

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F19/91 – F19/112

Finance & Properties Committee

Minutes of a meeting held on
Monday 10th June 2019
at 7.30pm in the Council Chamber, Council Offices, Bromyard.

***UNTIL NEXT MEETING OF THE FINANCE & PROPERTIES COMMITTEE
THESE MINUTES HAVE NOT BEEN RATIFIED***

Present: Cllrs Franklin (Chairman), M Seldon (Vice-Chair), Brunsdon, Davies, Martin, Page, A Seldon

In attendance: Karen Mitchell Town Clerk & Responsible Finance Officer
Barbara Stanway, Deputy Clerk

Representative of the Royal British Legion – Bromyard Branch

Fire Procedure Read to members

These Minutes do not run in numerical order to reflect the committee's decision to move around the Agenda to facilitate the smooth flow of business.

		Action
F19/91	Apologies: Cllr Andrews.	
F19/92	Declaration of Interest: None.	
F19/93	Chairman's report. The Chairman had nothing to report.	
F19/99 Brought forward	Grant Applications The Chairman proposed that Item F19/99 be brought forward and this action was agreed. Members considered a grant application from Bromyard Royal British Legion for funding towards advertising, banners and promotional materials for the 2019 Poppy Festival entitled 'Op Pied Piper WW' Evacuees which will run from 2 nd to 22 nd November 2019. Amount requested - £500. Following discussion, it was moved that a 50% reduction in grant be considered (£250.00). The motion was defeated. The Committee voted on the full grant requested (£500.00). IT WAS RESOLVED that the sum of £500.00 be granted to the Royal British Legion Bromyard Branch.	

F19/94	<p>Exclusion of members of the public and press Pursuant to section 1 (2) of the Public Bodies (admission to meetings) Act 1960 Because of the confidential nature of the business to be transacted IT WAS RESOLVED the public and press should leave the meeting during consideration of items F19/100, Staffing Matters and F19/103 Property Management.</p>	
F19/95	<p>Minutes: Members agreed two corrections to the Minutes of the meeting held on 28th May, 2019.</p> <ul style="list-style-type: none"> • Referring to F19/80 - the following text to be deleted: IT WAS AGREED to amend the Minutes of the last meeting held on Monday 8th April 2019. • Referring to F19/84,3 Cllr Churchill to be deleted and corrected to read Cllr Seldon (A). <p>With the above corrections, the amended Minutes of the meeting held on 28th May 2019 were approved as an accurate record and duly signed by the Chairman.</p>	
F19/96	<p>Report on Repairs and Renewals & Lengthsman: Members were advised that:</p> <ul style="list-style-type: none"> • F19/81 Installation of hard-wired connection to projector was carried out on 7th June 2019 • Public Conveniences (Tenbury Road). Drain Clear called in to clear drain blockage. Issue identified with people putting non-flushable wipes down the toilet. Signs to be installed advising that such items were not to be disposed of by flushing. 	TC
F19/97	<p>Matters Arising – For information only:</p> <ul style="list-style-type: none"> • F19/81 – Clerk had written to Herefordshire County Council Revenues unit who had investigated the issue and discovered that in 2011 their Direct Debit record for the Town Council had been set to “pay immediately”. They had apologised and amended the account to ensure invoices are “due in 21 days” and will not be taken by direct debit. <p>The Town Clerk reported:</p> <ul style="list-style-type: none"> • F19/82 Drainage issues – Old Vicarage; chasing Drain Clear for quotation for further investigation into suspected broken pipework, soak away. Likely excavation of area of car park. • F19/88 Town Square: Initial contact made with Herefordshire Council’s Local Enterprise and Resources Manager, who will in turn speak with Property Services. • F19/89 Conquest Theatre Land acquisition: possible conflict of interest with engagement of solicitors. <p>Referring to F19/84 Members asked that the Town Council’s Grant Policy be reviewed at a future meeting.</p>	TC
F19/98	<p>Finance: Committee discussed the timing of reports presented to them; The Deputy Town Clerk explained that the volume of work at this time had caused a back log.</p> <p>a) Income & Expenditure by Budget Heading – May 2019 IT WAS RESOLVED to accept item a for the month of May 2019.</p>	DTC

	<p>b) Bank Reconciliation – May 2019 Cllr Brunsdon signed the bank reconciliation/statements. IT WAS RESOLVED to accept item b for the month of May 2019.</p> <p>c) Top Sheet IT WAS RESOLVED to accept item c for the month of May 2019.</p> <p>d) <u>Accounts for Scrutiny:</u></p> <table data-bbox="338 474 1332 577"> <tr> <td></td> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Pettifers</td> <td>Complex – Maintenance/Cleaning items</td> <td style="text-align: right;">66.38 + VAT</td> </tr> <tr> <td>Shooting Reels</td> <td>Tourism Video (Quote 01.04.19)</td> <td style="text-align: right;">1,500.00 + VAT</td> </tr> </table> <p>IT WAS RESOLVED to accept item d for the month of May 2019.</p> <p>e) Contracts</p> <table data-bbox="338 698 1332 846"> <tr> <td>West Mercia Energy</td> <td>Elec Tenbury Rd Charge Point</td> <td style="text-align: right;">24.42 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Elec Council Offices</td> <td style="text-align: right;">214.77 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Elec Heritage Centre</td> <td style="text-align: right;">90.47 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Gas Council Offices</td> <td style="text-align: right;">199.57 + VAT</td> </tr> </table> <p>IT WAS RESOLVED to accept item e for the month of May 2019.</p> <p>f) Report of monthly payments. IT WAS RESOLVED that Cllr M Seldon sign for payments for the month of May 2019.</p> <p>g) Payments made: Members noted that the following payment had also been made under the Town Clerk’s delegated authority; RBL Poppy Appeal – DD 75th Anniversary wreaths £55.50 and Veterans Badges £30.00</p>			£	Pettifers	Complex – Maintenance/Cleaning items	66.38 + VAT	Shooting Reels	Tourism Video (Quote 01.04.19)	1,500.00 + VAT	West Mercia Energy	Elec Tenbury Rd Charge Point	24.42 + VAT	West Mercia Energy	Elec Council Offices	214.77 + VAT	West Mercia Energy	Elec Heritage Centre	90.47 + VAT	West Mercia Energy	Gas Council Offices	199.57 + VAT	
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<p>F19/100</p>	<p>In Private Session - Press and Public excluded (see item F19/94 above)</p> <p>Staffing matters Clerk provided an explanation of staff pension contributions in the 2018/19 financial year. Noted.</p>																						
<p>F19/103 Brought forward</p>	<p>Property Management</p> <p>1. Members considered quotations for the remedial electrical works arising from the fixed wire test in the Old Vicarage and Heritage Centre. Works had been separated into two quotations to cover internal and external works. IT WAS RESOLVED that two quotations from W J Fenn be accepted in the sum of £1,290 plus VAT and £1,877 plus VAT.</p> <p>2. Members considered a revised quotation for decorating hall stairs and landing areas in the Old Vicarage. Approval for the works had previously been agreed in June 2018, but had been delayed due to scheduling of replacement light fittings. F18/87 Refers. IT WAS RESOLVED to accept the revised quotation from J B Painters and Decorators and approve the additional cost of £348.</p>																						

<p>F19/101</p>	<p>Open Session Resumed at 8.35pm</p> <p>Risk Management Members reviewed the Risk Management Policy and Matrix in detail on a page by page basis and made a number of amendments.</p> <p>IT WAS RESOLVED that the Risk Management Policy and Matrix, as amended be recommended to the Full Council for approval.</p> <p>The matter of Cash in Transit to be discussed at Full Council in confidential session. A Lone Worker Policy be bought to the next meeting of committee.</p>	<p>TC TC</p>
<p>F19/102</p>	<p>Health and Safety</p> <ol style="list-style-type: none"> 1. Health and Safety issues – Members had been circulated with an updated Health and Safety General Risk report. There were no new items to report. 2. Members discussed setting up a Health & Safety working group and/or nominating a Councillor to take the lead on health and safety issues and report back at Finance & Properties Committee and/or Full Council meetings. <p>IT WAS RESOLVED that a working party be set up to look at Health and Safety issues, led by Cllr Mary Seldon.</p> <p>An item to be placed before Full Council requesting members to volunteer for the working party.</p>	<p>Cllr M Seldon and TC</p>
<p>F19/104</p>	<p>Business Rates To approve additional staff time required to complete business rates project.</p> <p>This matter was referred to the Staffing Committee.</p>	<p>TC</p>
<p>IT WAS RESOLVED To suspend Standing Orders to permit the meeting to extend beyond two hours.</p>		
<p>F19/105</p>	<p>Land Transfer The Clerk updated Councillors on this matter (land transfer to Bromyard Recreation Ground Charity, Kempson Players).</p> <p>The solicitor acting on behalf of the Town Council had requested sight of the original 1946 Conveyance.</p> <p>The Chairman responded to a query raised over the long-term viability and protection of land should the Charity cease to exist in the future.</p>	
<p>F19/106</p>	<p>Churchyard Walls The Committee received an update on the scheduled works required on the Churchyard Walls to avoid the potential of collapse.</p> <p>Members had been circulated with the following documents:</p> <ol style="list-style-type: none"> 1) Report to Finance & Properties Cttee October 2018 2) Quotations report on repairs 3) Updated report on progress to date 4) Revised quotation from preferred contractor <p>IT WAS RESOLVED to note the reports and to recommend to Full Council to approve the revised quotation from the Council’s preferred contractor, Stone Lime Oak Works for commencement of works to sections C & D at a cost of £4,386.27 plus stone and lime mortar as required.</p>	

F19/107	<p>Terms of Reference</p> <p>The Committee reviewed the Terms of Reference for the Finance & Properties Committee in line with Standing Orders.</p> <p>IT WAS RESOLVED to accept the Terms of Reference as reviewed and place it before Council for ratification.</p>	
<p>F19/108</p> <p>F19/109</p> <p>F19/110</p> <p>F19/111</p>	<p>In view of the lateness of the hour, it was proposed seconded and RESOLVED that the following items be deferred to the next Committee meeting.</p> <p>Internal Audit</p> <p>Management of internal Control Systems</p> <p>Internal Financial Controls – Day To Day Procedures</p> <p>Council Asset Register</p>	
F19/112	<p>Correspondence for Information</p> <p>None</p>	

The meeting closed at 9.45pm