

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 22ND JANUARY 2020 AT 7.00pm AT 25(A) LOAD STREET

PRESENT

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

In attendance:

Sharon Hudson, Town Clerk
Non committee member observer – Cllr C Edginton White

- f&gp/283** **Chairman's Welcome**
The Chairman, Cllr R Coleman welcomed everyone to the meeting.
- f&gp/284** **Apologies**
Apologies were received from 0 Councillor L Davies
- f&gp/285** **Declarations of Interest**
Members were reminded of the requirement to declare all interests:
- None received
- f&gp/286** **Councillor Dispensations**
- There were no requests for dispensations.
- f&gp/287** **Appoint a Deputy Chairman to the Finance and General Purposes Committee**
There were two nominations for the position of Deputy Chairman
Cllr D Moorhead nominated by Cllr R Coleman
Cllr R Stanczyszyn nominated by Cllr P Gittins MBE
- Cllr D Moorhead nomination was seconded by Cllr P Harrison. Cllr D Morehead was duly elected as Deputy Chairman to the Finance and General Purposes Committee.
- f&gp/288** **Public Question Time**
None
- f&gp/289** **Minutes**
It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 18/12/2019 are signed by the Chairman of the meeting as a true record.

f&gp/290

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 31/12/2019 (quarter 3)
- b) It was **RESOLVED** to **note** the Council’s bank balances as at 31/12/2019 (quarter 3)

Bewdley Town Council	
Unity Current Account, Period Ending 31/12/2019	
RECONCILIATION REPORT	
Reconciled on: 07/01/2020	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report.	
Summary	
GBP	
Statement beginning balance	86,320.06
Cheques and payments cleared (27)	-16,823.81
Deposits and other credits cleared (4)	6,857.23
Statement ending balance	76,353.48
Uncleared transactions as of 31/12/2019	-1,904.81
Register balance as of 31/12/2019	74,448.67
Cleared transactions after 31/12/2019	0
Uncleared transactions after 31/12/2019	-13,176.04
Register balance as of 07/01/2020	61,272.63
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 31st DECEMBER 2019	10,610.30
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 31st DECEMBER 2019	30,460.85
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 31st DECEMBER 2019	30,000.00
PETTY CASH	
BALANCE @ 31st DECEMBER 2019	10.94
TOTAL CASH & INVESTMENT 31ST DECEMBER 2019 - Quarter 3	£132,354.72

f&gp/291

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

It was **RESOLVED** to **note** actual spend against budget 2019/20 as at 31/12/2019 (quarter 3)

Bewdley Town Council
Actuals vs Budget 2019-20
 April 2019 - December 2019 (Quarter 3)

	b/f	Total			% against	c/f
	Reserves	Actual	Budget	Remaining	Budget	Reserves
Income						
Christmas Event Income		1,100.00	250.00	-850.00	440%	
Friends of Wyre Hill Play Area		500.00		-500.00		
Groundwork Community Grant		7,000.00		-7,000.00		
Interest Received		211.60	150.00	-61.60	141%	
Lengthsman Scheme		1,210.33		-1,210.33		
Load St Toilets- WFDC		8,783.23	6,592.00	-2,191.23	133%	
Miscellaneous Income				0.00		
Markets		900.00		-900.00		
Total Miscellaneous Income		£ 900.00	£ 0.00	-£ 900.00		
Museum Cleaning		363.60		-363.60		
Neighbourhood Plan-recharged		600.00		-600.00		
Precept		161,309.00	161,309.00	0.00	100%	
Together Project Income		350.00		-350.00		
Total Income		£ 182,327.76	£ 168,301.00	-£ 14,026.76	108%	
Gross Profit		£ 182,327.76	£ 168,301.00	-£ 14,026.76		
Expenses						
Capital Expenditure				0.00		
Hats & Robes	3732.00		500.00	500.00	0%	4232.00
Notice Boards & Town Signs			2,000.00	2,000.00	0%	
Street Poles, baskets & tubs			250.00	250.00	0%	
Town Clerk Office		300.00	1,500.00	1,200.00	20%	
VAS Signs			2,500.00	2,500.00	0%	
Wyre Hill Play Area Equipment		14,981.03	11,500.00	-3,481.03	130%	
Total Capital Expenditure		£ 15,281.03	£ 18,250.00	£ 2,968.97	84%	
Council Costs						
Badges & Shields		619.64	600.00	-19.64	103%	
Civic Award	600.00	193.79	200.00	6.21	97%	606.21
Civic Ceremonies		1,026.59	1,250.00	223.41	82%	
Insurance Valuations	750.00		150.00	150.00	0%	900.00
Mayor's Chain Maintenance	2911.80		350.00	350.00	0%	3261.80
Mayor's Expenses		2,539.08	5,000.00	2,460.92	51%	
Mayoral Roll		85.00	150.00	65.00	57%	
Public Meetings		24.00	300.00	276.00	8%	
Young Mayor's Expenses			500.00	500.00	0%	
Total Council Costs		£ 4,488.10	£ 8,500.00	£ 4,011.90	53%	
Election cost & Provision	7983.11	9,953.30	2,000.00	-7,953.30	498%	29.81
Employment Costs						
Admin Apprentice		8,631.46		-8,631.46		
Assistant Town Clerk		5,842.59		-5,842.59		
Community Engagement Officer		609.60		-609.60		
Load St Toilets Cleaner		6,488.59		-6,488.59		
Mayor's PA & Administrator		4,419.64		-4,419.64		
Town Clerk		25,823.42		-25,823.42		
Treasurer		536.64		-536.64		
WFDC Admin Charge		380.00		-380.00		
Total Employment Costs		£ 52,731.94	£ 68,790.00	£ 16,058.06	77%	

<u>Grant Aid & Donations</u>			14,000.00	14,000.00		
Bewdley Bike Week		250.00		-250.00		
Bewdley Churches Together		500.00		-500.00		
Bewdley Community Theatre Group		500.00		-500.00		
Bewdley Cricket Club		250.00		-250.00		
Bewdley Festival		500.00		-500.00		
Bewdley Horticultural Society		500.00		-500.00		
Bewdley Petanque Club		250.00		-250.00		
Bewdley Rowing Club		1,000.00		-1,000.00		
Bewdley Town Marching Band		750.00		-750.00		
Friends of Bewdley Museum		350.00		-350.00		
RBL Poppy Wreaths		100.00		-100.00		
St. Anne's Chess Club		120.00		-120.00		
The Bewdley School		1,500.00		-1,500.00		
The Community Workshop Cafe		1,000.00		-1,000.00		
Wyre Forest CAB		1,500.00		-1,500.00		
Wyre Forest Community Transport		1,500.00		-1,500.00		
Total Grant Aid & Donations		£ 10,570.00	£ 14,000.00	£ 3,430.00	76%	
<u>Millennium Green Maintenance</u>		393.63	1,750.00	1,356.37	22%	
<u>Neighbourhood Plan</u>		4,175.00	5,000.00	825.00	84%	
<u>Operating Costs</u>				0.00		
Advertising & Official notices			100.00	100.00	0%	
Audit Fees		743.50	600.00	-143.50	124%	
Broadband		481.28	400.00	-81.28	120%	
Computer		87.20	175.00	87.80	50%	
Garage Rent- rear 14 Load st		3,300.13	4,500.00	1,199.87	73%	
Insurance			4,500.00	4,500.00	0%	
Intruder Alarm		459.25	400.00	-59.25	115%	
Legal Fees		4,783.90	500.00	-4,283.90	957%	
Maintenance		276.10		-276.10		
Photocopier		971.17	1,300.00	328.83	75%	
Postage		77.06	200.00	122.94	39%	
Refreshments		127.53	150.00	22.47	85%	
Service Charge & Business rates		2,826.92		-2,826.92		
Small Office Equipment		131.72	150.00	18.28	88%	
Software & Support		864.95	1,000.00	135.05	86%	
Staff Advertising			50.00	50.00	0%	
Staff Travel		146.90	50.00	-96.90	294%	
Stationery & Print		597.33	2,000.00	1,402.67	30%	
Subscriptions		1,656.28	1,500.00	-156.28	110%	
Telephones		421.78	600.00	178.22	70%	
Town Clerk- Temp Cover		4,723.67	1,000.00	-3,723.67	472%	
Training- Staff		575.00	800.00	225.00	72%	
Travel & Training- Councillors		60.00	500.00	440.00	12%	
Unity Bank Charges		104.60	120.00	15.40	87%	
Website		1,000.00	1,000.00	0.00	100%	
Total Operating Costs		£ 24,416.27	£ 21,595.00	-£ 2,821.27	113%	
<u>Property Costs & Loan Repayment</u>	25825.00	7,367.99	8,000.00	632.01	92%	26457.01
<u>Together Project</u>	3579.93	901.63	250.00	-651.63	361%	der-review
<u>Economic Regeneration</u>	3905.00	0.00	0.00	0.00		3,905.00

Town Events				0.00		
Carnival Fireworks		1,744.00	2,000.00	256.00	87%	
Christmas Festivities	1826.49	5,595.63	5,000.00	-595.63	112%	2,330.86
Christmas Lights		11,054.67	11,000.00	-54.67	100%	
Markets-electricity supply		170.61		-170.61		
Total Town Events		£ 18,564.91	£ 18,000.00	-£ 564.91	103%	
				0.00		
Town Maintenance						
Bus Shelters cleaning & maint	500.00	459.99	750.00	290.01	61%	790.01
Churchyards			500.00	500.00	0%	
General Maintenance		389.37	1,500.00	1,110.63	26%	
Lengthsman		1,536.96		-1,536.96		
Lifebuoys		24.00	150.00	126.00	16%	
Load Street Toilets-consumables	3225.02	692.20		-692.20		2,532.82
Maintenance of existing seats		60.42	250.00	189.58	24%	
Signs & Notice Boards		255.00	100.00	-155.00	255%	
Street Poles, Tubs & Baskets		3,049.52	3,000.00	-49.52	102%	
Town Clock		116.69	170.00	53.31	69%	
War Memorials	1530.00	30.00	500.00	470.00	6%	2,000.00
Welch Gate Garden	494.50	73.09		-73.09		421.41
Wyre Hill Play Area		2,067.22	4,000.00	1,932.78	52%	
Total Town Maintenance		£ 8,754.46	£ 10,920.00	£ 2,165.54	80%	
Uncategorised Expense		0.00		0.00		
Total Expenses	56862.85	£ 157,598.26	£ 177,055.00	£ 19,456.74	89%	47466.93
Net Operating Income over expenditure		£ 24,729.50	-£ 8,754.00	-£ 33,483.50		

f&gp/292 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 is on-going
2. Localism – No response received from WFDC

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

f&gp/293 Purchases to note – not yet invoiced:
It was **RESOLVED** to **note** the following purchases:

Purchases to note – not yet invoiced:

- 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 19-20-042 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)
- O/n 19-20-062 Wyre Forest District Council - £147.52 – Crown & Thin Tree-Wyre Hill Park (budget – Wyre Hill Park)
- O/n 19-20-064 Wyre Forest District Council - £186 – Cleaning Load Street Toilets (budget – Load Street Toilet Cleaning)
- O/n 19-20-067 Came & Company - £319.20 – Cyber Insurance (budget – Insurance)

Lengthsman

f&gp/294 Approval of grants requested by local organisations
Members were asked to consider the two grant requests received against the remaining budget of £3430. More information is required with regard to both grants. It was **RESOLVED** to deferred until the next meeting.

The Town Clerk confirmed there had been no response from the Pantomime Group following an information request.

f&gp/295 Councillor Expenses and Allowances
A minor wording change was recommended for **Approval** to the Expenses and Allowances policy – BTC022.

f&gp/296 Policies for Review and Approval
It was **RESOLVED** to recommend the following policies for **Approval**:
BTC005 Health and Safety Policy
BTC010 Social Media Policy

f&gp/297 Credit Card Application
Following consideration it was recommended that a new corporate card policy be introduced and that consideration be given to a post office payments card.

f&gp/298 To receive any urgent matters not on this agenda subject to prior notification

Consider how the VE day budget should be administered and advertised

Consider new signage on the roads leading into Bewdley

Lengthsman – overgrown hedges on Cleobury Road footpaths

Safer Wyre Forest – consider the Town Clerks attendance at the meetings.

f&gp/299 It was **RESOLVED** that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), the public and the press be **excluded** from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements:

f&gp/300 Clock Contract
It was **RESOLVED** to recommend for **Approval** the clock maintenance contractor for the next 3 years.

f&gp/301 Floral Displays
It was **RESOLVED** to recommend for **Approval** that the floral display contract go out to tender.

f&gp/302 Date of next meeting: **19th February 2020, 7pm**

Meeting closed 8.41pm

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

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Date