

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

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Chairman's Welcome

The Chairman, Cllr R Coleman welcomed everyone to the meeting.

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Apologies

Apologies were received from Councillor L Davies

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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

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Councillor Dispensations

- There were no requests for dispensations.

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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

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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.

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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 31/01/2020

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
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 31st JANUARY 2020	10,631.71
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 31st JANUARY 2020	30,460.85
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 31st JANUARY 2020	30,000.00
PETTY CASH	
BALANCE @ 31st JANUARY 2020	69.63
TOTAL CASH & INVESTMENT 31ST JANUARY 2020	£130,834.37

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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

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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 – Following a review by Cllr P Gittins, Councillors are reminded to initial the invoices and cheque subs when signing the cheques
2. 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.

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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

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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.

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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

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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:

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Finance and General Purposes Committee

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Date