



KAREN MITCHELL
TOWN CLERK

Finance & Properties Committee

Minutes of the Finance Committee meeting held on
Monday 10th December 2018
at 2.00pm in the Council Chamber, Council Offices, Bromyard.

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

Present: Cllrs Franklin, Churchill, Faulkner, Nevin and Smith.

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

Fire Procedure Read to members

		Action
18/184	Apologies: Cllrs Page & Dr Ferriday	
18/185	Declaration of Interest: Cllr Churchill declared the following interests: 18/190 – Bromyard Public Hall. 18/193 – Civic Insignia – Past Mayor 18/195 – Bromyard Recreation Ground –Trustee & Treasurer.	
18/186	Chairman's Remarks The Chairman thanked members for attending the budget meeting of 21 st November 2018. A meeting with Ellis Whittam had been arranged for 12 th December 2018. Outcome to be reported to Full Council on 17 th December 2018.	

18/187	<p>Exclusion of members of the public and press</p> <p>IT WAS RESOLVED that the public (including the press) should not be excluded from any discussions at the meeting.</p>	
18/188	<p>Minutes:</p> <p>IT WAS RESOLVED to agree the Minutes of the last meetings held on Monday 12th November and Wednesday 21st November 2018 and these were duly signed by the Chairman.</p>	
18/191	<p>It was agreed to bring forward item 18/191</p> <p>Report on Repairs and Renewals & Lengthsman:</p> <p>The Town Clerk reported</p> <ul style="list-style-type: none"> • Drainage investigation in Rowberry Street car park actioned - Water jetting tracing equipment unit tests confirmed that there is an issue with suspected broken pipe work or soak away in the north-eastern corner. Further excavation works will be required on Town Council property. Quotation awaited. Town Clerk to consult Welsh Water. • Heritage Centre – security light replaced. • Closed Churchyard light repaired. • Order for new intruder alarm at Heritage Centre placed. • Cllr Churchill and Town Clerk to meet with contractors to discuss public toilets. 	TC
18/189	<p>Matters Arising – For information only:</p> <ul style="list-style-type: none"> • Commemorative benches installed • Quotation received for CCTV. Discreet Solutions to check the existing system. Town Clerk to report to Full Council. • Fixed Wire testing - quotation received – item to be placed on agenda of Full Council on 17th December 2018. • Door frames not yet repaired. • Market stalls need to be inspected to ensure they are fit for purpose. • PAT testing partially completed. Tenants are responsible for their own testing but some have taken the opportunity to use the services of the electrician. • 18/175 Grounds Maintenance Contract – 7 invitations to quote sent out. Closing date 21st December 2018. • 18/176 Tree Survey – Herefordshire Council Conservation Officer to meet with Cllr Page re works to trees in the Conservation Area. Advice awaited from DAC Secretary with regard to whether a faculty is required for works to trees in St. Peter’s churchyard. • Tenbury Road Car Park – contractors sealed edges if tarmac repairs. Town Clerk to monitor; should the problem worsen will call the contractor back. 	
18/190	<p>Finance:</p> <p>a) Income & Expenditure by Budget Heading – November 2018 IT WAS RESOLVED to accept item a for the month of November 2018</p> <p>b) Bank Reconciliation – November 2018 Cllr Nevin initialled the bank statements IT WAS RESOLVED to accept item b for the month of November 2018</p> <p>c) Top Sheet IT WAS RESOLVED to accept item c for the month of November 2018</p>	

	<p>d) <u>Accounts for Scrutiny:</u></p> <table border="0"> <tr><td>Travis Perkins</td><td>2 bags rock salt</td><td>8.44 + VAT</td></tr> <tr><td>Travis Perkins</td><td>Mould remover</td><td>4.16 + VAT</td></tr> <tr><td>Bromyard Public Hall</td><td>Hall hire - Armistice Tea</td><td>79.20</td></tr> <tr><td>ACT Computers</td><td>Laptop, screen, dock</td><td>1,025 + VAT</td></tr> <tr><td>Discreet Security</td><td>Replace Door Locks</td><td>328 + VAT</td></tr> <tr><td>Poppy Appeal</td><td>3 wreaths</td><td>120.00</td></tr> <tr><td>Falcon Hotel</td><td>Xmas Lights Reception</td><td>120.00</td></tr> <tr><td>Drain Clear</td><td>Drains - investigate blockage</td><td>90 + VAT</td></tr> <tr><td>Castle Group Ltd</td><td>Data Logging Meter</td><td>54.10 + VAT</td></tr> <tr><td>Ian's Handyman Service</td><td>Leak Cemetery</td><td>60.00</td></tr> <tr><td>David Landey</td><td>First Aid Remem. Day</td><td>40.00</td></tr> <tr><td>Petty Cash</td><td></td><td>100</td></tr> </table> <p>IT WAS RESOLVED to accept item d for the month of November 2018</p> <p>e) <u>Contracts</u></p> <table border="0"> <tr><td>West Mercia Energy</td><td>Electric Oct Old Vicarage</td><td>203.88 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Electric Oct Ten Rd complex</td><td>36.82 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Gas Oct Old Vicarage</td><td>183.20 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Gas Oct Heritage Centre</td><td>81.65 + VAT</td></tr> <tr><td>KT Gooch</td><td>Copier charges</td><td>312.83 + VAT</td></tr> <tr><td>Loos in Motion</td><td>Hire Charges Portaloos</td><td>620 + VAT</td></tr> <tr><td>Freemans Bookkeeping</td><td>Payroll Oct/Nov</td><td>60</td></tr> <tr><td>Freemans Bookkeeping</td><td>Payroll Aug /Sept</td><td>60</td></tr> <tr><td>Metric</td><td>Car Park machines Jan/March 2019</td><td>222.90 + VAT</td></tr> </table> <p>IT WAS RESOLVED to accept item e for the month of November 2018</p> <p>f) <u>Review of monthly payments.</u> IT WAS RESOLVED to accept item f for the month of November 2018</p> <p>g) <u>Mayor's Allowance</u> IT WAS RESOLVED to approve payment of £1,000 of the Mayor's Allowance to the Chairman of the Council. The balance, less any payments already made, to be paid at the end of the year.</p>	Travis Perkins	2 bags rock salt	8.44 + VAT	Travis Perkins	Mould remover	4.16 + VAT	Bromyard Public Hall	Hall hire - Armistice Tea	79.20	ACT Computers	Laptop, screen, dock	1,025 + VAT	Discreet Security	Replace Door Locks	328 + VAT	Poppy Appeal	3 wreaths	120.00	Falcon Hotel	Xmas Lights Reception	120.00	Drain Clear	Drains - investigate blockage	90 + VAT	Castle Group Ltd	Data Logging Meter	54.10 + VAT	Ian's Handyman Service	Leak Cemetery	60.00	David Landey	First Aid Remem. Day	40.00	Petty Cash		100	West Mercia Energy	Electric Oct Old Vicarage	203.88 + VAT	West Mercia Energy	Electric Oct Ten Rd complex	36.82 + VAT	West Mercia Energy	Gas Oct Old Vicarage	183.20 + VAT	West Mercia Energy	Gas Oct Heritage Centre	81.65 + VAT	KT Gooch	Copier charges	312.83 + VAT	Loos in Motion	Hire Charges Portaloos	620 + VAT	Freemans Bookkeeping	Payroll Oct/Nov	60	Freemans Bookkeeping	Payroll Aug /Sept	60	Metric	Car Park machines Jan/March 2019	222.90 + VAT	
Travis Perkins	2 bags rock salt	8.44 + VAT																																																															
Travis Perkins	Mould remover	4.16 + VAT																																																															
Bromyard Public Hall	Hall hire - Armistice Tea	79.20																																																															
ACT Computers	Laptop, screen, dock	1,025 + VAT																																																															
Discreet Security	Replace Door Locks	328 + VAT																																																															
Poppy Appeal	3 wreaths	120.00																																																															
Falcon Hotel	Xmas Lights Reception	120.00																																																															
Drain Clear	Drains - investigate blockage	90 + VAT																																																															
Castle Group Ltd	Data Logging Meter	54.10 + VAT																																																															
Ian's Handyman Service	Leak Cemetery	60.00																																																															
David Landey	First Aid Remem. Day	40.00																																																															
Petty Cash		100																																																															
West Mercia Energy	Electric Oct Old Vicarage	203.88 + VAT																																																															
West Mercia Energy	Electric Oct Ten Rd complex	36.82 + VAT																																																															
West Mercia Energy	Gas Oct Old Vicarage	183.20 + VAT																																																															
West Mercia Energy	Gas Oct Heritage Centre	81.65 + VAT																																																															
KT Gooch	Copier charges	312.83 + VAT																																																															
Loos in Motion	Hire Charges Portaloos	620 + VAT																																																															
Freemans Bookkeeping	Payroll Oct/Nov	60																																																															
Freemans Bookkeeping	Payroll Aug /Sept	60																																																															
Metric	Car Park machines Jan/March 2019	222.90 + VAT																																																															
18/191	Brought forward earlier in the meeting - see above																																																																
18/192	<p>Budget 2019/20</p> <p>Members considered the draft budget as follows:</p> <p>4071 – Photocopier charges - Town Clerk pointed out increase to £400.</p> <p>4100 – Elections</p> <p>IT WAS RESOLVED that as Earmarked reserves were considered adequate no further money to be placed against line 4100.</p> <p>4082 – Legal/Professional services - additional sum required to cover issues including outsourcing the payroll.</p> <p>IT WAS RESOLVED to increase sum to £2,500.</p> <p>4000 – Wages and Salaries - to be discussed by Staffing Committee. Precept figures to be rounded up to £73,000 (Line 4000) and £6,000 (line 4005)</p>																																																																

	<p>4090 - Repairs and Renewals - Referring to Minute 18/183, 8 – A provisional sum of £5,000 had been included in the draft budget for upgrading the CCTV system in the Old Vicarage complex.</p> <p>Members reviewed this figure in the light of a quotation for a replacement system and RESOLVED to reduce the figure by £3,000, leaving a precepted amount of 32,000.</p> <p>4096 - Toilet Cleaning – not able to progress at the moment.</p> <p>4150 – Grass cutting – awaiting quotations</p> <p>IT WAS RESOLVED that the draft budget be placed before the meeting of Full Council on 17th December 2018 for information.</p>	
18/193	<p>Civic Insignia</p> <p>Members discussed the purchase of Mayoral Badges for past Mayors. There was discussion of quotations.</p> <p>IT WAS RESOLVED that 25 Past Mayor’s badges (red design) at a cost of £12.56 + VAT each be ordered from Fattorini.</p>	
18/194	<p>Tenbury Road Car Park</p> <p>The committee discussed a request from Bromyard Gala for permission to use the car park for assembling floats for the Procession on Saturday 29th June 2019 until approximately 1pm. The number of floats taking part was anticipated to be around ten. Members felt that this would be counterproductive due to the loss of car parking spaces and suggested that an industrial estate would be a more suitable location.</p> <p>IT WAS RESOLVED not to grant this request.</p>	
18/195	<p>Bromyard Recreation Ground</p> <p>Members discussed a Work Schedule and Pricing Proposal for the following legal works:</p> <ol style="list-style-type: none"> 1. Transfer of land on the south side of Teme Close Bromyard to the charity known as Bromyard Recreation Ground (“the Kempson Players) for no consideration. 2. Voluntary first registration of the unregistered land occupied by the Kempson Players. <p>The Committee considered making a recommendation to Full Council to instruct Lanyon Bowdler to act on the Council’s behalf in connection with the above and to proceed in accordance with the fees and terms contained within the proposal/letter dated.</p> <p>IT WAS RESOLVED to recommend to Full Council</p> <ul style="list-style-type: none"> • That Lanyon Bowdler be instructed to act on the Council’s behalf in respect of the Transfer of land on the south side of Teme Close, Bromyard, to the charity known as Bromyard Recreation Ground (“the Kempson Players”) for no consideration, and, to accept the work program for steps 1-8 at the hourly rate option as set out in the pricing proposal. • that the voluntary first registration of the unregistered land occupied by the Kempson Players (steps 9-17) be an issue paid for by the Bromyard Recreation Ground Charity. 	

The meeting closed at 9.03pm