



**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 April 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-303 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-300 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**F-301 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-302 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-303 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC**

**F-304 TO APPROVE THE PREVIOUS MINUTES**

To approve adoption of the minutes of the Finance and Facilities Committee held on 25 March 2024.

**F-305 FINANCE**

- i) To approve the current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency.
- ii) To approve the current financial position – Bank Reconciliation and Bank Statements as at 31 March 2024. Requiring approval and signature of the Committee Chairman.
  - a) March 2024 Bank Reconciliation
  - b) Monzo Petty Cash Bank Statement.
  - c) Unity Trust Current Account.
  - d) Unity Trust Saving Account.

- e) Scottish Widows Statement.
  - f) Lloyds Multipay Credit Card.
- iii) To receive year end reports in draft format to include:
- a) Balance Sheet as at 31 March 2024. Page 7.
  - b) Income and Expenditure Account 01/04/2023 – 31/03/2024. Page 8.
  - c) Year End Working Document 31/03/2024. Page 9.
  - d) Year End Summary of Income and Expenditure FY23/24. Pages 10 - 13
  - e) Year End Budget to Actual Compared to Forecasting up to 31 March 2024. Pages 14 – 15.

**F-306 TO RECEIVE QUOTATIONS FOR EVENT ROAD CLOSURES - REMEMBRANCE SUNDAY 10 NOVEMBER AND CHRISTMAS SWITCH ON 30 NOVEMBER**

Please see report provided pages 16 - 21. Members are requested to make contract award.

**F-307 ENVIRONMENT AGENCY REQUEST FOR THE ROWING CLUB TO UTILISE THE CAR PARK AREA FOR FUN REGATTA PARKING**

Permission is being sought by a representative from the Environment Agency for the Rowing Club to utilise the designated temporary parking area used for EA works vehicles. They request that the car park be offered free of charge for the Fun Regatta and training sessions in the lead up to the regatta, a total of 6 weeks.

The Fun Regatta takes place on Saturday 1 June with training sessions commencing on Saturday 20 April and being held every Tuesday, Wednesday and Friday from 5.45pm – 9pm and Saturday and Sunday 1pm – 5.30pm. The last training session is scheduled for Wednesday 29 May. A representative from the Rowing Club has stated that the parking area will be utilised by Bewdley Rowing Club Members only if approval is granted.

Members should be made aware that there is a charge for field hire at Riverside North Park and an approved Field Hire Agreement and Policy, pages 22 - 25 which sets out the terms in which arrangements for use of the field can be hired. Within the last 6 months a local charitable organisation has hired the field at a cost of £300 for 2-day hire.

Previously Bewdley Rowing Club has also hired the field for its Regattas from the Town Council at a cost of £375 and prior to the transfer of the park has hired the field through the previous landowner WFDC.

Bewdley Town Council agreed and approved the temporary use of the area currently designated by way of hardcore and Heras fencing for the sole use by the Environment Agency to facilitate work to the permanent flood defence works at Beales Corner.

It has been indicated that the reason behind the request stems from an area within the Rowing Club compound currently being utilised for storage of materials by the EA meaning that parking space within their own site is limited.

Due to works on the permanent flood defences Bewdley Town Council has sustained loss of income through removal of the Beales Corner Noticeboard and reduced field hire revenue. If the council approves free use of the space, then there will be further loss of revenue. It has also been reported through the EA that the request is likely to extend into 2025 as project completion is approximately 18 months away and the Rowing Club will be seeking the same arrangement for free of charge hire for the 2025 Regatta.

Members are asked to consider the request for the Rowing Club to utilise the space free of charge for the dates listed above bearing in mind that there is a policy and tariff in place for the hire of the Riverside North Park and that other local groups have paid a hire fee within the last 6 months. If approved members need to consider that a precedent will have been set for future requests to utilise the area free of charge and the implications with regard to insurance, liability, damage and risk assessment which is detailed within the hire agreement and for the potential loss of income.

**F-308 SHUTTLE BUS ADDITIONAL FUNDS RECEIVED**

Worcestershire County Councillor D Morehead has agreed to ringfence £2,200 to fund continuation of the Saturday Park and Ride Shuttle Bus service to cover the month of August subject to successful uptake of the service following review. The contract agreement with Diamond Buses has a scheduled review set for 10 June and it is proposed to hold a meeting shortly after this date with council members for analysis of data. Further methods of response through social media and the council's website contact form will also provide bus user comments to assist with the review. The ringfenced funds include funding for the Park and Ride and Shuttle Service to operate on the day of the Christmas Switch On, 30 November, however the timetable will need to be adjusted to accommodate start and finish times of the event.

**F-309 MARKET DATES FOR INFORMATION**

The market provider that manages the council's market provision has circulated the date for the June Dine & Devour 2-day market. It is set for Saturday 15 and Sunday 16 June. The market provider is yet to decide on a date for the 2-day market that it holds in the month of September.

**F-310 DECORATIVE STREET POLE – FOR NOTING**

As agreed by the Finance and Facilities Committee on 25 September at minute reference F-238 i) to make a capital purchase of £2,700 in FY24/25 to replace the damaged ornamental pole and install near to The George Hotel, a purchase order has been raised and submitted to the approved Worcestershire County Highways contractor Ringway. Installation is yet to be confirmed however it is hoped that this will take place prior to installation of the summer floral baskets.

**F-311 ST ANNE'S WAR MEMORIAL – FOR NOTING**

Worcestershire County Councillor D Morehead has expressed an interest in carrying out preservation work at St Anne's War Memorial on a similar timeline to that of the exterior work being carried out at the church. Bewdley Town Council has currently built-up earmarked reserves of £5,000 with estimated work costing in the region of approximately £11,000. Cllr Morehead has agreed to fund a further £3,000 subject to work commencing in FY24/25 and preferably in 2024. This leaves an approximate shortfall of £3,000.

Steps are now being taken to secure grant funding through the War Memorials Trust. The window for completed applications is 30 June and a decision reached by 31 August. There is a requirement to complete and submit a pre-application which entails provision of quotations for the work. Three registered conservation specialists have been contacted and asked to provide a condition report, specification and costs for the preservation work to be carried out. An update will be provided in due course.

**F-312 TOWN COUNCIL OFFICE ENERGY CONTRACT RENEWAL – FOR NOTING**

The 12-month fixed contract for office energy provided by Eon expired on 14 April 2024. Following a comparison by other energy providers the most cost-effective energy provider offering a 12-month fixed term contract was also with Eon. The previous rate being a standing charge of 30p per day and a Kilo Watt Hour rate charged at 29.6p per KWH, the new rate agreed is set at a standing charge of 30p per day and 23.8p per KWH. This will reduce the monthly amount paid from £265.40 to £234.36. An annual saving of £372.48. The fixed term plan will expire on 20 April 2025.

**F-313 DATE OF NEXT MEETING** – Finance and Facilities Committee Meeting 20 May 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 April 2024**

Agenda Item F-305 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
7	Office Safe	BACS	Safe as per Quote Q55569AK	3,957.70	791.54	4,749.24
13	Maintenance & Office Cleaning	BACS	Window Cleaner	10.00	0.00	10.00
15	Christmas Illuminations Event	BACS	Snow Globe - Christmas Lights Switch-on 2024	1,565.00	313.00	1,878.00
17	Garage Rent - rear 14 Load St	BACS	Garage Rent and some misc charges - New bib tap & 2 keys for new padlock	393.82	0.00	393.82
19	Creditors coded in FY23/24	BACS	Church Clock Electricity	28.00	1.40	29.40
21	Creditors coded in FY23/24	DD	Office Electric	348.65	69.73	418.38
22	Refreshments	Credit Card	Milk	0.90	0.00	0.90
23	Creditors coded in FY23/24	DD	Electricity Load St Toilets	304.51	15.23	319.74
24	Broadband & Landline	DD	Broadband	45.90	9.18	55.08
25	Creditors coded in FY23/24	DD	Software & support	213.17	42.63	255.80
26	Broadband & Landline	DD	landline	40.00	8.00	48.00
27	Subscriptions & Licences	Credit Card	Adobe Subscription	40.44	8.09	48.53
28	Park & Ride Shuttle Bus	Credit Card	Banners to promote free shuttle bus	56.61	0.00	56.61
29	Training - Councillors	BACS	Chairing Meetings Effectively S Harvey 10 April 2024	35.00	7.00	42.00
30	Subscriptions & Licences	BACS	CALC Annual Subscription	903.36	180.67	1,084.03
30	Subscriptions & Licences	BACS	CALC Annual Subscription	602.73	0.00	602.73
31	Creditors coded in FY23/24	BACS	Additional charges in relation to Parish Council Elections 4 May	2,599.68	0.00	2,599.68
32	Creditors coded in FY23/24	BACS	Chairing Meetings Effectively S Harvey 18 May 2023	30.00	6.00	36.00
33	Creditors coded in FY23/24	BACS	Canva & Social Media Training - S Harvey & N Harper	60.00	12.00	72.00
34	Park & Ride Shuttle Bus	BACS	Park & Ride - The Bewdley School	650.00	0.00	650.00
35	Office Energy & Utilities	DD	Water Supply Office	17.93	1.95	19.88
36	Street Pole Replacement	BACS	Replacement Decorative Street Pole	2,254.05	450.81	2,704.86
37	Park & Ride Shuttle Bus	BACS	1000 Flyers for Free Shuttle Bus	45.00	0.00	45.00
38	Photocopier	BACS	Photocopier	38.21	7.64	45.85
39	Expenses	BACS	Expenses re Free French Visit	89.70	0.00	89.70
40	Mayor's Expenses	BACS	5 Tickets for the Mayors Afternoon Tea	107.50	0.00	107.50

Agenda Item F- 305 ii) Bank Reconciliation March 2024

	<b>Bank Reconciliation at 31/03/2024</b>		
	Cash in Hand 01/04/2023		155,071.36
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024		312,619.77
			467,691.13
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024		304,384.91
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>163,306.22</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Unity Trust Current Account 31/03/2024	22,933.82	
	Unity Trust Savings Account 31/03/2024	78,687.45	
	Scottish Widows 31/03/2024	62,201.31	
	Multipay Credit Card 31/03/2024	-516.36	
			<b>163,306.22</b>
	Less unrepresented payments		
			163,306.22
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>163,306.22</b>
	<b>A = B Checks out OK</b>		