

# BROMYARD & WINSLOW TOWN COUNCIL



MINUTES  
F19/113 – F19/133

## Finance & Properties Committee

Minutes of a meeting held on  
**Monday 8<sup>th</sup> July 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), Andrews, Brunsdon, Davies, Martin, Page and A Seldon.

In attendance: Karen Mitchell Town Clerk & Responsible Finance Officer  
Barbara Stanway Deputy Town Clerk  
Cllr. Weaver  
1 member of the public

### Fire Procedure Read to members

		Action
<b>F19/113</b>	<b>Apologies</b> It was noted that Cllrs Davies and M Seldon had informed the committee they would be late in attending.	
<b>F19/114</b>	<b>Declaration of Interest</b> None received.	
<b>F19/115</b>	<b>Chairman's report</b> The Chair stated that, due to its length, the agenda needed to be dealt with expeditiously.	
<b>F19/116</b>	<b>Exclusion of members of the public and press</b> <b>IT WAS RESOLVED</b> that items F19/128 and F19/129 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.	
<b>F19/117</b>	<b>Minutes</b> <b>IT WAS RESOLVED</b> to agree the Minutes of the last meeting held on Monday 10 <sup>th</sup> June 2019 as a correct record and these were duly signed by the Chairman.	

<p><b>F19/118</b></p>	<p><b>Matters Arising – For information only:</b>  The Clerk advised members that</p> <ul style="list-style-type: none"> <li>• The small fridge in 1<sup>st</sup> floor kitchen has stopped working. A replacement (second hand) fridge has been bought to replace the broken one in the 1<sup>st</sup> floor kitchen.</li> <li>• Cracked panes of glass on the ground floor of the Old Vicarage have been replaced.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• The fire extinguishers had been serviced and three had been replaced</li> <li>• The decorators had started work – one week early</li> </ul> <p>Cllr. Davies arrived to the meeting</p>	
<p><b>F19/119</b></p>	<p><b>Matter Arising from the Minutes – FOR INFORMATION ONLY</b>  The Clerk Reported</p> <ul style="list-style-type: none"> <li>• F19/101 - The Clerk suggested that the Lone Worker Policy review should take place at a Staffing Committee meeting – agreed.</li> <li>• F19/96 - Toilet signs on order, due 11<sup>th</sup> July.</li> <li>• F19/82 - Chased drain survey company, will continue to do so.</li> </ul>	
<p><b>F19/120</b></p>	<p><b>Finance</b>  Cllr. M Seldon arrived to the meeting</p> <p>a) <b>Income &amp; Expenditure by Budget Heading:</b>  <b>IT WAS RESOLVED</b> to accept item <b>a</b> for the month of June 2019, with an amendment that costs for the finance package support be moved to “IT/Computer” costs from “Subscriptions”</p> <p>b) <b>Bank Reconciliation:</b>  <b>IT WAS RESOLVED</b> to accept item <b>b</b> for the month of June 2019  Cllr. Andrews was nominated to initial the bank statements</p> <p>c) <b>Top Sheet</b>  <b>IT WAS RESOLVED</b> to accept item <b>c</b> for the month of</p> <p>d) <b>Accounts for Scrutiny:</b></p> <p>e) <b>Contracts:</b>  <b>IT WAS RESOLVED</b> to accept items <b>d &amp; e</b>, as per the agenda for the month of June 2019.</p> <p>f) <b>Review of monthly payments.</b>  <b>IT WAS RESOLVED</b> to accept item <b>f</b> for the month of June 2019 and Cllr. M Seldon signed the report.</p> <p>g) <b>Item for payment – Mayors Invitation</b>  Cllr. Page asked for this item to be withdrawn from the agenda</p>	
<p><b>F19/121</b></p>	<p><b>Internal Audit - Review of the system of internal audit</b>  Cllr. A Seldon spoke to the meeting, referring to two previously circulated documents obtained from Wem Council, he recommended that the Town Council adopted something similar. Cllr. Seldon also recommended a full review of the Internal Audit and the employment of a professional auditing company to carry out an interim audit. Discussion followed,  <b>IT WAS RESOLVED</b> to move to the next item of business.</p>	

F19/122	<p><b>Management of Internal Controls</b>  Members reviewed the above-named document, previously circulated, and made some amendments to sections;</p> <p>(a) Alter to reflect the payroll now contracted out  Alter item to include “invoices over the value of £2,500 are recommended to Full Council and also that when necessary some invoices go straight to full Council for scrutiny.</p> <p>(b) Alter to read Risk Management reports will be produced as necessary for all events organised by or permitted by the Council.</p> <p><b>IT WAS RESOLVED</b> that with these amendments the document be recommended to full Council.</p>	
F19/123	<p><b>Internal Financial Controls – Day to Day Procedures</b>  Members reviewed the above-named document, previously circulated, and made an amendment;  The “Salaries and Wages” section to be altered to reflect the current use of outside contractors for these payments.</p> <p><b>IT WAS RESOLVED</b> that with these amendments the document be recommended to full Council.</p>	
F19/124	<p><b>Council Asset Register</b>  <b>IT WAS RESOLVED</b> to accept the Asset Register and recommend it to full Council.</p>	
F19/125	<p><b>Policies and Procedures</b></p> <p>1) <b>Grant Policy</b>  <b>IT WAS RESOLVED</b> to recommend the Grant Policy and Application Form to Council with the following amendments.</p> <p>1.1. Page 1 item 4 <i>the grant will benefit the area <del>and a significant number of its residents</del></i></p> <p>1.2. Page 2 remove items 1,5 and 7  Discussion followed and it was agreed that some wording in the Policy does not match that in the application form.</p> <p><b>IT WAS RESOLVED</b> to amend item 9 of the application form.  <i>Please give details of other sources of income <del>towards the project</del> including any other funding streams applied for in regard to this application.</i></p> <p>2) <b>Financial Reserves Policy</b>  Cllr. A Seldon proposed the Policy remain the same. Cllr. Page raised his concern regarding item 4.5 and the minimum level of Reserves indicated, he felt this was not sufficient. Discussion followed and Cllr. Seldon accepted an amendment to raise the minimum level of Reserves held by the Council to a value of “3 months of the expenditure of that financial year”.</p> <p><b>IT WAS RESOLVED</b> to recommend the Financial Reserves Policy, with the above amendment to full Council.</p>	
F19/126	<p><b>Grants</b></p> <p>1. Cllr. Seldon declared a non-pecuniary interest in the grant application from HOPE. Members discussed the application.</p> <p><b>IT WAS RESOLVED</b> to award a grant to the HOPE Family Centre in the sum of £980.00.</p> <p>2. End of Grant reports from Bromyard Festival of Town Criers and Royal British Legion Bromyard Branch were noted.</p>	

<b>F19/127</b>	<b>Health &amp; Safety</b> The Clerk reported seeking quotations for Fire Risk and Water Risk assessments and this was noted by members. Cllr. Brunsdon to supply some contact details for the Fire Risk Assessment.	
<b>F19/130</b>	<b>Energy Suppliers</b> The expected quotations had not been received and the matter will be brought forward to the next meeting.	
<b>F19/131</b>	<b>Tenbury Road Public Toilets</b> The request from Herefordshire Council for payment of electricity used in the public toilets from 1 <sup>st</sup> April 2017 to 31 <sup>st</sup> December 2018 was discussed. As the position of Herefordshire Council had not changed it was moved that the requested amount be paid. <b>IT WAS RESOLVED</b> to recommend to full Council that one payment of £2,911.08 be made to Herefordshire Council and that the funds be taken from General reserve.	
<b>F19/132</b>	<b>Waste Management</b> Members discussed provision of recycling bins at the Town Council complex. Herefordshire Council will provide up to 5 x 240ltr recycling bins. (delivery charge of £25.75) Collection is fortnightly at a cost of £3.25 per bin <b>IT WAS RESOLVED</b> that 5 recycle bins be obtained from Herefordshire Council at costs indicated above.	
<b>F19/133</b>	<b>Correspondence</b> There was no correspondence to report	
	<b>Part II Private and Confidential</b> <b>Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960</b> <b>IT WAS RESOLVED</b> that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of quotations for Remembrance Day Refreshments and purchase of a flag pole. <b>See F19/116</b>	
<b>F19/128</b>	<b>Remembrance Day Refreshments</b> <b>IT WAS RESOLVED</b> at accept the quotation from Cllr. Mrs Gill Churchill to supply the refreshments at an estimated cost of £200.	
<b>F19/129</b>	<b>Flag Pole</b> Discussion followed. Cllr. Martin proposed the purchase of a 6m white fibreglass pole with internal Halyard and gold finial complete with hinged base plate from The Hampshire Flag Co. in the sum of £245 excluding VAT and installation. It was proposed that the Herefordshire Council Conservation Officer be approached to discuss the best position for the pole within the Complex grounds and to check if planning permission is required. <b>IT WAS RESOLVED</b> to proceed as above.	

The meeting closed at 9.10pm