



BEWDLEY
Town Council

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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 16TH OCTOBER 2019 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
October 2019

AGENDA

223 **Chairman's Welcome**

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

225 **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

226 **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.

227 **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.

- 228 **To approve the minutes of the meeting of this committee held 18/09/2019**
- 229 **To receive an update from the Town Clerk on the Council's current financial position**
- a. To **Note** - bank reconciliation 30/09/2019 (half year)
 - b. To **Note** – bank balances and reserves 30/09/2019 (half year)
- 230 **To received an update on the budget to date (half year)**
To **Note** - budget analysis 30/09/2019
- 231 **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 – The Audit working Group the date of the next meeting 16/10/2019 – review of actions taken so far.
 - To appoint a member of the Finance and General Purposes committee to undertake quarterly audit reviews.
 - Officer Management System – filing documents electronically and stock control.
 2. Localism – feedback from meeting with Linda Draycote 09/10/2019
 3. Benches – WCC Highways Officer has asked that the Council provide an up to date summary of the WCC owned benches plus details of their extract locations.
 4. Electricity Pillar – E-on attempted to de-energise the feeder pillar on Severnside North but were unable to locate the box.
- 232 **Purchases to note** – not yet invoiced:
- O/n 19-20-032 – Signal 107 – Christmas event (budget – christmas event)
 - O/n 19-20-033 - Community Worksop Café – Repairs to Noticeboard (budget – signs and notice boards)
 - O/n 19-20-034 – St Georges Hall – Flood Defence Meeting (budget Public Meetings)
 - O/n 19-20-036 – Royal British Legion - Poppy Wreath (budget – Civic Ceremonies)
 - O/n 19-20-038 – Num Lock Solutions Ltd – Malware software (budget – software and support)
 - O/n 19-20-039 – Num Lock Solutions Ltd – Injector Adaptor – (budget – computers)
 - O/n 19-20-040 – Worcestershire CALC – Training (budget - Staff & Councillor training)
- Lengthsman
- 233 **External Auditors Report**
To receive and **note** the PKF Littlejohn external auditors Notice of Conclusion for the audit 2018/19.
- 234 **Policies for Review and Approval**
To review and recommend for **approval** the following policy:
- BTC015 – Guide to Mayoralty
 - BTC023 – Risk Management Policy
 - BTC033 - Beales Corner Notice Board (Terms and Conditions)

235 **Risk Assessment**

To review and **approve** the Councils:

- General risk assessment
- Wyre Hill Sand Park risk assessment
- Christmas Light Switch-on Event risk assessment
- Remembrance Sunday risk assessment

236 **Pantomime and Music Festival Review**

To received and **approve** a post event analysis report relating to the pantomime and music festival.

237 **Preparation of Budget for 2020/21**

To receive and **Note** the initial version of the budget for 2020/21 and to consider any amendments, additions or deletions.

238 **Royal British Legion Poppy Appeal**

To **agree** – a donation to the Royal British Legion Poppy Appeal 2019 of £100.00 (budget – Grant Aid & Donations)

239 **Christmas Light Switch-on Event**

Jennings will be providing the Fun Fair on the lower Load Street car park
Signal 107 Radio are sourcing additional sponsors, as yet to be confirmed.
Cllr Ian Hardiman has pledged £500 toward road closures and road safety for the day
and Cllr Becky Vale has pledged a donation of £200 towards the event.
Another meeting is to be arrange with Signal 107 Radio to confirm arrangements.

To consider and **approve** food vouchers for Volunteers.

240 **Road Safety Group**

To **Note** draft notes from the Road Safety Group meeting held on 08/10/2019

241 **Update of Town Development Plan**

To review an update from Cllr R Coleman with regard to establishing a Bewdley Regeneration working group.

242 **Lifebuoy**

To received a report on Lifebuoy and consider for approval the following:

- To approve the replacement of damage lifebuoy housings
- To consider the installation of throwlines
- To consider moving the lifebuoy housing away from the railings and installing stands on the footpaths.
- To approve an increased maintenance budget from 2020 onwards.
- To approve the introduction of a Capital budget from 2020 onwards

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

244 **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:

245 **Website**

To receive, discuss and approve the Council's website upgrade

246 Date of next meeting: **20th November 2019, 7pm**

Committee members:

Town Councillors: A Coleman
R Coleman
E Davies
P Gittins
P Harrison
L Kearns
H Lacy
D Morehead
R Stanczyszyn