

# BROMYARD & WINSLOW TOWN COUNCIL



MINUTES  
F19/19 – F19/34

## Finance & Properties Committee

Minutes of a meeting held on  
**Monday 11<sup>th</sup> February 2019**  
at 7.30pm in the Council Chamber, Council Offices, Bromyard.

**\*UNTIL NEXT MEETING OF THE FINANCE COMMITTEE  
THESE MINUTES HAVE NOT BEEN RATIFIED\*.**

Present: Cllrs Franklin (Chairman), Andrews, Cave, Churchill, Nevin, Page and Smith.

In attendance: Karen Mitchell - Town Clerk & Responsible Finance Officer  
Rose Raine - Administrative Clerk

### Fire Procedure Read to members

		Action
F19/19	<b>Apologies:</b> Cllr Faulkner.	
F19/20	<b>Declaration of Interest:</b> Cllrs Andrews and Churchill declared non-pecuniary interests in Item F19/30.	
F19/21	<b>Chairman's report.</b> The Chairman welcomed Cllr Cave as a new member of the Committee and thanked staff for their work on time consuming 'one off' issues.	
F19/22	<b>Exclusion of members of the public and press</b> <b>IT WAS RESOLVED</b> that items F19/32, F19/33 and F 19/34 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.	
F19/23	<b>Minutes:</b> <b>IT WAS RESOLVED</b> to confirm the Minutes of the last meeting held on 14 <sup>th</sup> January 2018 as a correct record and these were duly signed by the Chairman.	
F19/24	<b>Report on Repairs and Renewals &amp; Lengthsman:</b> The Town Clerk gave a verbal report <ul style="list-style-type: none"><li>All the window repairs commissioned from Ventrolla were complete; one window did not stay open and the contractors would be called back to rectify.</li></ul>	<b>TC</b>

	<ul style="list-style-type: none"> <li>The 'Port a loos' in Tenbury Road Car Park had been out of operation during the week of cold weather; one was now functioning but the second, though clean, was not working.</li> <li>Car Park Ticket machines repeatedly block up and cease to issue tickets. Quotations for replacements to be brought forward. Cllr Churchill's name to be given to Conquest Theatre so if that machine breaks down when the office is closed she can be called to sort the problem.</li> <li>Fixed wire testing set for Wed/Thursday 20/21<sup>st</sup> February.</li> </ul>	TC TC																																				
<b>F19/25</b>	<p><b>Matters Arising – For information only:</b></p> <ul style="list-style-type: none"> <li>F19/12 - Bromyard Speed Festival – Town Clerk to meet with Chairman of BSF to discuss issues on 14<sup>th</sup> February 2019, and liaise with BBLP Locality Steward.</li> <li>F19/08 - Tree Survey – no meeting with HC Tree Protection Officer or with a representative of the diocese. Town Clerk to press ahead and complete the relevant documentation.</li> <li>F19/13 -Taking Over Nunwell Park – Cllr Shaw had referred the matter to Cllr Barry Durkin who had not, as yet, responded.</li> <li>F19/16 – Grounds Maintenance – Town Clerk to detail what 'satisfactory monitoring procedures' would entail to next meeting. Town Council's gardener will care for the green spaces in Tenbury Road Car Park.</li> </ul>	TC TC TC TC																																				
<b>F19/26</b>	<p><b>Finance:</b></p> <p><b>a) Income &amp; Expenditure by Budget Heading</b>  <b>IT WAS RESOLVED</b> to accept item <b>a</b> for the month of January 2019.</p> <p><b>b) Bank Reconciliation</b>  Cllr Nevin to initial the bank statement.  <b>IT WAS RESOLVED</b> to accept item <b>b</b> for the month of January 2019.</p> <p><b>c) Top Sheet</b>  <b>IT WAS RESOLVED</b> to accept item <b>c</b> for the month of January 2019.</p> <p><b>d) Accounts for Scrutiny</b></p> <table> <thead> <tr> <th></th> <th></th> <th style="text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>Thomas Fattorini Ltd</td> <td>Mayoral Badges</td> <td style="text-align: right;">£319.19 + VAT</td> </tr> <tr> <td>Travis Perkins</td> <td>Misc Handyman Materials</td> <td style="text-align: right;">£32.40 + VAT</td> </tr> <tr> <td>PKF Accountants</td> <td>Review of Annual Governance</td> <td style="text-align: right;">£607.50 + VAT</td> </tr> </tbody> </table> <p><b>IT WAS RESOLVED</b> to accept item <b>d</b> for the month of January 2019.</p> <p><b>e) Contracts</b></p> <table> <tbody> <tr> <td>Loggicc</td> <td>Annual Web hosting Fee</td> <td style="text-align: right;">£248.00 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Gas Old Vic Dec 2018</td> <td style="text-align: right;">£287.92 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Gas Heritage Centre Dec 2018</td> <td style="text-align: right;">£108.37 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Old Vicarage Elec Dec 2018</td> <td style="text-align: right;">£234.90 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>T'bury Road Elec charges Dec 2018</td> <td style="text-align: right;">£23.77 + VAT</td> </tr> <tr> <td>Npower</td> <td>Streetlights Oct – Dec 2018</td> <td style="text-align: right;">£262.41 +VAT</td> </tr> <tr> <td>Npower</td> <td>Lamps Sensor Oct – Dec 2018</td> <td style="text-align: right;">£64.54 + VAT</td> </tr> <tr> <td>Information Commissioner</td> <td>Annual Registration Fee</td> <td style="text-align: right;">£40.00</td> </tr> </tbody> </table> <p><b>IT WAS RESOLVED</b> to accept item <b>e</b> for the month of January 2019.</p>			£	Thomas Fattorini Ltd	Mayoral Badges	£319.19 + VAT	Travis Perkins	Misc Handyman Materials	£32.40 + VAT	PKF Accountants	Review of Annual Governance	£607.50 + VAT	Loggicc	Annual Web hosting Fee	£248.00 + VAT	West Mercia Energy	Gas Old Vic Dec 2018	£287.92 + VAT	West Mercia Energy	Gas Heritage Centre Dec 2018	£108.37 + VAT	West Mercia Energy	Old Vicarage Elec Dec 2018	£234.90 + VAT	West Mercia Energy	T'bury Road Elec charges Dec 2018	£23.77 + VAT	Npower	Streetlights Oct – Dec 2018	£262.41 +VAT	Npower	Lamps Sensor Oct – Dec 2018	£64.54 + VAT	Information Commissioner	Annual Registration Fee	£40.00	
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	<p><b>f) Review of monthly payments</b>  <b>IT WAS RESOLVED</b> that Cllr Franklin sign for payments for the month of December 2018 and January 2019.</p> <p><b>g) Replacement Cheques</b>  <b>IT WAS RESOLVED</b> to raise cheques to replace the following lost and cancelled cheques:  West Mercia Energy: £503.16 ( No.004748 – 11<sup>th</sup> December 2018)  Allcoopers Ltd: £104.40 ( No. 004722 – 20<sup>th</sup> November 2018)  Allcoopers Ltd: £122.80 (No. 004763 – 22<sup>nd</sup> January 2019)</p>	
<b>F19/27</b>	<p><b>Subscriptions</b>  Members considered the renewal of the Town Council’s subscription to Local Councils Update in the sum of £75.</p> <p><b>IT WAS RESOLVED</b> to approve the renewal of the Town Council’s subscription to Local Councils Update in the sum of £75.</p>	
<b>F19/28</b>	<p><b>External Audit 2017/18</b>  Members were informed that the External Auditors, PKF Littlejohn LLP had completed the review of the Annual Governance &amp; Accountability Return (AGAR) for the year ended 31<sup>st</sup> March 2018 and had issued the External Auditor Report and Certificate. An additional charge of £607.50 has been incurred for extra work required to address the ‘challenge correspondence’ received. The Auditor’s final report certifies that:  <i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p> <p><b>IT WAS RESOLVED</b> to receive and note the external auditor’s report.</p>	
<b>F19/29</b>	<p><b>Grants</b>  The committee considered a grant application from The Bromyard Festival of Town Criers for £300 towards the annual Town Criers Festival to be held on 4<sup>th</sup> May 2019.</p> <p><b>IT WAS RESOLVED</b> to approve the grant of £300 towards the 2019 Annual Town Criers Festival.</p>	<b>TC</b>
<b>F19/30</b>	<p><b>Heritage Centre</b>  The Town Clerk reported a letter had been received from a tenant of the Heritage Centre regarding a proposal to upgrade waste water disposal in the building.</p> <p><b>IT WAS RESOLVED</b> that the tenants should provide further details and costings for consideration at a future meeting of the committee.</p>	<b>TC</b>
<b>F19/31</b>	<p><b>Old Vicarage – replacement windows</b>  The replacement windows in the Old Vicarage had been successfully installed. Members were asked to approve expenditure for these to be repainted. It was suggested that as the windows would have to be removed for painting the work should be deferred until the summer months.</p> <p><b>IT WAS RESOLVED</b> the Town Clerk to seek quotations from the decorators already contracted to paint the Old Vicarage and at her discretion to commission the work.</p>	<b>TC</b>

	<p><b>Part II Private and Confidential</b>  <b>Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960</b>  because of the confidential nature of the business to be transacted <b>IT WAS RESOLVED</b> that the public and the press should leave the meeting during consideration of quotations for lighting in the Old Vicarage, quotations for CCTV and quotations for work to the public toilets.</p>	
<b>F19/32</b>	<p><b>Old Vicarage</b>  Members considered revised quotations for lighting in the Old Vicarage following the assessment of lighting levels carried out by Cllr Ferriday and the Town Clerk. (Minute 18/174 refers) Though three quotations had been sought only two had been submitted; only one met the brief in full. It was pointed out that as problems had been identified if action were not taken to rectify then the Town Council could be held liable were a future issue to arise. Discussion ensued.</p> <p><b>IT WAS RESOLVED</b> that the Town Council be recommended to accept the quotation from company 2.</p>	<b>TC</b>
<b>F19/33</b>	<p><b>CCTV</b>  Members discussed two quotations for upgrade/replacement of the CCTV system in the Old Vicarage complex. It was remarked that the picture on the existing system were much improved following the replacement of the adjacent security light. There was discussion of the specifications of the cameras and the merits or otherwise of replacing the existing system.</p> <p><b>IT WAS RESOLVED</b> that, subject to the Town Clerk being satisfied that the pan tilt zoom facility would be a worthwhile addition, the quotation submitted by Discreet Security Solutions at £1,494.00 + VAT be accepted.</p>	<b>TC</b>
<b>F19/34</b>	<p><b>Public Toilets</b>  Members considered quotations for replacement of public toilet facilities in Tenbury Road car park, in line with current financial regulations. Members attention was drawn to NALC Legal Topic Note regarding the procurement of a contract of greater value than £25,000 and the requirement to advertise on the government Contracts Finder website..</p> <p><b>IT WAS RESOLVED</b> that the Town Council be recommended to approve option 3.</p>	<b>TC</b>

The meeting closed at 9.15pm