



**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, 30 October 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-247 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-244 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**F-245 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-246 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-247 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC**

**F-248 TO APPROVE THE PREVIOUS MINUTES**

To approve adoption of the minutes of the Finance and Facilities Committee held on 25 September 2023.

**F-249 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 September bank reconciliation.
- iii) To note the comparison of budget to actual income and expenditure as at 6 October 2023. Pages 5 – 6.
- iv) Mayor's Charity Bank Account – Change of signatories. Since the departure of the Mayor's PA there is a need to update the signatories on the bank account. The current signatories are Nicola Green, Cllr P Harrison and Cllr R Stanczyszyn which require

removal. There is also a need to add other BTC officers to access the bank account, The Town Clerk, Tracy Bodley, The Deputy Clerk, Louise Guise and the Accounts Administrative Assistant, Lisa Comley Burke. Members are asked to consider approval of change of signatories accordingly.

- v) Riverside North Park – Grounds Maintenance Contract 2024/2025 – A letter has been received from the current Grounds Maintenance Contractor advising that he is willing to retain his annual price at the current rate of £9,500 for a third year. He accepts that following a three-year term BTC will be required to go out to tender for the Grounds Maintenance Contract 2025 – 2027 and is happy to continue his services and re-tender in 2025 along with other contractors. The work of the contractor has been to a high standard with the council receiving excellent feedback on his work and service. Members are requested to consider retaining the services of the current contractor at an annual cost of £9,500 for the period 1 April 2024 – 31 March 2025.

#### **F-250 LOAD STREET ORNAMENTAL POLE UPDATE**

At the previous Finance and Facilities Committee meeting a resolution was made to make a budget recommendation to set aside £2,700 for the re-instatement of the ornamental column to carryout work in FY24/25. Confirmation has been received that the cost, provided by the WCC approved contractor Ringway, to reinstate/replace the column in the location of the pathway adjacent to the George Hotel, utility searches permitting would be £2,255. Members are asked if it wishes to reduce the budget recommendation in view of this confirmed cost.

#### **F-251 RIVERSIDE NORTH PARK – PADDLING POOL**

Please see report provided. Page 7 - 14

#### **F-252 REQUEST BY THE ENVIRONMENT AGENCY TO UTILISE LAND AT RIVERSIDE NORTH PARK TO CONVERT INTO HARD STANDING AREA FOR WORKS VEHICLES – UPDATE**

At the previous Finance and Facilities meeting it was resolved to grant permission for the EA to utilise the area to the right of the entrance to the park subject to reinstatement upon project completion. Committee members also asked if an enquiry could be made in regard to a more aesthetically pleasing surface to the temporary car park than that of the proposed hard-core surface. A representative from the EA has returned an answer that the heavy-duty grass grid matting is a much bigger job and would have significant time and cost implications on the work programme. This request was not a condition set by BTC for permission being granted to utilise the area it was more of the desired finished surface.

#### **F-253 ASSET DISPOSAL UPATE – For Noting**

At the previous Finance and Facilities Meeting it was reported that the Council's outdoor storage facility had been cleared of debris and unwanted but useable items offered to other local councils. An update has been provided by Finstall Parish Council who made claim to the springy seat which was removed from Wyre Hill Play area to make room for the wooden climbing unit in 2019. Finstall PC has thanked BTC for the kind donation and provided a photograph of the recently installed springy seat at Penmanor Playing Field. See below:




**F-254 DATE OF NEXT MEETING** – Finance and Facilities Committee Meeting 27 November 2023, 4pm at the Guildhall.

Please also be advised that there will be a budget working group meeting being held at 2pm on 27 November 2023 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**  
**24 October 2023**

Agenda Item F-249 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
275	Meeting Room Hire	BACS	Room hire for 11 Sept	39.00	0.00	39.00
279	RNP Waste Collection Contract	DD	General Waste Collection	36.70	7.34	44.04
282	Town Clock	BACS	Church Clock Electricity	20.54	1.03	21.57
283	Guildhall Lease	BACS	Guildhall Rent	55.00	0.00	55.00
284	Legal and Professional Fees	BACS	Legal Fees - Garage 14 Load St	950.00	190.00	1,140.00
285	Office Energy & Utilities	DD	Water Supply Office	17.22	1.88	19.10
286	Office Energy & Utilities	DD	Office Electric	109.20	5.46	114.66
287	Bench Maintenance	BACS	Installation of new composite bench (Catchems End)	189.70	0.00	332.71
287	Lengthsman		Lengthsman Work	44.93	0.00	
287	Wyre Hill Play Area Maintenance		Wyre Hill Play Area Maintenance	98.08	0.00	
288	Bench Maintenance	BACS	Assist installation of new composite bench (Catchems End)	72.00	0.00	173.61
288	Lengthsman		Lengthsman Work	59.74	0.00	
288	Wyre Hill Play Area Maintenance		Wyre Hill Play Area Maintenance	41.87	0.00	
290	Software & Support	DD	IT Support	209.00	41.80	250.80
292	Christmas Illuminations Event	Petty Cash	Xmas Items	41.64	8.33	49.97
293	Christmas Illuminations Event	Petty Cash	Red perspex dome with flange for Xmas switch on	17.49	0.00	17.49
294	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
295	Photocopier	BACS	Photocopier	13.84	2.77	16.61
296	Load Street Toilets Utilities - Ener	DD	Toilets Electric	225.83	11.29	237.12
297	Load St Toilets Utilities - Water	DD	Water Usage Toilets	350.07	40.48	390.55
298	Broadband & Landline	DD	landline	40.00	8.00	48.00
299	Broadband & Landline	DD	Broadband	42.69	8.54	51.23
300	Maintenance & Office Cleaning	BACS	Lift	288.00	57.60	345.60
301	Maintenance & Office Cleaning	BACS	Lift call out	112.50	22.50	135.00
302	Meeting Room Hire	BACS	Room hire for 13 Nov	39.00	0.00	39.00
303	Christmas Illuminations Event	BACS	Nutcracker Sashes	50.45	0.00	50.45
304	Remembrance Sunday	Petty Cash	Plastic Poppy Sign	19.57	3.92	23.49
305	Stationery & Print	BACS	Printing/Posters	25.00	5.00	30.00
306	Remembrance Sunday	Petty Cash	Garden Tommy Large RBLI	80.81	16.17	96.98
		BACS	Monzo Top Up	619.29		619.29

Agenda Item F- 249 ii) Bank Reconciliation September 2023

<b>Bank Reconciliation at 30/09/2023</b>			
	Cash in Hand 01/04/2023		155,071.36
	<b>ADD</b> Receipts 01/04/2023 - 30/09/2023		295,218.17
			450,289.53
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/09/2023		116,445.69
<b>A</b>	<b>Cash in Hand 30/09/2023</b> (per Cash Book)		<b>333,843.84</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	267.17	
	Unity Trust Current Account 30/09/2023	156,984.94	
	Unity Trust Savings Account 30/09/2023	114,390.42	
	Scottish Widows 30/09/2023	62,201.31	
			<b>333,843.84</b>
	Less unrepresented payments		
			333,843.84
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>333,843.84</b>
	<b>A = B Checks out OK</b>		