



01299 400157
townclerk@bewdleytowncouncil.org

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

PUBLIC NOTICE OF MEETING

A meeting of the **Finance and General Purposes Committee** is to be held in the
Town Council Offices, 25(A) Load Street, Bewdley on

WEDNESDAY 18TH MARCH 2020 AT 7.00pm

SUMMONS TO FINANCE AND GENERAL PURPOSES COMMITTEE MEMBERS
All members of the Finance and General Purposes Committee are summoned to attend.

Sharon Hudson
Town Clerk
12th March 2020

AGENDA

322 **Chairman's Welcome**

323 **To receive and note any apologies for absence**

324 **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

325 **Dispensations**

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

326 **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.

- 327 **To approve the minutes of the meeting of this committee held 19/02/2020**
- 328 **To receive an update from the Town Clerk on the Council's current financial position**
- a. To **Note** - bank reconciliation 28/02/2020
 - b. To **Note** – bank balances and reserves 28/02/2020
- 329 **To receive an update on the actual v budget to date**
To **Note** - budget analysis 29/02/2020
- 330 **To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**
- i. progress to date on the Internal Auditor's recommendations
 - ii. Localism – meeting to be arranged
 - iii. Payment Cards – to consider and agree the use of a corporate payment card
- 331 **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 19-20-047 | Worcestershire County Council – £101.88 - salt/grit
(budget – General Maintenance) |
| O/n 19-20-052 | Avon Planning Services – £525 - Neighbourhood Plan Review
(budget – Grant) |
| O/n 19-20-054 | Britnett Central – £1407 – Website Design
(budget – Website 2020-21) |
| O/n 19-20-071 | The Play Inspection Company - £100.00 – Inspect Play Equipment
(budget – Wyre Hill Park) |
| O/n 19-20-075 | Community Rehabilitation - £45.00 – maintain Millennium Green
(budget – Millennium Green) |
| O/n 19-20-077 | Numlock Solutions - £40 – install software
(budget – Software & support) |
| O/n 19-20-079 | Worcestershire CALC – £120.00 -Officer Training
(budget – Training-Staff) |
| O/n 19-20-081 | Samantha Park – £562.5 -Neighbourhood Plan Consultant
(budget – Localism grant) |
| O/n 19-20-082 | WFDC Chairman Charity – £60.00 -Charity Dinner
(budget – Mayoral Expenses) |
| O/n 19-20-084 | Janitorial Direct – £208.54 -Toilet supplies
(budget – Load Street Toilet Cleaning) |
- Lengthsman
- 332 **Coronavirus**
Emergency delegation – amendment to standing orders
- 333 **Policies for Review and Approval**
To review and recommend for **approval** the following policies:
- | | |
|--------|-----------------------------------|
| BTC013 | Civic and Thank You Award Schemes |
| BTC045 | Safe Working System - Toilets |

- 334 **Risk Assessment for Review and Approval**
Load Street Public Toilets
- 335 **Safe Working System – Toilets Quarterly Review**
To consider and agree working review and any associated costs
- 336 **Christmas Light Switch On Event 2020/21**
Update on options for the 2020/21 event
- 337 **Community Event – “Divided But Invited”**
To discuss and agree actions and financial contribution
- 338 **Lottery Grant Application – Wyre Hill Sand Park**
To consider and agree final lottery grant application relating to Wyre Hill Sand Park following Councils agreement to support the application
- 339 **Mayoral Chain Repairs**
To consider and agree the options available for the repairs to the Mayor’s chain
- 340 **To receive any urgent matters not on this agenda subject to prior notification**
- 341 **In accordance with the Public Bodies** (Admission to Meetings) Act 1960, s1(2) to resolve 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:
- 342 **Traffic Management Quotations**
To consider and recommend for **approval** the Traffic Management contract from 2020/21
- 343 **Floral Displays**
To discuss quotation received and consider actions to be taken
- 344 Date of next meeting: **16th April 2020, 7pm**

Committee members:

Town Councillors: R Coleman (Chairman)
A Coleman
E Davies
P Gittins
P Harrison
H Lacy
D Morehead
R Stanczyszyn



01299 400157
officemanager@bewdleytowncouncil.org

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

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 19th February 2020 AT 7.00pm AT 25(A) LOAD STREET

PRESENT

Councillor R Coleman (Chairman)
Councillors D Morehead (Deputy Chairman) A Coleman, P Gittins MBE, P Harrison, H Lacy & R Stanczyszyn

In attendance:

Sharon Hudson, Town Clerk
Two non-committee member observers – Cllr C Edginton White & the Mayor
Cllr J Byng

- f&gp/303 Chairman's Welcome**
The Chairman, Cllr R Coleman welcomed everyone to the meeting.
- f&gp/304 Apologies**
Apologies were received from Councillor L Davies
- f&gp/305 Declarations of Interest**
Members were reminded of the requirement to declare all interests:

Cllr P Gittins declared an 'Other Disclosable Interest' as a former Fire Fighter – item 319- Fire Station Closure
- f&gp/306 Councillor Dispensations**
 - There were no requests for dispensations.
- f&gp/307 Public Question Time**
Non committee members spoke on the following subjects:
 - Community Emergency Plan
 - Acknowledge the on-going flood emergency
 - Future resilience at Beales Corner
 - Bewdley School looking for sponsorship for an overseas trip
- f&gp/308 Minutes**
It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 22/01/2020 are signed by the Chairman of the meeting as a true record.

f&gp/309

To receive an update from the Town Clerk on the Council's current financial position

a) It was **RESOLVED** to **note** the bank reconciliation as at 31/01/2020

b) It was **RESOLVED** to **note** the Council's bank balances as at 31/01/2020

Bewdley Town Council	
Unity Current Account, Period Ending 31.01.2020	
RECONCILIATION REPORT	
Reconciled on: 05/02/2020	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report.	
Summary	
GBP	
Statement beginning balance	76,353.48
Cheques and payments cleared (26)	-15,900.82
Deposits and other credits cleared (6)	991.61
Statement ending balance	61,444.27
Uncleared transactions as of 31/01/2020	-1,707.09
Register balance as of 31/01/2020	59,737.18
Cleared transactions after 31/01/2020	0
Uncleared transactions after 31/01/2020	-65.00
Register balance as of 05/02/2020	59,672.18
<u>UNITY BANK DEPOSIT ACCOUNT</u>	
BANK BALANCE @ 31st JANUARY 2020	10,631.71
<u>SCOTTISH WIDOWS INVESTMENT</u>	
BANK BALANCE @ 31st JANUARY 2020	30,460.85
<u>CAMBRIDGE BUILDING SOCIETY</u>	
BANK BALANCE @ 31st JANUARY 2020	30,000.00
<u>PETTY CASH</u>	
BALANCE @ 31st JANUARY 2020	69.63
TOTAL CASH & INVESTMENT 31ST JANUARY 2020	£130,834.37

f&gp/310

To receive an update on the budget to date

It was **RESOLVED** to **note** actual spend against budget 2019/20 as at 31/01/2020

f&gp/311

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

- I. Progress to date on the Internal Auditor's recommendations – Following a review by Cllr P Gittins, Councillors are reminded to initial the invoices and cheque subs when signing the cheques
- II. Localism – meeting with WFDC arranged for 27/02/2020

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

f&gp/312

Purchases to note – not yet invoiced:
It was **RESOLVED** to **note** the following purchases:

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 19-20-047 Worcestershire County Council – £101.88 - salt/grit
(budget – General Maintenance)
- O/n 19-20-052 Avon Planning Services – £525 - Neighbourhood Plan Review
(budget – Grant)
- O/n 19-20-054 Britnett Central – £1407 – Website Design
(budget – Website 2020-21)
- O/n 19-20-062 Wyre Forest District Council - £147.52 – Crown & Thin Tree-Wyre Hill Park
(budget – Wyre Hill Park)
- O/n 19-20-071 The Play Inspection Company
(budget – Wyre Hill Park)
- O/n 19-20-072 Office Depot - £156.64 – Office Stationery
(budget – Stationery)
- O/n 19-20-075 Community Rehabilitation - £45.00 – maintain Millennium Green
(budget – Millennium Green)
- O/n 19-20-076 Smith of Derby - £532 – Clock Maintenance 3-years
(budget – Town Clock)
- O/n 19-20-077 Numlock Solutions - £45 – install software
(budget – Software & support)
- Lengthsman On-going work for Worcestershire County Council

f&gp/313

Approval of grants requested by local organisations

Members were asked to consider the three grant requests received against the remaining budget of £3430. It was **RESOLVED** to recommend for **Approval** the following Grant awards:

St Anne's Funhouse	£1000.00
The Friends of Riverside North Park	£1430.00
Bewdley Scouts Group	£1000.00

Cllr R Coleman read out the response received from the Bewdley Community Theatre Group with regard to their grant award - It was **RESOLVED** to **Note** the response.

f&gp/314

Policies for Review and Approval

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

- BTC003 Grant Awarding Policy 2020-21
- BTC014 Internal Financial Controls

The following policy was deferred until the next meeting

- BTC045 Safe Working System - Toilets

f&gp/315 Risk Assessment for Review and Approval
the following risk assessment was deferred until the next meeting

Load Street Public Toilets

f&gp/316 Christmas Light Switch On Event
It was **RESOLVED** to **Note** the Christmas event 2019/20 income and expenditure reconciliation.

f&gp/317 Asset Register
It was **RESOLVED** to **Note** Asset Register dated January 2020

f&gp/318 Town Council Emails
The Town Clerk was tasked with contacting neighbouring Town Councils to ascertain what IT and email support they have in place and to explore further the quotation already received.

f&gp/319 Fire Station Closure
It was **RESOLVED** to recommend for **Approval** that BTC invite the former Fire Fighters of Bewdley to a presentation evening and that a request in made to the Bewdley Museum to hold an event to celebrate the Fire Fighters and the station.

f&gp/320 To receive any urgent matters not on this agenda subject to prior notification

Cllr P Gittins raised the following:

- How are Civic Awards and Mayors thank you awards decided – the Town Clerk was tasked with finding the Civic Awards policy.
- Could the Council pay for two Defibrillator cabinets – Town Clerk to ascertain costs

Cllr R Stanczyszyn raised concerns about street furniture and lifebuoys being sited on the wrong side of the flood defence barriers. Could the Council ask WFDC to reposition them?

f&gp/321 Date of next meeting: 18th March 2020, 7pm

Meeting closed 9.08pm

These minutes are signed as a true and accurate record:

.....
Finance and General Purposes Committee

.....
Date



Civic and Thank You Award Scheme	
Policy Document	BTC/013
Dated:	20 th December 2016
Status:	Under Review-March 2020
Last Reviewed:	December 2016
Next Review	December 2023

CIVIC AWARDS

1. Potential recipients of a Civic Award will be anyone who has given outstanding service in a voluntary capacity to the community of Bewdley.
2. Awards will not be considered for any serving town councillor or any past Town Mayor.
3. That only one Award per civic year will be given.
4. No previous recipient will be given an Award under any circumstances.
5. The Mayor and two cross party Councillors sit on a panel to choose the recipient of that civic year's Award. This panel will be selected by the Mayor.
6. That the presentation of a pendant be made at the Annual Meeting of the Town Council by the outgoing Mayor.

“THANK YOU” AWARD

A “Thank You” Award can be given by the Mayor each year at the Annual Meeting of the Town Council (Mayor Making) to recognise those who deserve recognition but do not necessarily qualify for a Civic Award. This would be entirely at the discretion of the outgoing Mayor. There is no limit on the number of Thank You Awards that can be given in a civic year.

AGENDA ITEM 334

Risk assessment – Load Street Public Toilets

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: Bewdley Town Council

Date of risk assessment: 10/02/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slippery surfaces	Slips, trips and falls Operatives, public	Areas to be cleaned are coned off and hazard warning signs used. Main clean is done before opening or after closing. Toilets closed for interim clean if necessary	Quarterly review of procedures	Town Clerk	Quarterly	March 2020
Tripping hazards	Slips, trips and falls Operatives, public	All cleaning and other equipment is removed from the public area before toilets are opened. Store provided next door to gents.	Ad hoc inspection process	Town Clerk	Ongoing	Ongoing
Human faeces	Personal injury, contamination Operatives	Disposable gloves and overall provided. Facemasks provided. Equipment washed in disinfectant after use.	Incident reporting process in place	Town Clerk	Ongoing	Ongoing
Refuse	Personal injury, contamination Operatives	Gloves provided for picking up refuse. Litter picker also provided.	Provide thicker gloves	Town Clerk	March 2020	
Chemicals	Personal injury Operatives	COSHH information given to operatives	COSHH training	Caretaker	2020	
Hypodermic Needles	Personal injury, contamination Operatives	Gloves and needle boxes provided.	Training in handling needles Incident reporting process in place	Caretaker Town Clerk	2020 Ongoing	 Ongoing
Assault from 3 rd party	Personal injury Operatives	Operative has personal mobile of Town Clerk in case of out of hours. Operatives advised of how to deal with aggressive situations.	Chain of care process in place	Town Clerk	Ongoing	Ongoing
Inclement weather	Personal injury Operatives, public	Operative to close facility and report to Town Clerk's Office.	Contact the Town Clerk out of hours	Caretaker/Town Clerk	On-Going	
Coronavirus	Public and Operative	Keeping Operatives up to date with the latest advice. Posters in toilets. Ensure hand wash is always available	Obtain up to date advice, assess and consider closing toilets if necessary	Town Clerk	On-Going	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

COMMUNITY EVENT – “DIVIDED BUT UNITED”

PROPOSED DATE – SATURDAY 4TH APRIL (2.00 p.m. – 4.30 p.m.)

PURPOSE

- Raise money for related charities: SARA, Flood Victims etc.
- Say thank-you to the emergency services/EA
- Celebrate the community spirit which was evidenced during the floods.
- Give the businesses in the town a chance to have a bumper day and recoup some of their losses
- Show the world what an amazing place Bewdley is and hopefully boost tourism.

ENTERTAINMENT

VENUE 1 (Sevenside South – local professional or semi-pro performers)

Stage erected on bandstand area.

Road closure on Sevenside South only from 1.00 p.m.(to enable set up) until 5.00 p.m.

SCHEDULE: 2.00 p.m. – 2.25 p.m.	Performer 1				
2.30 p.m. – 2.55 p.m.	Performer 2				
3.00 p.m. – 3.25 p.m.	Performer 3				
3.30 p.m. – 3.55 p.m.	Performer 4				
4.00 p.m. – 4.25 p.m.	Speeches/thanks	to	the	emergency	
services/Community Choir					
4.30 p.m.	Close				

VENUE 2 (Outside Guildhall - Open Mic opportunity organised by Bewdley Youth Festival)

SCHEDULE: From 1.00 p.m.	Sign up for slots.
2.00 p.m. – 3.55 p.m.	Open mic performances.

VENUE 3 (St. George’s Hall – Exhibition of photos/video and stands from EA/SARA etc.)

SCHEDULE: From 1.00 p.m.	Setup
2.00 p.m. - 3.55 p.m.	Exhibition and photo display

ORGANISATION REQUIRED

TOWN COUNCIL (CALNE)

Give full support so the event is "official".

Liaise with all the agencies/emergency services -invite representatives & liaise concerning stands in SGH.

Ensure the various flood groups/committees are involved.

Arrange road closure on Sevenside South.

Recruit/organise the volunteer Marshalls.

Organise speeches to thank each of the Emergency Services involved.

PRIMARY SCHOOLS (JIM)

Children to sing as part of community choir.

HIGH SCHOOL (PETER BARNETT/JIM)

Provide musicians for Open Mic event.

Children to sing as part of community choir.

ENTERTAINMENT (JIM & ALASTAIR)

Recruit performers.

Recruit & rehearse Community Choir & Band

BEWDLEY TRADERS (TBD)

Get them all involved and supportive of the event.

Figure out how to encourage people into town and spend money throughout the afternoon.

COMMUNITY INVOLVEMENT (TBD)

Encourage people to bring photos/videos for display in SGH.

Oversee set-up and displays in SGH.

Publicity on social media.

FUNDRAISING

The easiest way to handle this is to have a bucket collection which is then shared out between all the relevant charities/community groups. Alternatively each charity could arrange their own stall, but this is a lot more work.

BUDGET

If organised in this way, no costs will be incurred.

The F&GP Committee are asked to consider and agree the following recommendations

- **Acknowledge summary document**
- **Agree to endorse the event**
- **Agree that Cllr C Edginton White can be liaison volunteer and the organisers organise**
- **Recommend for approval to order and pay for road closure on SSS if the event is happening from next years' money only if happens in next financial year No budget this year.
(Road Closures should be applied for 6 weeks in advance of the event – applying this late will incur additional costs)**
- **Promote event on council web site and Facebook page.**