



BEWDLEY
Town Council

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Town Clerk's Office
25(A) Load Street
Bewdley
DY12 2AE

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 18TH APRIL 2019 AT 3pm AT 25(a) LOAD STREET

PRESENT

Councillor J Byng, Committee Chairman
Councillor A Coleman
Councillor R Coleman
Councillor P Harrison
Councillor L Davis

In attendance:

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

- f&gp/105 Chairman's Welcome**
The Chairman welcomed all to the committee meeting.
- f&gp/106 Apologies**
Apologies for absence had been received from committee members Cllrs D Killingworth (Committee Vice-Chairman), J Beeson, and G Yarranton.
- f&gp/107 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/108 Councillor Dispensations**
There were no requests for dispensations.
- f&gp/109 Public Question Time**
A question was asked from a member of the public on a procedural matter.
- f&gp/110 Minutes**
The Minutes of the Finance and General Purposes Committee meeting held on the 20th March 2019 were approved and signed by the Chairman
- f&gp/111 No update was received from the Former Treasurer on the Council's current financial position**

- **NOTED** - the current account bank statement showing the Council's current balance was distributed. Unable to confirm the reserve total.
- **APPROVED** - The updated schedule of invoices to be paid as a matter of urgency.

f&gp/112

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 and end of year audit:
 - **NOTED - On-going – work in progress** - review work is on-going and has included contracts of employment.
 - **NOTED - Review of special events** – the working party met on 15.04.19 and are continuing the review of the pantomime and music festival timelines.
 - **NOTED - Insurance valuation of regalia and painting** – the valuer cancelled the meeting 16.04.19; a new visit is to be arranged which is to include Town Council items held at the Museum, the stores and in the Mayor Parlour
 - **NOTED - Office management systems are under review** – continuing the review process including the financial systems
 - **NOTED - Year-end internal audit** – a final action plan with recommendations is to follow.
- .2 **Lease for the Riverside North Park paddling pool** – a number of queries have been raised by Councillors' relating to the lease agreement - approval of the lease will not be considered until the responses have been received from Wyre Forest District Council.
- .3 **NOTED - Neighbourhood plan** – additional work has been identified by Wyre Forest District Council at a cost of £600 plus VAT. WFDC are seeking funding approval to cover these costs.
- .4 **NOTED - Use of the Guildhall** – to be discussed at the next Localism meeting with WFDC on 11/06/19
- .5 **NOTED - Load Street public conveniences** - to be discussed at the next Localism meeting with WFDC on 11/06/19
- .6 **NOTED Quickbook accounting software** – the Town Clerk is working with the former Treasurer to set up the accounts onto the new software
- .7 **NOTED - Unity Trust Bank** – currently in the process of setting up on-line payments
- .8 **NOTED** - The Mayor's name has been added to the Guildhall register board
- .9 **NOTED - Annual inspection of play equipment** (Wyre Hill play area) has been completed – no major issues were identified
- 10 **NOTED - Road closure** notice for St George's Parade - in place

f&gp/113

Purchases to note:

NOTED - All Purchases

- Repairs to Beale's Corner notice board - to be advised (from the budget signs and notice boards - £100)
- Purchase of an office computer - (from the budget – capital equipment – Town Clerks Office - £1500)
- Purchase of pendants for past Mayor and Consort - (from the budget – badges and shields - £600)
- Preparation of supplementary planning document for the Neighbourhood Plan - (from the budget – neighbourhood plan - £5000)

- general office/admin stationery etc.
- ongoing work by Lengthsman

f&gp/114 Bus Shelter Agreement

AGREED - The continuation of the bus shelter cleaning agreement with Fletcher Access (from the budget – bus shelters – cleaning and maintenance - £750)

f&gp/115 Wyre Hill Play Area

- **AGREED** - The management term of reference for the Wyre Hill play area
- **AGREED** - The friends of Wyre Hill play area's request for the placement of additional litter bins within the park
- **AGREED** - The BTC Caretaker and a friend of the Wyre Hill Play Park to attend routine play inspection training – costs to be confirmed (from the budget – Wyre Hill play area maintenance - £4000)

f&gp/116 Adoption of the following policies:

- **APPROVED** - Committee Terms of Reference and Scheme of Delegation
- **APPROVED** - Children and Vulnerable People Protection Policy (based on Town Council engagement with the community via parades, Together Group, Young Mayor scheme etc) – and role of Protection Officer undertaken by the Town Clerk requires a current DBS check
- **APPROVED** - A Protocol for Councillor / Officer Relations (based on nationally accepted best practice and in the light of recent national scrutiny of members' standards)
- **APPROVED** - Grant Awards Policy
- **APPROVED** - IT Acceptable Usage, Data Protection and Social Media Policy
- Standing Orders – to be re-visited
- Training Policy – to be re-visited

f&gp/117 To receive any urgent matters not on this agenda subject to prior notification

1. **ICT Issues** - Concerns were raised with regard to the ICT server issues. Further investigation is required.
2. **Carnival Fire Works**
AGREED - The 2019 Carnival Fireworks working group recommendation that Jubilee Fireworks Ltd undertake the display for this year's event.

f&gp/118 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) there may be a resolution to exclude the public and the press 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.

f&gp/119 National Salary Awards 2019/20

NOTED - the National Joint Council agreement for employees on the local government pay scales takes effect from 01.04.2019

Contract Review

NOTED - The contract for the Cleaner/Caretaker be brought up to date with regard to salary expectations.

f&gp/120 Together Group Petty Cash Report

NOTED – Concerns were raised by the Committee regarding financial procedures not being appropriately followed; the matter has been investigated and there is no capacity for further investigation – a note will be added to the employees HR records.

f&gp/121 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