

**MINUTES OF THE**  
**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**  
**WEDNESDAY 18<sup>th</sup> SEPTEMBER 2019 AT 7.00pm AT 25(a) LOAD STREET**

**PRESENT**

Councillor A Coleman  
Councillor R Coleman  
Councillor L Kearns  
Councillor H Lacy  
Councillor R Stanczyzyn

**In attendance:**

Kerry Smith, Administration Officer

**f&gp/206      Chairman's Welcome**

The Chairman welcomed all to the committee meeting

**f&gp/207      Apologies**

Due to email failure, electronic copies of the agenda were not sent out prior to the meeting – manual copies were available.

Councillor P Gittins  
Councillor P Harrison  
Councillor L Davies  
Councillor D Morehead

**f&gp/208      Declarations of Interest**

Members were reminded of the requirement to declare all interests:

- None received

**f&gp/209      Councillor Dispensations**

- There were no requests for dispensations.

**f&gp/210      Public Question Time**

There were no members of the public in attendance.

**f&gp/211      Minutes**

To approve the minutes of the meeting of this committee held 21/08/2019

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 21/08/2019 are signed by the Chairman as a true record.

**f&gp/212 To receive an update from the Town Clerk on the Council's current financial position**

a) It was **RESOLVED** to **note** the bank reconciliation and the Council's bank balances as at 31/08/19.

Bewdley Town Council	
<b>Unity Current Account, Period Ending 30/08/2019</b>	
<b>RECONCILIATION REPORT</b>	
Reconciled on: 03/09/2019	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report.	
<b>Summary</b>	
GBP	
Statement beginning balance	84,547.41
Cheques and payments cleared (26)	-22,549.45
Deposits and other credits cleared (3)	7,361.00
<b>Statement ending balance</b>	<b>69,358.96</b>
Uncleared transactions as of 30/08/2019	-4,181.12
Register balance as of 30/08/2019	65,177.84
Cleared transactions after 30/08/2019	0
Uncleared transactions after 30/08/2019	-21,566.12
<b>Register balance as of 03/09/2019</b>	<b>43,611.72</b>

It was requested that the Town Clerk provide further information relating to the cheque payment made to WFDC on 12/08/2019, cheque number 103945 for £15,303.04

b) It was **RESOLVED** to **note** the budget analysis dated 30/08/201.

It was requested that the Town Clerk provide an itemised analysis of 'Employment Costs', detailing salaries, to include a breakdown of pension payment and National Insurance contributions.

It was requested that the Town Clerk provides further information on the cost of the 'Town Clerk Temporary Cover', detailing what period of time this covered.

Cllr R Stanczyszyn noted that the council had not yet received payment of £600 for the topographic report, as promised by Cllr B Vale at a previous Town Council Meeting in March 2019. It was requested that the Town Clerk write an email requesting this payment.

**f&gp/213 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 On-going – The Audit working Group**

It was agreed that the next Audit working group meeting will take place on 02/10/2019. The next area to review will be the Risk Register.

**2. New Play Equipment;**

the new play equipment in Wyre Hill Sand Park has been added to the Councils insurance policy at a value of £15000 with £250 excess at a premium of £72.24.

**3. LSD Promotions**

LSD Promotions have confirmed that the Markets will recommence after the winter break on Sunday 18/03/2020.

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

**f&gp/214 Purchases to note:**

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

- O/n 19-20-026 – RoSPA Playsafety – Inspection Training
- O/n 19-20-030 - Worcestershire CALC - Training
- O/n 19-20-032 – Signal 107 – Christmas event
- O/n 19-20-033 - The Community Worksop Café – Repairs to Noticeboard
- O/n 19-20-034 – St Georges Hall – Flood Defence Meeting

**f&gp/215 Internal Auditors Appointment**

It was **RESOLVED** to **approve** the appointment of DKE Audit Services as the Internal Auditor for 2019/20 - audit to be undertaken February / March 2020.

**f&gp/216 Policies for Review and Approval**

To review and recommend for approval the following policies:

BTC002 – Memorial Bench Seat Policy

The following amendments to the Memorial Bench Seat Policy were

**APPROVED:**

Paragraph 1 – Introduction – Line 4 – bullet point 2 – **additional wording**

- a plaque on its own to be fixed to an existing seat, **provided it is a Bewdley Town Council Bench.**

Paragraph 3 – Conditions – Line 8 – Removal of word **'initial'**

'It will be insured and maintained for **an initial** period of ten years.'

It was **noted** the Town Clerk would review the costs of installing new bench seat and/or plaques.

It was **noted** that the costs stated within the policy would be reviewed on 01/04/2020.

It was **RESOLVED** to **APPROVE** the policy document.

## BTC015 – Guide to Mayoralty

It was agreed that the approval of the Guide to Mayoralty policy would be deferred to the next meeting to allow more time to review the document. A sub group of the F&GP committee consisting of the Mayor Cllr J Byng, Cllr A Coleman and Cllr R Coleman, will meet to discuss amendments on 02/10/2019.

## BTC032 – External Grant Application Protocols

It was **RESOLVED** to **APPROVE** the External Grant Applications Protocols document.

f&gp/217

### **Wyre Hill Sand Park**

- To approve the relocation of the Springie play equipment, removed from sand pit, to a grassed area of the park, BTC to cover relocation costs – not yet identified.  
This item to be deferred until specific cost can be identified.
- To approve the storage of the digger play equipment, removed from sand pit.

It was **RESOLVED** to **APPROVE** the storage of the digger in the BTC garage until relocation can be agreed.

The Friends of Wyre Hill Sand Park are having a launch event on 25<sup>th</sup> September between 3.30pm and 5pm. At this event they will be holding a consultation to help them prioritise what to raise money for next.

This was **noted** and Cllr A Coleman will be attending this meeting.

- To approve a review of Wyre Hill Sand Park's facilities and consider applying for 3<sup>rd</sup> party funding to improve the site. The Friends of Wyre Hill Sand Park have identified possible funding from Awards for All.

This item to be **deferred** following the suggestion that once the ROSPA Play Safety Inspection Training has been received, the knowledge gained will then assist the review, alongside members of the 'Friends of Wyre Hill Sand Park' Group. Guidelines will also have been set out following Council approval of the BTC032 – External Grant Application Protocols Policy.

During the weekend 31<sup>st</sup> August a group of around 40 young people gathered in the park after dark. They were moved on by a local resident but had left behind a number of broken bottles. The Friend of Wyre Hill Park have asked that the gates be locked at night.

- To approve the purchase of a combination padlock

It was **RESOLVED** to **APPROVE** the purchase of a lock however, it was suggested that a padlock with key would be more secure, rather than a combination padlock. It was suggested that there should be a minimum of three named keyholders, with Cllr L Kearns offering to be the designated person for local police to contact, if required.

- To approve that local residents be given authority to open and close the gates in the morning and evening.

It was **RESOLVED** to **APPROVE** that residents local to the park be given authority to open and close the gates

**f&gp/218 Preparation of Budget for 2020/21**

Following the Localism meeting 10/09/2019 – to consider what, if any, additional costs or income should be included in the 2020/21 budget.

It was **noted** that the Budget Panel require more information from WFDC with regards to detailed running and maintenance costs of services, and that an email should be sent requesting this information urgently.

**f&gp/219 Christmas Light Switch-on Event**

To receive a verbal update of actions taken and estimated costs.

- To approve the hire charges for the lower Load Street Car Park  
It was **RESOLVED** to **APPROVE** a hire charge for the lower Load Street car park of £400.
- To approve the charges to cover costs only for charity stalls.  
It was **RESOLVED** to **APPROVE** that LSD Promotions should be directly responsible for administering and receiving payment for charity stalls.
- To approve expenditure on stage performers for the Christmas light switch-on event  
It was **RESOLVED** to **APPROVE** expenditure of up to £500 on stage performers at the Christmas light switch-on event.
- To note the need to obtain quotations from a G39 certified electrical contractor to check the Christmas light fittings.

It was **RESOLVED** to **note** that quotes would be obtained. It was stated that WCC had been unable to provide a list of approved contractors. Cllr R Stanczyszyn agreed to provide the Administration Officer with the names of possible contractors.

**f&gp/220 Road Safety Group**

To note draft notes from the Road Safety Group meeting held on 09/09/2019.

It was **RESOLVED** to **note** this draft, with request for elaboration on the following points:

- Which agencies will be attending the ‘multi-agency’ meeting on 23/09/2019 to discuss parking issues in Bewdley?
- Cllr R Coleman would like to know what information he is meant to have with regards to assessment of gateway signage.
- Which school in Bewdley is the document referring, describing work in process with the police and other agencies, for parking near ‘the school’? This is not specified.

**f&gp/221 To receive any urgent matters not on this agenda subject to prior notification**

None received

**f&gp/222**

Date of next meeting: **16<sup>th</sup> October 2019, 7pm**

**Meeting closed 8:45pm**

These minutes are signed as a true and accurate record:

.....  
Chairman, Finance and General Purposes Committee

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Date