



KAREN MITCHELL
TOWN CLERK

Finance & Properties Committee

Minutes of the Finance Committee meeting held on
Monday 12th November 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 Franklin, Andrews, Churchill, Faulkner, Ferriday, Nevin, Page and Smith.

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

Fire Procedure Read to members

		Action
18/163	Apologies: None	
18/164	Declaration of Interest: Cllr Churchill declared a non pecuniary interest as a trustee of the Kempson Players in Item 18/172.	
18/165	Chairman's Remarks: None	
18/166	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.	

	No confidential business to be transacted.																												
18/167	<p>Minutes: IT WAS RESOLVED that the Minutes of the last meeting held on Monday 15th October 2018 be signed by the Chairman as a correct record.</p>																												
18/168	<p>Matters Arising – For information only:</p> <ul style="list-style-type: none"> • 18/148 – The contractor tasked with repairs to surfacing in the Tenbury Road Car Park had not yet completed the sealing of joints as requested. Payment to be withheld until work completed. • Commemorative Benches – still awaiting delivery. • Market Stalls now stored in the Old Vicarage (room 6) • Meeting held with Chair and Vice Chair to discuss Repairs & Renewals – report to future meeting. • Ellis Whittam – Town Clerk attempting to arrange a further meeting to discuss preparation of a bespoke document. Town Clerk to request sight of ‘large council’ Health & Safety documents for comparison. • Concerns expressed regarding Health & Safety issues in the Old Vicarage. Item to be placed as a priority on agenda of Full Council 26th November. • CCTV – Item to be placed on next agenda • PAT testing to be undertaken asap. • Tenants who vacated office on 2nd floor have taken Room 9. 	<p>TC</p> <p>TC</p> <p>TC</p> <p>TC</p> <p>TC/RP/MF</p> <p>TC</p>																											
18/169	<p>Finance:</p> <p>a) Income & Expenditure by Budget Heading – October 2018. IT WAS RESOLVED to accept item a for the month of October 2018.</p> <p>b) Bank Reconciliation – October 2018. Cllr Page initialled the bank statement and Petty Cash Book. IT WAS RESOLVED to accept item b for the month of October 2018.</p> <p>c) Top Sheet IT WAS RESOLVED to accept item c for the month of October 2018.</p> <p>d) <u>Accounts for Scrutiny:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Allcooper</td> <td style="width: 40%;">Call out Fire Alarm</td> <td style="width: 30%; text-align: right;">£87.00 + VAT</td> </tr> <tr> <td>CJ Bayliss</td> <td>Annual Service Worcs Boilers</td> <td style="text-align: right;">£120.00 + VAT</td> </tr> <tr> <td>Travis Perkins</td> <td>2 replacement fence panels</td> <td style="text-align: right;">£46.00 + VAT</td> </tr> <tr> <td>Pettifers</td> <td>Misc July/Aug</td> <td style="text-align: right;">£64.56 + VAT</td> </tr> <tr> <td>Pettifers</td> <td>Misc Aug/Sept</td> <td style="text-align: right;">£63.78 + VAT</td> </tr> <tr> <td>HALC</td> <td>Training Planning</td> <td style="text-align: right;">£100.00 + VAT</td> </tr> <tr> <td>Cafe on the Corner</td> <td>Remembrance Day Refreshments</td> <td style="text-align: right;">£300.00</td> </tr> <tr> <td>A HopeTree</td> <td>ServiceTree inspection</td> <td style="text-align: right;">£220.00 + VAT</td> </tr> <tr> <td>DJ Evans</td> <td>Repairs to Tenbury Rd Car Park</td> <td style="text-align: right;">£1,500.00+VAT</td> </tr> </table> <p>(DJ Evans payment to be released on completion of outstanding work)</p> <p>IT WAS RESOLVED to accept item d for the month of October 2018.</p>	Allcooper	Call out Fire Alarm	£87.00 + VAT	CJ Bayliss	Annual Service Worcs Boilers	£120.00 + VAT	Travis Perkins	2 replacement fence panels	£46.00 + VAT	Pettifers	Misc July/Aug	£64.56 + VAT	Pettifers	Misc Aug/Sept	£63.78 + VAT	HALC	Training Planning	£100.00 + VAT	Cafe on the Corner	Remembrance Day Refreshments	£300.00	A HopeTree	ServiceTree inspection	£220.00 + VAT	DJ Evans	Repairs to Tenbury Rd Car Park	£1,500.00+VAT	
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18/170	<p>Report on Repairs and Renewals & Lengthsman:</p> <p>The Town Clerk reported as follows</p> <ul style="list-style-type: none"> • An additional 10% discount had been procured from Ventrolla for sash window refurbishment. • Carpenter tasked with repairs to the 2nd floor door frames had still not done work. Town Clerk to instruct a new carpenter. • Replacement of security light at the Heritage Centre not yet replaced. Work scheduled to be carried out week commencing 19th November 2018. • Heritage Centre Intruder Alarm. Town Clerk unable to progress until names for 'call out list' are provided. • Lengthsman has assessed repairs to bus shelters and will order materials prior to doing repairs. • Lengthsman had cleared paths in preparation for Remembrance Day. • R Wilks to submit quote for winter bedding. <p>Noted.</p>	<p>TC</p> <p>TC</p> <p>Cllr Andrews</p> <p>TC</p> <p>TC</p>																					
18/171	<p>End of Grant Report</p> <p>Members considered the End of Grant report from The Conquest Theatre. <i>Note: The Town Council awarded the sum of £1,000 towards the provision of replacement boilers.</i></p> <p>Noted.</p>																						

<p>18/172</p>	<p>Correspondence</p> <p>The committee discussed a letter from the Kempson Players Committee requesting that the Town Council continue to pay for grass cutting on the Recreation Ground and insurance along with a query concerning who was responsible for the trees adjacent to Loden Avenue. It was stressed that the Town Council had a special relationship with the Kempson Players as a public amenity of benefit to all ages. There was unanimous agreement that the Town Council was responsible for the trees next to Loden Avenue. It was noted that all trees within the Kempson Players grounds had been inspected in October 2018 and none were found to have a major physical defects or required any attention for safety reasons at that time. (Minute 18/176 refers)</p> <p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> • to continue with the existing funding arrangement in the budget year 2019/20 with a cost increase of not more than inflation (as taken from government figures in April.) • the Town Council acknowledge responsibility for the trees adjacent to Loden Avenue and, following a further assessment, will make a decision on any action to be taken at a future meeting. 	<p>TC</p> <p>TC</p>
<p>18/173</p>	<p>Public Toilets</p> <p>Members rejected the suggestion of setting up a Task and Finish Group to investigate options for repair/renewal as suggested by the Town Clerk. It was recognised the first priority was to assess the possibility and cost of repair. There was debate as to whether quotations for cleaning should be concurrent. A letter of complaint from a resident concerning the public toilets/portaloos had been received and responded to.</p> <p>IT WAS RESOLVED that</p> <p>Cllrs Churchill and Andrews assist the Town Clerk in pushing the issue forward by seeking quotations for presentation to this committee.</p>	<p>TC/Cllrs GC & PA</p>
<p>18/174</p>	<p>IT Office Lighting</p> <p>Cllr Ferriday and the Town Clerk had taken light reading levels in the Old Vicarage public areas and council occupied offices. The results gave cause for concern as only one area had the appropriate level of lighting to meet recommended requirements (CIBSE). Additional lighting and improved fittings may be required. The Council Chamber ceiling was discussed a separate issue.</p> <p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> • initially only communal areas and the Town Council workspaces be addressed. • no work be undertaken for the moment on the council chamber. To be looked at in conjunction with replacement of suspended ceiling. • Contractors to be requested to refresh quotations (excluding council chamber) and confirm the new lighting system would meet recommended lighting levels (CIBSE). • Contractors be asked to clarify whether the new lighting levels would be achieved through LEDs or by other means. • the Town Clerk to review tenants leases and seek clarification on who is responsible for lighting levels in offices. 	<p>TC</p>

18/175	<p>Grounds Maintenance Contract</p> <p>It was noted that the grounds maintenance contract for the Town Council's various amenity areas is due to expire 31st March 2019. Officers are to obtain quotations on the basis of the existing contract for consideration at the January meeting of this committee. The need for Herefordshire Council to take financial responsibility for cutting grass alongside the A44 was discussed.</p> <p>Noted</p>	TC
18/176	<p>Tree Surveys</p> <p>An arboricultural assessment for trees at the following sites was submitted to the committee:</p> <ul style="list-style-type: none"> • Old Vicarage Complex • Closed Churchyard, St Peter's Church • Cemetery • Riverside Walk • Kempson Players Recreation Ground • Tenbury Road Car Park <p>Quotations for recommended works were discussed and it was noted a,b and c were classed as priority 1 and needed immediate action while the other work need only be undertaken within 12 months.</p> <p>A faculty for works to trees in the closed churchyard would need to be obtained and Herefordshire Council to be notified of the proposed works to trees in the Conservation Area.</p> <p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> • to receive the report. • Cllr Page to accompany Herefordshire Council's Conservation Officer inspection to get appropriate advice on Planning Permissions. 	TC
18/177	<p>IT Equipment</p> <p>Members considered estimates for the purchase and installation of new computer equipment and Microsoft Office for the Town Clerk.</p> <p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> • the estimates be approved in the sum of £1,250 plus VAT. 	TC
18/178	<p>Payroll</p> <p>The Town Clerk explained the reasons for the non payment of contractual increases to the salary of an employee. Advice had been sought from the Council's payroll provider.</p> <p>IT WAS RESOLVED that the Council be recommended to approve the release of Earmarked Reserves 'back pay'; to be paid over a five month period within the 2018/19 financial year. (Financial Regulation 4.9 refers)</p>	TC
18/179	<p>Financial Regulations</p> <p>Following a review of The Town Council's Financial Regulations by the Working Group set up by Full Council, Members were requested to consider the proposed amended document.</p> <p>IT WAS RESOLVED to defer this item for consideration at Full Council on 26th November 2018</p>	TC

18/180	<p>Budget 2019/20 There was discussion of the budget process.</p> <p>IT WAS RESOLVED that a special meeting of this committee dedicated entirely to budget matters be convened as soon as possible.</p>	TC
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The meeting closed at 9.15pm