

**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, 23 January 2023 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-155 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-152 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**F-153 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-154 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-155 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC**

**F-156 TO APPROVE THE PREVIOUS MINUTES**

To approve adoption of the minutes of the Finance and Facilities Committee held on 28 November 2022, previously circulated.

**F-157 FINANCE**

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Page 3.
- ii) To note the current financial position – Please see November and December bank reconciliations. Page 4.
- iii) To note the comparison of budget to actual income and expenditure as at 9 January 2023. Pages 5 and 6.

**F-158 RESERVES AND VIREMENT POLICY – FOR REVIEW**

Following presentation at the Town Council meeting on 9 January it was agreed that the policy be taken to the Finance and Facilities Committee for review with the recommendation being ratified at the Town Council meeting dated 13 February 2023. Please see pages 7 - 9 for the draft policy.

#### **F-159 SIGNS UPDATE**

- i) Boundary Signs - **For noting:** There is a delay with installation of the boundary signs due a family bereavement of the subcontractor carrying out the fine detail work to the signs. An installation date is yet to be set.
- ii) Toilet Signs - **For noting:** The licence agreement has been signed and returned to WFDC and will only be countersigned when payment is made of £120. This is being funded by WFDC Cllr Edginton White through community funding which is still awaited. A purchase order has been raised for the purchase of the signs.

#### **F-160 WYRE HILL PLAY AREA**

- i) Multi-play Wooden Unit - **For noting:** The damaged bridge to the wooden multi play unit has now been replaced at the beginning of December 2022.
- ii) Play Equipment Annual Play Inspection – **For noting:** The annual inspection of the play equipment has been carried out by an accredited Register of Play Inspectors International (RPiI). Detailed within the 57-page report is an assessment of each piece of equipment based on a risk rating of very low, low, moderate, high or very high risk. Please see page 10 for a breakdown of moderate risk extracted from the report. Most items have been identified as very low to low risk with no areas requiring immediate attention. Recommendation has been made for monitoring some items for wear which is carried out regularly by the Caretaker with checklists completed and audited for compliance. The completed inspection report provided by The Play Inspection Company will be provided at the meeting for those wishing to see sight in hard copy format.
- iii) Licence Agreement Renewal – the five-year licence agreement with Worcestershire County Council to maintain and assume responsibility for Wyre Hill Play Area expires at the end of February 2023. Prior to renewal of a new five-year licence the WCC County Estates Manager has asked that BTC agree in principle to take a further 5-year licence prior to instructing the legal team to process the paperwork. The licences is charged at £1.00 per annum. A copy of the previous Licence can be found at pages 11 - 19. Members are asked if it wishes to renew the licence on the same basis.

#### **F-161 RIVERSIDE NORTH PARK**

- i) Play Equipment Annual Inspection - **For noting:** The annual inspection of the play equipment has been carried out by an accredited Register of Play Inspectors International (RPiI). Detailed within the 51-page report is an assessment of each piece of equipment based on a risk rating of very low, low, moderate, high or very high risk. Please see page 20 for a breakdown of moderate risk extracted from the report. As above the report states most items fall within the very low or low risk area requiring monitoring of equipment only. The completed inspection report provided by The Play Inspection Company will be provided at the meeting for those wishing to see sight in hard copy format.
- ii) Replacement Swing Seat – **For noting:** Sutcliffe Play will carry out work to replace the junior swing seat week commencing 23 January. For reference this swing seat has been missing prior to the transfer of the park to BTC and it was agreed at the F&F committee meeting in July 2022 with ratification at the September Town Council Meeting that a replacement swing seat be purchased.
- iii) Annual Tree Inspection – **For noting:** The annual tree inspection for the park took place on 14 January, a full report will be provided to the committee upon receipt.

#### **F-162 BEWDLEY BRIDGE PUBLICATION**

**For noting:** Notification has been received that due to an increase in printing costs that the cost of publication in the Bewdley Bridge Magazine has increased from a quarterly charge of £50 to £63 for a full-page submission. This is an excellent method of communication to disseminate council information for those within the community who do not have access or the ability to use IT.

#### **F-163 GARAGE LEASE RENEWAL – Please see report at pages 21 - 22.**

**F-164 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 27 February 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**  
**18 January 2023**

Agenda Item F-157 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
457	General Maintenane	BACS	Disabled toilet repair	150.00	0.00	150.00
459	Training - Staff	BACS	Training L Comley-Burke	30.00	6.00	36.00
460	Relief Cleaner	BACS	Load Street Toilet Cleaning	147.00	29.40	176.40
460	Maintenance & Office Cleaning	BACS	Cleaning	112.00	22.40	134.40
461	Waste Collection Contract	DD	General Waste Collection	55.19	11.04	66.23
462	Remembrance Sunday	BACS	Marching Band - Armistice Day	150.00	0.00	150.00
463	Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
464	Photocopier	BACS	Photocopier	15.53	3.11	18.64
467	Christmas Illuminations Event	BACS	Fix Motif Light Load St	430.00	86.00	516.00
468	Mayor's Expenses	BACS	Mayor's expenses	19.00	0.00	19.00
469	Staff Costs	BACS	Job Advert	200.00	40.00	240.00
470	Utilities - Water & Electricity	DD	Water Usage Toilets	139.82	27.96	167.78
470	Utilities - Water & Electricity	DD	Water Usage Toilets	4.24	0.00	4.24
471	Broadband & Landline	DD	landline	40.00	8.00	48.00
473	Mayor's Expenses	BACS	Lottery Licence Annual Renewal	20.00	0.00	20.00
474	Office Energy & Utilities	DD	Office Electric	436.32	87.26	523.58
475	Town Clock	BACS	Clock Electric	11.67	0.58	12.25
476	General Maintenane	BACS	Disabled toilet repair	75.00	0.00	75.00
478	Insurance & Valuations	BACS	Cyber Security Insurance	319.20	0.00	319.20
479	Software & Support	DD	Software & support	188.41	37.68	226.09
480	Stanley Baldwin Statue Cleaning & Maintenance	BACS	Stanley Baldwin Statue Cleaning 2022	977.00	195.40	1,172.40
481	Guildhall	BACS	Guildhall Lease	55.00	0.00	55.00
482	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
483	Meeting Room Hire	BACS	Room hire	104.00	0.00	104.00
484	Mayor's Expenses	BACS	Postage Stamps for Christmas Cards	27.88	0.00	27.88

Agenda Item F-157 ii) November Bank Reconciliation

	<b>Bank Reconciliation at 30/11/2022</b>		
	Cash in Hand 01/04/2022		179,876.90
	<b>ADD</b> Receipts 01/04/2022 - 30/11/2022		238,108.98
			417,985.88
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/11/2022		177,755.95
<b>A</b>	<b>Cash in Hand 30/11/2022</b> (per Cash Book)		<b>240,229.93</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2022	340.64	
	Scottish Widows 30/11/2022	30,901.50	
	Cambridge Building Society 30/11/2022	30,000.00	
	Unity Trust Savings Account 30/11/2022	160,684.69	
	Unity Trust Current Account 30/11/2022	39,394.38	
			<b>261,321.19</b>
	Less unrepresented payments		21,091.26
			240,229.93
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>240,229.93</b>
	<b>A = B Checks out OK</b>		

Agenda Item F-157 ii) December Bank Reconciliation

	<b>Bank Reconciliation at 31/12/2022</b>		
	Cash in Hand 01/04/2022		179,876.90
	<b>ADD</b> Receipts 01/04/2022 - 31/12/2022		238,651.00
			418,527.90
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/12/2022		190,705.71
<b>A</b>	<b>Cash in Hand 31/12/2022</b> (per Cash Book)		<b>227,822.19</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2022	248.99	
	Scottish Widows 31/12/2022	30,901.50	
	Cambridge Building Society 31/12/2022	0.00	
	Unity Trust Savings Account 31/12/2022	131,119.02	
	Unity Trust Current Account 31/12/2022	74,033.45	
			<b>236,302.96</b>
	Less unrepresented payments		8,480.77
			227,822.19
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>227,822.19</b>
	<b>A = B Checks out OK</b>		