



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, 28 November 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-140 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-137 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-138 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-139 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-140 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-141 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 24 October 2022, previously circulated but also attached.

F-142 FINANCE

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 5.
- ii) To note the current financial position – Please see October bank reconciliation. Page 5.
- iii) To note the comparison of budget to actual income and expenditure as at 8 November 2022. Pages 8 and 9.

F-143 GRANT APPLICATIONS – PHASE TWO

Members are requested to consider 7 grant applications as detailed in the table supplied at pages 6 and 7. Supplied separately for committee members only are completed applications and supporting information. The 2022/2023 annual budget for grant funding stands at £13,000 with the opportunity to award grants in two phases June and November with the final decision being made at Town Council Meetings in July and December. The remaining budget for phase two stands at £10,300. Members are asked to consider applications based on the criteria as set out in the Grants Awards Policy, also supplied for information, and previous grants awarded in relation to favouring new applicants or those that have not applied on an ongoing basis.

F-144 BOUNDARY SIGNS UPDATE

For Noting: The signs have been returned to the contractor's depot after being powder coated with remaining work of fine detail painting and fitment of channels required for affixing to the posts still required. It is anticipated that completion of this work will be by week ending 2 December, with installation dates yet to be confirmed.

F-145 STANLEY BALDWIN STATUE

Work was carried out by the approved contractor on 4 November where it was reported by a member of the Civic Society that whilst in conversation with the operative carrying out cleaning works when asked if he was completing the cleaning process with waxing of the bronze statue, he was told that he was not carrying out waxing as it was not detailed on his job sheet. Upon enquiry the contractor apologised for the omission and having spoken to the technician it was reported that in their opinion the statue would not benefit from waxing as the current finish was in extremely good condition and additional waxing would dull the finish. The contractor has suggested that a rebate is offered on the original quote of £77.00, the original quote previously approved amounting to £977.00. Alternatively, the contractor can reschedule the work to complete the waxing process. It was reported by the representative of the Civic Society that the cleaning work was carried out to a high standard. Members are asked if they wish to receive a credit of £77.00 or request that work is carried out to complete waxing of the bronze statue.

F-146 VEHICLE ACTIVATED SPEED SIGN – DOWLES ROAD UPDATE

For noting: The County Liaison Officer has now carried out a site visit in Dowles Road and confirms that permission has been granted to site a VAS sign. An order has been raised with the placement team to install a post in preparation to affix the VAS sign to it. This work will be carried out in accordance with the teams existing work schedule and any other health and safety duties that take precedence.

F-147 RIVERSIDE NORTH PARK

- i) Swan Pond – Following approval for reed and lily clearance at the previous Finance and Facilities Committee Meeting the Friends of Riverside North Park would like to spend remaining funds on improvements to the path around the pond. The group has obtained quotations and hold sufficient funds to lay a path from the existing path, also requiring relaying, around the top of the Swan Pond to the edge of the Worcestershire Way and are requesting permission from BTC to carry out this work. In addition, the friends group wish to continue the path in order that it meets the original in a circular route, however, have insufficient funds remaining to do so. The quotation for the continuation path amounts to £5,700. The Friends Group have asked its members to consider options available to it which are detailed below:
 - a) *The Friends Group proceed with part one of the path only, subject to approval from BTC.*
 - b) *Request that BTC contribute £5,700 to proceed with part one and part two of the path work.*
 - c) *BTC Liaise with Worcestershire Way.*

- d) The Friends Group find funding streams to complete part two of the pathway.
 e) The Group cease to operate and use all remaining funds to fund the whole pathway project – the shortfall would be approximately £1,000.

There are no funds remaining within the maintenance cost code of the Riverside North Park Cost Centre to contribute toward the project during FY22/23. Members may wish to set aside some capital funds within the FY23/24 and make recommendation to the Budget Working Group accordingly. In the first instance members are asked if it gives permission for the Friends Group to carryout part one of the pathway work.

- ii) Tree Survey Quotations - Annual Tree Inspection – Quotes have now been received for completion of a comprehensive tree inspection and survey for all trees and hedges within the park. The Budget for 22/23 Tree Inspection stands at £1,000. Detailed in the table below is a summary of the quotes received with notes providing methodically and survey structure. Members are asked to consider quotations and award the contract from the preferred quotations.

Company	Estimated time to carryout survey	Number of trees estimated by contractor	Price of Quote ex VAT	Notes
A	1.5 days for site survey, 0.5 days to generate report and mapping	200	£ 1,094.60	Include plotting trees, recording condition, any required work, inclusion of hedgerows and hedges. Provision of pdf tree schedule detailing tree species, approximate size and age group and an overview report.
B	1 Day	50	£ 877.50	Visual Tree Assessment methodology - diagnosis of tree defects and evaluation of visual signs & application of biomechanical criteria. The survey provides tree management care and presented in a spreadsheet.
C	1.5 days for site survey, 0.5 days to generate report and mapping	As detailed on original Schedule sent - Approx. 200	£ 650.00	Visual Tree Assessment methodology - assessing against Quantified Tree Risk Assessment. Make management recommendations for defective trees. Tag trees requiring work and plot all trees and woodland on an OS plan with sequential numbering. Trees identified as imminent risk will be immediately brought to the attention of BTC. An overview report, tree location plan and summary will be provided in addition to the survey.

F-148 BEWDLEY TOWN COUNCIL WEBSITE

For noting: The new website has now gone live which includes the Planning Application feed to real-time access for Planning Committee Members, Councillors and members of the public. Details for the website remain unchanged and to visit please go to: <https://bewdleytowncouncil.org/> For queries or updates, please direct any enquiries to the office administrators who will carry out amendments and additions.

F-149 BEWDLEY COAT OF ARMS

A long serving member of Bewdley Festival is retiring shortly, and a representative of the Festival has asked if Bewdley Town Council will give permission to use the Bewdley Town Crest to create a commemorative set of cufflinks as a retirement gift. If approval is granted, then the representative requires a high-resolution copy to supply to the manufacturers. Members are asked to consider this request.

F-150 BUS SHELTER MAINTENANCE

See report at page 10.

F-151 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 23 January 2023, 5pm 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

23 November 2022

Agenda Item F-142 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
387	Christmas Lights Contract	BACS	Christmas Lights 2022	14,701.17	2,940.23	17,641.40
391	Maintenance & Office Cleaning	BACS	Cleaning	112.00	22.40	134.40
392	Relief Cleaner	BACS	Load Street toilets	105.00	21.00	126.00
395	Advertising & Official Notices	BACS	Vacancy Advertising	526.00	105.20	631.20
396	General Maintenance	BACS	Maintenance	18.00	0.00	18.00
397	Lengthsman	BACS	Lengthsman Scheme	286.18	0.00	286.18
398	General Maintenance	BACS	Maintenance	28.00	0.00	28.00
399	Lengthsman	BACS	Lengthsman Scheme	396.92	0.00	396.92
401	Mayor's Expenses	BACS	Mayor's expenses	31.90	0.00	31.90
402	Remembrance Sunday	CHQ	RBL Poppy Appeal	100.00	0.00	100.00
403	Remembrance Sunday	BACS	First Aider - Remembrance Sunday	30.00	0.00	30.00
404	Christmas Illuminations Event	BACS	Christmas Event Balloon modelling	350.00	0.00	350.00
405	Software & Support	DD	Software & support	177.89	35.57	213.46
406	Office Energy & Utilities	BACS	Office Electric	319.59	15.98	335.57
407	Bench Replacement	BACS	Replacement Memorial Bench	572.50	114.50	687.00
408	Christmas Illuminations Event	BACS	Christmas event stage, sound, compare	600.00	120.00	720.00
409	Expenses	BACS	Lisa CB Mileage	10.26	0.00	10.26
410	Christmas Illuminations Event	Petty Cash	Black Chain	9.78	1.95	11.73
411	Stationery & Print	Petty Cash	Bluetac	4.20	0.84	5.04
412	Stationery & Print	Petty Cash	Cable Ties	5.25	1.05	6.30
413	Subscriptions	Petty Cash	Adobe Subscription	28.64	5.73	34.37
414	Remembrance Sunday	Petty Cash	Lemons	1.55	0.00	1.55

Agenda Item F-142 ii) October Bank Reconciliation

Bank Reconciliation at 31/10/2022			
	Cash in Hand 01/04/2022		179,876.90
	ADD Receipts 01/04/2022 - 31/10/2022		237,079.84
			416,956.74
	SUBTRACT Payments 01/04/2022 - 31/10/2022		141,867.56
A	Cash in Hand 31/10/2022 (per Cash Book)		275,089.18
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2022	469.37	
	Scottish Widows 31/10/2022	30,901.50	
	Cambridge Building Society 31/10/2022	30,000.00	
	Unity Trust Savings Account 31/10/2022	160,684.69	
	Unity Trust Current Account 31/10/2022	53,143.60	
			275,199.16
	Less unrepresented payments		109.98
			275,089.18
	Plus unrepresented receipts		
B	Adjusted Bank Balance		275,089.18
	A = B Checks out OK		

Agenda Item F - 143 Grant Applications Phase 2

No.	Organisation Name	Grant Request	Purpose of Grant	Amount Funded From Own Resources	Previous Awards	Notes
4	Bewdley Cricket Club (BCC)	£1,000	To purchase energy saving lighting and new efficient freezer for kitchen to continue Bewdley's CC environmental project.	£500	11/12 £229; 12/13 = £ 200; 13/14 £100; 14/15 = £200;15/16 = £225; 16/17 £100; 17/18 = £250;18/19 = £250; 19/20 = £250; 20/21 = £250;	
5	Bewdley Rowing Club (BRC)	£1,000	Gym refurbishment and new equipment. Bewdley no longer has a gym and local people have to travel to Kidderminster/Stourport.	£9,000	19/20 = £1000; 20/21 = £1000	
6	Community Transport Helpline Ltd(CTH)	£1,000	Helping to relieve social isolation including training, workshops and day trips; plus ppe, recruiting volunteers .	Will match fund grant.	11/12 £500; 13/14 £500; 14/15 = £500; 15/16 £ = £500;16/17 = £750;17/18 = £750; 18/19 = £1500; 19/20 = £1500; 20/21 = £1000	
7	Kidderminster Male Choir	£320	Necessary training to develop future choir conductors and enable us to meet performance schedules.	Will provide travel and food expenses.	none listed from 2011/12	
8	All Saints Church Parochial Church Council (ASCPCC)	£750	Contribute to cost of electricity to expand holiday fund scheme during Christmas and January to prove a "Heat Hub" for the local community by extending church opening times to provide a heated space for residents to undertake activities and have warm drinks	No amount specified - current usage of the church require it to be heated and these costs will be covered.	13/14 = £900; 14/15 = £675; 16/17 £1000 requested file does not state if given and no grant letters in file	

9	Wyre Community Land Trust (WCLT)	£800	We are seeking grant support to offer our staff and volunteers outdoor first aid and refresher training. First aid training will enable our staff and volunteers to deal with any emergency situation with confidence in a prompt, safe and effective way.	£200	17/18 = £1200;	
10	Bewdley & District Horticultural Society (B&DHS)	£300	We promote excellence in horticulture and provide a social and informative meeting place. We are seeking support in paying for speakers at monthly meetings	£200 / £400	14/15 = £250; 15/16 = £250; 16/17 = £200; 17/18 = £200; 18/19 = £250; 19/20 = £500; 21/22 = £300;	* draft rules submitted to be approved at Feb 2023 AGM
Total		£5,170				