

# BROMYARD & WINSLOW TOWN COUNCIL



MINUTES  
F19/134 – F19/147

## Finance and Properties Committee

Minutes of a meeting held on  
Monday 12<sup>th</sup> August 2019  
at 7.30pm in the Council Chamber, Council Offices, Bromyard.

Present: Cllrs Franklin (Chairman), Andrews, Brunsdon, Davies (joined 7:45pm), Martin, Page

In attendance: Karen Mitchell Town Clerk & Responsible Finance Officer  
Kym Wild Administration Assistant  
One member of the public

Fire Procedure Read to members

		Action
<b>F19/134</b>	<b>Apologies</b> It was noted that Cllrs Davies had informed the committee she would be late in attending. Cllrs A Seldon and M Seldon had resigned from the Council.	
<b>F19/135</b>	<b>Declaration of Interest</b> None received.	
<b>F19/136</b>	<b>Chairman's report</b> Nothing to report	
<b>F19/137</b>	<b>Exclusion of members of the public and press</b> No items.	
<b>F19/138</b>	<b>Minutes</b> <b>IT WAS RESOLVED</b> to agree the Minutes of the last meeting held on Monday 8 <sup>th</sup> July 2019 as a correct record and these were duly signed by the Chairman.	

<p><b>F19/147</b> Item moved forward</p>	<p><b>Correspondence for Information</b> Letter from local resident regarding the Committee's decision to use recycling bins at the Old Vicarage and Heritage Centre. This matter was discussed.</p>	<p>Town Clerk</p>
<p><b>F19/139</b></p>	<p><b>Repairs, Renewals and Lengthsman</b> The Town Clerk reported:</p> <ol style="list-style-type: none"> <li>1. Old Vicarage – Cellar Entrance Repairs Repairs to the roof of the entrance to the cellar were completed.  Tenbury Road – Public toilets The blockage at these facilities had been cleared by Drain Clear. P3 Scheme  The Lengthsman would be replacing the gate post on the footpath WN2 (at Winslow Road end).</li> <li>2. Old Vicarage - Ground Floor Office (Vacant) The market stalls had now been removed from this office and decorations had been completed, sufficient to seek a new tenant (works ordered under Town Clerk's delegated authority).  Members requested that the rental information be passed to Bromyard Info for promotion of this opportunity.</li> <li>3. Old Vicarage – Window Repainting (F19/31) Members considered costs for repainting 8 no. windows (internal and external). This matter was discussed.</li> </ol> <p><b>IT WAS RESOLVED to approve the quotation from J &amp; B Decorators in the sum of £796.</b> The Town Clerk was instructed to order the works.</p> <p><i>7.45pm Cllr. Davies arrived to the meeting</i></p>	<p>Town Clerk</p> <p>Town Clerk</p>
<p><b>F19/140</b></p>	<p><b>Matter Arising from the Minutes – FOR INFORMATION ONLY</b> The Town Clerk reported:</p> <ul style="list-style-type: none"> <li>• F19/129 Flag Pole, Old Vicarage Complex - HC Building Conservation Officer had confirmed that re-siting a new pole would not require Listed Building Consent. Planning permission would not be required provided the flags flown do not display any advertising.</li> <li>• F19/132 Waste Management Herefordshire Council has advised that the Town Council will be charged for all five bins regardless of how many bins are emptied at the fortnightly collection (cost £3.25 per bin). Following discussion, <b>IT WAS RESOLVED</b> to reduce the number of bins from 5 to 3.</li> <li>• F19/104 Business Rates This exercise had now been completed and the scheduled submitted to Herefordshire Council for consideration. <b>Noted.</b></li> </ul>	<p>Town Clerk</p>

		Action
<b>F19/141</b>	<p><b>Finance</b></p> <p><b>a. Income &amp; Expenditure by Budget Heading:</b>  <b>IT WAS RESOLVED</b> to receive and accept item a. for month of July 2019.</p> <p><b>b. Bank Reconciliation – July 2019</b>  <b>IT WAS RESOLVED</b> to accept item b. for the month of July 2019.  Cllr Davies was nominated to initial the Bank Statements and Petty Cash Book.</p> <p><b>c. Top Sheet – July 2019</b>  <b>IT WAS RESOLVED</b> to accept item c for the month of July 2019.</p> <p><b>d. Accounts For Scrutiny, non-contract</b></p> <p><b>e. Accounts For Scrutiny, contract</b>  <b>IT WAS RESOLVED</b> to accept items d &amp; e as per the agenda for the month of July 2019.</p> <p><b>f. Report of monthly payments</b>  <b>IT WAS RESOLVED</b> to accept item f. for the month of July 2019 and Cllr Franklin signed the report.</p>	
<b>F19/142</b>	<p><b>Financial Reporting</b></p> <p>The Committee considered the appointment of a Councillor to verify bank reconciliations against bank statements/invoice/cheque stubs on a quarterly basis.</p> <p><b>IT WAS RESOLVED</b> to adopt this practice on a quarterly rota basis; non cheque signatories to carry out this task.</p> <p><b>IT WAS FURTHER RESOLVED</b> that the following rota would be put in place.  Cllr Martin – September 2019  Cllr Davies – October, November and December 2019  Cllr Brunsdon – January, February, March 2020 (Current Financial Year)  Cllr Andrews – April, May, June 2020 (Next Financial Year)</p>	
<b>F19/143</b>	<p><b>Policies and Procedure</b></p> <p>1. To consider further proposed amendments to the Grant Policy and application form for recommendation to Full Council (formerly item F19/125).</p> <p>It was proposed to defer the item to the next meeting. This matter was discussed, alongside the view that Councillors should ensure that they come to meetings fully briefed.</p> <p><b>IT WAS RESOLVED to defer the item to the next meeting.</b>  Members were requested to notify the Clerk of any changes required prior to the meeting.</p> <p>2. Financial Regulations  Members were advised that the new NALC 2019 regulations and guidance (Model) have been received in the office. Comparison work would be undertaken by the Town Clerk against the adopted version and a presentation will be made to a future meeting, for members to consider.</p> <p><b>Noted.</b></p>	Town Clerk

<p><b>F19/144</b></p>	<p><b>Riverside Walk</b>  Members considered a request for permission to use the Promenade d’Athis on 26<sup>th</sup> July, 2020 for a summer fete to raise funds for the Conquest Theatre.</p> <p>The matter was discussed.</p> <p><b>IT WAS RESOLVED to agree in principle, subject to the supply of further information regarding; activities planned, the provision of event insurance proof, access to the finalised risk assessment.</b></p> <p>The Town Clerk was instructed to advise the applicant of these requirements.</p>	<p>Town Clerk</p>
<p><b>F19/145</b></p>	<p><b>Car Parks</b></p> <p>1. Members considered quotations for replacement Pay and Display car park ticketing machines.</p> <p>The Town Clerk was requested to gain clarification around the RinGO costs for the 2 x refurbished Parkeon Strada units offered by Corporate Services.</p> <p>This matter was to be bought back to the next Finance &amp; Properties Committee Meeting.</p> <p>2. Members considered correspondence from a visitor to the town regarding an issue with car parking.</p> <p><b>IT WAS RESOLVED</b> that as a token of good will, a without prejudice ex-gratia refund of 50% of the penalty paid be made to the correspondent.</p> <p>The Clerk to obtain quotations for line marking in the Rowberry Street Car Park, the Tenbury Road Car Park.</p>	<p>Town Clerk</p> <p>Town Clerk</p>
<p><b>F19/146</b></p>	<p><b>Health and Safety</b></p> <p><b>1. Risk Assessments</b>  A &amp; E Fire &amp; Security engaged to carry out the First Risk Assessments for the Old Vicarage, the Heritage Centre and the Public Toilets (under Clerk’s delegated authority) in the sum of £425 + VAT.  <b>NOTED</b></p> <p><b>2. Riverside Walk, Broadbridge</b>  RoSPA quotation received in the sum of £460.00 + VAT + Travel and accommodation (if required).  This matter was discussed.</p> <p><b>IT WAS RESOLVED to proceed with the RoSPA quotation.</b></p> <p>The Town Clerk was instructed to arrange for the work to be carried out.</p> <p><b>3. Health and Safety Issues.</b>  No new items raised. An updated risk assessment to be brought to the next meeting.</p>	<p>Town Clerk</p> <p>Town Clerk</p>
<p><b>F19/147</b></p>	<p><b>Correspondence for Information</b>  This item was discussed earlier in the meeting.</p>	

The meeting closed at 8.50pm