



**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 July 2023 at 4.00pm**

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-212 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-209 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-210 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-211 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-212 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-213 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 19 June 2023, previously circulated.

F-214 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 June bank reconciliation. Page 3.
- iii) To note the comparison of budget to actual income and expenditure as at 16 July 2023.

F-215 ROAD CLOSURE ADVANCED NOTICE AND MARSHALLING

Quotations were sought from 4 road closure marshalling companies for the Christmas Switch On Event. This includes the delivery and provision of advanced warning signs, installation of road closure and diversion routes into and out of Bewdley and operatives onsite throughout the closure period.

The quotations for the provision of the Christmas Lights Switch On event were presented to the Christmas Working Group on 7 June with recommendation that the Finance and Facilities Committee approve contract award to Amberon Ltd who successfully delivered the road closure in 2022. The quotation totals £1,893.20 with the Christmas Event budget standing at £5,000 and a further £4,000 held in earmarked reserves. Members are asked to approve contract award accordingly.

F-216 GRANT FUNDING RIVERSIDE NORTH CHILDREN'S PLAY AREA RESURFACING – For Noting.

There are two award avenues that are currently being pursued with applications being submitted to both as they meet the eligibility criteria. These are The National Lottery Award for All England: £300 - £10,000 currently but increasing to £20,000 in the autumn 2023; Reaching Communities and Partnerships National Lottery Grant over £10k. An update will be provided on the outcome of the applications in due course.

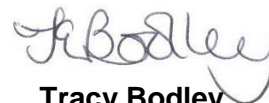
F-217 LOAD STREET ORNAMENTAL POLE – For Noting.

The street pole to the entrance of Load Street Car Park is leaning quite acutely, this was reported to WCC on 03/07/23. At the request of BTC an inspection was carried out by Ringway due to the concern for pedestrian and vehicular safety. Ringway's initial findings were that it caused no immediate concerns but should be removed in due course. WCC have also concluded that it requires removal as it appears that people are swinging on this post causing further listing. There will be a cost attached to its safe removal by Ringway, the WCC approved contractor which will be presented following completion of the work which is estimated to be no more than £500. A WCC officer has advised that the column should not be reinstated due to the high probability of reoccurrence.

F-218 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 21 August 2023, 4pm 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
18 July 2023

Agenda Item F-214 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
132	Staff Costs	BACS	June Salaries	728.89	0.00	728.89
132	Staff Costs	BACS	June Salaries	5,093.55	0.00	5,093.55
132	Staff Costs	BACS	June Salaries	575.36	0.00	575.36
132	Staff Costs	BACS	June Salaries	1,472.30	0.00	1,472.30
132	Staff Costs	BACS	June Salaries	1,139.60	0.00	1,139.60
132	Staff Costs	BACS	June Salaries	1,443.39	0.00	1,443.39
132	Staff Costs	BACS	June Salaries	18.00	0.00	18.00
132	WFDC Payroll Admin Charge	BACS	June Salaries	60.00	12.00	72.00
134	RNP Waste Collection Contract	DD	General Waste Collection	58.41	11.68	70.09
135	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
136	Maintenance & Office Cleaning	BACS	Office Cleaning	140.00	28.00	168.00
137	Office Energy & Utilities	DD	Water Supply Office	26.46	2.99	29.45
138	Training - Staff	BACS	Training - Routine Playground Inspection - Alan Banks	295.00	59.00	354.00
139	Software & Support	DD	IT Support Annual Contract	2,086.48	417.30	2503.78
144	Office Energy & Utilities	DD	Office Electric	94.10	4.70	98.80
145	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
146	Street Poles, Tubs & Baskets	BACS	Assist with hanging basket installation	35.64	0.00	35.64
146	Lengthsman	BACS	Lengthsman Work	95.27	0.00	95.27
146	Play Area Maintenance	BACS	Wyre Hill Play Area Maintenance	113.63	0.00	113.63
147	Broadband & Landline	DD	Telephone	40.20	8.04	48.24
148	Town Clock	BACS	Church Clock Electricity	17.54	0.88	18.42
149	Street Poles, Tubs & Baskets	BACS	Summer Baskets and Severn Side South Planters	2,270.00	0.00	2,270.00

Agenda Item F- 214 ii) Bank Reconciliation June 2023

Bank Reconciliation at 30/06/2023			
	Cash in Hand 01/04/2023		155,071.38
	ADD		
	Receipts 01/04/2023 - 30/06/2023		148,237.71
			301,309.07
	SUBTRACT		
	Payments 01/04/2023 - 30/06/2023		51,994.84
A	Cash in Hand 30/06/2023 (per Cash Book)		249,314.23
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2023	1,044.46
	Scottish Widows	30/06/2023	62,201.31
	Unity Trust Savings Account	30/06/2023	166,355.44
	Unity Trust Current Account	30/06/2023	19,713.02
			249,314.23
	Less unrepresented payments		
			249,314.23
	Plus unrepresented receipts		
B	Adjusted Bank Balance		249,314.23
	A = B Checks out OK		