



**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, 24 April 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-188 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-185 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-186 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-187 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-188 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-189 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 27 March 2023, previously circulated.

F-190 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 March bank reconciliation. Page 4.
- iii) To receive year end reports in draft format to include:
 - a) Balance Sheet as at 31 March 2023. Page 5
 - b) Income and Expenditure Account 01/04/2022 – 31/03/2023. Page 6.
 - c) Year End Working Document Year Ending 31/03/2023. Page 7.
 - d) Year End Summary of Income and Expenditure 2022 – 2023. Pages 8 - 12

F-191 RIVERSIDE NORTH PARK

- i) Tree Work Quotations resulting from findings of Annual Tree Survey – Presented at the March Finance and Facilities Committee the Tree Inspection Report highlighted tree work requiring immediate attention and work that required monitoring with remedial action within the next 12 months. Please see supporting report at pages 13 – 15.
- ii) Children’s Play Area Resurfacing – Please see detailed report at pages 16 – 18.
- iii) Memorial Bench – **For noting:** A bench located by the duck pond has been sympathetically refurbished and with a memorial dedication plaque fitted. The cost of refurbishment and plaque were paid by the family of the deceased.



F-192 MOBILE STREET TRADING APPLICATION

An application has been received through WRS for a Street Amenity permit for consent to be granted to sell Ice Cream in Wyre Forest Areas and Private Venues every day from 12.00 – 19.00 hrs. Public Consultation is open until 02 May 2023 and BTC is requested as a statutory consultee to provide comments. The application is provided at pages 19 – 20. Members are asked if they wish to provide comment.

For Information: Current street trading licences are detailed below, there are no static street traders in Bewdley and only mobile trading providing the following – 3 ice cream vans with permits to trade throughout Wyre Forest District: Anthony Bianco – 12.00-19.00 daily, Midland Supercream Limited –10.00 20.00 daily and Mr Damiano Casalino –14.30-20.00 weekdays and 12.00–20.00 weekends.

F-193 MANDATORY TRAINING FOR STAFF MEMBERS –

- i) First Aid Training - A requirement of the Health and Safety Policy to have at least one staff member trained in first aid and in the office at any one time, 2 members of staff have been placed on a one-day first aid course at a cost of £180.00 each. The training budget stands at £600.
- ii) ROSPA Play Inspection Training – The Caretaker has previously undertaken Play Inspection Training and with expiration now lapsed a refresher course is required. The course costs £354.00 with the budget remaining allowing for first aid training standing at £240.
- iii) Members are asked to make recommendation to the Town Council to increase the staff training budget to £1,000 to allow for payment of the above mandatory training and to allow other staff members the opportunity of future training course that may present themselves within the current financial year.

F-194 BOUNDARY SIGNS – For Noting

The Boundary Signs were installed on Monday 10th April and the project is now complete. Cllr Bourne has received communication regarding the siting of sign D on Longbank stating that it causes an obstruction when exiting St Johns Lane. It was reported that the positioning of all signs was approved by a WCC prior to installation.



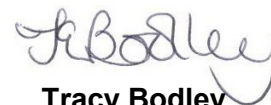
F-195 BOROUGH HOUSE, 6 LOAD STREET – OFFICE ENERGY

For noting: The Town Council has entered into a new 12-month fixed contract for electricity commencing 15 April 2023 with expiration on 14 April 2024. The price has been locked in at a daily standing charge of 30p with the price per kilowatt of 0.2960kwh with Eon, this being the cheapest energy supplier out of 4 suppliers contacted. Before this the council following expiration of the energy contract in September 2022 were on a variable rate of 79p daily standing charge and 0.4653kwh with a temporary Energy Bill Relief of 0.1210 kwh. The new rate creates an estimated average monthly saving of £200.

F-196 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 26 June 2023, 5pm at the Guildhall.

Committee Membership: (7)

Cllr S Billett
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 April 2023

Agenda Item F-190 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
9	Creditors - Coded in FY22/23 as YE Adj	BACS	Boundary signs	5,393.75	1,078.75	6,472.50
10	Creditors - Coded in FY22/23 as YE Adj	BACS	Photocopier	70.90	14.17	85.07
11	Creditors - Coded in FY22/23 as YE Adj	DD	General Waste Collection	38.46	7.69	46.15
12	King's Coronation Event	BACS	Event Medical Cover	210.00	0.00	210.00
13	Creditors - Coded in FY22/23 as YE Adj	DD	Electricity Load St Toilets	152.22	7.61	159.83
15	Mayor's Expenses	BACS	Mayor's expenses	6.30	0.00	6.30
16	Load Street Toilets General Maintenance	Petty Cash	3 x Toilet seats	39.97	8.00	47.97
17	Bench Maintenance	Petty Cash	Numbered Discs	8.32	1.67	9.99
18	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
19	Load Street Toilet Consumables	Petty Cash	Wide Visa	9.54	1.91	11.45
20	Load Street Toilet Consumables	Petty Cash	Sharps Bin & Gloves	5.39	1.08	6.47
20	Load Street Toilet Consumables	Petty Cash	Sharps Bin & Gloves	9.33	1.87	11.20
21	Load Street Toilet Consumables	Petty Cash	Chemical Gloves	10.82	2.17	12.99
22	Creditors - Coded in FY22/23 as YE Adj	DD	IT Support	195.90	39.18	235.08
23	Load Street Toilet Consumables	BACS	Soap Dispenser	25.18	5.04	30.22
24	Stationery & Print	Petty Cash	Congrats Card	2.50	0.50	3.00
25	Subscriptions & Licences	Petty Cash	Adobe Subscription	28.64	5.73	34.37
26	Cllr IT Equipment Replacement	Petty Cash	New Ipad	3,997.50	799.50	4,797.00
27	Subscriptions & Licences	BACS	CALC Fee capped 1306 Electorate	1,436.87	0.00	1,608.95
28	Bus Shelters Cleaning & Maintenance	Petty Cash	Perspex - Bus Shelters	60.29	12.06	72.35
29	Computer/Office Equipment & Consumables	Petty Cash	Keyboard & Pen	159.96	31.99	191.95
30	Advertising & Official Notices	BACS	Bewdley Bridge Magazine	63.00	0.00	63.00
31	Creditors - Coded in FY22/23 as YE Adj	DD	Office Electric	439.07	87.81	526.88
32	Photocopier	BACS	Photocopier	5.93	1.19	7.12
33	Creditors	BACS	Church Clock Electricity	11.82	0.59	12.41
	Bank Transfer		Bank Transfer to Petty Cash	434.73	0.00	434.73

Agenda Item F-190 ii) March Bank Reconciliation

Bank Reconciliation at 31/03/2023			
	Cash in Hand 01/04/2022		179,876.90
	ADD Receipts 01/04/2022 - 31/03/2023		249,643.87
			429,520.77
	SUBTRACT Payments 01/04/2022 - 31/03/2023		274,449.41
A	Cash in Hand 31/03/2023 (per Cash Book)		155,071.36
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	464.01	
	Scottish Widows 31/03/2023	60,984.50	
	Cambridge Building Society 31/03/2023	0.00	
	Unity Trust Savings Account 31/03/2023	71,667.53	
	Unity Trust Current Account 31/03/2023	21,955.32	
			155,071.36
	Less unrepresented payments		
			155,071.36
	Plus unrepresented receipts		
B	Adjusted Bank Balance		155,071.36
	A = B Checks out OK		