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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
THURSDAY 18TH APRIL 2019 AT 3pm

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 April 2019

AGENDA

105. **Chairman's welcome**
106. **To receive and note any apologies for absence**
107. **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
108. **Dispensations**

To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to stay in the meeting, speak and/or vote on matters for which they have declared an interest in keeping with s33 of the Localism Act 2011 and the Council's adopted Standing Orders and Code of Conduct.
109. **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.
110. **To approve the minutes of the meeting of this committee held 20/03/2019**
111. **To receive an update from the Treasurer on the Council's current financial position**

112. **To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**
1. a report to date on the Internal Auditor's recommendations and end-of-year audit,
 - On-going – work in progress
 - Review of special events - working party will next meet on 15.04.19
 - Insurance valuation of regalia and painting – 16.04.19
 - Office management systems are under review
 - Year end internal audit – awaiting report
 2. For **Approval** - lease for the Riverside North Park paddling pool – a copy of the lease has been received from WFDC
 3. Neighbourhood plan – additional work has been identified by Wyre Forest District Council at a cost of £600 plus VAT. WFDC are seeking funding approval to cover these costs.
 4. discussions with WFDC regarding use of the Guildhall – next Localism meeting with WFDC arranged 11/06/19
 5. arrangements with WFDC on the transfer of Load Street public conveniences - next Localism meeting with WFDC arranged 11/06/19
 6. Quickbook accounting software – in the process of being set up
 7. Unity Trust Bank – in the process of setting up on-line payments
 8. the Mayor's name has been added to the Guildhall register board
 9. annual inspection of play equipment (Wyre Hill play area) has been completed there are no major issues
 10. road closure notice for St George's Parade - in place
113. **Purchases to note:**
- Repairs to Beale's Corner notice board - to be advised (budget signs and notice boards - £100)
 - Purchase of an office computer - (budget – capital equipment – Town Clerks Office - £1500)
 - Purchase of pendants for past Mayor and Consort - (budget – badges and shields - £600)
 - Preparation of supplementary planning document for the Neighbourhood Plan - (budget – neighbourhood plan - £5000)
 - general office/admin stationery etc.
 - ongoing work by Lengthsman
114. **Bus Shelter Agreement**
For **Approval** – the continuation of the bus shelter cleaning agreement with Fletcher Access (budget – bus shelters – cleaning and maintenance - £750)
115. **Wyre Hill Play Area**
- For **Approval** - the management term of reference for the Wyre Hill play area
 - For **Approval** - the friends of Wyre Hill play area's request for the placement of additional litter bins within the park
 - For **Approval** – for the BTC Caretaker and a friend of the Wyre Hill Play Park to attend routine play inspection training – costs to be confirmed (budget – Wyre Hill play area maintenance - £4000)

116. **To approve adoption of the following policies:**
- Committee Terms of Reference and Scheme of Delegation
 - Standing Orders
 - Children and Vulnerable People Protection Policy (based on Town Council engagement with the community via parades, Together Group, Young Mayor scheme etc)
 - A Protocol for Councillor / Officer Relations (based on nationally accepted best practice and in the light of recent national scrutiny of members' standards)
 - Grant Awards Policy
 - Training Policy
 - IT Acceptable Usage, Data Protection and Social Media Policy
117. **To receive any urgent matters not on this agenda subject to prior notification**
118. **In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2)** there may be a resolution 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, the publication of which would be prejudicial to the public interest.
119. **National Salary Awards 2019/20**
For **Approval** – salary increases as of 01.04.19 in line with the National Salary Awards 2019/20
120. **Together Group Petty Cash Report**
121. Date of next meeting: **Wednesday 22nd May 2019**

Committee members:

Town Councillors: J Byng (Chairman)
J Beeson
A Coleman
R Coleman
E Davies
P Harrison
D Killingworth (vice-Chairman)
G Yarranton