



BEWDLEY
Town Council

**PUBLIC NOTICE OF MEETING AND
SUMMONS TO FINANCE AND FACILITIES COMMITTEE MEMBERS**

The meeting of the **Finance and Facilities Committee** will be held at **Guildhall,
Load Street, Bewdley**
Monday, 22 August 2022 at 5.00pm

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item F-112 below. Members of the public are permitted three minutes to speak and may ask questions or raise concerns regarding matters on this agenda or for future consideration.

There is no expectation on the council to respond to any comments made at this time.

AGENDA

F-109 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-110 DECLARATIONS OF INTEREST:

Councillors are reminded:-

- i) Register of Interests: Councillors are reminded of the need to update their Register of Interests.
- 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.

F-111 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.

F-112 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-113 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 25 July 2022, previously circulated but also attached.

F-114 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 4.
- ii) To note the current financial position – Please see July bank reconciliation. Page 5
- iii) To note the comparison of budget to actual income and expenditure as at 08 August 2022. Pages 6 and 7.

iv) Fixed Energy Prices – Load Street Toilets

For noting: In an attempt to save costs in a current volatile market the council is locked in to a two-year fixed term agreement commencing 23 August with expiration on 22 August 2024. The new energy supplier is Scottish Power with charges detailed below:

Supplier	Standing Charge day rate	Charge per KWH
Npower (Current supplier)	82.192	51.624p
Scottish Power (New supplier)	73.10	45.520p

With prices set to rise again in October and having increased by 5% in the previous week, delegation was made to the Town Clerk to agree the 24-month contract as prices are only held for a 24-hour period.

F-115 BENCH REFURBISHMENT PROGRAMME

Funding through WFDC Cllr R Coleman has been used to refurbish the wood and concrete bench at Park Lane. There is an outstanding underspend from grant funding of £500 of approximately £135.00 which will need to be refunded back to WFDC. Cllr Coleman has suggested that he grant funds a further £500 from District Council FY22.23 which would total £635.00 allowing for two further benches to be refurbished with a small shortfall of approximately £93.00. If approved this would increase the budget for bench refurbishment allowing for 8 benches to be refurbished during this financial year as opposed to the 6 that were scheduled using BTC funding only. Members are asked to consider this request.

F-116 WYRE HILL PLAY AREA – WOODEN BRIDGE UPATE

For noting: Following a report of vandalism to the bridge of the wooden play equipment a quotation has been received which amounts to £1,252 to supply and fit the damaged section. It was agreed at the Town Council Meeting on 11 July that an insurance claim would be pursued should the cost of repair be higher than that of the £1,000 Wyre Hill Play Equipment budget. The insurance excess amounts to £250. Therefore, an instruction has been made to the insurance provider to proceed with the claim.

F-117 RIVERSIDE NORTH PARK – WASTE COLLECTION CONTRACT EXTENSION UNTIL 31 MARCH 2023

The current waste collection contract for the park expires on 31 October 2022. In order that contracts are in line with the financial year end and to better prepare for future budgets an enquiry was sought to ask if the current contractor would extend the contract until March 2023. Pricing for 1 year, 2 year and 3-year contracts cannot be determined until the new contract however pricing has been sought for budget preparation purposes.

The current budget is set at £500, with expenditure to date of £212.17 and a projected annual expenditure of £635.51 amounting to an overspend of approximately £136.

Members are asked to approve extending the current contract until March 2022 on the current pricing schedule amounting to £16.73 per lift (1100L capacity on a fortnightly collection) and £5.00 monthly duty of care charge.

F-118 POLICE AND CRIME COMMISSIONER SAFER ROAD GRANT

For noting: BTC has been successful in obtaining a grant award for the sum of £1,851, a 50% contribution toward the purchase of a fixed vehicle activated speed sign at the agreed siting of Dowles Road. For the purpose of the exercise a quotation was sought from the preferred supplier Morelock and a purchase order has been raised accordingly. Once installed and following a suitable period of data collection a final report is required to be completed to fulfil the conditions of the grant funding.

F-119 WCC LIBRARY DIRECTIONAL SIGNS

For Noting: It was previously reported that WCC had responded to a request to install directional library signs stating that they would not carry out this task with the committee asking for a letter to be sent expressing disappointment of its decision. Following the dispatch of the letter, a further response was sent to BTC on 26 July stating that WCC endeavour to meet expectations however on this occasion it felt unable to achieve this request.

F-120 BOUNDARY SIGNS UPDATE

For Noting: At the Finance and Facilities Committee Meeting held on 27 June 2022 a resolution was made for contract award.

The contractor will remove the existing sign to use as a mould for casting purposes and make 5 new signs and refurbish the existing sign before replacing and installing all signs at the agreed locations. The cost has been reduced by £587.75 as the original quotation was for the production of 6 signs. The agreed capital budget stands at £6,000 with the new cost standing at £5,298.75. All boundary signage will be installed in due course.

F-120 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 26 September 2022, 5pm at the Guildhall.

Budget Working Group Meeting - 26 September 2022, 4pm at the Guildhall.

Committee Membership: (7)

- Cllr E Bourne
- Cllr J Byng
- Cllr C Edginton White
- Cllr P Gittins MBE
- Cllr P Harrison
- Cllr I Latimer (Committee Chairman)
- Cllr R Stanczyszyn (Mayor)



**Tracy Bodley
Town Clerk
16 August 2022**

Agenda Item F-114 i) Schedule of Accounts for approval

Voucher Code	Payment Method	Description	Net	VAT	Total	
142	Legal and Professional Fees	DD	GDPR/DATA PROTECTION	40.00	0.00	40.00
193	Maintenance & Office Cleaning	BACS	Paper Towels	30.15	6.03	36.18
194	Mayor's Expenses	BACS	Mayor's expenses	38.85	0.00	38.85
195	Mayor's Expenses	BACS	Mayor Of Kidderminster Quiz Night	24.00	0.00	24.00
196	Postage	Petty Cash	Postage	10.01	0.00	10.01
203	Lengthsman	BACS	Lengthsman Scheme	298.56	0.00	298.56
204	Waste Collection Contract	DD	General Waste Collection	61.49	12.30	73.79
205	Photocopier	BACS	Printer	30.03	6.01	36.04
206	Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
208	Accruals	BACS	Mayoral Board - P Harrison accounted to FY21.22 Accounts	85.00	17.00	102.00
209	Mayoral Roll & Civic Items	BACS	Mayoral Board - R Stanczyszyn	85.00	17.00	102.00
211	Maintenance & Office Cleaning	BACS	Cleaning	112.00	22.40	134.40
212	Software & Support	BACS	Software & support 1 June 22 - 31 May 23	420.00	84.00	504.00
213	Software & Support	DD	Software & support	177.88	35.58	213.46
214	Grants/Donations	BACS	Grant/Donation	1,000.00	0.00	1,000.00
215	Grants/Donations	BACS	Grant/Donation	1,000.00	0.00	1,000.00
216	Grants/Donations	BACS	Grant/Donation	700.00	0.00	700.00
218	Stationery & Print	Petty Cash	copier paper credit note item not rec'd	-46.65	-9.33	-55.98
219	General Maintenance	BACS	Electric Standing Charge RNP	85.36	4.27	89.63
220	Relief Cleaner	BACS	Relief Cleaner - Load Street Toilets	100.00	0.00	100.00
221	Office Energy & Utilities	BACS	Electricity Office	87.60	4.38	91.98
222	Utilities - Water & Electricity	BACS	Electricity Load Street Toilets	343.07	17.15	360.22
224	Advertising & Official Notices	BACS	Grant awards generic poster for Beale's Corner noticeboard	25.00	5.00	30.00
225	Subscriptions	Petty Cash	Adobe Subscription	28.64	5.73	34.37
226	WFDC Payroll Admin Charge	BACS	July Payroll	50.00	10.00	60.00
227	Staff Costs	BACS	July Salary 1	663.82	0.00	663.82
228	Staff Costs	BACS	July Salary 2	763.90	0.00	763.90
229	Staff Costs	BACS	July Salary 3	4,999.22	0.00	4,999.22
230	Staff Costs	BACS	July Salary 4	1,316.21	0.00	1,316.21
231	Staff Costs	BACS	July Salary 5	1,035.31	0.00	1,035.31
232	Stationery & Print	Petty Cash	Hazard tape - anti-slip	5.82	1.17	6.99
233	Stationery & Print	Petty Cash	Paper	23.31	4.66	27.97
234	Stationery & Print	Petty Cash	Hazard tape	2.28	0.46	2.74
235	Consumables	Petty Cash	Mop	19.16	3.83	22.99
236	Stationery & Print	Petty Cash	Stationery & print	4.51	0.90	5.41
237	Computer/Office Equipment	Petty Cash	Monitor Stand Risers	57.35	11.47	68.82
238	Christmas Illuminations Event	BACS	Road Closure Christmas Event	123.00	0.00	123.00
239	Service Charge & Business Rates	BACS	Garage gutter clearance	31.68	0.00	31.68
240	Intruder Alarm	BACS	Annual Maintenance Contract	379.25	75.85	455.10
241	Utilities - Water & Electricity	BACS	Water - Load Street Toilets	104.43	20.04	124.47
242	Guildhall	BACS	Guildhall Lease	55.00	0.00	55.00
243	Election Costs	BACS	Election Costs	8,341.75	0.00	8,341.75

Agenda Item F-114 ii) July Bank Reconciliation

	Bank Reconciliation at 31/07/2022		
	Cash in Hand 01/04/2022		179,876.90
	ADD Receipts 01/04/2022 - 31/07/2022		113,267.28
			293,144.18
	SUBTRACT Payments 01/04/2022 - 31/07/2022		79,006.78
A	Cash in Hand 31/07/2022 (per Cash Book)		214,137.40
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2022	383.38	
	Scottish Widows 31/07/2022	30,901.50	
	Cambridge Building Society 31/07/2022	30,000.00	
	Unity Trust Savings Account 31/07/2022	10,668.56	
	Unity Trust Current Account 31/07/2022	142,183.96	
			214,137.40
	Less unrepresented payments		
			214,137.40
	Plus unrepresented receipts		
B	Adjusted Bank Balance		214,137.40
	A = B Checks out OK		