

**MINUTES OF THE
FINANCE AND FACILITIES COMMITTEE MEETING
MONDAY 25 JULY 2022**

HELD AT THE GUILDHALL, LOAD STREET, BEWDLEY

PRESENT

Councillors – E Bourne, C Edginton White, P Gittins MBE, P Harrison, I Lattimer (Committee Chairman) and R Stanczyszyn (Mayor)

In attendance:

Tracy Bodley, Town Clerk and Niki Green, Mayor's PA

F-98 APOLOGIES FOR ABSENCE

Apologies were received and recorded below:

| Cllr | Reason |
|------|---------|
| Byng | Holiday |

F-99 DECLARATIONS OF INTEREST

Members were reminded of the requirement to declare all interests: Cllrs Byng and Edginton White have a standing declaration in their respective roles as members of Wyre Forest District Council and as Trustees to Friends of Riverside North Park; any comments made at town council or Committee meetings on Localism, Riverside North Park and other town environs are made prior to possession of the full facts and would not amount to pre-determination.

F-100 COUNCILLOR'S DISPENSATIONS

Following a declaration of interest at minute reference 99, it was noted that Cllrs Byng, and Edginton White have a dispensation in place up to May 2023 for discussion and voting on agenda items covering interests as detailed above.

F-101 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

None present.

F-102 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 27 June 2022.

RESOLVED: That the minutes of the Finance and Facilities Committee Meeting be approved as an accurate record of the meeting and signed by the Chairman.

F-103 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 38.

RESOLVED: That the schedule of payments as at 25 July 2022 be approved for payment.

- ii) To note the current financial position – Please see June bank reconciliation. Page 38.

RESOLVED: That the current financial position be noted.

- iii) To note the comparison of budget to actual income and expenditure as at 6 July 2022.
Members asked questions relating to what was included under the income heading of other income, it was noted that transactions recorded related to a refund of a Mayoral function at Redditch that did not go ahead and transfer of funds to secure the deposit for the previous Mayor's Afternoon Tea while the Mayoral bank account was unable to be accessed.

RESOLVED: That the comparison of budget to actuals be noted.

- iv) EON Office Energy Dispute – 6 Load Street
It was reported that the ongoing dispute regarding date of occupancy and transfer of account numbers had finally been resolved with an agreed outstanding balance of £812.91 up to May remaining on the account. The report was **noted**.

F-104 TOWN SIGNAGE UPDATE

- i) Toilet Directional Signs – Members were circulated an illustration of the signs in advance of the meeting with identified locations also supplied. It was reported that should approval be granted for the purchase of the signs that the budget would have an overspend against it of £13.50 it was stated that as the overspend would amount to under 10% of the total budget this was considered acceptable.

RESOLVED: That approval is given to purchase and install 2 signs, 1 double backed sign for Gardeners Meadow and a single sign for Dog Lane Car Park subject to permission being granted by WFDC.

- ii) Library Directional Signs – Disappointment was recorded that WCC would not install directional signs to the library and the Town Clerk was requested to send a letter to WCC with a copy sent to the Bewdley Division County Councillor to convey this. It was also suggested and encouraged that the Town Councillor who highlighted the concern over lack of signs should canvass WCC directly in order to place some weight behind the campaign and urge community individuals to also express their concerns or requests directly to the correct agency responsible for these services.

F-105 EXTERNAL REDECORATION OF TOWN COUNCIL OFFICE AND LOAD STREET TOILETS

A quotation schedule was circulated in advance of the meeting and a sample paint colour chart was provided with members asked to award a contract and select the colour for both buildings. It was reported that the Caretaker advised that by lighter colours make it more difficult to keep clean. His preferred choice being sandstone or county cream.

RESOLVED:

- i) That contractor **B** be appointed to undertake external paintwork of the Town Council Office and Load Street Toilets subject to obtaining suitable references.
ii) That the colour County Cream is the preferred colour choice.

F-106 ROAD CLOSURE TRAFFIC MANAGEMENT FOR UPCOMING EVENTS

- i) Remembrance Sunday – It was reported that there were insufficient funds within either Civic Ceremonies or the Remembrance Sunday budgets to cover the closure and marshalling with members requested to make recommendations to the Town Council regarding virement of funds, contract award and suitable budget provision for the following year.

It was stated that Cllr Bourne and Edginton White had been approached by a local person who had previously carried out marshalling duties at such events at a considerably lesser fee than those supplied within the quotation analysis and had expressed an interest of reprising the role. The Town Clerk stated that it was

understood that the arrangement could not continue due to the fact that the company were unwilling to obtain the correct insurances in order to carry out the service in a paid capacity, this was confirmed by the Mayor's PA.

RESOLVED:

- a) That a recommendation be made to Town Council for a virement of £1,000 from general reserves to the Civic Ceremonies / Remembrance budget.
- b) That a recommendation be made to Town Council to appoint contractor **B** to service the road closure for Remembrance Sunday.
- c) That a recommendation be made to Town Council and subsequently the budget working group that a sum of £3,000 is allocated to the Ceremonies / Remembrance for FY23/24.

- ii) Christmas Switch On Event - It was reported that as there was sufficient funds to cover the cost of marshalling and road closure at the Switch On Event that in accordance with committee Terms of Reference the committee could appoint a contractor from the quotations supplied to members within their papers.

RESOLVED: That contractor **B** be appointed to service the road closure and marshalling at the Christmas Switch On Event on 26 November.

The Mayor's PA left the meeting at 17:42hrs

F-107 RIVERSIDE NORTH PARK PLAY EQUIPMENT

- i) It was reported that a quotation had been sought for the replacement of the missing junior swing seat and chain, however the cost of replacement would take the budget into an overspend, the committee was asked to consider replacement of the missing part and if it wished to make recommendation to Town Council to vire funds from another budget area within the Riverside North Park Cost Centre.

RESOLVED:

- a) That a recommendation be made to Town Council to approve virement £500 from the Riverside North Park cost centre under the cost code Annual Tree Inspection to the Play Equipment Maintenance/Repair budget.
- b) That approval is granted to purchase a replacement junior swing seat.

- ii) Vandalism to the train – It was reported that The Friends of Riverside North Park did not wish to contribute to the replacement panel following transfer of responsibility to BTC. Members were asked if it wished to replace the panel on the train or leave in its current condition with the graffiti having been removed but the panel faded.

RESOLVED: That the panel would remain as it currently is.

F-108 DATE OF NEXT MEETING – 22 August 2022, 5pm in the Guildhall, Load Street, Bewdley.

The meeting concluded at 17:50 Hours

Signed.....
The Chairman of the Finance and Facilities Committee
22 August 2022


J. Byrnes (2022 16:19 GMT+1)

Minute Reference F-103 i) Schedule of Payments

| Voucher | Code | Description | Net | VAT | Total |
|---------|--|--------------------------|----------|-------|----------|
| 7 | Office Energy & Utilities | Electricity | 774.20 | 38.71 | 812.91 |
| 142 | Legal and Professional Fees | GDPR/DATA PROTECTION | 40.00 | 0.00 | 40.00 |
| 173 | Waste Collection Contract | General Waste Collection | 38.46 | 7.69 | 46.15 |
| 174 | General Maintenance (inc graffiti removal) | Electric Standing Charge | 82.61 | 4.13 | 86.74 |
| 175 | Lengthsman | Lengthsman Scheme | 347.78 | 0.00 | 347.78 |
| 176 | Office Energy & Utilities | Electricity | 99.15 | 4.96 | 104.11 |
| 177 | Town Clock - Apr - Jun | Electricity | 17.47 | 0.87 | 18.34 |
| 178 | Utilities - Water & Electricity | Electricity | 323.61 | 16.18 | 339.79 |
| 179 | Consumables | Toilets | 177.13 | 35.43 | 212.56 |
| 180 | Accruals- Recorded in FY21/22 Accounts | wheelie bin stickers | 267.00 | 0.00 | 267.00 |
| 181 | Street Poles, Tubs & Baskets | Ornamental Columns | 3,512.53 | 0.00 | 3,512.53 |
| 182 | Maintenance & Office Cleaning | PAT Testing | 79.00 | 15.80 | 94.80 |
| 183 | Maintenance & Office Cleaning | Cleaning | 10.00 | 0.00 | 10.00 |
| 189 | Broadband & Landline | Broadband | 37.50 | 7.50 | 45.00 |
| 190 | Broadband & Landline | Telephone | 41.00 | 8.20 | 49.20 |
| 191 | Expenses | Expenses | 113.17 | 0.00 | 113.17 |

Minute Reference F-103 ii) June Bank Reconciliation

| | | | |
|--|---|------------|-------------------|
| Bank Reconciliation at 30/06/2022 | | | |
| | Cash in Hand 01/04/2022 | | 179,876.90 |
| | ADD Receipts 01/04/2022 - 30/06/2022 | | 109,566.68 |
| | | | 289,443.58 |
| | SUBTRACT Payments 01/04/2022 - 30/06/2022 | | 58,287.64 |
| A | Cash in Hand 30/06/2022 (per Cash Book) | | 231,155.94 |
| Cash in hand per Bank Statements | | | |
| | Petty Cash 30/06/2022 | 77.06 | |
| | Scottish Widows 30/06/2022 | 30,901.50 | |
| | Cambridge Building Society 30/06/2022 | 30,000.00 | |
| | Unity Trust Savings Account 30/06/2022 | 10,668.56 | |
| | Unity Trust Current Account 30/06/2022 | 159,508.82 | |
| | | | 231,155.94 |
| | Less unrepresented payments | | |
| | | | 231,155.94 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 231,155.94 |
| A = B Checks out OK | | | |






Finance and Facilities Committee Minutes 25 July 2022

Final Audit Report

2022-08-24

| | |
|-----------------|---|
| Created: | 2022-08-24 |
| By: | Anita Bickerdike (admin@bewdleytowncouncil.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAkqwKa1dMoE8TX6yYWTRjYD62OSwynSwa |

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