



**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 in the back meeting room of **Guildhall, Load Street, Bewdley**  
**Monday, 29 January 2024 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-268 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-265 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**F-266 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-267 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-268 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC**

**F-269 TO APPROVE THE PREVIOUS MINUTES**

To approve adoption of the minutes of the Finance and Facilities Committee held on 27 November 2023.

**F-270 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 November and December bank reconciliations. Pages 4 and 5.
- iii) To note the comparison of budget to actual income and expenditure as at 19 January 2024. Pages 6 – 7.

**F-271 REVIEW OF RESERVES AND VIREMENT POLICY – Deferred item from Extraordinary Town Council meeting on 15 January 2024**

Following a budget working group meeting being held at 3pm in advance of the Finance and Facilities Committee meeting, members are requested to review the Reserves and Virement Policy prior to ratification at the Town Council Meeting on 12 February 2024. Please see draft Policy as supplied at the Extraordinary Meeting, pages 8 – 11.

**F-272 CIVIC ITEMS APPRAISAL**

Following a resolution at the Town Council Meeting on 8 January at minute reference 9956 iii) a) to obtain quotations to undertake appraisal of civic items to ascertain current valuation, please see the table below:

Company Reference	Civic Regalia Appraisal Quotes	Description	Cost
A	A pair of Queen Anne Silver Maces. A Mayors Ceremonial Chain in 18 Cart Yellow Gold. A Mayoress's Ceremonial Chain in 9 Carat Yellow Gold. 3 Silver Salvers	All items will be imaged, described in detail to the high standard required by today's insurance sector and The Institute of Registered Valuers. A completed valuation schedule will be provided within 21 days	£1200. No VAT or later research time will be added to the above
B	A pair of Queen Anne Silver Maces. A Mayors Ceremonial Chain in 18 Cart Yellow Gold. A Mayoress's Ceremonial Chain in 9 Carat Yellow Gold. 3 Silver Salvers	A standard cost for all Councils as opposed to charging per item. Onsite visit to come to see your Regalia, take necessary photos, weights etc to be able to give you a valuation. A valuation will be conducted every 2 years (the first year we will visit your offices and carry out the above works, and then 2 years' time from first valuation, we will give you an updated valuation). Every 4 Years we will visit your offices to carry out an in-depth Valuation.	The fee for the initial valuation and then every 4-year valuation will be £2,500.00 + VAT, and the 2-year valuation will be at a reduced cost of £1,500.00 + VAT.
C	A pair of Queen Anne Silver Maces. A Mayors Ceremonial Chain in 18 Cart Yellow Gold. A Mayoress's Ceremonial Chain in 9 Carat Yellow Gold. 3 Silver Salvers	Due to prior knowledge of the items the history is already known to the valuer.	The costs can be managed due to the previous knowledge between £500-£1000

A figure of £900 stands in the Earmarked Reserves Policy FY23/24 for the valuation of Civic Assets and members are requested to award contract accordingly. N.B. Company reference C has prior knowledge of the assets to be appraised and has availability on 7<sup>th</sup> and 12<sup>th</sup> February.

**F-273 BOROUGH HOUSE – ROOFING AND INTERNAL DECORATION WORK UPDATE – For noting.**

- i) Roofing Work – Work is now complete.
- ii) Internal Refurbishment and Decoration – Work commenced on 15 January and is scheduled to complete during the week of 29 January. Following stripping out of the toilet area a historic leak was identified which has delayed the project due to drying out timber floorboards. Work to better insulate the small meeting room and create improved natural lighting by installation of an internal window has now been finished with installation of new sanitation wear, painting and flooring to complete the work. There will be some disruption to working practice for office staff and on occasion the office landline will be unmanned due to remote working.

**F-274 RIVERSIDE NORTH PARK – FLOOD CLEARANCE WORK – For Noting**

Following the recent floods during the Christmas and New Year period a comprehensive clean-up was required. Flood waters had reached the children's play area with silt and debris collecting around the equipment. Following a quote of £667.32 for a full clearance of pathway,

furniture and bins, boundary fencing of the play area and the play equipment, WFDC were instructed to carry out the clean-up work on the grounds of Health and Safety to park users.

**F-275 RAISED BED WALL REPAIR IN FRONT OF ST ANNE'S CHURCH – For Noting**

Following approval at the Town Council Meeting on 11 December to instruct a contractor B to carry out repair work to the wall of the raised bed it is confirmed that the contractor will commence work on Monday 5 February. It is anticipated that the work will take 2 days to complete.

**F-276 ST ANNE'S CHURCH – To receive an update on external work and renovation work to St Anne's Church**

A member of St Anne's Church Property Group has provided an update on the progress of grant funding through the UK Prosperity Fund and planned work to take place.

An agreement has been signed with WFDC to release £167,049 on a phased basis with all monies requiring expenditure by 31 March 2025. The focus of the initial work will be renovation to the exterior and the Property Group have employed an architect and project manager to prepare for the task. The group has decided to leave the War Memorial renovation to the Town Council, who is working to build up funds through reserves for this purpose on a separate timeline to that of the church, however the works will involve the remainder of the east elevation that does not form part of the War Memorial.

To that end a road closure will be required to carry out the external work, albeit not closed in both directions at any one time. All eastbound traffic will flow directly through Load Street and westbound traffic will be diverted via Severnside South, Lax Lane and High Street. Large vehicles will be signposted to use the bypass.

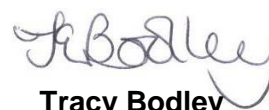
It is expected that the works programme will become clearer on appointment of a construction contractor in April 2024.

Members of St Anne's Property Group will communicate their plans to relevant stakeholders through various communication methods and updates will also be channelled for information through Town Council reports, the council website and social media.

**F-277 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 26 February 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**  
**24 January 2024**

Agenda Item F-270 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
435	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
418	Office Energy & Utilities	DD	Water Supply Office	17.69	1.93	19.62
428	Load Street Toilets Utilities - Energy	DD	Electricity Load St Toilets	238.85	11.94	250.79
429	Office Energy & Utilities	DD	Office Electric	360.32	72.06	432.38
419	RNP Waste Collection Contract	DD	General Waste Collection	69.65	13.93	83.58
431	Software & Support	DD	IT Support	209.00	41.80	250.80

Agenda Item F- 270 ii) Bank Reconciliation November 2023

<b>Bank Reconciliation at 30/11/2023</b>			
	Cash in Hand 01/04/2023		155,071.36
	<b>ADD</b> Receipts 01/04/2023 - 30/11/2023		301,579.62
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/11/2023		456,650.98
			177,795.72
<b>A</b>	<b>Cash in Hand 30/11/2023</b> (per Cash Book)		<b>278,855.26</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2023	385.01	
	Multipay Credit Card 30/11/2023	-850.41	
	Scottish Widows 30/11/2023	62,201.31	
	Unity Trust Savings Account 30/11/2023	196,390.42	
	Unity Trust Current Account 30/11/2023	20,728.93	
			<b>278,855.26</b>
	Less unrepresented payments		
			278,855.26
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>278,855.26</b>
	<b>A = B Checks out OK</b>		

Bank Reconciliation December 2023

	<b>Bank Reconciliation at 02/01/2024</b>		
	Cash in Hand 01/04/2023		155,071.36
	<b>ADD</b> Receipts 01/04/2023 - 02/01/2024		305,666.91
			460,738.27
	<b>SUBTRACT</b> Payments 01/04/2023 - 02/01/2024		208,269.16
<b>A</b>	<b>Cash in Hand 02/01/2024</b> (per Cash Book)		<b>252,469.11</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2023	169.52	
	Multipay Credit Card 31/12/2023	-263.42	
	Scottish Widows 31/12/2023	62,201.31	
	Unity Trust Savings Account 31/12/2023	169,780.48	
	Unity Trust Current Account 31/12/2023	20,581.22	
			<b>252,469.11</b>
	Less unrepresented payments		
			252,469.11
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>252,469.11</b>
	<b>A = B Checks out OK</b>		