

MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 12th JUNE 2019 AT 7.00pm AT 25(a) LOAD STREET

PRESENT

Councillor A Coleman
Councillor R Coleman
Councillor P Gittins
Councillor P Harrison
Councillor L Kearns
Councillor H Lacy
Councillor D Morehead
Councillor R Stanczyzyn

In attendance:

Three non-committee members of the Town Council - Cllrs S Collingridge, C Edginton-White and Mayor J Byng
Sharon Hudson, Town Clerk

f&gp/138 Chairman's Welcome

The Chairman welcomed all to the committee meeting

f&gp/139 Apologies

It was **RESOLVED** to **note** the apologies for absence received from committee member Councillor L Davis

f&gp/140 Declarations of Interest

Members were reminded of the requirement to declare all interests:
The following Non-Committee Members declared Interests relating to the Grant Applications including in Agenda Item 147:

- Cllr J Byng – as a Friend of Riverside North Park
- Cllr C Edginton-White – as a Friend of Riverside North Park and the Bewdley Community Theatre Group

The following Committee Member declared Interests relating to the Grant Applications including in Agenda Item 147:

- Cllr A Coleman – as a member of the Bewdley Museum Management Committee

f&gp/141 Councillor Dispensations

There were no requests for dispensations.

f&gp/142 Public Question Time

Two non-committee members took the opportunity to speak, as follows:

- i) Clarifications were sought relating to the supply and charges of electricity at the Bewdley markets as managed by LDS Promotions. A Stall holder had been charged additional fees for electricity at a bank holiday market; when they set up their stall no electricity was available; they could therefore not operate their stall.
The contract states *'in winter month each stall will be provided with lighting from silent generators'* there is not definition of a winter month. There had also been complaints of generators not working at the Christmas event.

Cllr P Harrison arrived 7.08pm

- ii) A question was raised relating to the lack of market stalls in Load Street.

f&gp/143 Minutes

To approve the minutes of the meeting of this committee held 14/05/2019

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 14/05/2019 are signed by the Chairman as a true record.

f&gp/144 To receive an update from the Town Clerk on the Council's current financial position

- a) Uncleared cheques and payments on the bank reconciliation as at 31/05/19 may relate to duplicated entries; these will be reviewed and corrected where necessary.

It was **RESOLVED** to **note** the bank reconciliation dated 31/05/19.

- b) It was **RESOLVED** to **note** the budget analysis dated 31/05/19.

- c) It was **RESOLVED** to **Approve** the budget virements of £2500.

f&gp/145 To receive an update from the Town Clerk on progress of matters discussed at previous council and committee meetings, including:

- .1 A progress up-date on the Internal Auditor's recommendations and end-of-year audit:
 - The Annual Governance and Accountability Return was approved by the Council on 03/06/2019; the audit period runs from 04/06/2019 to 15/07/2019 and all accounts for financial year 2018/19 are available to view in the council office.

- On-going – Meeting of the Audit Working Group (meeting to be arranged)
- Review of special events (panto and music festival) - working party is to have its final meeting upon which it will report the observations and recommendations (meeting to be arranged)
- Insurance valuation of regalia and painting – took place 15.05.19, there are several issues to be clarified. Cllr R Coleman reported back on the valuers visit. The Town Clerk is to arrange a meeting with the Insurers to discuss final valuations.
- Office management systems are under review – the website is currently being reviewed. Councillors commented that some pages were out of date.

It was **RESOLVED** to **note** the above actions being taken with regarding the implementation of the recommendations included within the final Internal Auditors report.

- .2 Feedback (verbal report) on the Localism meeting with WFDC held 11/06/19:
- a) The Guildhall – alterations to the meeting room were discussed along with the use of the facility by other parties. Any changes will require a new heads of terms agreement and a review of insurance arrangements.
 - b) Transfer of Load Street public conveniences – the Town Council will receive reducing operating cost payments from the District Council over the next 3 years. It is anticipated that the asset will be transferred to the Town Council in April 2020 subject to a legal transfer agreement, conditions survey and any repairs have been made good.
 - c) Lease for Riverside North Park paddling pool – the Friends of Riverside North Group have one year left on their lease; the lease is then due to transfer to the Town Council.
 - d) The Transfer of the Guildhall site – under the Localism agenda the District Council would consider the guildhall site for transfer to the Town Council, this would have to be considered carefully and community opinion sought.

It was **RESOLVED** to **note** that discussions held with Wyre Forest District Council regarding the transfer of assets, under the Localism agenda, are on-going.

- .3 Use of individual town council email addresses set up to ensure transparency in communications to and from the Town Council:

Councillors reported back that they are still having issues opening attachments. Comments **noted** the Town Clerk to follow up reported issues.

- .4 Beales Corner noticeboard: on going, to be followed up.

- .5 Unity Trust Bank – signatories and on-line payments, in progress

It was **RESOLVED** to **note** that actions are being undertaken to setup all new members on the Council bank mandate and progress on-line payments

f&gp/146 Purchases to note:

It was **RESOLVED** to **note** the following purchases:

- general office/admin stationery etc.
- ongoing work by Lengthsman (spend being monitored against agreed WCC contributions)
- marshalling for Carnival firework display (carnival fireworks budget £2000 – event costs within agreed budget)

f&gp/147 Approval of grants requested by local organisations

Interests were declared by Cllr P Harrison relating to Wyre Forest CAB and Cllrs R Stanczyszyn as a driver for Community Transport; the Chairman allowed all F&GP committee members declaring interests to stay in the meeting.

Non-committee members left the meeting

It was **RESOLVED** to **Approve** the following grant awards to local organisations with payments being made in July 2019:

Organisation	GRANT AWARDS 2019/20	Comments
St Anne's Church on behalf of Bewdley Churches Together	£500	Bewdley Passion programme
Bewdley Petanque Club	£250	Shelter and storage facilities
Bewdley Bike Week	£250	Deliver event
Wyre Forest CAB	£1,500	Contribution to running costs
Bewdley Cricket Club	£250	Bowling machines
Bewdley Community Theatre Group	£500	Provide shows during the year
Friends of Riverside North Park	£0	Replacement train in playground
Bewdley Town Marching Band	£750	£250 Uniform (paid from Mayors Allowance) instruments
The Bewdley School	£1,500	Hosting a British Council Connecting Classroom International Conference November 3-9 th
Community Transport Ltd	£1,500	Local transport for ill and disabled people
St Anne's Chess Club	£120	To put on the annual tournament
Friends of Bewdley Museum	£100 £250	To print shop posters and promote Bewdley history
Community Workshop & Cafe	£1,000	Tutors, Materials, Gardening, Cafe
TOTAL	£8,470	

Non-committee members returned to the meeting.

f&gp/148 Bewdley Market Contract

Following on from the concerns raised under public question time, it was **RESOLVED** to request a meeting with LSD Promotions to address issues and gain contract clarifications.

f&gp/149 Town Councillor Induction Folder

It was **RESOLVED** to **note** the following clarifications to the Town Councillors Induction Folder

- a) with regard to information about the agenda on page 9, the paragraph "Members are advised to either request a paper copy of the agenda and associated reports from the Town Clerk which will be available to collect from the parish council office, or to pick up at the meeting, or to print off their own copy to bring to the meeting."
To be amended to advise members that they can request a printed copy to be sent to them in the post, as in line with Standing Orders which take precedent.
- b) A copy of the council's Data Protection Policy, which is included on the USB stick, should also be provided as a paper copy in the folder.
- c) With regard to expenses on page 17, that the Mayor will be entitled to claim for travel within the parish (this would be from the budget allocated to the Mayor's expenses and relates to civic engagements)

f&gp/150 Confirmation of insurance cover sought from the insurers.

- a) for civic regalia with regard to items that may be taken out of the safe.
- b) for position of the safe in its current site

On-going to be followed up by the Town Clerk.

f&gp/151 Preparation of Budget for 2020/21

It was **RESOLVED** to **Approve** that the following Council members form a sub-committee to undertake the initial preparation of the 2020/21 budget:

Councillor J Byng (The Mayor)
Councillor A Coleman
Councillor R Coleman
Councillor L Kearns

f&gp/152 The Council's Scheme of Delegation

It was **RESOLVED** to **Approve** the that the following Council members form a sub-committee to review the Council's Scheme of Delegation.

Councillor A Coleman
Councillor R Coleman
Councillor D Moorhead

f&gp/153 Transforming Places through Heritage Programme

Councillor R Stanczyszyn gave a verbal summary of the Historic England report.

It was **RESOLVED** to **note** the report and that a request be made to the District Council to be involved in any future discussions also that the Town Council work with the Civic Society to achieve a positive outcome for the Town.

f&gp/154 The annual Police and Crime Commissioner questionnaire

Councillors responses, received to date, have been collated into one document. Once all responses have been collated, it was **RESOLVED** that the summary document will be submitted as the Council's response to the questionnaire.

f&gp/155 Youth Provision in Bewdley

Cllr R Stanczyszyn presented his report, following discussions it was **RESOLVED** to contact the Headmaster of The Bewdley School and County Councillors representing Bewdley to seek further clarification on the future use of the building, the proposed plans for the Stourport Road site and whether there are any opportunities for youth provision.

f&gp/156 WFDC Consultation on Draft Revised Statement of Licensing Policy

It was **RESOLVED** to **note** the Draft revised statement of Licensing Policy 2019-2024

f&gp/157 To consider the energy contract to the Town Clock and Christmas Lights

It was **RESOLVED** to **Approve** the continuation of the npower electricity supply, for the Town Clock (via St Anne's church) and the seasonal Christmas Lights, under a new contract offer 1/4/2019 to 31/03/2020 backdated to May 2018.

f&gp/157 To receive any urgent matters not on this agenda subject to prior notification

It was **RESOLVED** to include the following items on the next Council agenda

- The garage electricity usage and charges as raised by Fisher German
- Consideration is given to a reception for the Firefighters of Bewdley in recognition of the work they have done for the town.

f&gp/158 Date of next meeting: **Wednesday 17th July 2019**

Meeting closed 9.40pm

These minutes are signed as a true and accurate record:

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Chairman, Finance and General Purposes Committee

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Date