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**MINUTES OF THE**  
**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

**WEDNESDAY 22<sup>nd</sup> JULY 2020 AT 7.00pm**

**HELD AS A VIRTUAL MEETING ON ZOOM**

**PRESENT**

Councillors R Stanczyszyn (Chairman), J Byng, P Gittins MBE, H Lacy, D Moorhead

**In attendance:**

Sharon Hudson, Town Clerk  
One non-committee members of the Council

**f&gp/378**

**Chairman's Welcome**

Cllr R Stanczyszyn welcomed everyone to meeting

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**Apologies**

Apologies were received from Cllrs L Davies (Deputy Chairman) and P Harrison

**f&gp/380**

**Declarations of Interest**

Members were reminded of the requirement to declare all interests:

- None were declared

**f&gp/381**

**Councillor Dispensations**

- There were no requests for dispensations.

**f&gp/382**

**Public Question Time**

- Cllr C Edginton White raised a question with regards to the condition of the benches situated on Severn Side South.  
The Town Clerk confirmed that quotations had been sought for the refurbishment of the said benches.

**f&gp/383**

**Minutes**

It was **RESOLVED** that **Approve** the Minutes of the Finance and General Purposes Committee meeting held on the 17/06/2020, as a true record.

**f&gp/384**

**The Town Clerk gave an update on the Council's current financial position.**

- i. the bank reconciliation 30/06/2020 – Quarter 1
- ii. the cash balances and reserves 30/06/2020 – Quarter 1

<b>Bewdley Town Council</b>	
<b>Cash Balances Period Ending 30/06/2020 Quarter 1</b>	
<b>RECONCILIATION REPORT</b>	
<b>Summary</b>	
Statement beginning balance	111,618.00
Cheques and payments cleared (17)	-13,974.31
Deposits and other credits cleared (3)	974.34
Statement ending balance	<b>98,618.03</b>
Uncleared transactions as of 30/06/2020	-1,371.59
Register balance as of 30/06/2020	<b>97,246.44</b>
<b>JNITY BANK DEPOSIT ACCOUNT</b>	
BANK BALANCE @ 30th JUNE 2020	10,652.92
<b>SCOTTISH WIDOWS INVESTMENT</b>	
BANK BALANCE @ 30th JUNE 2020	30,671.97
<b>CAMBRIDGE BUILDING SOCIETY</b>	
BANK BALANCE @ 30th JUNE 2020	30,000.00
<b>PETTY CASH @ 30TH JUNE 2020</b>	
	44.84
TOGETHER GROUP PETTY CASH @ 30TH JUNE 2020	150.00
<b>Total Cash and Investments</b>	<b>168,766.17</b>

It was **RESOLVED** to Note the above reconciliations

**f&gp/385**

**To receive an update on the budget to date**

It was **RESOLVED** to **note** actual spend against budget 2020-21 as at 30/06/2020 – Quarter 1

**f&gp/369**

**Purchases**– not yet invoiced:

- O/n 19-20-042 Bewdley Community Marching Band – £300 - Mayors Civic & Remembrance Sunday  
(budget – Mayoral Expenses & Civic Ceremonies)
- O/n 19-20-054 Britnett Central – £407 – Website Design (Balance)  
(budget – Website 2020-21)
- O/n 19-20-077 Numlock Solutions - £40 – install software  
(budget – Software & support)
- O/n 19-20-079 Worcestershire CALC – £80.00 -Officer Training (Balance)  
(budget – Training-Staff)
- O/n 20-21-001 Community Rehabilitation - £45.00 – maintain Millennium Green (budget – Millennium Green)
- O/n 20-21-003 WFDC– £400 – Remove dangerous pole  
(budget – Town Maintenance)
- O/n 20-21-005 OGL– £3481.92 – IT Solutions (Balance)  
(budget – software and support)
- O/n 20-21-007 Office Depot– £37.40 – Stationery (Balance)  
(budget – Stationery & Printing)
- O/n 20-21-009 Num Lock Solutions – £40.00 - Domain Transfer  
(budget – Software & Support)
- O/n 20-21-011 DKE Audit – £360 – Internal Audit 2020-21  
(budget – Audit Fees)
- O/n 20-21-014 Stourport Signs – £87.50 – Update Mayoral Board  
(budget – Mayoral Roll)

- O/n 20-21-015 Thomas Fattorini – £630.93– Past Mayors Pendants  
(budget – Badges & Shields)
- O/n 20-21-017 Lin Dodge – £53.76 – Mayoral Roll WFDC  
(budget – Mayoral Roll)
- O/n 20-21-020 Office Depot– £16.49 – Stationery (Balance)  
(budget – Stationery & Printing)
- O/n 20-21-021 Greenman Gardens – £100 – clear office garden  
(budget – maintenance - office)
- O/n 20-21-022 Greenman Gardens – £40 – remove bench Millennium  
Green  
(budget – Millennium Green)

The Town Clerk confirmed that:

O/n 20-21-009 related to the Domain transfer to a 3<sup>rd</sup> party provider and O/n 19-20-077 related to software installed on the server.

O/n 20-21-017 related to signwriting on the Mayoral Board at Wyre House, adding 2 Mayors' names.

It was **RESOLVED** to **note** the above outstanding orders

**f&gp/387 News Year Fireworks**

Members reviewed Cllr C Edginton White report. Concerns were raised with regards to social distancing and possibility of cancellation due to on-going Covid19 issues. The Town Clerk was tasked with obtaining firework quotations, permissions from WFDC and the Bewdley Rowing Club and assurances re possible event cancellation.

**f&gp/388 Bewdley Markets**

The Town Clerk confirm no response had yet been received from the market provider LSD Promotions.

**f&gp/389 Council Credit Card**

It was **RESOLVED** to recommend for approval the Unity Trust credit card.

**f&gp/390 Wyre Hill Sand park**

The Town Clerk gave an update on the measures put in place which allowed the re-opening of the Wyre Hill Sand Park on 18/07/2020. There had been reports of people sleeping in the park also that cans and beer bottles had been found. These incidents were reported to the local police. The caretaker visited the site on Sunday 19/07/2020, all signage was still in place and no sign of rough sleeping.

**f&gp/391 Web Cams**

Cllr P Gittins presented his report with regards to positioning of live web cams near the bridge enabling Bewdley to be viewed from around the world. Various options were discussion. The Town Clerk was asked to investigate the costs involved and potential camera sites. There is no budget for webcams in 2020-21.

**f&gp/392 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:**

- i. Localism – The Town Clerk has a zoom meeting with WFDC on 29/07/2020, a Council meeting has been arranged for 12/08/2020.

- ii. Planters – Four planters have been purchased and installed with funding pledged by County Cllr B Vale - £1500. Compost and plants have been sourced using funding pledged by BCARA - £500. Cllrs A Coleman and R Coleman have also pledged £600 & £400 for their WDFC District funds to purchase up to three more planters. Concerns were raised with regards to continual watering of the planters. Members asked that planter sponsorship be considered, businesses adopt a planter and then water and maintenance the shrubs and flowers.
- iii. Signs – the three ‘No Parking’ signs located on the railings at Severn Side South have been removed, it is unclear by whom. Their disappearance has been reported to the local police.
- iv. Noticeboard – Members asked that quotations be sought for a replacement noticeboard located at the same site
- v. Benches – A complaint had been received with regards to the state of disrepair of a memorial bench sited on Severn Side South (this bench was located behind the flood barriers and was therefore underwater). Having undertaken a review of benches it was identified that all benches on Severn Side South were in need of refurbishment. Quotations have been sought. Members asked whether the wooden slats could be replaced by re-cycled plastic, also whether the benches could be re-located.

Cllr R Stanczyszyn asked the Town Clerk to ascertain whether WCC had been ordered the bollards and if so where from.

**f&gp/393 Vehicle Activated Speed Signs**

The Town Clerk presented a report with regards to the purchase of additional solar panelled VAS signs. The Lengthsman reported problems with the rechargeable batteries, the Town Clerk was asked to check the product guarantee. Members asked that this be referred back to the Road Safety Group.

**f&gp/394 Christmas Light Switch-on**

The current Government ruling on large gatherings isn't clear, it is also difficult to predict what the situation will be in December, in light of this Members agreed that the 2020 Christmas Light Switch-on should be a scaled down event.

**f&gp/395 20 is Plenty Signage**

Following discussions this item was referred back to the Road Safety Group to explore costs and locations.

**f&gp/396 Boundary Sign for Blackstone Bank**

Cllr P Gittins MBE presented his report with regards to Bewdley Boundary Signs. Following discussions Members agreed that all boundary signs should be the same. The Town Clerk was tasked with ascertaining where the previous boundary signs had been purchased from and the costs.

**f&gp/376 To receive any urgent matters not on this agenda subject to prior notification**

Cllr R Stanczyszyn asked that the VE DAY grant budget of £1000 be transferred back to the Grant Aid and Donations budget. Following discussion it was **RESOLVED** to recommend the virement for approval.

**f&gp/377** Date of next meeting – 16<sup>th</sup> September 2020

**Meeting closed 8.34pm**

These minutes are signed as a true and accurate record:

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Finance and General Purposes Committee

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Date