



**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, 27 November 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-258 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-255 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-256 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-257 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-258 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-259 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 30 October 2023.

F-260 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 October bank reconciliation. Page 4.
- iii) To note the comparison of budget to actual income and expenditure as at 7 November 2023. Pages 6 – 7.

F-261 RIVERSIDE NORTH PARK – PADDLING POOL – For Noting.

Following a holding email sent on 18 October from the Head of Community and Environment Services at WFDC stating that an internal investigation was being conducted to better understand and clarify the concerns of the town council in relation to the incomplete disconnection of services and environmental licence prior to transfer, it was reported that an answer would be returned on Tuesday 31 October. A further response is yet to be received and a request was sent on 17 November asking if the internal investigation was now complete to the point of conclusion. Should a response be returned members will be updated accordingly.

F-262 BOROUGH HOUSE – ROOFING AND INTERNAL DECORATION WORK UPDATE – For noting.

- i) Roofing Work - Work has commenced on the roof repairs with a query raised over full completion of the work. A request has also been made for the supply of photographs following completion to compare against those provided prior to commencement. The contractor also needs to return to carryout work to redirect the downpipe from the neighbouring property to the rear of the roof to reduce the volume of water being expelled on to the front flat roof as recommended by the previous WFDC Building Conservation Officer.
- ii) Internal Refurbishment and Decoration – The contractor has asked to commence work on 15 January 2024 with estimated completion by 26 January. Due to the noise, nature of the work and no access to toilet facilities BTC staff members will work from the back meeting room of the Guildhall and/or work remotely.

F-263 CHRISTMAS LIGHTS INSTALLATION – For noting.

The Christmas lights have now been installed in preparation for the switch on set for Saturday 2 December. Due to scaffolding erected at a premises in Load Street and single lane traffic on Beale's Corner the full lighting scheme is not able to be installed. This consists of a full length of festoon lights and one motif decoration in Load Street and tree drop lights on Beale's Corner. Having signed a three-year contract which expires following dismantle in January 2025 BTC has a contractual obligation to pay for both the hire and installation/dismantling despite them not being utilised. There is no other location where the lights can be used.

F-264 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 29 January 2024, 4pm at the Guildhall.

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
22 November 2023

Agenda Item F-260 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
326	Christmas Illuminations Event	Credit Card	Nutcracker Sashes	4.12	0.83	4.95
327	Christmas Illuminations Event	Credit Card	Table tennis balls	27.48	5.49	32.97
328	Christmas Illuminations Event	Credit Card	Hanging hooks for countdown clock	6.57	1.32	7.89
329	Bench Maintenance	BACS	Brass Plaques for Memorial Benches	83.00	0.00	83.00
330	Advertising & Official Notices	BACS	Bewdley Bridge Magazine	63.00	0.00	63.00
331	Garage Rent - rear 14 Load St	BACS	Back Rent April - November 2023	3,000.00	0.00	
331	Service Charge & Business Rates	BACS	Insurance for Garage Stores	1,683.58	0.00	7,490.03
331	Year End Adjustments	BACS	Back Rent August 22 - March 23	2,806.45	0.00	
332	Christmas Illuminations Event	Petty Cash	Christmas Prizes for Bunting Winners	27.34	5.46	32.80
333	Software & Support	DD	Software & support	209.00	41.80	250.80
334	Stationery & Print	Credit Card	Laminating Pouches	10.40	2.08	12.48
335	Load Street Toilets Utilities - Energy	DD	Electricity Load St Toilets	227.02	11.35	238.37
336	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
337	Christmas Illuminations Event	Credit Card	Christmas cushions and hats	11.00	0.00	11.00
338	Subscriptions & Licences	Petty Cash	Adobe Subscription	40.44	8.09	48.53
339	Remembrance Sunday	Credit Card	Wicker basket	1.00	0.00	1.00
340	Election Costs	BACS	Election Fees	12,488.09	0.00	12,488.09
341	Office Energy & Utilities	DD	Water Supply Office	23.85	2.67	26.52
342	Office Energy & Utilities	DD	Office Electric	231.27	11.56	242.83
343	Christmas Illuminations Event	Credit Card	Countdown Clock	151.09	0.00	151.09
344	Christmas Illuminations Event	BACS	Marquee Hire and Install	1,871.00	374.20	2,245.20
345	Meeting Room Hire	BACS	Room hire	39.00	0.00	39.00
346	Broadband & Landline	DD	Telephone	40.00	8.00	48.00
347	Broadband & Landline	DD	Broadband	42.69	8.54	51.23
348	Load St Toilets Utilities - Water	DD	Water Usage Toilets	163.10	18.76	181.86
349	Christmas Illuminations Event	BACS	Christmas Staging	595.00	119.00	714.00
350	Christmas Illuminations Event	BACS	Use of Car Park Bewdley School for 02.12.2023	75.00	0.00	75.00
351	Christmas Illuminations Event	Petty Cash	5Ft Nutcracker	83.32	16.67	99.99
352	Photocopier	BACS	Photocopier	35.67	7.14	42.81
353	RNP General Maintenance (inc graffiti removal)	BACS	Sweeping path RNP Flood clearance	75.00	15.00	90.00
354	Christmas Illuminations Event	Credit Card	Road Closure Christmas Event	403.20	80.64	490.90
354	Christmas Illuminations Event	Credit Card	Road Closure Christmas Event	7.06	0.00	
355	Advertising & Official Notices	BACS	Job Advert	526.00	105.20	631.20
356	Christmas Illuminations Event	BACS	Road Closure Christmas Event	1,490.00	298.00	1,788.00
357	Refreshments	Credit Card	Tea, Toilet Roll	6.37	0.58	6.95

Agenda Item F- 260 ii) Bank Reconciliation October 2023

	Bank Reconciliation at 01/11/2023		
	Cash in Hand 01/04/2023		155,071.36
	ADD Receipts 01/04/2023 - 01/11/2023		300,175.59
			455,246.95
	SUBTRACT Payments 01/04/2023 - 01/11/2023		136,206.04
A	Cash in Hand 01/11/2023 (per Cash Book)		319,040.91
	Cash in hand per Bank Statements		
	Petty Cash 01/11/2023	629.02	
	Multipay Credit Card 07/11/2023	0.00	
	Scottish Widows 31/10/2023	62,201.31	
	Unity Trust Savings Account 31/10/2023	234,390.42	
	Unity Trust Current Account 01/11/2023	21,859.16	
			319,079.91
	Less unrepresented payments		39.00
			319,040.91
	Plus unrepresented receipts		
B	Adjusted Bank Balance		319,040.91
	A = B Checks out OK		