



**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, 21 August 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-222 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-219 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**F-220 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-221 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-222 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC**

**F-223 TO APPROVE THE PREVIOUS MINUTES**

To approve adoption of the minutes of the Finance and Facilities Committee held on 24 July 2023.

**F-224 FINANCE**

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency. Pages 6 & 7.
- ii) To note the current financial position – Please see July bank reconciliation. Page 8.
- iii) To note the comparison of budget to actual income and expenditure as at 7 August 2023. Pages 12-13.

## F-225 TOWN BENCHES

- i) Bench Refurbishment Completion Severn Side North – For noting Refurbishment to bench number 35 located on Severn Side North by Dog Lane carpark has been completed as part of the Town Council bench refurbishment programme, please refer to the before and after photos below.



- ii) Beales Corner Benches – As part of the works to the permanent flood defence barriers at Beales Corner, the Environment Agency has reported that the benches on River Side South will need to be temporarily removed. There are 9 in total, all memorial benches, albeit 1 being dedicated to Princess Diana and not a previous local resident. The EA has asked if BTC would be able to accommodate the benches in Riverside North Park and have been advised that the park could accommodate some of the benches suggesting that the remainder could be temporarily stored within the Town Council garage facility. The cost of removal, installation and transfer back the original location following project completion would be borne by the EA. Committee members are asked to approve the temporary re-siting of some of the benches in RNP and storage of the remaining benches at the council's garage, subject to sufficient space within the garage.
- iii) Maintenance of benches by the Probation Service  
Following a successful trial using the probation service to undertake grass cutting and general tidying duties in Millennium Green the Probation Service Officer asked if there were other duties particularly during the winter months that probationers could undertake indoors. In order to maximise budget, the Finance and Facilities Committee is asked to consider splitting the bench maintenance schedule between the current contractor and the probation service.  
The Probation Service provide labour free of charge only requiring supply of materials with the scheme being widely used within Worcestershire County Council for this type of work. It is proposed that they would remove the benches that only require sanding and repainting, carry out the work and reinstall thereafter with approximate material costs for refurbishment of 5 benches of around £100. A schedule will be produced to identify these benches leaving the benches requiring more extensive work to the current supplier. By adopting this dual approach, it would provide a greater number of benches refurbished within the same budgeting financial year. Members are requested to consider this proposal.

**F-226 RIVERSIDE NORTH PARK – For Noting.**

- i) The completion of handrail along boundary of park and the riverside pathway took place in early July resulting from damage to the original barrier posing a health and safety risk due to the split-level drop. Before and after photographs supplied below for information.



- ii) Riverside North Park Waste Contract – The contract awarded to Clearaway from 1 October 2021 moved into a rolling contract from October 2022 with the charge per lift amounting to £18.75.

Three quotations were sought in June 2023 to ascertain if the contract remained competitive to determine if the Council should look to move to another waste disposal contractor with the analysis detailed below:

<b>Company</b>	<b>Description</b>	<b>Average Annual Cost</b>
Clearaway	1100 litres of general waste – Weight up to 65kg (as per current schedule) Duty of Care £5 per month - £60 per annum Cost per lift - £15.85	£462.10
Biffa	1100 litres of general waste - Weight up to 64kg Container Hire 19p per day - £69.35 per annum Duty of Care £1.55 per week - £80.60 per annum Cost per lift - £18.33	£626.53
Waste Managed	1100 litres of general waste - Weight up to 70kg – Excess weight at 20p per kg Duty of Care - £50 per annum Cost per lift - £20.75	£589.50

Results concluded that the Town Council were currently using the most favourable contractor and as the fixed price supplied by Clearaway could only be held for a minimum of period and having no concerns over current service provision, a 12-month contract has been agreed which will end on 30 June 2024.

#### **F-227 LOAD STREET ORNAMENTAL POLE UPDATE**

Following a report at the previous Finance and Facilities Committee Meeting that the street pole to the entrance of Load Street car park required removal on the grounds of health and safety the committee resolved to explore various options prior to making recommendations to the budget working group to set a budget for reinstatement. Since passing the resolution a site visit and visual inspection has been carried out by the WCC Signage Traffic Management Engineer to determine the condition of the decorative poles and if they are sufficiently structurally sound to enable movement or reduction in height. The Engineer has concluded that the poles are structurally sound and advised that she would determine if the removed pole has sustained damage that may prohibit reinstatement. WCC will provide costings in relation to the options requested which will be presented to a future meeting for consideration of appropriate budget setting in FY24/25.

#### **F-228 TOWN COUNCIL OFFICE - ROOF REPAIR AND INTERNAL REFURBISHMENT QUOTATIONS**

Previously presented to Town Council Meeting on 12 June a report detailed the schedule of work to be carried out internally and externally to Borough House. Phase 1 of the report detailed work required to the roof to make it watertight prior to carrying out work in phase 2 to reconfigure the toilets and make alterations to the small meeting room. This would be completed by internal decoration throughout. Please refer to the original report as presented in June 2023. A summary of the quotations is provided at pages 9 - 11.

**Budget** - There is currently £6,000 in the capital budget for the Town Council Office Refurbishment and a further £15,000 secured in earmarked reserves. Members are asked to award contracts for i) Roofing Repairs and ii) Internal alterations and decoration.

#### **F-229 WFDC GRANT FUNDING OF £4,000 - EVENTS AND PROJECTS**

It was reported at the July Town Council Meeting that there was £4,000 grant funding available from WFDC to supply enhanced events/arts activities in Bewdley. After completion of a formal agreement outlining project proposals the Community and Strategic Projects Manager requested further details to establish if the proposed projects competed with the offering at Bewdley Museum. Now satisfied that these projects complement the work of the museum approval has been granted and funding awaited. The proposed projects are outlined below:

i) Poppy Project – In conjunction with the Bewdley School Art Department it is proposed to display an art installation to be sited within the planted triangle area in front of St Anne's Church and War Memorial. This will be in the form of weather hardy polymer clay poppies on rigid cane from around the period 5 November – 12 November 2023. The cost of materials is approximately £500 to produce 250 poppies which includes solar powered uplighters. Students from the school will produce the poppies and BTC staff and volunteers will install the completed poppies with removal the day after Remembrance Sunday.

ii) Young Children's Active Activity Programme – The proposal to host a children's activity programme during the February 2024 half term holidays in Riverside North Park. The activities and programme will be organised by Active Youth Outdoor Services, all staff are fully qualified, and DBS checked with funding for the activities provided by BTC. Fulls costs are yet to be ascertained however it is proposed to utilise approximate £500 for provision of the scheme which would be free of charge to those attending.

iii) Bewdley Christmas Big Top – As part of the Christmas Lights Switch On in view of feedback received from the 2022 event, it is proposed to enhance the event by providing a stretch tent marquee to be located in Load Street packed full of entertaining activities for all the family including a candy cane walkway, feature Christmas trees decorated by local traders, nine hole crazy Christmas golf course, character photo opportunities, fun themed hoopla and bean bag toss and a sit on sleigh with reindeer. Each child under 10 years will also receive a lucky dip prize. There will be a small entrance fee for cost recovery purposes and although most stock is on a one-day hire agreement it is proposed to utilise some of the grant funding to purchase two items to build up a stock to reutilise in future years. Traders have been invited to attend a presentation on the Christmas Switch On being held on

Wednesday 23 August at 5pm in the Guildhall and Council Members are welcome to attend to support the proposal. Please refer to Working Group minutes 8 August, pages 14 - 19 for full details of all plans. It is proposed to utilise approximately £2,000 of the grant funding to deliver the event.

Members are asked to approve the projects as detailed i) – iii) in order that work can commence on delivery.

**F-230 REQUEST BY THE ENVIRONMENT AGENCY TO UTILISE LAND AT RIVERSIDE NORTH PARK TO CONVERT INTO HARD STANDING AREA FOR STORAGE AND WORKS VEHICLES**

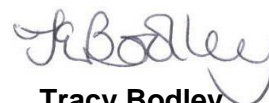
The EA has made a request to utilise the land on the right-hand side of the main entrance to the park for storage and parking for works vehicles. The area measuring 55m x 20m would accommodate space for approximately 43 vehicles and be surrounded by Heras fencing and lockable gate. The gate will be positioned either on the site of the park or between trees with direct access to the rowing club hardstanding. It is understood that the grass will be removed and hardcore laid to a suitable depth for the duration of the scheme whereby upon completion the hardcore removed and grass reinstated. Please see the proposed illustrations, pages 20 -21. It is understood that there may be a small amount of compensatory funding available for loss of revenue of field hire during this time. Members are asked to consider this request.

**F-231 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 25 September 2023, 4pm at the Guildhall.**

Please also be advised that there will be a budget working group meeting being held at 3pm on 25 September at the back meeting room of the Guildhall. All council members are invited to attend.

**Committee Membership: (7)**

Cllr C Billett  
Cllr J Byng (Chairman)  
Cllr C Edginton White  
Cllr P Gittins MBE  
Cllr P Harrison  
Cllr I Latimer  
Cllr R Stanczyszyn

  
**Tracy Bodley**  
**Town Clerk**  
**16 August 2023**

Agenda Item F-224 i) Schedule of Accounts for approval

Grant Award Payments – Authorised for payment on 10 August 2023 following ratification at the Town Council Meeting on 10 July, minute reference: 9886

ii) a)

Voucher	Code	Date	Payment Method	Description	Supplier	Net	VAT	Total
165	Grants/Donations	21/08/2023	BACS	Grant Awards	Bewdley Community Theatre Group	1,000.00	0.00	1,000.00
166	Grants/Donations	21/08/2023	BACS	Grant Awards	Home Start Wyre Forest	1,000.00	0.00	1,000.00
167	Grants/Donations	21/08/2023	BACS	Grant Awards	St Annes Primary School	1,000.00	0.00	1,000.00
168	Grants/Donations	21/08/2023	BACS	Grant Awards	The William Mills Foundation	1,000.00	0.00	1,000.00
169	Grants/Donations	21/08/2023	BACS	Grant Awards	Wyre Forest Scout Group	800.00	0.00	800.00
170	Grants/Donations	21/08/2023	BACS	Grant Awards	Bewdley & District Horticultural Society	150.00	0.00	150.00
171	Grants/Donations	21/08/2023	BACS	Grant Awards	Bewdley Pentanque	150.00	0.00	150.00
172	Grants/Donations	21/08/2023	BACS	Grant Awards	Bewdley Festival Limited	300.00	0.00	300.00
173	Grants/Donations	21/08/2023	BACS	Grant Awards	Wyre Forest and South Worcs Nightstop and Mediation Service	1,000.00	0.00	1,000.00

Agenda Item F-224 i) Schedule of Accounts for approval August Payments

Voucher	Code	Payment Method	Description	Net	VAT	Total
150	Software & Support	DD	IT Support	209.00	41.80	250.80
151	Subscriptions & Licences	Petty Cash	Adobe Subscription	40.44	8.09	48.53
152	Training - Councillors	BACS	Finance Councillor Training	30.00	6.00	36.00
153	Training - Councillors	BACS	Finance Councillor Training	30.00	6.00	36.00
157	Training - Staff	BACS	Use AI to do Council Tasks Faster (25th July)	15.00	3.00	18.00
158	Load Street Toilets Utilities - Energy	DD	Electricity Load St Toilets	252.56	12.63	265.19
159	Broadband & Landline	DD	Broadband	42.69	8.54	51.23
160	Load St Toilets Utilities - Water	DD	Water Usage Toilets	263.37	30.63	294.00
161	Training - Staff	BACS	Mileage Expenses	10.80	0.00	10.80
162	Training - Staff	BACS	Lisa CB Mileage	14.85	0.00	14.85
163	Load Street Toilet Consumables	BACS	Janitorial supplies	228.47	45.69	274.16
164	Audit Fees	BACS	External Audit	630.00	126.00	756.00
174	Refreshments	Petty Cash	Milk	0.95	0.00	0.95
175	Guildhall Lease	BACS	Guildhall Lease	55.00	0.00	55.00
176	Intruder Alarm	BACS	Intruder Alarm	379.25	75.85	455.10
177	Field Hire	BACS	Return Deposit	150.00	0.00	150.00
178	Christmas Illuminations Event	Petty Cash	Pre-lit Xmas Garlands x 3	41.55	0.00	41.55
179	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
180	RNP Play Equipment Maintenance/Repair	BACS	Swing Parts	133.65	26.73	160.38
181	Refreshments	Petty Cash	Tea, Coffee, Milk, Toilet Roll	18.47	0.68	19.15
182	Legal and Professional Fees	Petty Cash	Postage	3.75	0.00	3.75
183	Maintenance & Office Cleaning	BACS	Office Cleaning	112.00	22.40	134.40
184	RNP Waste Collection Contract	DD	General Waste Collection	39.40	7.88	47.28
185	Advertising & Official Notices	BACS	Bewdley Bridge Magazine	63.00	0.00	63.00
186	Christmas Illuminations Event	Petty Cash	Christmas Decorations	10.74	2.15	12.89
187	Stationery & Print	Petty Cash	Lanyards	15.82	3.17	18.99
188	Training - Councillors	BACS	Single Planning Session - Cllr Harvey	50.00	10.00	60.00
189	Office Energy & Utilities	DD	Water Supply Office	20.76	2.30	23.06
190	Hats & Robes Maintenance	BACS	Extensive Repair to Bicorn Hat	69.00	0.00	69.00
192	Remembrance Sunday	Petty Cash	Sticks for Poppy Art Installation	37.47	7.50	44.97
193	Christmas Illuminations Event	BACS	T Bodley Christmas Expenses	114.24	0.00	114.24
194	Legal and Professional Fees	DD	GDPR/DATA PROTECTION	35.00	0.00	35.00
195	Refund of Poster Payment	BACS	Refund Garden Kitchen for Poster Payment	10.00	0.00	10.00
196	Christmas Illuminations Event	BACS	Prop Hire for Christmas Event	880.00	176.00	1,056.00
198	Software & Support	DD	IT Support	209.00	41.80	250.80
199	Maintenance & Office Cleaning	Petty Cash	Paper Towels	22.49	4.50	26.99
200	Subscriptions & Licences	Petty Cash	Adobe Subscription	40.44	8.09	48.53
201	WFDC Payroll July Salaries & Admin Charge	BACS	July Salaries	10,485.54	12.00	10,497.54
202	Christmas Illuminations Event	Petty Cash	Misc Christmas Items	103.26	20.67	123.93
203	Christmas Illuminations Event	Petty Cash	Testing the LoPay Machine with Monzo card	1.00	0.00	1.00
204	Office Energy & Utilities	DD	Office Electric	95.55	4.78	100.33
205	RNP Tree Maintenance	BACS	Tree work as per quote	1,083.86	216.77	1,300.63
206	RNP Tree Maintenance	BACS	Tree work as per quote	2,952.26	590.45	3,542.71
207	Broadband & Landline	DD	Telephone	40.00	8.00	48.00
208	Broadband & Landline	DD	Broadband	42.69	8.54	51.23
209	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
210	RNP General Maintenance (inc graffiti removal)	BACS	Fit New Handrail RNP and Lengthsman Dutie	460.29	0.00	460.29
210	Lengthsman	BACS	Fit New Handrail RNP and Lengthsman Dutie	273.81	0.00	273.81
210	Play Area Maintenance	BACS	Fit New Handrail RNP and Lengthsman Dutie	28.00	0.00	28.00
211	Lengthsman	BACS	Lengthsman work and assist to fit new handra	154.55	0.00	154.55
211	RNP General Maintenance (inc graffiti removal)	BACS	Lengthsman work and assist to fit new handra	96.00	0.00	96.00

Agenda Item F- 224 ii) Bank Reconciliation July 2023

	<b>Bank Reconciliation at 31/07/2023</b>		
	Cash in Hand 01/04/2023		155,071.36
	<b>ADD</b> Receipts 01/04/2023 - 31/07/2023		146,545.38
			301,616.74
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/07/2023		68,993.59
<b>A</b>	<b>Cash in Hand 31/07/2023</b> (per Cash Book)		<b>232,623.15</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2023	747.99
	Scottish Widows	31/07/2023	62,201.31
	Unity Trust Savings Account	31/07/2023	146,355.44
	Unity Trust Current Account	31/07/2023	23,347.86
			<b>232,652.60</b>
	Less unrepresented payments		29.45
			232,623.15
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>232,623.15</b>
	<b>A = B Checks out OK</b>		



Agenda Item F-222 i) Summary of Roofing Quotes with Supporting Comments

Company Reference	Price Quoted	Details of work included in quotation	Comments
A	£780.00	Reset/point damaged section of lead flashing Replace existing outlet repair/replace with new  Install new downpipe and redirect to external gutter	Mentions existing outlet repair but does not say where this is and if more than one No mention of cracked brickwork and repointing needed  No mention of any guarantee but highly unlikely as this is a repair/making good - not a new installation quote Includes for removal of waste
B	£570.00	Flashing to be re-chased, re-leaded and repointed. Install new downpipe and redirect to external gutter Total	No mention on the condition of the existing roof patches No mention on the condition of the existing rear guttering No mention of cracked brickwork and repointing needed  No mention of any guarantee but highly unlikely as this is a repair/making good - not a new installation quote Does not mention removal of waste
C	£2,455.00	Flashing to be removed, re-chased to correct depth, new lead flashing with lead sealant Repoint cracked mortar joints 2 existing roof patches to be removed/sealed over with correct membrane Large patch in gutter – to be removed, fully cleaned, and investigated/repared with correct membrane. Extension to McColls downpipe, completed below parapet level and extend the existing downpipe to exit to the gutter at the rear. Both gutters to be swept out, all rubbish bagged and removed.	Includes for removal/replacement of lead flashing to correct depth Includes for cracked mortar joint repointing Includes for 2 existing roof patches to be removed/re-sealed over  Includes patch in gutter repair  Provides a pragmatic approach to the extension to McColls downpipe to take the water to the rear gutter Includes for removal of waste Because this is a repair of a system not installed by them there is no bond, collateral, insurance back guarantee, or other monetary warranty included.
D	£12,540.00	Contractor specialises in the installation of GRP roofing systems and has quoted for completely new installation of this type.  Install hopper and downpipe to allow rainwater from the neighbouring roof to run directly into the guttering at the rear of the roof.	This contractor cannot be compared to other contractor quotes received as it is not for the repair/making good of the roof but for a new replacement roof.
E	£3,775.00	Strip back existing lead work around the perimeter/supply new lead flashing around the perimeter Supply/install new lead slugs and repoint Re-route black cast iron downpipe with like for like materials. All waste taken away	No mention on the condition of the existing roof patches  No mention on the condition of the existing rear guttering No mention of cracked brickwork and repointing needed No mention of any guarantee but highly unlikely as this is a repair/making good - not a new installation quote

## **QUOTATION – PART A**

### **Toilet Area - Existing**

Remove all existing partitions, doors and floor covering.  
Remove all existing sanitary and make safe all water supplies.  
Remove existing electrics and make safe supply.  
Protect existing floor covering in corridor.  
Make good to 2 existing walls ready for decoration.

### **Proposed**

100 x 50 studding plasterboard finish to w.c. wall  
Supply and fit Doc M pack sanitary  
Extend existing hot and cold-water supply.  
Connect w.c. and basin to existing foul drainage system- Investigate existing foul drainage.

### **Electrics**

Electrics to Doc M specification  
Central light off PIR  
Locate existing ventilation duct connect new extractor fan.

Studded wall to corridor – 100 x 50 studding with sound absorbing quilt.  
12mm plasterboard and skim  
Skirting to match existing.  
Style of disabled door to match existing – Door 926mm wide.

### **Store**

Studded wall between w.c. and cupboard – 100 x 50 plasterboard and skim finish  
Door to cupboard – 600mm wide flush door to fit opening  
Skirting to match existing vinyl flooring.  
Bulkhead light connected to door opening.

### **Flooring**

Disabled toilet nonslip vinyl cove formed.  
Extend floor finish in existing corridor to join new portion.

### **Glass Wall to Office**

Protect floor finish.  
Remove sensor temporary dado trunking or protect.  
Investigate on site that the glass wall is non load bearing.  
Existing disabled lift to be protected or removed and refitted.  
Temporary stud up and polythene opening off entrance disabled lift access to stop dust.  
Access to area via disabled lift

Remove existing glass brick wall.  
Form studded partition wall with glazed area.  
Glazed area to be double glazed in hardwood frame.  
Studding – 100 x 50 – acoustic insulation  
12mm plasterboard and skim room side  
Disabled lift side 12mm OSB – 12mm plasterboard and skim  
Skirting to match existing.

Refit sensor

Clean disabled lift area

## **QUOTATION – PART B**

Allow for 1 mist coat, 1 undercoat, 2 coats emulsion in all new areas.  
Skirting paint to match existing in all new areas.

Full office decoration, including making good walls/ceiling due to water ingress in disabled lift area and kitchen.

Summary of Internal Refurbishment Quotations with supporting comments

<b>Company Reference</b>	<b>Price quoted</b>	<b>Supporting Comments</b>
A	A: £10,994.77	A: All alteration work as detailed in the schedule of works
	B: £2,274.00	Includes new carpet tiles to corridor and new office
	Preliminaries: £576.00	Includes removal of timber cupboards in existing office and making good before decoration
		Includes project preliminaries
		B: All decorating works as detailed in the schedule of works
	<b>TOTAL: £13,844.77</b>	Includes decoration to existing main office
B	A: £9,990.00	A: All alteration work as detailed in the schedule of works
	B: £3,560.00	Includes new carpet tiles to corridor and new office
		Includes removal of timber cupboards in existing office and making good before decoration
		B: All decorating works as detailed in the schedule of works
		Includes decoration to existing main office
	<b>TOTAL: £13,550.00</b>	
C	A: £14,465.91	A: All alteration work as detailed in the schedule of works
	B: £3,378.10	Includes new carpet tiles to corridor and new office
	Preliminaries: £2,186.13	Includes removal of timber cupboards in existing office and making good before decoration
		Includes project preliminaries
		B: All decorating works as detailed in the schedule of works
	<b>TOTAL: £20,030.14</b>	Includes decoration to existing main office