



KAREN MITCHELL
TOWN CLERK

Finance & Properties Committee

Minutes of the Finance Committee meeting held on
Monday 13th August 2018
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 Andrews, Churchill, Faulkner, Ferriday, Nevin, Page and Smith.

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

Fire Procedure Read to members

	In the absence of Cllr. Franklin, Cllr. Smith took the Chair.	Action
18/108	Apologies: Cllr. Franklin – family commitments	
18/109	Declaration of Interest: 18/115 Cllr. Smith – Non-pecuniary – Director of the Conquest Theatre 18/125 Cllr. Churchill – Non-pecuniary – Trustee of Kempson Players	
18/110	Chairman's Remarks: None	
18/111	Minutes: IT WAS RESOLVED to accept the Minutes of the last meeting held on Monday 9 th July 2018 as a true record and these were duly signed by the Chairman	

18/112	Matters Arising – For information only: Members asked for information regarding repairs to the churchyard walls to be brought to the September meeting.	DTC																																																															
18/113	Finance: a) Income & Expenditure by Budget Heading – July 2018 It was accepted that this would be brought forward to the September meeting b) Bank Reconciliation – July 2018 It was accepted that this would be brought forward to the September meeting c) Top Sheet – July 2018 It was accepted that this would be brought forward to the September meeting d) Accounts for Scrutiny: <table data-bbox="363 656 1310 864"> <tr> <td>AllCooper</td> <td>Call out: Fire Alarm</td> <td>£202 +VAT</td> </tr> <tr> <td>KT Gooch</td> <td>Supplies</td> <td>£368.65 + VAT</td> </tr> <tr> <td>Travis Perkins</td> <td>Bags/Pipe Bracket</td> <td>£19.06 + VAT</td> </tr> <tr> <td>Drain Clear</td> <td>Foul Water Blockage</td> <td>£90 + VAT</td> </tr> <tr> <td>R Wilks</td> <td>Plants for Planters</td> <td>£283 + VAT</td> </tr> <tr> <td>Discreet Solutions</td> <td>Door Repair</td> <td>£150 + VAT</td> </tr> </table> <p>IT WAS RESOLVED to accept item d for the month of July 2018</p> e) Contracts <table data-bbox="268 987 1310 1368"> <tr> <td>Brian Lane & Son</td> <td>Gen Maintenance May</td> <td>£1165 + VAT</td> </tr> <tr> <td>Brian Lane & Son</td> <td>Kempson Players May</td> <td>£312 + VAT</td> </tr> <tr> <td>Brian Lane & Son</td> <td>Gen Maintenance June</td> <td>£1165 + VAT</td> </tr> <tr> <td>Brian Lane & Son</td> <td>Kempson Players June</td> <td>£312.00 + VAT</td> </tr> <tr> <td>Interserve</td> <td>Toilet Cleaning July</td> <td>£445.98 + VAT</td> </tr> <tr> <td>R Wilks</td> <td>Floral Decorations</td> <td>£2111 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Elec Old Vic June</td> <td>£221.80 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>T Rd Charging Point June</td> <td>£31.05 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Gas Old Vic June</td> <td>£100.09 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Gas Heritage Centre June</td> <td>£22.65 + VAT</td> </tr> <tr> <td>N Power</td> <td>Elec Street Lights May/June 2018</td> <td>£165.46 + VAT</td> </tr> </table> <p>IT WAS RESOLVED to accept item e for the month of July 2018</p> f) To report the following payments made under Clerks authority: <table data-bbox="308 1503 1294 1570"> <tr> <td>Hampshire Flag</td> <td>National Flag – Red Ensign</td> <td>£35.30 + VAT</td> </tr> <tr> <td>Npower</td> <td>Street Lamps – Sensor</td> <td>£58.59 + VAT</td> </tr> </table> g) Report of monthly payments. It was accepted that this would be brought forward to the September meeting h) Payment of Expense: <table data-bbox="268 1749 1222 1816"> <tr> <td>Councillor Expenses claim</td> <td>Travel to/from Hereford</td> <td>£12.60</td> </tr> <tr> <td></td> <td>Car Park</td> <td>£0.50 (£13.10)</td> </tr> </table> Members noted this payment to be made.	AllCooper	Call out: Fire Alarm	£202 +VAT	KT Gooch	Supplies	£368.65 + VAT	Travis Perkins	Bags/Pipe Bracket	£19.06 + VAT	Drain Clear	Foul Water Blockage	£90 + VAT	R Wilks	Plants for Planters	£283 + VAT	Discreet Solutions	Door Repair	£150 + VAT	Brian Lane & Son	Gen Maintenance May	£1165 + VAT	Brian Lane & Son	Kempson Players May	£312 + VAT	Brian Lane & Son	Gen Maintenance June	£1165 + VAT	Brian Lane & Son	Kempson Players June	£312.00 + VAT	Interserve	Toilet Cleaning July	£445.98 + VAT	R Wilks	Floral Decorations	£2111 + VAT	West Mercia Energy	Elec Old Vic June	£221.80 + VAT	West Mercia Energy	T Rd Charging Point June	£31.05 + VAT	West Mercia Energy	Gas Old Vic June	£100.09 + VAT	West Mercia Energy	Gas Heritage Centre June	£22.65 + VAT	N Power	Elec Street Lights May/June 2018	£165.46 + VAT	Hampshire Flag	National Flag – Red Ensign	£35.30 + VAT	Npower	Street Lamps – Sensor	£58.59 + VAT	Councillor Expenses claim	Travel to/from Hereford	£12.60		Car Park	£0.50 (£13.10)	DTC
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18/114	Price Increase: Members noted the price increase from Talktalk for telephone/broadband supply.																																																																
18/115	Grant Application: Members considered a grant application from The Conquest Theatre. Cllr. Ferriday questioned whether the Town Council should be helping towards the cost of maintenance, some members agreed but others felt the application should be																																																																

	supported. IT WAS RESOLVED to defer a decision until members had been able study the financial reports attached to the application and asked that the applicant request a specific amount of grant support.	TC
18/116	End of Year Grant Report: The above named report had been received from the Royal British Legion (Bromyard Branch) and members noted the content. IT WAS RESOLVED to accept the report.	
18/117	Report on Repairs and Renewals & Lengthsman: The Town Clerk reported : 1. The Fire Brigade attended a fire alarm activation on 10 th July and had to force entry to two rooms on the 2 nd floor. Confirmed no fire on the premises. The Alarm monitoring company attended a call out and replaced a detector on the 2nd floor landing. A locksmith had to be called out to secure the rooms at a cost of £150 plus VAT. 2. Requested Tinton Bros to quote for repair/refurbishment works to sash windows plus damaged door frames on 2 offices on 2 nd floor. Quote to be brought forward to future meeting. 3. Drain Clear attended 1 st August to inspect drainage from the cellar. Drain from cellar to manhole adjacent to vicarage was clear, however, could not access the next manhole cover (in corner of car park) as car parked over it. Return visit planned. Checked other drains to find the one next to the sheep statue completely blocked up. Clerk instructed Drain Clear to clear the blockage. 4. Light failed in cellar, tripping all lights in the Community Transport. W J Fenn electricians called in to replace the fitting. 5. Damage caused to concrete fence post in reserved parking area by Bromyard Community (BCT) Transport vehicle. Repairs to be paid for by BCT. Repair to be carried out by TC staff. BCT to fit parking sensor to the vehicle. 6. Vandalism reported at cemetery on 28 th July. One of the posts for the plastic chain-link on the cremation plots had been kicked out and the gate post had also been kicked out. TC Handyman carried out the repair.	
18/118	Health & Safety: Members had received a copy of a “Draft Health & Safety Policy” together with a “Draft Company Health & Safety Handbook”. Discussion followed. It was generally felt that the document was poorly presented and had not been tailored to fit the needs of the Town Council. Some members felt that far too much work would fall to the Town Clerk to deal with. The Clerk advised members that a representative from Ellis Whittam would be conducting the second in-depth visit on Tuesday 14 th August. IT WAS RESOLVED that Cllr. Smith attends the first part of this meeting and ensures that the reservations of the Committee were put forward in the strongest possible way.	
18/119	To set up a Working Group: IT WAS RESOLVED to set up a working group to review the Council’s Risk Management Policies, in the first instance to concentrate on Business and Financial Risks, then move onto Health and Safety policies following settlement of the issues relating to item 18/118. The Working Group to consist of Cllrs Franklin, Ferriday and Smith.	TC
18/120	Floral Decorations: Members had been supplied with a list of planters, troughs and baskets around the town	

	<p>together with a list of who tends these. Members discussed this in detail. Several questions were raised.</p> <ol style="list-style-type: none"> I. Why is Mr. Wilks using wicker baskets and not the more expensive plastic ones usually used II. Ask Mr. Wilks what he thinks he is responsible for III. Discuss with him the flower displays in Market Square and Tenbury Rd (extra expenditure agreed if necessary) IV. Review the Floral Display Contract, adding in any works felt necessary in good time for 2019 displays <p>IT WAS RESOLVED to bring back into use those planters previously deemed derelict</p>	<p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p>
18/121	<p>Tenbury Road Car Charging Point: Members were advised of the income generated from Chargemaster and the cost of the electricity supplied to Tenbury Road Car Park. This supply also goes to the public toilets and the car park ticket machine. IT WAS RESOLVED that prior to agreeing the Contract Chargemaster be asked to increase their tariff rate to £0.13 per Kw/H to match the cost of electricity charged to the Town Council by WME.</p>	TC
18/122	<p>Street Furniture: The Clerk reported that Balfour Beatty's Licensing and Enforcement Officer had concluded there is insufficient space at the Post Office to site a bench as requested. Members accepted this report and asked the Clerk to inform the Post Office management.</p>	TC
18/123	<p>Replacement of Light Fittings in the Old Vicarage complex: The Clerk reported that Cllr. Franklin had looked around the offices and felt that light levels were generally fine, although there is room for improvement in the corridors. He suggested that light replacement should be deferred. Cllr. Ferriday thought more monitoring should be carried out using a specialised light monitor available to hire for £30 per day plus £30 delivery. IT WAS RESOLVED that the Clerk be asked to arrange the hire of this equipment and liaise with Cllr. Ferriday who had agreed to carry out the work required to the town council offices, council chamber and corridors and report back.</p>	TC
18/124	<p>Public Toilet Cleaning Contract: The DTC had provided a short report detailing the cost of employing 1.5 persons to clean the toilets, together with a list of additional supplies, training, supervision, insurance etc. necessary to carry out the work "in-house", this was compared to the contract costs currently in place. IT WAS RESOLVED that the Town Council does not employ a cleaner for the toilets at this time.</p>	
18/125	<p>Kempson Players: After some discussion, IT WAS RESOLVED</p> <ol style="list-style-type: none"> 1. To recommend to Full Council that the Clerk progress the transfer of the land currently owned by the Town Council to the ownership of the Kempson Players Charity. 2. That permission is given to the trustees to re-configure the skateboard park equipment. 	<p>TC</p> <p>TC</p>

The meeting closed at 9.00pm