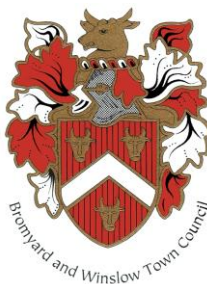


BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F19/76– F19/90

Finance & Properties Committee

Minutes of a meeting held on
Tuesday 28th May 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, Page, A Seldon

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

Observer: Cllr Aldridge (in public gallery)

Fire Procedure Read to members

		Action
F19/76	Apologies: Cllr Martin.	
F19/77	Declaration of Interest: Cllr Page declared a Pecuniary Interest in Item 19/83 (g).	
F19/78	Chairman's report. The Chair welcomed all members, especially those new to the Committee and advised them that he anticipated a busy year with a number of responsible employer and good practice related projects. Ellis Whittam Health and Safety consultant has visited the complex the previous week. Town Clerk to circulate updated audit report to committee members in advance of the next meeting together with the building condition report for the Old Vicarage and Heritage Centre.	TC
F19/79	Exclusion of members of the public and press IT WAS RESOLVED that due to commercial sensitivity, item 19/89 should be discussed in closed session.	

F19/80	<p>Minutes: IT WAS AGREED to amend the Minutes of the last meeting held on Monday 8th April 2019.</p> <p>IT WAS RESOLVED that the Minutes be approved as a correct record.</p>											
F19/81	<p>Report on Repairs and Renewals & Lengthsman Members were advised that:</p> <ul style="list-style-type: none"> • F19/40 Repairs and Renewals – Sash window repairs completed 1st May 2019 • F19/75 Refurbished public toilets re-opened to the public 8th May 2019 • F19/33 CCTV Installation of new cameras completed 15th May 2019 • F19/51 Tree Works, all completed • F19/60 Temporary repair made to lamp post in Tenbury Road Car Park • F19/69 Awaiting quote for remedial works required as a result of fixed wire testing • Road Repairs – Over-bonding had been completed and lifted area repaired; payment taken by direct debit. The Clerk was instructed to check details of the Direct Debit in place and the permissibility of alterations to payments taken by Herefordshire County Council by such Direct Debit. Update on current position to be given at June meeting • F19/66 Closed Churchyard – Deputy Town Clerk met with Diocesan representative and Town Council’s preferred contractor. Update on current position to be given at June meeting • July 2019 – Decorators coming in to work in foyer and other areas • Projector – awaiting installation of hard-wired connection • Bench in Town Square – repair to broken slat being undertaken by Council handyman 	<p style="text-align: center;">TC</p> <p style="text-align: center;">DTC</p>										
F19/82	<p>Matters Arising – For information only:</p> <ul style="list-style-type: none"> • F19/59 Drains – position to be determined • F19/24 Ventrolla – Sash window remedial works completed 											
F19/83	<p>Finance:</p> <p>a) Income & Expenditure by Budget Heading – IT WAS RESOLVED to accept item a for the month of April 2019.</p> <p>b) Bank Reconciliation – Cllr Brunsdon sign the bank reconciliation/statements. Withheld payments to be noted in future. IT WAS RESOLVED to accept item b for the month of April 2019.</p> <p>c) Top Sheet IT WAS RESOLVED to accept item c for the month of April 2019.</p> <p>d) <u>Accounts for Scrutiny:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Adrian Hope Tree Safety Works</td> <td style="text-align: right;">1,615.00 + VAT</td> </tr> <tr> <td>Balfour Beatty Replacement Lamp Closed Churchyard</td> <td style="text-align: right;">229.78 +VAT</td> </tr> <tr> <td>B’yrd Comm. TransprtTown Clerk First Aid Training Course</td> <td style="text-align: right;">20.00 + VAT</td> </tr> <tr> <td>David James Presentation Boxes – Past Mayor Badges</td> <td style="text-align: right;">15.00 + VAT</td> </tr> </table>		£	Adrian Hope Tree Safety Works	1,615.00 + VAT	Balfour Beatty Replacement Lamp Closed Churchyard	229.78 +VAT	B’yrd Comm. TransprtTown Clerk First Aid Training Course	20.00 + VAT	David James Presentation Boxes – Past Mayor Badges	15.00 + VAT	<p style="text-align: center;">DTC</p>
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	<p>Discrete Security Sol. CCTV System enhancements Car park 239.00 + VAT</p> <p>Discrete Security Sol. CCTV System enhancements Complex 744.00 + VAT</p> <p>Greendawn Account Internal Audit (1st Visit) 291.20 +VAT</p> <p>Hereford C' Cncl Road surface repairs 3,424.30 +VAT</p> <p>KT Gooch Ltd Public Toilet – Cleansing Supplies 329.20 + VAT</p> <p>Pettifers Ironmongers Supplies for complex & Public toilets 68.51+VAT</p> <p>Rocrest Ltd Public Toilet – Door Entrance System 2,260.00 + VAT</p> <p>Rocrest Ltd Public Toilet – Water heater + Sink 1,250.00 + VAT</p> <p>Scty Lcl Council Clerks Annual Membership Town Clerk 247.00 + VAT</p> <p>Scty Lcl Council Clerks Annual Membership Deputy Clerk 196.00 + VAT</p> <p>Ventrolla Old Vicarage sash window repairs 6,261.42 + VAT</p> <p>Wallgate Ltd Public Toilets – Hardware Supplies 7,596.60 + VAT</p> <p>Wallgate Ltd Public Toilets – Consumables 59.66 + VAT</p> <p>WPS Insurance Srvcs Insurance – Council Guard 5,624.91 + VAT</p> <p>Contracts</p> <p>A & E Fire & Sec. Heritage Centre – Fire alarm monitoring 1 yr 295.00 + VAT</p> <p>A & E Fire & Sec. The Old Vicarage - Fire alarm monitoring 1 yr 295.00 + VAT</p> <p>Cannon Hygiene Sanitary Disposal 205.04 + VAT</p> <p>Freeman B'kping & Ac Payroll Administration (Feb & Mar 2019) 60.00 + VAT</p> <p>B Lane & Son Kempson Plyrs, Hedge Trm 12/02 312.00 + VAT</p> <p>B Lane & Son Grounds Maintenance 1,165.00 + VAT</p> <p>Loos-in-motion Hire of Public Toilets x 4 weeks 496.00 + VAT</p> <p>Loos-in-motion Hire of Public Toilets x 2 weeks 248.00 + VAT</p> <p>npower Electric (Jan-Mar 19) Lamps 269.83 + VAT</p> <p>npower Electric (Jan-Mar 19) Lamp Sensor 64.19 + VAT</p> <p>npower Electric (Jan-May 19) Lamp Sensor 1.14 + VAT</p> <p>Talk Talk Business Comms 32.12 + VAT</p> <p>Talk Talk Business Comms 32.00 + VAT</p> <p>IT WAS RESOLVED to accept item d for the month of April 2019.</p> <p>e) Contracts</p> <p>West Mercia Energy Gas (28.02-31.03.19) Old Vicarage 254.68 + VAT</p> <p>West Mercia Energy Elec (28.02-31.03.19) Old Vicarage 227.28 + VAT</p> <p>West Mercia Energy Elec (28.02-31.03.19) Tenbury Rd Charging Pnt 26.20 + VAT</p> <p>West Mercia Energy Gas (28.02-31.03.19) Heritage Centre 98.08 + VAT</p> <p>R Wilks Grounds Maintenance April 2019 1,126.30 + VAT</p> <p>IT WAS RESOLVED to accept item e for the month of April 2019</p> <p>f) Report of monthly payments. IT WAS RESOLVED that Cllr M Seldon sign for payments for the month of April 2019.</p>	
F19/83	<p><i>Having declared a Pecuniary Interest, Cllr Roger Page left the Chamber during consideration of the following item:</i></p> <p>g) Payment of 50% of the Mayor's allowance to the Chairman of the Council IT WAS RESOLVED to pay 50% of the Mayor's allowance to the Chairman of the Council.</p> <p><i>Cllr Roger Page returned to the chamber after F19/83 g) had been completed.</i></p>	

<p>F19/84</p>	<p>Grant Applications</p> <p><i>At this point in the meeting, Cllr Alan Seldon declared a non-pecuniary interest in item F19/84, 1.</i></p> <p>Members considered the following application for grant aid:</p> <ol style="list-style-type: none"> 1. Bromyard Cricket Club IT WAS RESOLVED to approve a grant of £400.00 to Bromyard Cricket Club as per their application for replacement ball stop netting. 2. Bromyard Community Arts Group IT WAS RESOLVED to approve a grant of £200.00 to Bromyard Community Arts group as per their application for signage and art materials the planned ARTWALK event in July 2019. 3. Members discussed various ways in which the council might encourage more grant applications. IT WAS AGREED that Cllr Page place an item into the next Bromyard Information publication promoting the grant application system and that Cllr Andrews place a note on the Bromyard Information Facebook page/website. Cllr Churchill asked if grants could be given to individuals. The Town Clerk advised that it was possible now that the Council could use the General Power of Competence. The Town Council's Grant Policy would need to be amended to reflect this change. 	<p>TC</p> <p>TC</p> <p>RP PA</p>
<p>F19/85</p>	<p>Internal Audit 2018/19</p> <p>Members considered the interim internal audit report for 2018/19. In response to a query, the Clerk advised that the scope of the internal audit was in accordance with the 'Governance and Accountability for Local Councils guidance. IT WAS RESOLVED that the Internal Auditor's interim report for the year ended 31st March 2019 be received and noted.</p>	
<p>F19/86</p>	<p>Budget 2019/20</p> <p>Members reviewed the Budget report identifying end of year transfers and carry forwards, as presented. Cllr Page requested that an explanation of pension contributions for the last year be provided at the next meeting. IT WAS RESOLVED to move the sum of £10,000 from nominal code 4096 - Cleaning, Tenbury Rd. Toilets to 4090 - Repairs & Renewals IT WAS RESOLVED to move the sum of £7,500 from nominal code 4096 - Cleaning, Tenbury Rd. Toilets to 4001 - Cleaning Wages. IT WAS FURTHER RESOLVED that the Budget for 2019/20, amended as above, be accepted and recommended to Full Council.</p>	
<p>F19/87</p>	<p>Risk Management</p> <p>This item, deferred from the April meeting so that new Council could be established by the 2019 election process was placed before members for review. The Chairman proposed that consideration of the document be deferred to the next meeting in order to allow members time to read and come back with comments. IT WAS RESOLVED to defer this matter to the 10th June 2019 meeting.</p>	<p>TC</p>

F19/88	<p>Town Square</p> <p>Cllr Page addressed the meeting with a tentative suggestion to explore the potential for transfer of ownership and/or management of the Town Square from Herefordshire Council to the Town Council to provide short stay parking.</p> <p>Following discussion, IT WAS RESOLVED that this option be explored further by the Town Clerk in conjunction with ward members and any interested parties.</p>	
<p>Exclusion of members of the public and press</p> <p>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 that the public and the press should leave the meeting during consideration of F19/89, disposal of land at Tenbury Road car park.</p>		
F19/89	<p>Conquest Theatre Land Acquisition</p> <p>This matter was discussed by the Committee. A map showing the extent of the land for sale was circulated to members.</p> <p>IT WAS RESOLVED to recommend to Full Council that:</p> <ol style="list-style-type: none"> 1. That the agreement be entered into at the valuation price. 2. That solicitors be instructed to proceed with the sale of the land. 	
F19/90	<p>Correspondence for Information</p> <p>None</p>	

The meeting closed at 9.15pm