



BEWDLEY Town Council

PUBLIC NOTICE OF MEETING

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

22nd July 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 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

15th July 2020

AGENDA

378 Chairman's Welcome

379 To receive and note any apology for absence

380 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

381 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.

382 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.

383 To approve the minutes of the meeting of this committee held 17/06/2020

- 384 To receive an update from the Town Clerk on the Council's current financial position**
- i. To **Note** – the bank reconciliations 30/06/2020 – Quarter 1
 - ii. To **Note** – the cash balances and reserves 30/06/2020 – Quarter 1
- 385 To receive an update on the actual v budget**
To **Note** – the actual v budget analysis 30/06/2020 – Quarter 1
- 386 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 20-21-007 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)
- 387 News Year Fireworks**
To receive a report from Cllr C Edginton White with regards to new year fireworks (referred from Council)
- 388 Markets**
To receive the latest update on the progress of the towns Markets
- 389 Council Credit Card**
To receive a report with regards to a business credit card for Council use.
- 390 Wyre Hill Sand park**
To receive an update on re-opening of Wyre Hill Sand park

- 391 Web Cams**
To receive a report from Cllr P Gittins MBE with regards to introducing web cams to Bewdley.
- 392 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**
- i. Localism – Clerks meeting 28.07.2020 – Council meeting 12.08.2020
 - ii. Planters
 - iii. Signs
 - iv. Noticeboard
 - v. Benches
- 393 Vehicle Activated Speed Signs**
To receive a report with regards to the purchase of additional solar panelled VAS signs.
- 394 Christmas Light Switch-on**
To discuss potential changes to the 2020 Christmas event due to on-going issues with COVID 19.
- 395 20 is Plenty Signage**
Following the meeting of the Road Safety Group 14/07/2020, the Finance & General Purposes committee have been asked to consider funding options for additional 20 MPH signage.
- 396 Boundary Sign for Blackstone Bank**
To receive a report from Cllr P Gittins MBE with regards to Boundary Signs.
- 397 To receive any urgent matters not on this agenda subject to prior notification**
- 398 Date of next meeting – 16th September 2020**
-

Committee Members

- | | | |
|-------|---|---------------------------------|
| Cllrs | R Stanczynszyn
L Davies
J Byng
P Gittins MBE
P Harrison
H Lacy
D Morehead | (Chairman)
(Deputy Chairman) |
|-------|---|---------------------------------|



01299 400157

townclerk@bewdleytowncouncil.org

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

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

WEDNESDAY 17TH JUNE 2020 AT 7.00pm

HELD AS A VIRTUAL MEETING ON ZOOM

PRESENT

Councillors R Stanczyszyn (Chairman), L Davies (Deputy Chairman), J Byng, P Gittins MBE, P Harrison, H Lacy

In attendance:

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

f&gp/360

Chairman's Welcome

Cllr R Stanczyszyn welcomed everyone to the June 2020 Finance & General Purposes meeting

f&gp/361

Apologies

Apologies were received from Cllr D Moorhead

f&gp/362

Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None were declared

f&gp/363

Councillor Dispensations

- There were no requests for dispensations.

f&gp/364

Public Question Time

- None

f&gp/365

Minutes

It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 27/05/2020 with minor amendments.

f&gp/366

The appointment of Finance and General Purposes committee Members to the following roles:

- Budget Review Group - Cllrs R Stanczyszyn, L Davies, J Byng
- Compliance Review Member – Cllr J Byng

f&gp/367

The Town Clerk gave an update on the Council's current financial position.

- iii. the bank reconciliation 31/05/2020
- iv. the cash balances and reserves 31/05/2020

Bewdley Town Council	
Unity Current Account, Period Ending 31/05/2020	
RECONCILIATION REPORT	
Reconciled on: 08/06/2020	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report.	
Summary	
GBP	
Statement beginning balance	109,961.17
Cheques and payments cleared (5)	-7,486.88
Deposits and other credits cleared (2)	9,143.71
Statement ending balance	111,618.00
Uncleared transactions as of 31/05/2020	-1,621.59
Register balance as of 31/05/2020	109,996.41
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 31ST MAY 2020	10,642.31
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 31ST MAY 2020	30,671.97
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 31ST MAY 2020	30,000.00
PETTY CASH @ 31ST MAY 2020	36.24
TOGETHER GROUP PETTY CASH @ 31ST MAY 2020	150.00
Total Cash and Investments	181,496.93

- v. the Together Group year-end reconciliation

Reconciliation as at 31.03.2020	
Income received from events	1416.00
Expenditure on Events	-1940.20
Loss on monthly events	-524.20
Donation received during the year	900.00
Year end balance	375.80

- vi. the Mayor's Charity Account reconciliation

Summary of Mayor's Charity 2019-2020	
Bingo - 2019	230.10
Youth Music	617.00
Quiz	851.00
Bingo - 2020	356.80
Donations	861.00
	2915.90

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

f&gp/368

To receive an update on the budget to date

It was **RESOLVED** to note actual spend against budget 2020-21 as at 31/05/2020

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 19-20-047 Worcestershire County Council – £101.88 - salt/grit
(budget – General Maintenance)
- O/n 19-20-054 Britnett Central – £1407 – Website Design
(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
(budget – Training-Staff)
- O/n 19-20-086 WFDC– £120 – Toilet Cleaning Holiday Cover
(budget – Load Street Toilets)
- O/n 19-20-084 Janitorial Direct – £208.54 -Toilet supplies
(budget – Load Street Toilet Cleaning)
- 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– £4081.92 – IT Solutions
(budget – software and support)
- O/n 20-21-007 Office Depot– £65.10 – Stationery
(budget – Stationery & Printing)

The Town Clerk confirmed that:

O/n 19-20-047 has now been cancelled – WCC were unable to deliver the salt/grit to BTC's garage and no other storage facility could be found.

O/n 20-21-003 related to the hanging basket pole outside of the Tesco Express store. The structure was dangerous and had to be removed urgently.

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

f&gp/370

Internal Auditors 2019-20 report

Members received the Internal Auditors report 2019-20 and were pleased to note the improvements on the previous year's report.

Recommendation 1 - The Town Clerk explained that where the action plan states ongoing (amber) actions have been taken and are being monitored.

Recommendation 2 – The Town Clerk confirm no actions have been taken due to time constraints. A Millennium Green meeting is to be set up to address the issues.

Cllr R Stanczyszyn asked that a quarterly Internal Audit report update be presented to this committee.

f&gp/371

Bewdley Markets

The Town Clerk reported that no further information has yet been received from either WCC or WFDC with regard to the reinstatement of the town markets.

f&gp/372

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

- vi. Localism – No further information has been received from WFDC
- vii. Planters – County Cllr R Vale has agreed with the Mayor, Cllr A Coleman to provide divisional funding to procure planters for Severn Side South. BCARA have also agreed to provide funding for this project. Quotations

have been sought and forwarded to both Cllr R Vale and the Chairman of BCARA for approval.

viii. Signs – new clips have been obtained and the three remaining signs will be put up on the Severn Side South railings as soon as possible.

ix. Noticeboard - the Beale’s Corner noticeboard is no longer fit for purpose; the wood has warped and the door is difficult to open. Consideration has been given to replacement options.

- Members raised concerns about the location of this noticeboard and whether an alternative site should be sought.

Bollards - Cllr R Stanczyszyn gave an update on the Road Safety Group meeting discussions regarding the difficultly WCC are having procuring replacement bollards for Severn Side South. Having undertaken some research Cllr R Stanczyszyn has identified a supplier who can provide an exact match to those removed; this information will be forwarded to Cllr R Vale.

Cllr J Byng declared an ‘other disclosable interest’. As Mayor he attended the opening of the facility; Cllr Byng did not vote on this application.

f&gp/373

Grant Applications

The grant budget for 2020-21 is £12,000 in total, only one application per group can be process in any one year, up to a maximum of £1000

It was **RESOLVED** to recommend for **approval** the following grant awards:

	Organisation	Request 2020-21	GRANT AWARDS 2020-21	Comments
1	Wyre Forest CAB	£2000	£1000	Contribution to running costs
2	Adoption Support Wyre Forest	£500-£1000	Nil	No financial documentation provided
3	Bewdley <u>Petanque Club</u>	£750	£500	Shelter and storage facilities following floods
	Total	£3,750	£1500	

f&gp/374

Policies for Review and Approval

It was **RESOLVED** to recommend the following policies for **Approval**:

- BTC028 Policy Protocol on pre-application meetings for major projects
- BTC046 Credit Card Policy

f&gp/375

Council Payments/Credit Card

Having considered the payment card options presented, the Town Clerk has been tasked with approaching the Council’s bank to identify credit cards options available.

f&gp/376

To receive any urgent matters not on this agenda subject to prior notification

Cllr L Davies, on behalf of the Council, congratulated the Town Clerk on achieving the CiCLA qualification.

Cllr R Stanczyszyn commented that the VAS signs didn’t appear to be working and asked whether consideration could be given to purchasing new solar / wind powered signs. The Council budget 2020-21 includes provision for the purchase of new VAS signs. Town Clerk to explore the options available.

Cllr R Stanczyszyn raised the possibility of the Council providing funding for a hardstanding area on the Cleobury Road from where the Safer Roads Partnership could operate spot check speed cameras. Budgets were limited; Town Clerk to make further enquires.

f&gp/377 Date of next meeting - 22nd July 2020

Meeting closed 7.57pm

These minutes are signed as a true and accurate record:

.....
Finance and General Purposes Committee

.....
Date



BEWDLEY
Town Council

Cash Balances Period Ending 30/06/2020 Quarter 1

RECONCILIATION REPORT

Summary

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	98,618.03
Uncleared transactions as of 30/06/2020	-1,371.59
Register balance as of 30/06/2020	97,246.44
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 30th JUNE 2020	10,652.92
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 30th JUNE 2020	30,671.97
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 30th JUNE 2020	30,000.00
PETTY CASH @ 30TH JUNE 2020	44.84
TOGETHER GROUP PETTY CASH @ 30TH JUNE 2020	150.00
Total Cash and Investments	168,766.17

Reserves 2020-21

	Balance
	2020-21
General Fund	102,132.65
Extract from Final Accounts 2019-20	
Reserves- War Memorials	2,000.00
Reserves- Christmas Event	4,294.95
Reserves- Replacement Councillors' Hats + Robes	3,732.00
Reserves- Mayor's Chain repair	2,911.80
Reserves- Bus Shelter Maintenance	500.00
Reserves- Insurance valuations	900.00
Election Provision	0.00
Reserves- Civic Award	600.00
Reserves- Economic Regeneration	3,905.00
Reserves- Load Street Toilets	3,225.02
Reserves- Together Project	4,029.81
Reserves - Property Cost and Loan Repayments	25,825.00
Reserves-Welchgate Planting Project	421.41
NEW	
Reserves-Capital - VAS Signs	2,500.00
Reserves-Capital - Sign Posts	250.00
Reserves-Capital - Notice Boards & Town Signs	2,000.00
RESERVE BALANCES 2019-20	57,094.99
Current Liabilities - Noah's Ark Mums and Toddlers aka Wyre Hill Play park	1,835.69
Current Liabilities - Locality Grant	0.00
Current Liabilities - Bewdley Civic Society	7,000.00
Current Liabilities - Bewdley Residents Flood Committee	702.84
	9,538.53
Reserves and Current Liabilities	66,633.52
Balance of Reserves 30th JUNE 2020	168,766.17

AGENDA ITEM 385

Bewdley Town Council
Budget vs. Actuals 2020-21
QUARTER ONE - APRIL TO JUNE 2020

	Total				
	Actual	Budget	Remaining	% of Budget	% Remaining
<u>Income</u>					
Christmas Event Income		1,000.00	1,000.00	0.00%	100.00%
Community Flood Volunteer Schem	400.00		-400.00		
Interest Received		100.00	100.00	0.00%	100.00%
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%
Total Miscellaneous Income	£ 0.00	£ 1,300.00	£ 1,300.00	0.00%	100.00%
Precept	91,175.00	182,350.00	91,175.00	50.00%	50.00%
Total Income	£100,918.71	£196,340.00	£ 95,421.29	51.40%	48.60%
<u>Expenses</u>					
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 (Externally Funded)	1,257.96		-1,257.96		
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%
Total Capital Expenditure	£ 1,257.96	£ 11,050.00	£ 9,792.04	11.38%	88.62%
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		1,500.00	1,500.00	0.00%	100.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance		500.00	500.00	0.00%	100.00%
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		5,000.00	5,000.00	0.00%	100.00%
Mayoral Roll		200.00	200.00	0.00%	100.00%
Public Meetings		100.00	100.00	0.00%	100.00%
Total Council Costs	£ 0.00	£ 10,570.00	£ 10,570.00	0.00%	100.00%
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	3,214.26		-3,214.26		
Load St Toilets Cleaner	2,298.27		-2,298.27		
Mayor's PA & Administrator	2,783.31		-2,783.31		
Town Clerk	9,449.82		-9,449.82		
WFDC Admin Charge	120.00	450.00	330.00	26.67%	73.33%
Total Employment Costs	£ 17,865.66	£ 74,450.00	£ 56,584.34	24.00%	76.00%

Grant Aid & Donations		12,000.00	12,000.00	0.00%	100.00%
Millennium Green Maintenance	16.66	750.00	733.34	2.22%	97.78%
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	80.31	500.00	419.69	16.06%	83.94%
Computer	25.00	200.00	175.00	12.50%	87.50%
Garage Rent- rear 14 Load st	1,026.81	4,500.00	3,473.19	22.82%	77.18%
Insurance		5,300.00	5,300.00	0.00%	100.00%
Intruder Alarm		700.00	700.00	0.00%	100.00%
Legal Fees -Less Prepayment £7000	3,381.25	5,000.00	1,618.75	67.63%	32.38%
Maintenance	430.00	1,500.00	1,070.00	28.67%	71.33%
Photocopier	205.34	1,500.00	1,294.66	13.69%	86.31%
Postage	29.52	200.00	170.48	14.76%	85.24%
Refreshments		150.00	150.00	0.00%	100.00%
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	1,060.00	5,000.00	3,940.00	21.20%	78.80%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print	147.70	2,000.00	1,852.30	7.39%	92.62%
Subscriptions	1,647.73	2,000.00	352.27	82.39%	17.61%
Telephones	226.61	600.00	373.39	37.77%	62.23%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff	80.00	1,000.00	920.00	8.00%	92.00%
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%
Total Operating Costs	£ 10,703.02	£ 35,150.00	£ 24,446.98	30.45%	69.55%
Paddling Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	3,970.00	7,000.00	3,030.00	56.71%	43.29%
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	212.32	11,500.00	11,287.68	1.85%	98.15%
VE DAY Grants		1,000.00	1,000.00	0.00%	100.00%
Total Town Events	£ 212.32	£ 19,500.00	£ 19,287.68	1.09%	98.91%
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		2,000.00	2,000.00	0.00%	100.00%
Lengthsman		2,800.00	2,800.00	0.00%	100.00%
Lifebuoys		250.00	250.00	0.00%	100.00%
Load Street Toilets	187.83	1,000.00	812.17	18.78%	81.22%
Maintenance of existing seats		1,000.00	1,000.00	0.00%	100.00%
Signs & Notice Boards		500.00	500.00	0.00%	100.00%
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	100.00	4,000.00	3,900.00	2.50%	97.50%
Total Town Maintenance	£ 581.99	£ 16,250.00	£ 15,668.01	3.58%	96.42%
Total Expenses	£ 34,607.61	£196,720.00	£ 162,112.39	17.59%	82.41%
income over expenditure	£ 66,311.10	-£ 380.00	-£ 66,691.10		

Decision Report for Bewdley Town Council

Meeting July 6th 2020. Referred to F&GP 22nd July 2020

NEW YEARS EVE 2020 FIREWORKS

Request: The Town Council to consider supporting the provision of a firework display to celebrate New Year 2021 on the evening of 31st Jan 2020.

Background:

Until December 31st 2017 the Landlord at the Mug House with colleagues provided an annual firework display on Riverside North for customers at the Mug House and the public who attended pubs and restaurants or came into the Town Centre to celebrate New Year.

In December 2018 following discussion by the Events & Christmas Lights group the provision of a short New Year display was arranged and provided by Jubilee Fireworks. The Town Council had no budget for the display and an ex Councillor volunteered to ask each of the local hostelryes in the Town Centre to make a contribution towards the fire work display and the 2018 display was funded in this way.

In December 2019 there was no funded New Year display either by the Council or local businesses and a number of residents expressed disappointment that when they had walked into Bewdley to celebrate the New Year there was no firework display as had taken place for many years.

There was a short discussion earlier this year 2020 before 'Lockdown' and Cllr Collingridge and Cllr Edginton-White agreed that they were happy to revisit this idea later in the year and see if local businesses would be interested in funding a New Year display 31st Dec 2020.

Issue.

Due to the impact of Covid 19 and Lockdown of local pubs and restaurants it would not seem reasonable to approach businesses to contribute to the provision of a Firework display on New Year's Eve this year as these businesses are trying to recover.

The Council had budgeted for the 2020 Carnival Firework display in June but the Carnival and display was cancelled due to lockdown.

Proposal :

- (i) The Bewdley Town Council agree to provide a New Year's Eve display on Riverside North location as used 31st Dec 2018.
- (ii) The Council reallocate the 2020 Carnival Firework Display budget to provide a New Year's Eve Firework Display on 31st Dec 2020.

Cllr Calne Edginton-White

25.06.20



Finance & General Purposes Committee 22nd July 2020

Corporate Credit Card

Decision

To consider and recommend for approval a business credit card from listed below.

Consideration is given to the credit card limit and types of purchase

Background

When purchasing an item via a card, the contract is held between the purchaser and the supplier.

Observations

There have been several instances throughout the year where the Town Clerk and the Mayor have had to use their own credit cards to make purchases on behalf of the Council both over the internet and in store.

Using a corporate card

The use of the Council's business/corporate credit card will be managed inline with the Corporate Credit Card policy (agreed by Council 1st June 2020). Processes will be introduced to ensure all spend is accounted for and properly recorded in the accounts.

Orders will be raised, as they are now and expenditure will be recorded on the monthly payment schedule.

Using a credit card linked to the Council's bank account would allow better financial management. The card will be held securely within the Town Council's office.

Most business credit cards incur either an annual or monthly charge.

Risks:

Without proper financial controls a corporate credit card could be used fraudulently and Council budgets could be exceeded.

Recommendation

The Town Council applies for a corporate credit card.

Town Clerk – Sharon Hudson
13/07/2020

1 1 2 0 2 0

BEWDLEY TOWN COUNCIL

FINANCE AND GENERAL PURPOSES MEETING July 2020

REPORT FOR CONSIDERATION

SUBJECT

Real life Web Cams for town centre.

I believe that a real time web cam for Bewdley would be of great benefit to our town and its traders.

Potential visitors would be able to see our town centre and river side in real time and would want to visit us. I often log onto web cams where I have spent holidays to remind me of the time I spent there and to see if anything has changed.

An example of a Bewdley web cam can be seen on the Farson Digital Watercams <https://farsondigitalwatercams.com> As you can see this one is fitted on the front of the Cock and Magpie and refreshes every few seconds. We would need one to be continuous running.

An ideal site for such a camera would be on the mast that carries the WFDC CCTV camera! It could pan the Severnside South, Load street and Severnside North or fixed to one view with other cameras pointing to the other views? The town council did consider this some years ago and I did suggest putting one in the window of the church tower overlooking Load Street and one in the window of the HSBC. (But the bank refused) However there may be other suitable sites. Eventually we may be able to put others in different parts of the town such as the museum and Jubilee Gardens? But of course it comes down to cost and technical difficulties! Perhaps some of our town councillors who are competent IT users may be able to advise us of such difficulties? Although there are several companies who could help with advice and installation.

It would be nice if Bewdley was the first town in Wyre Forest to install Web Cams and I am sure they would greatly benefit our town which could be seen anywhere in the world.

Date 7th July 2020

cllr Paul Gittins.

Town Clerks Update - 22nd July 2020

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

i. Localism

The Town Clerks' from Bewdley, Stourport & Kidderminster have a zoom meeting with WFDC on 28.07.2020

Bewdley Town Council have a zoom meeting with WFDC on 12.08.2020.

A request has been made to WFDC for an updated list of the all items for consideration under Localism.

ii. 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 from their WDFC District funds to purchase up to three more planters.

iii. Signs

The three 'no parking including motorbikes' signs fitted on Severn Side South have been defaced and clips have been removed. Additional signage has been discussed and is to be followed up with WCC.

iv. Noticeboard

The Noticeboard at Beale's Corner required major repairs or replacing. At a previous meeting the placement of this noticeboard was discussed, no conclusion was reached. Replacement quotations have been sought.

Capital Budget – Notice Board & Signs £2000, Capital Reserve – Notice Boards & Town Signs £2000, Maintenance Budget – Signs & Notice Boards £500.

v. Benches

An email has been received from a gentleman with regards the dis-repair of his mother's memorial bench sited on Severn Side South (this bench was located behind the flood barriers and was therefore underwater). The Apprentice has been tasked with photographing all benches on Severn Side South and North to identify those in the worst state of repair. A quotation has been sought from the Lengthsman for refurbishment costs.

Capital Budget – Seats £ 2000, Maintenance Budget – Maintenance of existing seats £10000



Finance & General Purposes Committee
22nd July 2020

Vehicle Activated Speed Signs (VAS)

Decision

To consider and recommend for approval the purchase of at least one new mobile solar panelled VAS sign and additional solar panels per mobile site.

Background

The Town Council currently have two battery operated VAS signs originally purchased from Westcotec Ltd. Four new batteries were purchased last year at a cost of £393.00 inc VAT also from Westcotec Ltd.

There are five locations with in Bewdley where VAS signs can operate; one VAS sign is in a fixed position on Wyre Hill, the other is portable and currently sited on Redhill. The other three VAS sign locations are on Cleobury Road, Habberley Road and Dowles Road.

Observations

The battery-operated VAS signs are currently out of charge. The Lengthsman has tried to change the batteries but the signs are still not working. The batteries are currently being charged. No data is being collected.

Purchase of New VAS

Following previous discussion quotations were sought for replacement solar panelled VAS signs. It has been recommended that, for mobile VAS signs using a solar panel, the solar panel should stay fixed in the location with only the sign being moved.

Three companies were approached for quotations for the new solar operated signs.

Company	Quotation
Elan City	£2634.43 VAT £526.89 Total £3161.32
Simmons Signs	Unable to provide this type of sign
Westcotec Ltd	£3505.00 VAT £701.00 Total £4206.00

Financial:

2020-21 Budget – Capital Expenditure VAS Signs - £3800.00 plus b/f VAS sign reserves £2500.00 = £6300 in total

Risks:

VAS signs may not be operational when required, accidents and deaths may occur due to excessive speeds around the local areas.

Recommendation

At least one new solar panelled VAS sign is purchased along with solar panels at each mobile site.

Town Clerk – Sharon Hudson

13/07/2020