - O/n 20-21-005 OGL– £3481.92 – IT Solutions (Balance)  
(budget – software and support)
  - O/n 20-21-009 Num Lock Solutions – £40.00 - Domain Transfer  
(budget – Software & Support)
  - O/n 20-21-011 DKE Audit – £360 – Internal Audit 2020-21  
(budget – Audit Fees)
  - O/n 20-21-014 Stourport Signs – £87.50 – Update Mayoral Board  
(budget – Mayoral Roll)
  - O/n 20-21-015 Thomas Fattorini – £630.93– Past Mayors Pendants  
(budget – Badges & Shields)
  - O/n 20-21-020 Office Depot– £16.49 – Stationery (Balance)  
(budget – Stationery & Printing)
  - O/n 20-21-021 Greenman Gardens – £100 – clear office garden  
(budget – maintenance - office)
  - O/n 20-21-023 Worcestershire CALC – £60.00 -Budget Training  
(budget – Training-Staff/Councillors)
  - O/n 20-21-025 Worcestershire CALC – £60.00 -Chairmanship Training  
(budget – Training- Councillors)
  - O/n 20-21-029 Garden Wizard – £485.00 – Mowing Millennium Green  
(budget – Millennium Green)
  - O/n 20-21-031 Amazon – £40.91 -Infrared Thermometer  
(budget – Together Group)
  - O/n 20-21-032 Wyvern Omnibus – £250.00 -Bus Hire High Sheriff visit  
(budget – Mayoral Expenses)
- 408 Councillors Internal Review**  
To receive Cllr J Byng internal review report.
- 409 Audit Action Plan Update**  
To receive an update on the 2018-19 Audit Action plan.
- 410 Asset Register – Mayor's Parlour**  
To review the Mayor's Parlour asset register and agree amendments.

- 411 Bridge Crossing**  
To receive a report from Cllr P Gittins MBE with regards to pedestrian safety on the bridge.
- 412 Markets**  
To receive the latest update on the progress of the towns Markets
- 413 Policies and Procedures**  
To review and recommend for approval the following policies:
- |        |  |
|--------|--|
| BTC029 | Child and Vulnerable Person Protection Policy. |
| BTC030 | Training Policy                                |
| BTC031 | Equality and Diversity Policy                  |
| BTC047 | Email Policy                                   |
| BTC048 | Privacy Policy                                 |
- 414 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**
- i. Localism
- 415 Elections VAT Payment**  
Due to a WFDC accounting error, VAT on election in 2017 expenses could not be claimed. To authorise payment of unclaimable VAT.
- 416 Christmas Light Switch-on**  
To discuss potential changes to the 2020 Christmas event due to on-going issues with COVID 19.
- 417 Small Business Grant Fund**  
The Town Council are in receipt of a small business grant relating to coronavirus support. To consider how this could be utilised.
- 418 To receive any urgent matters not on this agenda subject to prior notification**
- 419** In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, there will be a resolution that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest
- 420 Contractual Matters**  
To receive and agree quotations for the following purchases.
- Bus Shelter Cleaning
  - Fireworks
  - Replacement Gateway Signs
  - Noticeboards
- 421 On-going Staffing Matters**  
To consider and agree the payment of an invoice for the provision of a statement
- 422 Date of next meeting – 21<sup>st</sup> October 2020**
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[townclerk@bewdleytowncouncil.org](mailto:townclerk@bewdleytowncouncil.org)

Town Clerk's Office  
25(A) Load Street  
Bewdley

**MINUTES OF THE**  
**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**  
**WEDNESDAY 22<sup>nd</sup> JULY 2020 AT 7.00pm**  
**HELD AS A VIRTUAL MEETING ON ZOOM**

**PRESENT**

Councillors R Stanczyszyn (Chairman), J Byng, P Gittins MBE, H Lacy, D Moorhead

**In attendance:**

Sharon Hudson, Town Clerk

One non-committee members of the Council

**f&gp/378 Chairman's Welcome**

Cllr R Stanczyszyn welcomed everyone to meeting

**f&gp/379 Apologies**

Apologies were received from Cllrs L Davies (Deputy Chairman) and P Harrison

**f&gp/380 Declarations of Interest**

Members were reminded of the requirement to declare all interests:

- None were declared

**f&gp/381 Councillor Dispensations**

- There were no requests for dispensations.

**f&gp/382 Public Question Time**

- Cllr C Edginton White raised a question with regards to the condition of the benches situated on Severn Side South.  
The Town Clerk confirmed that quotations had been sought for the refurbishment of the said benches.

**f&gp/383 Minutes**

It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 17/06/2020, as a true record.

**f&gp/384 The Town Clerk gave an update on the Council's current financial position.**

- iii. the bank reconciliation 30/06/2020 – Quarter 1
- iv. the cash balances and reserves 30/06/2020 – Quarter 1

<b>Bewdley Town Council</b>	
<b>Cash Balances Period Ending 30/06/2020 Quarter 1</b>	
<b>RECONCILIATION REPORT</b>	
<b>Summary</b>	
GBP	
Statement beginning balance	111,618.00
Cheques and payments cleared (17)	-13,974.31
Deposits and other credits cleared (3)	974.34
Statement ending balance	<b>98,618.03</b>
Uncleared transactions as of 30/06/2020	-1,371.59
Register balance as of 30/06/2020	<b>97,246.44</b>
<b>JNITY BANK DEPOSIT ACCOUNT</b>	
BANK BALANCE @ 30th JUNE 2020	10,652.92
<b>SCOTTISH WIDOWS INVESTMENT</b>	
BANK BALANCE @ 30th JUNE 2020	30,671.97
<b>CAMBRIDGE BUILDING SOCIETY</b>	
BANK BALANCE @ 30th JUNE 2020	30,000.00
PETTY CASH @ 30TH JUNE 2020	44.84
TOGETHER GROUP PETTY CASH @ 30TH JUNE 2020	150.00
<b>Total Cash and Investments</b>	<b>168,766.17</b>

It was **RESOLVED** to Note the above reconciliations

**f&gp/385 To receive an update on the budget to date**

It was **RESOLVED** to **note** actual spend against budget 2020-21 as at 30/06/2020 – Quarter 1

**f&gp/369 Purchases– not yet invoiced:**

- O/n 19-20-042 Bewdley Community Marching Band – £300 - Mayors Civic & Remembrance Sunday  
(budget – Mayoral Expenses & Civic Ceremonies)
- O/n 19-20-054 Britnett Central – £407 – Website Design (Balance)  
(budget – Website 2020-21)
- O/n 19-20-077 Numlock Solutions - £40 – install software

	(budget – Software & support)
O/n 19-20-079	Worcestershire CALC – £80.00 -Officer Training (Balance) (budget – Training-Staff)
O/n 20-21-001	Community Rehabilitation - £45.00 – maintain Millennium Green (budget – Millennium Green)
O/n 20-21-003	WFDC– £400 – Remove dangerous pole (budget – Town Maintenance)
O/n 20-21-005	OGL– £3481.92 – IT Solutions (Balance) (budget – software and support)
O/n 20-21-007	Office Depot– £37.40 – Stationery (Balance) (budget – Stationery & Printing)
O/n 20-21-009	Num Lock Solutions – £40.00 - Domain Transfer (budget – Software & Support)
O/n 20-21-011	DKE Audit – £360 – Internal Audit 2020-21 (budget – Audit Fees)
O/n 20-21-014	Stourport Signs – £87.50 – Update Mayoral Board (budget – Mayoral Roll)
O/n 20-21-015	Thomas Fattorini – £630.93– Past Mayors Pendants (budget – Badges & Shields)
O/n 20-21-017	Lin Dodge – £53.76 – Mayoral Roll WFDC (budget – Mayoral Roll)
O/n 20-21-020	Office Depot– £16.49 – Stationery (Balance) (budget – Stationery & Printing)
O/n 20-21-021	Greenman Gardens – £100 – clear office garden (budget – maintenance - office)
O/n 20-21-022	Greenman Gardens – £40 – remove bench Millennium Green (budget – Millennium Green)

The Town Clerk confirmed that:

O/n 20-21-009 related to the Domain transfer to a 3<sup>rd</sup> party provider and O/n 19-20-077 related to software installed on the server.

O/n 20-21-017 related to signwriting on the Mayoral Board at Wyre House, adding 2 Mayors' names.

It was **RESOLVED** to **note** the above outstanding orders

**f&gp/387 News Year Fireworks**

Members reviewed Cllr C Edginton White report. Concerns were raised with regards to social distancing and possibility of cancellation due to on-going Covid19 issues. The Town Clerk was tasked with obtaining firework quotations, permissions from WFDC and the Bewdley Rowing Club and assurances re possible event cancellation.

**f&gp/388 Bewdley Markets**

The Town Clerk confirm no response had yet been received from the market provider LSD Promotions.

**f&gp/389 Council Credit Card**

It was **RESOLVED** to recommend for approval the Unity Trust credit card.

**f&gp/390 Wyre Hill Sand park**

The Town Clerk gave an update on the measures put in place which allowed the re-opening of the Wyre Hill Sand Park on 18/07/2020. There had been reports of people sleeping in the park also that cans and beer bottles had been

found. These incidents were reported to the local police. The caretaker visited the site on Sunday 19/07/2020, all signage was still in place and no sign of rough sleeping.

**f&gp/391 Web Cams**

Cllr P Gittins presented his report with regards to positioning of live web cams near the bridge enabling Bewdley to be viewed from around the world. Various options were discussed. The Town Clerk was asked to investigate the costs involved and potential camera sites. There is no budget for webcams in 2020-21.

**f&gp/392 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**

- ii. Localism – The Town Clerk has a zoom meeting with WFDC on 29/07/2020, a Council meeting has been arranged for 12/08/2020.
- iii. Planters – Four planters have been purchased and installed with funding pledged by County Cllr B Vale - £1500. Compost and plants have been sourced using funding pledged by BCARA - £500. Cllrs A Coleman and R Coleman have also pledged £600 & £400 for their WFDC District funds to purchase up to three more planters. Concerns were raised with regards to continual watering of the planters. Members asked that planter sponsorship be considered, businesses adopt a planter and then water and maintain the shrubs and flowers.
- iv. Signs – the three 'No Parking' signs located on the railings at Severn Side South have been removed, it is unclear by whom. Their disappearance has been reported to the local police.
- v. Noticeboard – Members asked that quotations be sought for a replacement noticeboard located at the same site
- vi. Benches – A complaint had been received with regards to the state of disrepair of a memorial bench sited on Severn Side South (this bench was located behind the flood barriers and was therefore underwater). Having undertaken a review of benches it was identified that all benches on Severn Side South were in need of refurbishment. Quotations have been sought. Members asked whether the wooden slats could be replaced by re-cycled plastic, also whether the benches could be re-located.

Cllr R Stanczyszyn asked the Town Clerk to ascertain whether WCC had been ordered the bollards and if so where from.

**f&gp/393 Vehicle Activated Speed Signs**

The Town Clerk presented a report with regards to the purchase of additional solar panelled VAS signs. The Lengthsman reported problems with the rechargeable batteries, the Town Clerk was asked to check the product guarantee. Members asked that this be referred back to the Road Safety Group.

**f&gp/394 Christmas Light Switch-on**

The current Government ruling on large gatherings isn't clear, it is also difficult to predict what the situation will be in December, in light of this Members agreed that the 2020 Christmas Light Switch-on should be a scaled down event.

**f&gp/395 20 is Plenty Signage**

Following discussions this item was referred back to the Road Safety Group to explore costs and locations.

**f&gp/396 Boundary Sign for Blackstone Bank**

Cllr P Gittins MBE presented his report with regards to Bewdley Boundary Signs. Following discussions Members agreed that all boundary signs should be the same. The Town Clerk was tasked with ascertaining where the previous boundary signs had been purchased from and the costs.

**F&gp/376 To receive any urgent matters not on this agenda subject to prior notification**

Cllr R Stanczyszyn asked that the VE DAY grant budget of £1000 be transferred back to the Grant Aid and Donations budget. Following discussion it was **RESOLVED** to recommend the virement for approval.

**f&gp/377 Date of next meeting – 16<sup>th</sup> September 2020**

**Meeting closed 8.34pm**

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

.....

Date



**BEWDLEY TOWN COUNCIL**

**Cash Balances Period Ending 31/08/2020  
RECONCILIATION REPORT**

Summary  
GBP

Statement beginning balance	88,131.17
Cheques and payments cleared (15)	-9,972.61
Deposits and other credits cleared (2)	11,257.96
Statement ending balance	<b>89,416.52</b>

Uncleared transactions as of 31/08/2020	-0.60
<b>Register balance as of 31/08/2020</b>	<b>89,415.92</b>

UNITY BANK DEPOSIT ACCOUNT BANK BALANCE @ 31st August 2020	10,652.92
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SCOTTISH WIDOWS INVESTMENT BANK BALANCE @ 31st August 2020	30,671.97
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CAMBRIDGE BUILDING SOCIETY BANK BALANCE @ 31st August 2020	30,000.00
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PETTY CASH @ 31st August 2020	44.84
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TOGETHER GROUP PETTY CASH @ 31st August 2020	150.00
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<b>Total Cash and Investments</b>	<b>160,935.65</b>
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<b>Bewdley Town Council</b>					
<b>Budget vs. Actuals 31st August 2020-21</b>					
	Total				
	Actual	Budget	Remaining	% of Budget	% Remaining
<b>Income</b>					
Christmas Event Income		1,000.00	1,000.00	0.00%	100.00%
Community Flood Volunteer Schem	400.00		-400.00		
Interest Received	10.61	100.00	89.39	10.61%	89.39%
Lengthsman Scheme	195.71	2,800.00	2,604.29	6.99%	93.01%
Lifebuoys replacements 2020-21	200.00		-200.00		
Load St Toilets- WFDC	8,948.00	8,790.00	-158.00	101.80%	-1.80%
Miscellaneous Income			0.00		
Markets		1,300.00	1,300.00	0.00%	100.00%
<b>Total Miscellaneous Income</b>	<b>£ 0.00</b>	<b>£ 1,300.00</b>	<b>£ 1,300.00</b>	<b>0.00%</b>	<b>100.00%</b>
Planters-External Funding	1,000.00		-1,000.00		
Precept	91,175.00	182,350.00	91,175.00	50.00%	50.00%
<b>Total Income</b>	<b>£101,929.32</b>	<b>£196,340.00</b>	<b>£ 94,410.68</b>	<b>51.91%</b>	<b>48.09%</b>
<b>Gross Profit</b>	<b>£101,929.32</b>	<b>£196,340.00</b>	<b>£ 94,410.68</b>	<b>51.91%</b>	<b>48.09%</b>
<b>Expenses</b>					
Capital Expenditure			0.00		
Lifebuoys		1,000.00	1,000.00	0.00%	100.00%
Notice Boards & Town Signs		2,000.00	2,000.00	0.00%	100.00%
Planters	1,453.91		-1,453.91		
Seats		2,000.00	2,000.00	0.00%	100.00%
Street Poles, baskets & tubs		250.00	250.00	0.00%	100.00%
Town Clerk Office		2,000.00	2,000.00	0.00%	100.00%
VAS Signs		3,800.00	3,800.00	0.00%	100.00%
<b>Total Capital Expenditure</b>	<b>£ 1,453.91</b>	<b>£ 11,050.00</b>	<b>£ 9,596.09</b>	<b>13.16%</b>	<b>86.84%</b>
Council Costs			0.00		
Badges & Shields		620.00	620.00	0.00%	100.00%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies	-1,215.00	1,500.00	2,715.00	-81.00%	181.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance	145.83	500.00	354.17	29.17%	70.83%
Insurance Valuations		150.00	150.00	0.00%	100.00%
Mayor's Chain Maintenance		1,000.00	1,000.00	0.00%	100.00%
Mayor's Expenses	20.29	5,000.00	4,979.71	0.41%	99.59%
Mayoral Roll	53.76	200.00	146.24	26.88%	73.12%
Public Meetings		100.00	100.00	0.00%	100.00%
<b>Total Council Costs</b>	<b>-£ 995.12</b>	<b>£ 10,570.00</b>	<b>£ 11,565.12</b>	<b>-9.41%</b>	<b>109.41%</b>

Council Costs			0.00		
Badges & Shields		620.00	620.00	0.00%	100.00%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies	-1,215.00	1,500.00	2,715.00	-81.00%	181.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance	145.83	500.00	354.17	29.17%	70.83%
Insurance Valuations		150.00	150.00	0.00%	100.00%
Mayor's Chain Maintenance		1,000.00	1,000.00	0.00%	100.00%
Mayor's Expenses	20.29	5,000.00	4,979.71	0.41%	99.59%
Mayoral Roll	53.76	200.00	146.24	26.88%	73.12%
Public Meetings		100.00	100.00	0.00%	100.00%
<b>Total Council Costs</b>	<b>-£ 995.12</b>	<b>£ 10,570.00</b>	<b>£ 11,565.12</b>	<b>-9.41%</b>	<b>109.41%</b>
Election cost & Provision		5,000.00	5,000.00	0.00%	100.00%
Employment Costs		74,000.00	74,000.00	0.00%	100.00%
Admin Apprentice	5,777.13		-5,777.13		
Load St Toilets Cleaner	3,830.45		-3,830.45		
Mayor's PA & Administrator	4,791.14		-4,791.14		
Town Clerk	16,526.17		-16,526.17		
WFDC Admin Charge	200.00	450.00	250.00	44.44%	55.56%
<b>Total Employment Costs</b>	<b>£ 31,124.89</b>	<b>£ 74,450.00</b>	<b>£ 43,325.11</b>	<b>41.81%</b>	<b>58.19%</b>
Grant Aid & Donations		12,000.00	12,000.00	0.00%	100.00%
Bewdley Petanque Club	500.00		-500.00		
Wyre Forest CAB	1,000.00		-1,000.00		
<b>Total Grant Aid &amp; Donations</b>	<b>£ 1,500.00</b>	<b>£ 12,000.00</b>	<b>£ 10,500.00</b>	<b>12.50%</b>	<b>87.50%</b>
Millennium Green Maintenance	73.22	750.00	676.78	9.76%	90.24%
Operating Costs			0.00		
Advertising & Official notices		100.00	100.00	0.00%	100.00%
Audit Fees	285.00	1,000.00	715.00	28.50%	71.50%
Broadband	130.31	500.00	369.69	26.06%	73.94%
Computer	25.00	200.00	175.00	12.50%	87.50%
Garage Rent- rear 14 Load st	1,534.47	4,500.00	2,965.53	34.10%	65.90%
Insurance		5,300.00	5,300.00	0.00%	100.00%
Intruder Alarm	379.25	700.00	320.75	54.18%	45.82%
Legal Fees	5,006.25	5,000.00	-6.25	100.13%	-0.13%
Maintenance	709.40	1,500.00	790.60	47.29%	52.71%
Office consumable and cleaning	-103.55		103.55		
Photocopier	321.01	1,500.00	1,178.99	21.40%	78.60%
Postage	58.03	200.00	141.97	29.02%	70.99%
Refreshments	3.85	150.00	146.15	2.57%	97.43%
Service Charge & Business rates	1,047.90	900.00	-147.90	116.43%	-16.43%
Small Office Equipment		150.00	150.00	0.00%	100.00%
Software & Support	1,120.00	5,000.00	3,880.00	22.40%	77.60%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print	426.96	2,000.00	1,573.04	21.35%	78.65%
Subscriptions	1,706.71	2,000.00	293.29	85.34%	14.66%
Telephones	333.66	600.00	266.34	55.61%	44.39%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff	105.00	1,000.00	895.00	10.50%	89.50%
Travel & Training- Councillors		500.00	500.00	0.00%	100.00%
Unity Bank Charges	29.85	150.00	120.15	19.90%	80.10%
Website	1,000.00	1,500.00	500.00	66.67%	33.33%
<b>Total Operating Costs</b>	<b>£ 14,119.10</b>	<b>£ 35,150.00</b>	<b>£ 21,030.90</b>	<b>40.17%</b>	<b>59.83%</b>

Padding Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	4,080.00	7,000.00	2,920.00	58.29%	41.71%
Small Grants Fund	-20.99		20.99		
Together Project	-60.00		60.00		
Town Events			0.00		
Carnival Fireworks		2,000.00	2,000.00	0.00%	100.00%
Christmas Festivities		5,000.00	5,000.00	0.00%	100.00%
Christmas Lights	11,207.14	11,500.00	292.86	97.45%	2.55%
VE DAY Grants		1,000.00	1,000.00	0.00%	100.00%
<b>Total Town Events</b>	<b>£ 11,207.14</b>	<b>£ 19,500.00</b>	<b>£ 8,292.86</b>	<b>57.47%</b>	<b>42.53%</b>
Town Maintenance			0.00		
Bus Shelters cleaning & maint		1,000.00	1,000.00	0.00%	100.00%
Churchyards		500.00	500.00	0.00%	100.00%
General Maintenance	57.34	2,000.00	1,942.66	2.87%	97.13%
Lengthsman	535.50	2,800.00	2,264.50	19.13%	80.88%
Lifebuoys		250.00	250.00	0.00%	100.00%
Load Street Toilets	518.48	1,000.00	481.52	51.85%	48.15%
Maintenance of existing seats		1,000.00	1,000.00	0.00%	100.00%
Signs & Notice Boards	30.00	500.00	470.00	6.00%	94.00%
Street Poles, Tubs & Baskets		3,000.00	3,000.00	0.00%	100.00%
Town Clock	294.16	200.00	-94.16	147.08%	-47.08%
Wyre Hill Play Area	715.68	4,000.00	3,284.32	17.89%	82.11%
<b>Total Town Maintenance</b>	<b>£ 2,151.16</b>	<b>£ 16,250.00</b>	<b>£ 14,098.84</b>	<b>13.24%</b>	<b>86.76%</b>
<b>Total Expenses</b>	<b>£ 64,633.31</b>	<b>£196,720.00</b>	<b>£ 132,086.69</b>	<b>32.86%</b>	<b>67.14%</b>
<b>Net Income over expenditure</b>	<b>£ 37,296.01</b>	<b>-£ 380.00</b>	<b>-£ 37,676.01</b>		

**Finance & General Purposes Committee  
16<sup>th</sup> September 2020**

**COUNCILLOR AUDIT REVIEW – August 2020**

**Background**

Cllr J Byng has been tasked with reviewing the Council's financial records in for 2020/21.

The Councillor, independently of the Town Clerk selected expenditure invoices, orders, payment schedules, income received, bank reconciliations, a VAT return and contracts

The sample was selected from financial records April to July 2020.

**Observations**

Due to coronavirus all Council meetings since April 2020 have been held via Zoom. Payment schedules presented at these meetings have been agreed but have not been signed, also invoices paid have not been checked and signed by two Councillors.

Most payments have been made via the bank. Bank schedules have been raised by the Town Clerk and independently authorised by two Councillors.

No income invoices had been raised during this period.

All expenditure and income received had been correctly accounted for. Bank reconciliations had been undertaken, VAT had been claimed and paid.

One contract (N Power) expired in June 2020. The Town Clerk followed this up.

**RISK: Internal controls may not be followed leading to fraud and corruption, loss of public funds and lack of transparency.**

**Recommendation**

The Town Clerk acting as Responsible Financial Officer follows up the Npower contract for unmetered supplies.



**Finance & General Purposes Committee  
16<sup>th</sup> September 2020**

## Mayor's Parlour – Asset Register Report

### Decision

To recommend for approval that the asset register is adjusted to reflect actual assets held.

### **Background**

Following the 2018-2019 audit review an asset register review was introduced to ensure that all items recorded on the asset register were identified and checked.

One of these checks was a quarterly Mayors Parlour check. A hand over between the incoming and outgoing Mayors was planned for 26<sup>th</sup> May 2020 however due to COVID 19 restrictions the outgoing Mayor was unable to attend. Mayor Cllr Anna Coleman worked with the team, helping to reconcile the recorded asset register items.

### **Observations**

During the checking process a number of miscellaneous items were identified most of which have little or no value, these items have been added to the register. Also, some item descriptions made it difficult to identify the individual items. All items in the Mayor's Parlour have been given an identification number and photographed; the asset register descriptions have been enhanced making it easier to identify individual items.

A number of recorded items were found to be missing or damaged; these have been recorded accordingly on the asset register.

Item	Value		
<b>10 - Occasional Chairs with patterned upholstery</b>	£70 each	6 missing	1 damaged
<b>5' table with blue cloth</b>	£200	Both items missing	
<b>2 Arial photographs of Bewdley</b>	£50	Both items missing	
<b>Painting by Lavenston</b>	£100	Missing	
<b>flag standards + flags</b>	£50	Unable to identify may be in office	

<b>Pewter Stem Cup - "Bewdley Goblet" Quincentenary</b>	£40	Missing	
<b>Blue patterned rug</b>	£50	Missing	
<b>Pieces Royal Worcester gilt and blue banded with Town Crest recorded as 39 items</b>	£400	17 items missing - 5 plates; 6 saucers; 6 cups	
<b>Pieces Wood &amp; Sons Burslem China tea service with Town Crest, recorded as 229 items</b>	£200	36 items missing - 21 plates; 2 cups; 2 sugar basins; 7 Serving Plates; 4 jugs	

Most of these items have been on the asset register for many years and may have been damaged or discarded without being recorded as such on the asset register.

**Risks:**

**That items are being discarded without being recorded correctly, overstating Bewdley Town Councils assets and inflating the insurance premiums.**

**Recommendation**

- **The asset register is adjusted to reflect the actual assets held.**

BEWDLEY TOWN COUNCIL  
FINANCE AND GENERAL PURPOSE MEETING

September 2020

**REPORT FOR CONSIDERATION**

**SUBJECT**

Pedestrian safety whilst crossing the bridge.

Because of Covid 19 and the need for social distancing could we ask our county councillors to consider implementing a pedestrian one way system when walking over the bridge ?

At present pedestrians walking over the bridge are stepping into the road to ensure social distancing when passing someone walking in the opposite direction.

With regards to pedestrians walking from town to Spring Hill estate the route is easy to follow.

Walk over the bridge with the flow of traffic until you reach Spring Hill estate.

Pedestrians walking from Springhill estate can cross the road on the crossings at All Saints Church or Grey Green Lane then walking with the flow of traffic cross over the road to the river side at Beal's Corner. Or it may be safer to walk down Westbourne Street and cross the Stourport Road and continue to walk over the bridge with the flow of traffic.

Passengers from the SVR when leaving town to return to the station can cross the bridge with the flow of traffic and cross the road by going under the bridge underpass joining Stourport Road at the gate.

**OTHER CONSIDERATIONS.**

It may be safer to walk against the flow of traffic so you can see oncoming traffic? The underpass has steps.

The path from the underpass to the gate is narrow and can be muddy?

Pedestrians may still have to pass each other from Beale's Corner to the station?

A Pelican/Zebra crossing would help if situated between Beale's Corner and Mill Side Court? Suitable signing would have to be provided.

Date 1<sup>st</sup> September 2020

Cllr Paul Gittins



## AGENDA ITEM 415

The screenshot shows the Outlook interface with a message from Mike Saunders. The ribbon includes File, Message, and Help. The Message ribbon has buttons for Ignore, Delete, Archive, Reply, Reply All, Forward, Move, Mark Unread, Categorize, Follow Up, Translate, Read Aloud, and Zoom. The message is dated Tue 08/09/2020 13:22 and is titled 'Elections VAT'. The sender is Mike Saunders <Mike.Saunders@wyreforestdc.gov.uk>. The message content includes a greeting, an explanation of VAT recovery, and a table of VAT breakdowns.

Tue 08/09/2020 13:22

**MS** Mike Saunders <Mike.Saunders@wyreforestdc.gov.uk>  
Elections VAT

Town Clerk

You replied to this message on 08/09/2020 13:51.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Good Afternoon,

I am writing to you as HMRC has contacted us in regards to VAT on previous election claims. We have incorrectly recovered election VAT from HMRC instead of recharging it to the Elections Claims Unit or to the individual County Council, Town Council or Parish Council.

Therefore, the VAT is outstanding and now needs to be paid. Below is a breakdown of the VAT that applies to your Council.

Trans.date	Text	Amount	VAT
26/02/2017	Lloyds card - February-2017 ROYAL MAIL GROUP LTD 1ST AND 2ND CLASS	7.98	1.60
22/03/2017	ACCOUNT MAIL 18/01/2017-07/02/2017	1,253.48	250.70
22/03/2017	BEWDLEY & WRIBBENHALL A5 POLL CARDS	308.12	61.62
22/03/2017	BEWDLEY WRIBBENHALL BALLOT PAPERS	418.00	83.60
		1,987.58	397.52

We will shortly be issuing an invoice to yourselves for the outstanding VAT amount.

Kind regards

**Please see above email from the Elections Team at WFDC.**

**Due to at WFDC VAT on elections payments dating back to 2017 are due for payment.**

### Decision

**To agree to recommend for payment £397.52 over claimed VAT.**