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MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 13th NOVEMBER 2019 AT 7.00pm AT 25(a) LOAD STREET

PRESENT

Councillor R Coleman (Chairman)
Councillor A Coleman
Councillor P Gittins MBE
Councillor L Kearns (Deputy Chairman)
Councillor H Lacy
Councillor R Stancyszyn

In attendance:

Sharon Hudson, Town Clerk

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Chairman's Welcome

The Chairman, Cllr R Coleman welcomed everyone to the meeting and spoke of the service road from Heightington Road to the Bypass; the gates are being left unlocked and the road is being used by motorists as a short cut. There are heavy barriers which could be locked to close off access. The Police have been informed and have been asked to take action.

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Apologies

Apologies were received from the following committee members:

Cllrs L Davies, P Harrison and D Morehead

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Declarations of Interest

Members were reminded of the requirement to declare all interests:

- None received

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Councillor Dispensations

- There were no requests for dispensations.

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Public Question Time

- None

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Minutes

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 16/10//2019 are signed by the Chairman of the meeting as a true record.

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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 31/10/2019
- b) It was **RESOLVED** to **note** the Council's bank balances as at 31/10/2019.

<u>BEWDLEY TOWN COUNCIL</u>		
<u>BANK BALANCE @ 31ST OCTOBER 2019</u>		
<u>UNITY BANK CURRENT ACCOUNT</u>		
<u>Summary</u>		
Statement beginning balance		126,044.10
Cheques and payments cleared (24)		-9,482.82
Deposits and other credits cleared (5)		6,181.48
Statement ending balance		122,742.76
Uncleared transactions as of 31/10/2019		8,574.03
Register balance as of 31/10/2019		131,316.79
<u>UNITY BANK DEPOSIT ACCOUNT</u>		
BANK BALANCE @ 31ST OCTOBER 2019		£10,610.30
<u>SCOTTISH WIDOWS INVESTMENT</u>		
BANK BALANCE @ 31ST OCTOBER 2019		£30,460.85
<u>CAMBRIDGE BUILDING SOCIETY</u>		
BANK BALANCE @ 31ST OCTOBER 2019		£30,000.00
<u>PETTY CASH</u>		
BANK BALANCE @ 31ST OCTOBER 2019		£110.63
TOTAL CASH & INVESTMENT 31ST OCTOBER 2019		£202,498.57

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To receive an update on the budget to date (half year)

It was **RESOLVED** to **note** actual spend against budget 2019/20 as at 31/10/2019

Questions were raised as follows:

VAS signs – prices required for solar VAS signs and possible installation locations.

Together Group – require an income and expenditure reconciliation – verify all income has been banked. It was **Agreed** to recommend that the status of the Together Group both financially and managerial be resolved by the end of the financial year.

Mayoral Roll – arrange for WFDC mayoral boards to be updated

f&gp/255

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

1. Progress to date on the Internal Auditor's recommendations:
 - Work On-going –Councillor P Gittins to undertake an internal review of financial processes 19/11/2019.
2. Localism

Following discussions, it was **RESOLVED not** to proceed with the part funding of a Civil Enforcement Officer post.

Cllr R Coleman put forward a paper summarising Localism including the use of the Guildhall. Proposals were made with regard to more information being requested before any decisions

are made and the ownership of the Guildhall is to be included as part on future discussions.

The toilet costs identified may be higher than original expected. WFDC are requested to provide a more accurate prediction of the costs involved.

3. Benches – it was **RESOLVED** to recommend for **Approval** that WFDC re-fit a bench on the Cleobury Road at a cost of £60.42 and that the vandalised bench in Millennium Green is repaired (Budget – seats £250).

The costs of the Millennium Green site clearance were also discussed. The site clearance and bench repairs along with other costs could exceed the £750 budget for 2019/20, it was therefore **RESOLVED** to recommend for **Approval** the virement of £1000 from the churchyards budget to Millennium Green.

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

f&gp/256 Purchases to note – not yet invoiced:

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

- O/n 19-20-032 Signal 107 £5000 - Christmas event (budget – christmas event)
 - O/n 19-20-033 Community Worksop Café £175.00 – Repairs to Noticeboard (budget – signs and notice boards)
 - O/n 19-20-034 St Georges Hall £24 - Flood Defence Meeting (budget Public Meetings)
 - O/n 19-20-036 Royal British Legion £100 Poppy Wreath (budget – Civic Ceremonies)
To be cancelled, replaced by donation see minute 238.
 - O/n 19-20-038 Num Lock Solutions Ltd £149.96 – Malware software (budget – software and support)
 - O/n 19-20-039 Num Lock Solutions Ltd £56.67 Injector Adaptor – (budget – computers)
 - O/n 19-20-040 Worcestershire CALC £90.00 Training (budget - Staff & Councillor training)
- Lengthsman

f&gp/257 Paddling Pool

Councillors were provided with documents relating to the paddling pool received from WFDC. The condition report provided related to a 2016 survey the current drainage issues were not identified. Concerns were raised with regard to on-going costs. Further discussions are required.

f&gp/258 Risk Assessment

- Christmas Light Switch-on Event risk assessment
- Christmas Tree risk assessment
- Remembrance Sunday risk assessments

It was **RESOLVED** to recommend for **Approval** the risk assessments as above.

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Preparation of Budget for 2020/21

The 2020/21 budget was discussed, further information was required with regard to the Town Council’s possible contribution towards the Museum. It was **RESOLVED** to recommend a new office budget for cleaning and consumables of £1000, an expense not previously identified. Councillors also discussed the possible introduction of a small annual allowance for a Councillors the 2020/21 budget.

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Christmas Light Switch-on Event

Signal 107 Radio are in the process of finalising arrangements for the Christmas event. Businesses have requested signage pointing towards shops at the top of the town. A more permanent signage arrangement has been requested also. To be followed up with WCC Highways.

f&gp/261

Update of Town Development Plan

Cllr R Coleman has again requested more information from WFDC but as yet has received no response.

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

Cllr P Gittins MBE asked that Road Closure signs, used during flooding include wording such as ‘the bridge is closed and shops are open for business’ – to price new signs and consider who would manage the placement of the signs.

Cllr R Stanczyszyn - Consideration to be given to introducing new recycling bins – take to next meeting for consideration.

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Date of next meeting: **18th December 2019, 7pm**

Meeting closed 9.03pm

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

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Date