



**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, 24 June 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-329 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-326 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-327 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-328 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-329 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-330 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 20 May 2024.

F-331 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 May bank reconciliation. Page 5.
- iii) To note the comparison of budget to actual income and expenditure as at 4 June 2024. Pages 6 – 7.

F-332 CONSIDERATION OF CHANGE OF BANK FOR THE MAYOR'S CHARITY ACCOUNT

For some time BTC has experienced problems with access to the Mayor's Charity Account, communication with HSBC regarding the account in general and protracted arrangements to change the bank mandate annually to remove the retiring Mayor and include the newly appointed Mayor. Such were the problems during 2023/2024 that the now recently retired Mayor, Cllr Sarah Billett never gained access to the Charity Account. As part of the requirement to change signatories on each mandate, HSBC require a copy of signed minutes and signatories from each council member that attended the meeting where approval to change signatories is approved. Since August 2023 following the resignation of the previous Mayor's PA, 3 attempts have been made to change the mandate in order to remove previous mayors from the account, Cllr Harrison, Cllr R Stanczyszyn and the previous Mayor's PA and to add the Accounts Administrative Assistant. The last attempt was dated 3 May 2024 whereby HSBC upon calling them stated that they had not received the mandate. The HSBC Charity Account is charged a monthly fee of £5 plus additional charges for paying in cash and cheques through the post office.

It is proposed to move the Mayor's Charity Account to a Lloyds Treasurer Account where there are no monthly charges incurred and mandates can be made online using a two-step authentication process similar to the system that the council uses for its banking arrangements through Unity Trust Bank.

The new Charity Account would still require two signatories proposed as the current Mayor and the Accounts Administrative Assistant, and it is hoped that future transactions and dealings will significantly reduce administrative time.

The balance remaining in the Mayor's Charity Account with HSBC is soon to be transferred to retiring Mayor Cllr Sarah Billett's chosen charity whereby if approved steps will be taken to close the account thereafter.

Members are asked to consider approval of change of the Mayor's Charity bank account to Lloyds Bank.

F-333 CIVIC ITEMS INSURANCE QUOTATION

The Town Council's Insurers have finally returned a quotation to add the civic items to the annual insurance premium having now satisfied the underwriter that these items when not in use are housed in a rated safe in an alarmed building and returned to this location directly following use after civic events. The pro rata additional premium totals £2,415.25. The FY24/25 budget for insurance and valuations stands at £6,200. The expenditure to date being zero due to the premium expiry date of 28 February 2025. The expected expenditure being a sum of £8275 for the combined council policies. There is a sum of £1,000 in earmarked reserves leaving at overspend at year end of approximately £1,000. Member are asked to consider the quotation with the schedule supplied for information, pages 8 – 29.

F-334 POLICING PRIORITIES

A request has been made to submit 3 Policing Priorities for the next quarter (July – September) as part of the West Mercia Police Local Policing Charter. The deadline for submission is Thursday 27 June and members are asked to propose three relevant priorities that it wishes the local policing team to concentrate on for the next three months. Previously the Finance and Facilities Committee at its meeting on 25 March 2024 identified policing priorities as follows:

- i) Dangerous Parking concentrating on Stourport Road, High Street, Sandy Bank and central conservation area locations.
- ii) Speeding with a particular focus along the bypass, and nighttime speeding vehicles on Dowles Road, High Street and Load Street.
- iii) Increased evening police patrols in the town centre with a focus in providing patrols in Load Street, Severn Side South and nighttime activity business establishments in Dog Lane and Welch Gate on Friday and Saturday evenings.

Members are asked to submit 3 priorities accordingly.

F-335 PROPOSED PROHIBITION OF WAITING AT ANY TIME TRAFFIC REGULATION ORDER WYRE HILL/ CLEOBURY ROAD

Following concerns raised by the Local Member, committee members are asked to consider the proposal of prohibition of waiting at any time at Wyre Hill / Cleobury Road as illustrated at the drawing T.2024.330 at page 30. The deadline for comments raised should be received by 5 July 2024.

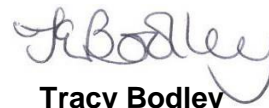
F-336 GRANT APPLICATIONS PHASE 1 2024 - 2025

Please see accompanying report at pages 31 – 37. Members are also asked to refer to the electronic file to review completed applications and supporting documentation.

F-337 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 29 July 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
19 June 2024

Agenda Item F-331 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
88	Guildhall Lease	BACS	Guildhall Lease	55.00	0.00	55.00
89	Subscriptions & Licences	BACS	Rural Market Town Group Membership	118.00	23.60	141.60
92	Load St Toilets Utilities - Water	DD	Water Usage Toilets	183.96	20.94	204.90
95	RNP Waste Collection Contract	DD	General Waste Collection	57.47	11.49	68.96
96	RNP Grounds Maintenance Contract	BACS	Grounds Maintenance RNP	791.67	0.00	791.67
97	Maintenance & Office Cleaning	BACS	Office Cleaning	147.00	29.40	176.40
97	Load Street Toilets Relief Cleaner	BACS	Toilet Cover Cleaning	44.10	8.82	52.92
98	Mayor's Expenses	BACS	2 Tickets for Mayor of Evesham Quiz Night	20.00	0.00	20.00
99	Badges, Shields & Civic Award	BACS	Past Deputy Mayor Pendant	238.50	47.70	286.20
100	Civic Event	BACS	2 x Long Service Pendants	222.50	44.50	267.00
101	Expenses	BACS	Expenses - Travel and subsistence	96.35	0.00	96.35
102	Mayor's Expenses	BACS	Flowers for L Edginton's Funeral	40.00	0.00	40.00
103	D-Day 80 Event	BACS	PA System for D Day Anniversary	61.25	12.25	73.50
104	Load Street Toilets Utilities - Energy	DD	Electricity Load St Toilets	318.34	15.92	334.26
104	Load Street Toilets Utilities - Energy	DD	Electricity Load St Toilets	12.30	0.62	12.92
105	Broadband & Landline	DD	Broadband	45.90	9.18	55.08
106	Broadband & Landline	DD	Telephone	40.00	8.00	48.00
107	Office Energy & Utilities	DD	Office Electric	129.87	6.49	136.36
108	Subscriptions & Licences	Credit Card	Adobe Subscription	40.44	8.09	48.53
109	Software & Support	DD	Software & support	1,897.61	379.52	2,277.13
110	Garage Rent - rear 14 Load St	BACS	Garage Rent	375.00	0.00	375.00
110	Service Charge, Business Rates, Maintenance	BACS	12% proportion of pothole repairs Garage Car Park	128.83	0.00	128.83
111	Mayoral Roll & Civic Items	BACS	Mayoral Board Wyre Forest House	13.13	2.63	15.76
112	Neighbourhood Plan	Credit Card	Online Survey Subscription	16.00	0.00	16.00
113	Photocopier	BACS	Photocopier Charges	18.91	3.78	22.69
114	Office Energy & Utilities	DD	Water Supply Office	18.29	1.98	20.27
115	Software & Support	BACS	Wavenet Watchguard 3yr Renewal	726.48	145.30	871.78

Agenda Item F-331 ii) Bank Reconciliation May 2024

	Bank Reconciliation at 03/06/2024		
	Cash in Hand 01/04/2024		163,306.22
	ADD Receipts 01/04/2024 - 03/06/2024		158,346.64
			321,652.86
	SUBTRACT Payments 01/04/2024 - 03/06/2024		47,016.48
A	Cash in Hand 03/06/2024 (per Cash Book)		274,636.38
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	0.00	
	Unity Trust Current Account 31/05/2024	19,960.31	
	Unity Trust Savings Account 31/05/2024	189,687.45	
	Scottish Widows 31/05/2024	65,403.25	
	Multipay Credit Card 03/06/2024	-409.99	
			274,641.02
	Less unrepresented payments		4.64
			274,636.38
	Plus unrepresented receipts		
B	Adjusted Bank Balance		274,636.38
	A = B Checks out OK		