



Karen Mitchell
Town Clerk

BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
The Old Vicarage
1 Rowberry Street
Bromyard, HR7 4DU

Telephone (01885) 482825

E-mail: clerk@bromyardandwinslow-tc.gov.uk.

Wednesday 9th January 2019

Finance Agenda 19/01 - 19/18

Finance & Properties Committee

Dear Councillor,

You are summoned to attend a meeting of the Finance Committee on

Monday 14th January 2018 at 7.30pm

in the Council Chamber, Council Offices, Rowberry Street, Bromyard.

Yours sincerely,

Karen Mitchell
Town Clerk

A HARD COPY OF THE AGENDA AND ANY ASSOCIATED PAPERWORK WILL BE FOUND IN YOUR PIGEONHOLE. THESE, ALONG WITH THE MINUTES OF THE PREVIOUS MEETING WHICH HAVE ALREADY BEEN CIRCULATED, NEED TO BE BROUGHT TO THE MEETING, NO DUPLICATES WILL BE ISSUED

Committee Members: Cllrs Franklin (Chairman) Andrews, Churchill, Faulkner, Ferriday, Nevin, Page and Smith.

AGENDA

Fire Procedure

19/01 To receive apologies for absence

Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

19/02 To note Cllr Dr Ferriday's resignation from the Committee

19/03 To receive any Declarations of Interest and written requests for dispensations

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Bromyard and Winslow Town Council Code of Conduct for Members and by the Localism Act 2011.

Note: Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.

Requests for dispensations must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.

19/04 Chairman's Remarks:

19/05 To resolve to exclude members of the public and press

To agree any items to 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.

19/06 To receive, approve and sign the Minutes of the Meeting held on Monday 10th December 2018.

19/07 Report on Repairs and Renewals & Lengthsman:

The Town Clerk will give a verbal report.

19/08 Matters Arising from the Minutes – FOR INFORMATION ONLY:

18/189 CCTV – Discreet Security Solutions have checked the system and will prepare a proposal for the next meeting.

19/09 Finance:

a) Income & Expenditure by Budget Heading – December 2018

b) Bank Reconciliation – December 2018

(A member, other than the Chairman, to be nominated to initial the Bank Statements and Petty Cash book.)

c) Top Sheet – December 2018

d) Accounts for Scrutiny:

		£
BemroseBooth	Tickets – car park machines	280.75 + VAT
ACT Computers	Kaspersky Internet Security	12.50 + VAT
K T Gooch	Memory sticks	11.00 + VAT
Pettifers	Misc. hardware/expenditure	74.04 + VAT
David Ogilvie Eng. Ltd.	Commemorative bench	802.50 + VAT
HALC	Councillor Training (4)	120.00 + VAT
Drain Clear	Clear drain blockage	90.00 + VAT
ABA Cleaners	Window cleaning Old Vicarage	112.00 + VAT
Loos-in-Motion	Portaloo hire Dec.	496.00 + VAT

e) Contracts

K T Gooch	Photocopier lease (Jan-Mar)	107.00 + VAT
R Wilks	Lengthsman works	765.00 + VAT
Allcooper	Fire Alarm Service Contract Dec 18- Nov 19	102.33 + VAT
West Mercia Energy	Electric Nov. Tenbury Rd complex	33.09 + VAT
West Mercia Energy	Electric Nov Old Vicarage	251.76 + VAT
Pear Technology	PT Mapper tech. support & updates	225.00 + VAT
West Mercia Energy	Gas Nov. Old Vicarage	263.39 + VAT
Brian Lane	Ground Maintenance Sept.	1165.00 + VAT
Brian Lane	Ground Maintenance Sept. Kempson Players	312.00 + VAT
Brian Lane	Ground Maintenance Oct.	1165.00 + VAT
Brian Lane	Ground Maintenance Oct. Kempson Players	312.00 + VAT
Brian Lane	Ground Maintenance Nov.	1165.00 + VAT
Brian Lane	Ground Maintenance Nov. Kempson Players	312.00 + VAT

f) Report of monthly payments December 2018

Members' signature of payments for the month of November.

19/10 Health & Safety

To consider the following alternative draft policy documents received from Ellis Whittam following a meeting with Chairman of the Finance & General Purposes Committee, Clerk and the health and safety consultant on 12th December 2018.

- Draft Health & Safety Policy
- Draft Health & Safety Handbook

19/11 Tenbury Road Car Park

To receive a letter from the Falcon Hotel regarding use of the car park for the assembly of Gala floats on 29th June 2019. (referred by Full Council 17.12.2018- Minute ref 18/221)
Members are requested to consider any action to be taken.

19/12 Bromyard Speed Festival 2019

To receive a letter from the Acting Chairman and Director of the Bromyard Speed Festival setting out proposed arrangements for the 2019 event. Members' views are sought.

19/13 Herefordshire Council Funding Opportunity

Town and Parish Councils are being given the one off opportunity to apply for up to £10,000 for funding to enhance local green spaces. Any application will need to demonstrate an ability to maintain and enhance a local green space with the view to a long term asset transfer. Closing date for applications is 25th January 2019.
Information Sheet attached.

19/14 Council Chamber

To consider a proposal to hang framed photographs of Past Mayors of Bromyard and Winslow Town Council in the Council Chamber. Framing quotations attached.

19/15 Public Toilets

To receive a brief report from the Town Clerk.
Members are requested to consider any action to be taken.

19/16 Grounds Maintenance

To consider quotations for the Grounds Maintenance Contract 1st April 2019 – 31st March 2022.

19/17 Old Vicarage

To consider revised quotations for lighting in the Old Vicarage, if available.

19/18 Budget 2019/20

Members are requested to further consider the draft budget for 2019/20.

A recommendation for budgetary requirements from the Staffing Committee will be received following its meeting on 10th January, 2019.