



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, 19 June 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-202 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. Members of the public wishing to address the council should send their questions or reports to the Town Clerk no later than 1pm on the day of the meeting.

AGENDA

F-197 ELECTION OF COMMITTEE CHAIRMAN

F-198 ELECTION OF COMMITTEE VICE CHAIRMAN

F-199 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-200 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-201 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-202 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-203 TO APPROVE THE [PREVIOUS MINUTES](#)

To approve adoption of the minutes of the Finance and Facilities Committee held on 24 April 2023, previously circulated.

F-204 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 April and May bank reconciliations. Pages 3 and 4.

iii) To note the [comparison of budget to actual income and expenditure](#) as at 5 June 2023.

F-205 D-DAY 80 YEAR ANNIVERSARY 6TH JUNE 2024 BUDGET PROPOSAL

Correspondence has been received from the Pageant master for D-Day 80 which is also accompanied by an open letter from the Prime Minister encouraging Town and Parish Councils to take part in some way. The committee is asked if it wishes to make recommendation to the budget working group to set aside a suitable budget for financial planning for FY2024/2025.

F-206 [GRANT APPLICATIONS PHASE 1 2023-24](#)

Please see [report](#) at pages 5 - 7. Members are also asked to refer to the electronic file to view completed applications and supporting information.

F-207 PLANTED BED AT THE FRONT AND PLANTERS TO THE REAR OF ST ANNES CHURCH

Following agenda item 9875 being deferred at the Town Council Meeting on 12 June, it is confirmed that WFDC Cllr Bourne has received communication from the Head of Community and Environmental Services stating that WFDC will continue to plant in the above areas until January 2024. The Finance and Facilities Committee may wish to make recommendation to the budget working group that an increase in budget for FY24/25 be considered to include these areas into the future planting scheme.

F-208 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 24 July 2023, 5pm at the Guildhall.

Committee Membership: (7)

Cllr C Billett

Cllr J Byng

Cllr C Edginton White

Cllr P Gittins MBE

Cllr P Harrison

Cllr I Latimer

Cllr R Stanczyszyn (Mayor)



Tracy Bodley

Town Clerk

14 June 2023

Agenda Item F-204 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
83	RNP Waste Collection Contract	DD	General Waste Collection	57.86	11.57	69.43
83	King's Coronation Event	DD	General Waste Collection	25.08	5.02	30.10
84	Civic Ceremonies	BACS	Photographer for the Mayor Making	45.00	0.00	45.00
85	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
86	Civic Award	BACS	Engraving - Civic Award	10.00	0.00	10.00
87	Maintenance & Office Cleaning	BACS	Office Cleaning	84.00	16.80	100.80
88	Load Street Toilet Consumables	BACS	Janitorial supplies	227.51	45.50	273.01
89	WFDC Payroll Admin Charge	BACS	April Salaries	10,476.51	12.00	10,488.51
90	WFDC Payroll Admin Charge	BACS	May Salaries	10,476.51	12.00	10,488.51
91	Load Street Toilets Utilities - Energy	DD	Water Usage Toilets	406.46	56.65	463.11
92	Guildhall Lease	BACS	Guildhall Lease	55.00	0.00	55.00
93	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
94	Lengthsman	BACS	Lengthsman	35.64	0.00	35.64
95	Play Area Maintenance	BACS	240 - 25KG bags of Play Sand	624.00	124.80	748.80
96	Bench Maintenance	BACS	Glue for bench numbers	4.98	1.00	5.98
96	Civic Ceremonies	BACS	Wine for Mayor Making	12.50	2.50	15.00
96	RNP General Maintenance (inc graffiti removal)	BACS	Grass Seed, Topsoil	26.66	5.34	32.00
97	Load Street Toilets Utilities - Energy	DD	Electricity Load St Toilets	271.15	13.56	284.71
99	Play Equipment Maintenance/Repair	BACS	Hire of Muck Truck for Wyre Hill Park	60.00	12.00	72.00
100	Broadband & Landline	DD	Telephone	40.00	8.00	48.00
101	Training - Councillors	BACS	New Councillor Training	30.00	6.00	36.00
102	Office Energy & Utilities	BACS	Water Supply Office	89.31	16.25	105.56
103	Training - Councillors	BACS	New Councillor Training	30.00	6.00	36.00
104	Bus Shelters Cleaning & Maintenance	BACS	Cleaning Bus Shelters	270.00	0.00	270.00
105	Expenses	BACS	Expenses	80.30	0.00	80.30
		BACS	Monzo Top Up Xmas Purchases	750.00		750.00

Agenda Item F- 204 ii) Bank Reconciliation April 2023

Bank Reconciliation at 30/04/2023			
	Cash in Hand 01/04/2023		155,071.36
	ADD Receipts 01/04/2023 - 30/04/2023		142,287.99
			297,359.35
	SUBTRACT Payments 01/04/2023 - 30/04/2023		17,462.43
A	Cash in Hand 30/04/2023 (per Cash Book)		279,896.92
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	588.32	
	Scottish Widows 30/04/2023	60,984.50	
	Unity Trust Savings Account 30/04/2023	51,667.53	
	Unity Trust Current Account 30/04/2023	166,656.57	
			279,896.92
	Less unrepresented payments		
			279,896.92
	Plus unrepresented receipts		
B	Adjusted Bank Balance		279,896.92
	A = B Checks out OK		

Bank Reconciliation May 2023

	Bank Reconciliation at 31/05/2023		
	Cash in Hand 01/04/2023		155,071.36
	ADD Receipts 01/04/2023 - 31/05/2023		143,297.99
			298,369.35
	SUBTRACT Payments 01/04/2023 - 31/05/2023		24,044.05
A	Cash in Hand 31/05/2023 (per Cash Book)		274,325.30
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2023	49.52
	Scottish Widows	31/05/2023	60,984.50
	Unity Trust Savings Account	31/05/2023	191,667.53
	Unity Trust Current Account	31/05/2023	21,623.75
			274,325.30
	Less unrepresented payments		
			274,325.30
	Plus unrepresented receipts		
B	Adjusted Bank Balance		274,325.30
	A = B Checks out OK		

F-206 Grant Awards 2023/24 Phase 1

The budget for the Grant Awards 2023/24 is £7500 having been reduced from £13,000 during the previous Financial Year.

13 completed applications amount to £10,150, resulting in an oversubscription of £2,650.

Within the Grant Terms & Conditions it states whilst there is no restriction to the number of times an organisation may apply for grant funding, the history of previous applications will be considered in the decision-making process and priority will be given to first time applicants who fulfil the criteria.

Community Groups and Organisations who haven't previously received a grant are detailed below:

Organisation Name	Grant Request	Purpose of Grant	Amount from own resource
Bewdley Community Theatre Group	£1,000	Production and staging of 2 nd Panto	£5,000
Home Start Wyre Forest	£1,000	Weekly home support visiting for a Bewdley family	£750
St Annes Primary School	£1,000	Revamp outdoor play areas	£5,000
The William Mills Foundation	£1,000	Day time youth centre provision during holidays	£1,000
Wyre Forest Scout Group	£800	Continuation of camps and for those families in financial difficulty	Equipment funding
Wyre Forest and South Worcestershire Night stop and Mediation Service	£1,000	To increase awareness of the service offered to Bewdley, production of marketing and attendance at Bewdley Carnival.	£3,000
Total	£5,800		

Of the remaining seven that have received grant funding previously, there are four that have repeated entries and their frequency and total amount awarded can be seen below:

Organisation Name	Grant Request	Purpose of Grant	Amount from own resource	Previous Awards	
Bewdley & District Horticultural Society	£300	Provision of speakers	£500	14/15 = £250; 15/16 = £250; 16/17 = £200; 17/18 = £200; 18/19 = £250; 19/20 = £500; 21/22 = £300	£1,950
Bewdley Pétanque Club	£300	Repair and Maintenance	£200	19/20 = £250; 20/21 = £500; 21/22 = £500	£1,250
Bewdley Rowing Club	£1,000	Furniture	£4,000	19/20 = £1,000; 20/21 = £1,000; 21/22 = £1,000	£3,000
Community Transport Limited	£1,000	Training and continuation of normal business	Not specified	15/16 = £500; 16/17 = £750; 17/18 = £750; 18/19 = £1500; 19/20 = £1500;	£7,000

				20/21 = £1000; 21/22 = £1000	
Bewdley Festival Limited	£650	Duck House exhibition in Jubilee Gardens Oct 2023 made by the Emily Jordan Foundation	£650	21/22 = £500	£500
Friends of Bewdley Museum	£350	A JRR Tolkien trail around Bewdley Museum	£80	19/20 = £350	£350
Wyre Community Land Trust	£750	Site a portable defibrillator at the farm	£150	17/18 = £1200	£1200
Total	£4350				£15,250

The latter three have received grants previously but with much less frequency.

The Finance and Facilities Committee is asked to consider the following:

- a) Review the grant applications received in accordance with the Grant Ward Policy giving priority to first time applicants. Please note the first-time applicants total £5,800. A balance would remain of £1,700 and the total value of all other grant applications amounts to £4,350. Consideration is required how best the committee wish to distribute the grant awards with funds available.
- b) Make recommendation to cancel phase 2 due to oversubscription in phase one as the budget will be spent.
- c) Make recommendation to the budget working group to increase the budget for the next Financial Year on the grounds that this year was oversubscribed with expenditure only covering the first grant phase.

No.	Organisation Name	Grant Request	Purpose of Grant	Amount Funded from Own	Previous Awards	Application Complete	Bank Statements	Accounts	Notes
1	Bewdley Community Theatre Group	£1,000	Staging of 2nd panto. Provide opportunities for local people to be involved, Community groups, Schools, Traders and Charities. 6 performances for 600 people in Dec 23 / Jan 24.	£5000 - £10,000 will also be sought from the Lottery	N/A	Yes	29/01/22 £5150 - 02/02/23 £5090	01/07/2022 £5,125.28	
2	Home Start Wyre Forest	£1,000	Weekly home visiting support for 12 months for a family living in Bewdley	£750	N/A	yes	06/09/22 £37,302 - 06/04/2023 £63,410	30/09/22 £142924	
3	St Annes Primary School	£1,000	Revamp outdoor play areas of the school	£5,000	N/A	no	08/11/22 £8,767 - 08/04/23 £7,859		Special General Meeting Notes included but no financial Accounts
4	The William Mills Foundation	£1,000	Youth Centre provision incl daytime during holidays. A breakfast club providing hot sandwiches and workshops in a safe environment for young people in Bewdley	£1,000	N/A	yes	01/01/23 £15,880 - 09/05/23 £24,006	22/23 £59017	
5	Wyre Forest Scout Group	£800	Continuation of camps, funding for those children whose parents who are in financial difficulty	equipment purchased via other fundraising efforts	N/A	yes	25/03/23 21/04/23 £1,716 - £2,519	31/03/22 £4553	
6	Bewdley & District Horticultural Society	£300	Paying of quality speakers who often have to travel and charge for this.	£500	14/15 = £250; 15/16 = £250; 16/17 = £200; 17/18 = £200; 18/19 = £250; 19/20 = £500; 21/22 = £300	No	10/01/23 £4715 - £4970	31/12/21 £2623	* only one bank statement
7	Bewdley Pétanque Club	£300	Maintenance and repair	£200	19/20 = £250; 20/21 = £500; 21/22 = £500	yes	07/11/22 £2713 - 06/05/23 £2748	30/09/22 £12892	
8	Bewdley Rowing Club	£1,000	Furnish the Clubhouse	£4,000	19/20 = £1,000; 20/21 = £1,000; 21/22 = £1,000	yes	09/01/23 £23,798 - 08/05/23 £29,025	31/12/21 £241038	
9	Community Transport Limited	£1,000	Training and continuation of countryside rides	doesn't specify	15/16 = £500; 16/17 = £750; 17/18 = £750; 18/19 = £1500; 19/20 = £1500; 20/21 = £1000; 21/22 = £1000	yes	31/10/22 £44,298 - 30/04/23 £51,292	31/03/22 £152,530	previous awards under Community Transport Helpline Ltd
10	Bewdley Festival Limited	£650	Duck House exhibition in Jubilee Gardens Oct 2023 made by the Emily Jordan Foundation	£650	21/22 = £500	yes	05/11/22 £41,961 - 05/04/23 £45,792	31/12/22 £62010	
11	Friends of Bewdley Museum	£350	A JRR Tolkien trail around Bewdley Museum	£80	19/20 = £350	no	04/01/22 £15,960.76 - 27/02/23 £11,260.76	31/03/2022 £12,158.49	Provided a Balance Sheet with no accounts. No Constitution Sent
12	Wyre Community Land Trust	£750	Site a portable defibrillator at the farm	£150	17/18/ = £1200	no	28/09/22 £1045 - 27/04/23 £338	31/03/2022 £30,179	No Constitution provided
13	Wyre Forest and South Worcestershire Nightstop and Mediation Service	£1,000	To increase awareness of the service offered to Bewdley, production of marketing and attendance at Bewdley Carnival.	£3,000	N/A	yes	17/11/2022 £120,401.89 - 17/04/2023 £90,540.49	31/03/2022 £197,922 Unrestricted Funds	Restricted Funds for 2022 = £148,369
	Total	£10,150							