

**MINUTES OF THE  
FINANCE AND FACILITIES COMMITTEE MEETING  
MONDAY 22 AUGUST 2022**

**HELD AT THE GUILDHALL, LOAD STREET, BEWDLEY**

**PRESENT**

Councillors – J Byng (Committee Vice Chairman), C Edginton White, P Gittins MBE, P Harrison and R Stanczyszyn (Mayor)

**In attendance:**

Tracy Bodley, Town Clerk

**F-109 APOLOGIES FOR ABSENCE**

Apologies were received and recorded below:

Cllr	Reason
Bourne	Unable to attend
Lattimer	Holiday

**F-110 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-111 COUNCILLOR'S DISPENSATIONS**

Following a declaration of interest at minute reference 110, 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-112 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC**

None present.

**F-113 TO APPROVE THE PREVIOUS MINUTES**

To approve adoption of the minutes of the Finance and Facilities Committee held on 25 July 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-114 FINANCE**

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 42.

**RESOLVED:** That the schedule of payments as at 22 August 2022 be approved for payment.

- ii) To note the current financial position – Please see July bank reconciliation. Page 43.

**RESOLVED:** That the current financial position be noted.

- iii) To note the comparison of budget to actual income and expenditure as at 8 August 2022.  
Members asked questions relating to the Lengthsman Scheme as expenditure was significant in relation to receipted funds covering the scheme. It was reported that payment of some duties had been denied albeit had been completed and refunded historically. It was further reported that the matter was forwarded to the local Worcestershire County Councillor who was unable to act upon this information.

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

- iv) Fixed Energy Prices - Load Street Toilets  
It was reported that the council has locked into a two-year fixed contract with Scottish Power at a standing charge day rate of 73.10 and 45.520p. The report was **noted**.

#### **F-115 BENCH REFURBISHMENT PROGRAMME**

It was reported that funding made available through WFDC Cllr R Coleman was used to refurbish the wood and concrete bench at Park Lane leaving unspent funds of approximately £135.00 requiring refunding to WFDC. Cllr Coleman suggested that he grant a further £500 which would leave a balance of £635.00 and enable a further two benches to be refurbished with a small shortfall of approximately £93.00. Members were asked to consider this request which would allow for 8 benches to be refurbished during this financial year as opposed to the 6 that were scheduled using BTC funding only. Cllr Byng stated that this was a generous offer from Councillor Coleman and thanked him for the gesture.

RESOLVED: That approval is given to the suggestion of receipt of additional WFDC members funding to pay for supplementary bench refurbishment.

#### **F-116 WYRE HILL PLAY AREA – WOODEN BRIDGE UPATE**

It was reported that following vandalism to the bridge and with a quotation received amounting to £1,252 to replace and repair the damaged pieces that an insurance claim was being made. The report was **noted**.

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

It was reported that the current contract ended on 31 October and the contractor was willing to extend the contract based on the current pricing until 31 March 2023. Members were asked to consider extending the contract to the end of the financial year in order to make budget preparations for 2023/2024. Cllr Stanczyszyn stated that he was unaware of the price increase as detailed within the agenda and it was reported that the council had been notified of an increase earlier in the year. It was confirmed that identification of this report would be followed up after the meeting by extracting the correct minute reference. Minute reference identified as Town Council Meeting 7 March 2022, 9643 viii) Town Clerks Update, Riverside North Park – Waste Collection price increase.

RESOLVED: That the waste collection contract be extended until 31 March 2023.

#### **F-118 POLICE AND CRIME COMMISSIONER SAFER ROAD GRANT**

It was reported that BTC had been successful in obtaining a 50% contribution toward the purchase of a fixed vehicle activated speed camera to be installed on Dowles Road. A purchase order has been raised with the preferred contractor Morelock and paperwork had been lodged with the PCC to release funds. The report was **noted**.

**F-119 WCC LIBRARY DIRECTIONAL SIGNS**

It was reported that following a request that the Town Council write to WCC to convey disappointment and to further state the case for installation of directional signs a response had been received stating that it would not acquiesce. The report was **noted**.

**F-120 BOUNDARY SIGNS UPDATE**

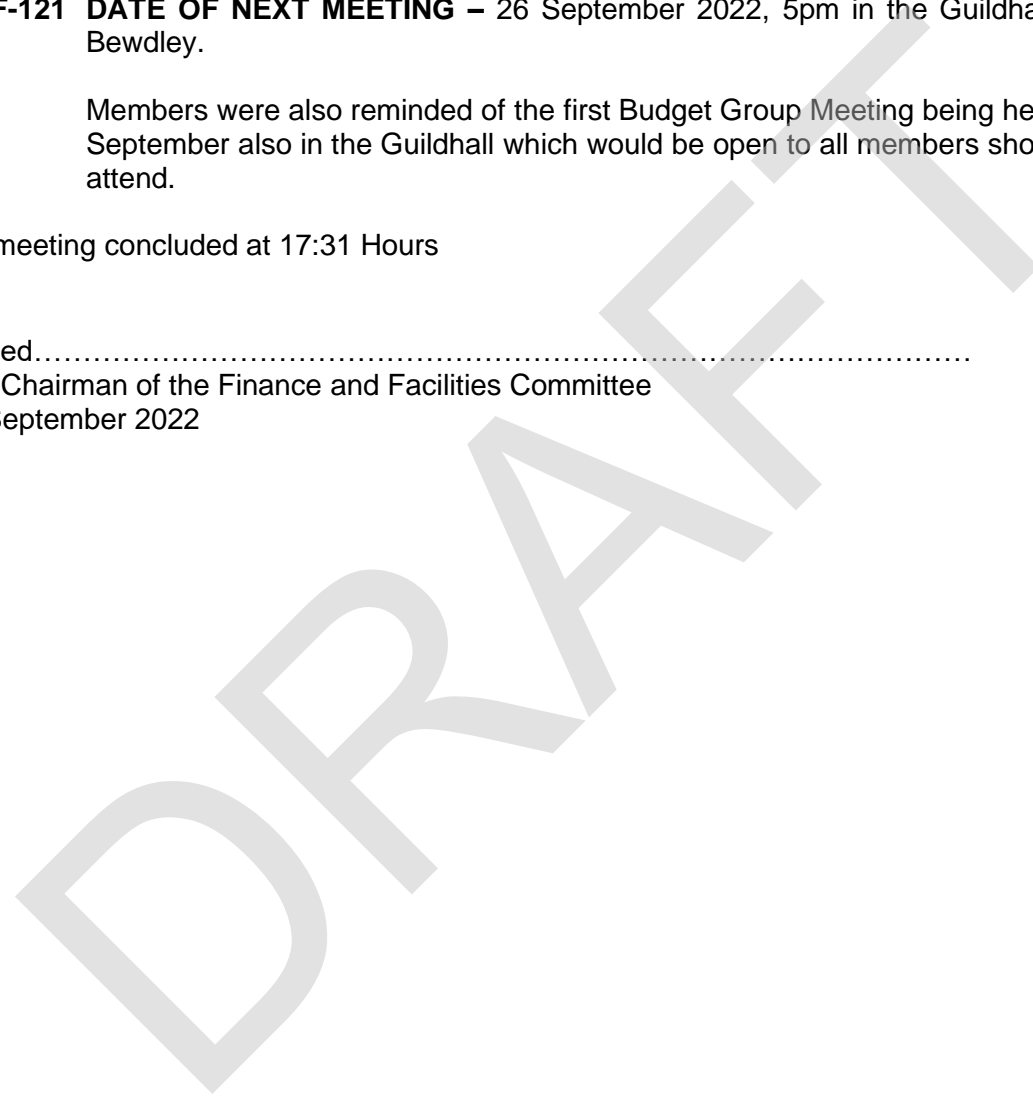
A report was received updating committee members on the progress of the boundary signs with a reduction in the original approved quotation as 5 signs would be produced, and the existing sign would be used as a mould and then refurbished. This costing was within budget and further updates on installation would be provided in due course. The report was **noted**.

**F-121 DATE OF NEXT MEETING – 26 September 2022, 5pm in the Guildhall, Load Street, Bewdley.**

Members were also reminded of the first Budget Group Meeting being held at 4pm on 26 September also in the Guildhall which would be open to all members should they wish to attend.

The meeting concluded at 17:31 Hours

Signed.....  
The Chairman of the Finance and Facilities Committee  
26 September 2022



Minute Reference F-114 i) Schedule of Payments

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

Minute Reference F-114 ii) July Bank Reconciliation

	<b>Bank Reconciliation at 31/07/2022</b>		
	Cash in Hand 01/04/2022		179,876.90
	<b>ADD</b> Receipts 01/04/2022 - 31/07/2022		113,267.28
			293,144.18
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/07/2022		79,006.78
<b>A</b>	<b>Cash in Hand 31/07/2022</b> (per Cash Book)		<b>214,137.40</b>
	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
			<b>214,137.40</b>
	Less unrepresented payments		
			214,137.40
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>214,137.40</b>
	<b>A = B Checks out OK</b>		