



**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, 20 May 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-319 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-314 ELECTION OF COMMITTEE CHAIRMAN

F-315 ELECTION OF COMMITTEE VICE CHAIRMAN

F-316 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-317 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-318 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-319 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-320 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 29 April 2024.

F-321 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 April bank reconciliation. Page 3

- iii) To note the comparison of budget to actual income and expenditure as at 14 May 2024.
Pages 4 & 5.

F-322 WFDC CONSULTATION – MANDATORY SAFEGUARDING AWARENESS TRAINING FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS – For information.

Wyre Forest District Council is consulting on plans to introduce training for all licenced drivers. The authority's current Hackney Carriage and Private Hire Licensing Policy requires drivers applying for a licence for the first time to complete safeguarding awareness training. The Policy has recently been reviewed alongside additional consideration by the Department for Transport's Statutory Guidance on Taxi and Private Hire Standards with WFDC considering making the training mandatory for all existing licence holders. Stakeholders are being consulted on the proposal and would like to hear from people who use taxis and private hire vehicles. They would also like feedback from night-time economy groups and councillors. The survey can be completed by visiting www.wyreforestdc.gov.uk/consultations and runs until Tuesday 21st May 2024.

F-323 REVIEW OF BANKING ARRANGEMENTS

Please see associated report. Members are requested to approve recommendations contained within the report. Pages 6 & 7.

F-324 DECORATIVE COLUMN AND SUMMER PLANTING UPDATE – For information

A report has been received from the WCC Traffic Engineering (Tourism & Business signage) Officer stating that the decorative column has been ordered with expected lead time within 8 -12 weeks with installation hoped for July. The utility stats have been completed to ensure safe installation however sourcing the unusual fittings may push installation back to August. To this end the planting contractor has been notified to see if he will be able to retain the planted baskets for this pole and fit when the pole is insitu. The planting contractor has agreed to this and also updated on the summer planting contract stating that dependant on weather the tubs and beds would be stripped out week commencing 20 May, if not before, followed by planting of summer bedding thereafter. The summer baskets will be installed on 3 June 2024.

F-325 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 24 June 2024, 4pm at the Guildhall.

Committee Membership: (7)

Cllr C Billett
Cllr J Byng
Cllr C Edginton White
Cllr P Gittins MBE
Cllr S Harvey
Cllr P Harrison
Cllr R Stanczyszyn



Tracy Bodley
Town Clerk
15 May 20224

Agenda Item F-321 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
49	Christmas Lights Contract	BACS	Year 3 Christmas Lighting as agreement of 29 June 2022	6,544.23	1,308.85	7,853.08
60	Software & Support	DD	Software & support	213.17	42.63	255.80
61	Neighbourhood Plan	BACS	NDP Work	301.88	0.00	301.88
63	Garage Rent - rear 14 Load St	BACS	Garage Rent plus 12 percent of Annual Ins & Fire Extinguisher	375.00	0.00	375.00
63	Service Charge, Business Rates, Maintenance	BACS	Garage Rent 12 % Charge of Landlord Insurance & Fire Extinguis	1,750.91	0.00	1,750.91
64	Load Street Toilet Consumables	BACS	Load St Toilet Consumables	240.81	48.16	288.97
65	Load Street Toilets Utilities - Energy	DD	Electricity Load St Toilets	276.85	13.84	290.69
66	Badges, Shields & Civic Award	BACS	Engraving - Civic Award	12.99	0.00	12.99
67	Load Street Toilets Utilities - Water	DD	Water Usage Toilets	180.27	20.53	200.80

Agenda Item F- 321 ii) Bank Reconciliation April 2024

Bank Reconciliation at 02/05/2024			
	Cash in Hand 01/04/2024		163,306.22
	ADD Receipts 01/04/2024 - 02/05/2024		153,926.73
			317,232.95
	SUBTRACT Payments 01/04/2024 - 02/05/2024		31,500.60
A	Cash in Hand 02/05/2024 (per Cash Book)		285,732.35
	Cash in hand per Bank Statements		
	Petty Cash	02/05/2024	0.00
	Unity Trust Current Account	02/05/2024	184,149.27
	Unity Trust Savings Account	02/05/2024	54,687.45
	Scottish Widows	02/05/2024	62,201.31
	Multipay Credit Card	02/05/2024	-155.07
			300,882.96
	Less unrepresented payments		15,150.61
			285,732.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		285,732.35
A = B Checks out OK			