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Town Clerk's Office
25(A) Load Street
Bewdley
DY12 2AE

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
WEDNESDAY 12th JUNE 2019 AT 7.00pm

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
5th June 2019

AGENDA

138. **Chairman's Welcome**
139. **To receive and note any apologies for absence**
140. **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

141. **Dispensations**

To be advised of, and vote upon, any written requests from Town Councillors to the Town Clerk, submitted before the start of the meeting, to grant a dispensation to stay in the meeting, speak and/or vote on matters for which they have declared an interest at the above agenda item, in keeping with s33 of the Localism Act 2011 and the Council's adopted Standing Orders and Code of Conduct.

142. 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.

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

144. To receive an update from the Town Clerk on the Council's current financial position

- a. To Note - bank reconciliation (to follow)
- b. To Note - budget analysis (to follow)
- c. To Approve budget virements of £2,500

145. 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 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 2019/20 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 have its final meeting upon which to report observations and recommendations.
 - Insurance valuation of regalia and painting – took place 15.05.19, but several issues to be clarified. Cllr R Coleman to report.
 - Office management systems are under review
2. Feedback (verbal report) on the Localism meeting with WFDC held 11/06/19 to discuss:
 - a) Use of the Guildhall
 - b) Transfer of Load Street public conveniences
 - c) Lease for Riverside North Park paddling pool
3. Feedback on use of individual town council email address for each town councillor, set up to ensure transparency in communications to and from the Town Council.
4. Beales Corner noticeboard: awaiting feedback from members
5. Matters carried forward:
 - a) Unity Trust Bank – signatories and on-line payments, in progress

146. **Purchases to note:**

- general office/admin stationery etc.
- ongoing work by Lengthsman
- marshalling for Carnival firework display (carnival fireworks budget £2000)

147. **Approval of grants requested by local organisations**

Bewdley Town Council has allocated £14,000 from its budget to the support of local groups. Members are to consider the grant requests received to date and apportion appropriately.

148. **Bewdley Market Contract**

For **Approval** – revisions as proposed for the new contract with LSD Promotions for the running markets within Bewdley Town (income budget – Markets – no budget specified)

149. **Town Councillor Induction Folder**

It has been pointed out that:

- 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.
- 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)

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

151. **Preparation of Budget for 2020/21**

To appoint a sub-committee and arrange dates of meeting

152. **To discuss the Council’s Scheme of Delegation**

For the purposes of getting through day-to-day business, the Council may delegate decision-making to the Town Clerk, to its committees (and to another local authority) for which it would agree a Scheme of Delegation. Thus, each of the council’s committees would be expected to act on behalf of the Council without requiring full council approval for all of its actions but would report upon them to the next meeting of the Council. Similarly, this is the case for the Town Clerk whose job description states the expectation of autonomy with regard to the council’s administrative function.

In July last year the Council took action to scale back its delegated authorities but did not review the Scheme of Delegation, some aspects of which are now being questioned.

It is therefore proposed to establish a sub-committee to review the Scheme of Delegation to enable the council's committees and staff to move forward with council business appropriately.

The proposed Scheme of Delegation as at May 2019 and the previously agreed Scheme from April 2018, are attached.

153 To consider the Transforming Places through Heritage Programme

Funding is available from Historic England to support high streets located in Conservation Areas to bring historic buildings back into use and adapt to the challenges they face.

154 To agree the response to the annual Police and Crime Commissioner questionnaire

The questionnaire has been circulated to each town councillor; the responses are to now be collated and the council's response agreed (to follow)

155 To consider Youth Provision in Bewdley

Cllr R Stanczyszyn has provided a report, as attached seeking to open discussion aimed at bringing back Youth Service Provision at the WCC owned building, Stourport Road to allow for qualified leaders being present at sessions outside of school hours.

156 To respond to the WFDC Consultation on Draft Revised Statement of Licensing Policy

The following was received from Worcestershire Regulatory Services:

“Statement of Licensing Policy Review – Consultation 2019

Wyre Forest District Council - Licensing Act 2003

Have your say on the Council's Statement of Licensing Policy

Wyre Forest District Council is currently conducting a periodic review of its statement of licensing policy under section 5 of the Licensing Act 2003. The policy statement sets out how the Council will approach its functions as a licensing authority under the Act.

A draft revised statement of licensing policy has been produced and can be downloaded from this page.

[Draft Revised Statement of Licensing Policy 2019 - 2024](#)

The draft revised policy has been updated to reflect changes to the law and guidance since the existing statement of policy came into effect in 2014. The changes between the draft revised version and the existing statement of licensing policy are shown with the use of red text.

Should you wish to comments on the draft revised statement of licensing policy, please email enquiries@worcsregservices.gov.uk or send your comments by post to:

Wyre Forest Licensing Policy Consultation
Worcestershire Regulatory Services
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire
DY11 7WF

The consultation will remain open for comments until **Friday 19 July 2019**. Any comments received will be considered by the Council before the publication of a new Statement of Licensing Policy.”

A copy of the consultation document is provided for members by email as a separate document.

157. **To consider the energy contract to the Town Clock and Christmas Lights**

The Town Council's contract with npower to supply electricity for the Town Clock (via St Anne's church) and the seasonal Christmas Lights, is now out of contract. To be 'out of contract' incurs costs over and above the contracted rates. Npower suggest the following options:

- leave as now meaning both supplies are on deemed out of contract rates
- Consider the contract offer 1/4/2019 to 31/03/2020 will be backdated to May 2018.
- Move to a different energy supplier

158 **To receive any urgent matters not on this agenda subject to prior notification**

159. Date of next meeting: **To Be Agreed**

Committee members:

Town Councillors: A Coleman
R Coleman
E Davies
P Gittins
P Harrison
L Kearns
H Lacy
D Morehead
R Stanczyszyn

