



**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 October 2025 at 16:00 hours

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-511 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-508 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

F-509 DECLARATIONS OF INTEREST

Councillors are reminded,

- i) 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-510 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-511 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

F-512 TO APPROVE THE PREVIOUS MINUTES

To approve adoption of the minutes of the Finance and Facilities Committee held on 29 September 2025, pages 6-9.

F-513 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 September Bank Reconciliation. Page 5.
- iii) To note the comparison of budget to actual income and expenditure as at 7 October 2025, pages 10-11.

F-514 MEMORIAL TREE – TO APPROVE TARIFF AND TERMS FOR DEDICATION LEAVES

Please see associated report, updated Memorial Policy to approve and recommend ratification at November Town Council Meeting. Members are also asked to approve the new tariff set for a 5 and 10-year term for engraved leaves on the Memorial Tree. Pages 12-21.

F-515 QUARTERLY TOILET REPORT – For noting.

This report provides an overview of maintenance and cleanliness issues recorded at the public toilets in Bewdley from July 2025 onwards, as submitted in the quarterly review spreadsheet.

Toilet Block	Issues	Action Taken
Disabled Toilet	No issues to report	None
Ladies Toilets	July - Soap dispensers were off the walls Floors were flooded with water from water balloons August - Member of the public telephoned the office - someone had defecated on the floor of the ladies loos. October – Hand dryer not working following its replacement under warranty.	AB cleared up as part of janitorial duties. Holiday cleaning cover cleared as part of janitorial duties. Contacted the Electrician to replace under warranty for a second time.
Men's Toilets	August – Cleaning cover reported to the office that while AB was on leave - on three occasions within that week there had been excrement in numerous areas in the gents toilets not limited to the stalls.	Holiday cleaning cover cleared as part of janitorial duties. Member of office staff asked if photos could be taken and emailed to the office to catalogue evidence base.

Budget Area	Load Street Toilets / General Maintenance
FY25/26 Budget	£2,000
Expenditure to Date	£520
Budget Available	£1,480

F-516 REQUEST FOR A DEDICATION PLAQUE BY THE PERMANENT FLOOD DEFENCE BARRIERS (BEALE'S CORNER)

Please see associated report and recommendations contained within. Pages 22-23

F-517 INTERPRETATION BOARDS – FUNDING REQUEST FROM THE CIVIC SOCIETY

Please see report detailing a funding request for committee consideration. Pages 24-25.

F-518 TRUCAM SPEED CAMERA PROPOSAL FOR STOURPORT AND BEWDLEY AREA – LOCAL POLICING TEAM FUNDING REQUEST

Please see report detailing a funding request for committee consideration. Pages 26-27.

F-519 DATE OF NEXT MEETING – Finance and Facilities Committee Meeting 24 November 2025, 16:00 hours at the Guildhall.

Committee Membership: (7)

Cllr C Billett
Cllr J Byng
Cllr C Edginton White
Cllr P Harrison
Cllr S Harvey
Cllr I Latimer
Cllr R Stanczyszyn



Tracy Bodley
Town Clerk
22 October 2025

Agenda Item F-513 i) Schedule of Accounts for approval

Voucher	Code	Payment Method	Description	Net	VAT	Total
65	Christmas Illuminations Event	BACS	Bouncy Elves 50 % Balance	480.00	96.00	576.00
277	Refreshments	Credit Card	Decaff Coffee	7.75	0.00	7.75
288	Computer/Office Equipment & Consumables	Credit Card	Wireless Mouse	11.65	2.33	13.98
289	Subscriptions & Licences	Credit Card	Adobe Subscription - Sept - Oct	60.66	12.13	72.79
290	Neighbourhood Plan	Credit Card	Online Survey Maker	14.91	0.00	14.91
292	Photocopier	BACS	Photocopier 8 August to 5 Sept Usage	22.94	4.59	27.53
293	Mayor's Expenses	Credit Card	Mayor Business Cards	11.67	2.33	14.00
297	Christmas Illuminations Event	Credit Card	20m Outdoor Ext Lead	30.66	6.13	36.79
298	Christmas Illuminations Event	Credit Card	Festoon Outdoor Lights, 2 Bags of Fake Snow, Door Tinsel 2 x Fairy Curtain Lights, Repair Tape	98.29	19.66	117.95
299	Subscriptions & Licences	Credit Card	Open AI Chat GPT	16.67	3.33	20.00
309	Subscriptions & Licences	Credit Card	Canva Subscription	83.33	16.67	100.00
319	Neighbourhood Plan	Credit Card	4 Ballot Boxes	27.43	5.52	32.95
319	Neighbourhood Plan	Credit Card	4 Ballot Boxes	-1.40	0.00	-1.40
320	Mayor's Expenses	Credit Card	Mayor Business Cards - NH reimbursed us as the first batch were lost	11.67	2.33	14.00
321	VAS Sign Maintenance	Credit Card	Credit For VAS Battery	-74.57	-14.91	-89.48
322	Bank Charges	Credit Card	Credit Card Fee	3.00	0.00	3.00
323	Refreshments	Credit Card	Milk	1.20	0.00	1.20
324	Maintenance & Office Cleaning	BACS	Office Cleaning - September	179.00	35.80	214.80
330	Software & Support	DD	Software & Support - Sept	216.64	43.33	259.97
331	Expenses	BACS	Travel and Subsistence	112.41	0.00	112.41
332	Photocopier	DD	Photocopier 5 Sept - 3 Oct 2025	21.09	4.22	25.31
333	RNP Tree Maintenance	BACS	Extra tree works as per quote 1756	870.00	174.00	1044.00
334	RNP Tree Maintenance	BACS	Tree works as per quote 1363 from Jack Cotterill	5090.00	1018.00	6108.00
339	Meeting Room Hire	BACS	Room Hire - 10 November	39.00	0.00	39.00
340	Christmas Lights Contract	BACS	Year 1 of 3 Hire and Installation of Christmas Lights	13723.86	2744.77	16468.63
342	Lengthsman	BACS	Lengthsman Sept Invoice	93.20	0.00	93.20
344	Load St Toilets Utilities - Water	DD	Water Usage September - Toilets	250.47	0.00	250.47
345	Broadband & Landline	DD	Broadband - 7 Oct - 6 Nov	48.59	9.72	58.31
346	Broadband & Landline	DD	Telephone - September Usage	40.00	8.00	48.00
347	Office Energy & Utilities	DD	Office - Water Usage September	18.10	2.19	20.29
351	Remembrance Sunday		3 x Wreaths for Remembrance 2025	100.00	0.00	100.00
352	Website	BACS	Annual Website Hosting, Support & Planning Software	408.00	81.60	489.60
353	Training - Staff	BACS	1 x Agendas and Minutes 2 part Training Course	70.00	14.00	84.00
354	Broadband & Landline	DD	EE Mobile Phone Monthly Charge 11 Oct - 10 Nov	53.46	10.69	64.15
356	Mayor's Expenses	BACS	2 x tickets for WFDC Chairman quiz 1st November	30.00	0.00	30.00
357	Remembrance Sunday	BACS	Room Hire for Remembrance 2025	200.00	0.00	200.00
358	Remembrance Sunday	BACS	PA Services for Remembrance Sunday 2025	70.00	0.00	70.00
359	Christmas Illuminations Event	BACS	2 x Nutcrackers 6.5ft	1178.00	235.60	1413.60
361	Town Clock	BACS	Church Clock Electricity - 1 Jul - 30 Sep 2025	27.70	1.38	29.08

Agenda Item F-513 ii) September 2025 Bank Reconciliation

A	Bank Reconciliation at 07/10/2025		
	Cash in Hand 01/04/2025		201,370.09
	ADD Receipts 01/04/2025 - 07/10/2025		349,352.53
	SUBTRACT Payments 01/04/2025 - 07/10/2025		550,722.62
	Cash in Hand 07/10/2025 (per Cash Book)		181,884.88
B			368,837.74
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Unity Trust Current Account 30/09/2025	160,507.40	
	Unity Trust Savings Account 30/09/2025	139,922.15	
	Scottish Widows 30/09/2025	68,583.82	
	Multipay Credit Card 30/09/2025	0.00	
			369,013.37
	Less unrepresented payments		175.63
			368,837.74
	Plus unrepresented receipts		
B	Adjusted Bank Balance		368,837.74
	A = B Checks out OK		