



KAREN MITCHELL
TOWN CLERK

Finance & Properties Committee

Minutes of the Finance Committee meeting held on
Monday 9th July 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, Churchill, Faulkner, Ferriday, Nevin, and Smith.

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

Fire Procedure read to members

		Action
18/90	Apologies: Cllrs Page and Andrews (sabbatical)	
18/91	Declaration of Interest: Cllr Churchill as a trustee of the Kempson Players declared a non-pecuniary interest in Item 18/107.	
18/92	Chairman's Remarks: Cllr Franklin, along with Cllr Dunne Thomas, had attended a briefing on Herefordshire Council's budget proposals. The Council Tax increase would be 4.9% this year (maximum amount possible). Cuts to services would be necessary but no detail as yet. Strategy for growth in the market towns discussed; town councils encouraged to submit bids for projects. Town Clerk to circulate presentation slides and questionnaire.	TC

18/93	<p>Minutes: IT WAS RESOLVED to confirm the Minutes of meeting held on 11th June 2018 as an accurate record and these were duly signed by the Chairman.</p>																																		
18/94	<p>Matters Arising – For information only:</p> <p>18/66 Parking - Allotment Site - Documents re Land ownership available for inspection. ‘No parking’ signage is in place.</p> <p>18/67 Payroll - Staffing Committee met on 27.06.18 - recommendation to Full Council to outsource payroll.</p> <p>18/74 Grass cutting – members advised of which areas are to be cut, how often and length of cut. Churchyard, Kempson Players and Cemetery monitored by Handyman. Contract ends March 2019. Town Clerk to request B Lane informs council when grass is cut.</p> <p>18/68 Closed Churchyard Wall – to be brought forward in August agenda.</p> <p>18/76 Internal Financial Controls – clarified that document would be reconsidered following decision on outsourcing of payroll. Internet Banking – to be brought forward for consideration.</p> <p>18/79 Council Asset Register – to be followed up.</p> <p>18/80 Procedure for weekly inspection of cellar and drains test – to be instigated/followed up.</p>	<p>TC</p> <p>DTC</p>																																	
18/95	<p>Finance: Query on use of budget for bus shelters to cover cleaning costs. Lengthsman to be requested to clean all four.</p> <p>a) Income & Expenditure by Budget Heading –June IT WAS RESOLVED to accept item a for the month of June</p> <p>b) Bank Reconciliation – June Cllr Faulkner initialled the bank statement IT WAS RESOLVED to accept item b for the month of June</p> <p>c) Top Sheet Members queried Earmarked reserves allocated to the legal advice for the Players and the electricity usage of the Old Vicarage. IT WAS RESOLVED to accept item c for the month of June</p> <p>d) Accounts for Scrutiny:</p> <table border="0" data-bbox="379 1518 1337 1944"> <tr> <td>KT Gooch</td> <td>Lease of copier</td> <td>107.00 + VAT</td> </tr> <tr> <td>Bay Media</td> <td>Flags/Banners A44</td> <td>1,794.00 + VAT</td> </tr> <tr> <td>Greendawn Accounting</td> <td>Final Visit Audit</td> <td>153.70 + VAT</td> </tr> <tr> <td>Interserve</td> <td>Toilet Cleaning Tenbury Rd June</td> <td>445.98 + VAT</td> </tr> <tr> <td>ABA</td> <td>Old Vicarage Window Cleaning</td> <td>112.00 +VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Heritage Centre Gas April</td> <td>150.36 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Old Vicarage Gas April</td> <td>204.16 +VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Heritage Centre Gas May</td> <td>37.07 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Old Vicarage Gas May</td> <td>153.03 +VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Elec Old Vicarage May</td> <td>231.02 +VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Elec Tenbury Rd complex May</td> <td>35.92 +VAT</td> </tr> </table> <p>IT WAS RESOLVED to accept item d for the month of June.</p>	KT Gooch	Lease of copier	107.00 + VAT	Bay Media	Flags/Banners A44	1,794.00 + VAT	Greendawn Accounting	Final Visit Audit	153.70 + VAT	Interserve	Toilet Cleaning Tenbury Rd June	445.98 + VAT	ABA	Old Vicarage Window Cleaning	112.00 +VAT	West Mercia Energy	Heritage Centre Gas April	150.36 + VAT	West Mercia Energy	Old Vicarage Gas April	204.16 +VAT	West Mercia Energy	Heritage Centre Gas May	37.07 + VAT	West Mercia Energy	Old Vicarage Gas May	153.03 +VAT	West Mercia Energy	Elec Old Vicarage May	231.02 +VAT	West Mercia Energy	Elec Tenbury Rd complex May	35.92 +VAT	<p>TC</p> <p>TC</p>
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	<p>e) Contracts None Interserve Toilet cleaning contract due for renewal soon – possibility of employing local cleaner to be investigated. To be brought to next committee meeting.</p> <p>f) Review of monthly payments. Cllrs Smith and Faulkner signed for payments for the month of June.</p>	
18/96	<p>Report on Repairs and Renewals & Lengthsman: The Town Clerk reported</p> <ul style="list-style-type: none"> • The resurfacing of Tenbury Road Car Park scheduled for end of July; to include all damaged areas. • Security light on Heritage Centre needs replacing – Town Clerk to action. • Exceptional hot weather had led to problems with ventilation in Old Vicarage offices where windows painted shut. Work necessary in office 5. Town Clerk to action 	TC TC
18/97	<p>Heritage Centre The Town Clerk circulated details of the tenancy agreement for the Heritage Centre. (Refer Min. Ref. 18/73)</p> <p>IT WAS RESOLVED to receive the report for information.</p>	
18/98	<p>Grant Applications Members considered a grant application from the Milestone Society for the sum of £1,000 towards a commemorative project to mark the end of WW1, comprising a stone plinth and aluminium interpretation panel. Concern was expressed about the appropriateness of the location, the lack of information about the wording to be inscribed on the plaque, ongoing maintenance especially if the project were to be vandalised and the role of the Milestone Society as sponsors.</p> <p>IT WAS RESOLVED to reject the application due to lack of information and concerns over continuing responsibility and maintenance.</p>	
18/99	<p>Street Furniture Members discussed a request from the Bromyard Post Office for the Town Council to purchase and install a bench outside the post office for the benefit of the local community. As the location was recognised as a dangerous ‘pinch point’ there were reservations about the suitability of the designated site. The Town Clerk pointed out if the bench were to be installed a formal application for a street furniture licence would have to be submitted to Balfour Beatty Living places for approval at which point safety issues would be judged.</p> <p>IT WAS RESOLVED that a decision on whether to fund the purchase of a bench be deferred pending a request to Balfour Beatty to assess whether placing a bench at this location would be permissible.</p>	
18/100	<p>To set up a Working Group Members had discussed setting up a working group to review the Council’s Risk Management Policies in particular to include Business and Financial Risks. (Minute 18/84 refers). In order that progress be made on this issue members were requested agree to set up the working group which would then be able to meet shortly after the visit by Ellis Whittam scheduled for 16th July.</p>	

	<p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> • Ellis Whittam be instructed to submit a preliminary report. • this item be deferred to the August meeting of this committee. 	
18/101	<p>Annual Review of Financial Regulations In accordance with the Annual Review Schedule, the Committee is due to review Financial Regulations in July. Members considered referring the matter to the Working Party set up to review Standing Orders in order for both documents to be reviewed 'side by side'.</p> <p>IT WAS RESOLVED that the review of financial regulations be referred to the Working Party set up to review Standing Orders in order that the documents be reviewed 'side by side'.</p>	
18/102	<p>Items 18/102 to 18/106 deferred from the previous meeting. Public Toilets – Tenbury Road Car Park Members discussed the Town Clerk's report on opening times, safety measures, emergency procedures and supply of electricity.</p> <p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> • Opening times to remain as they are. • Vandal proof signs are placed both in and outside the toilets to explain that the doors open automatically 15 minutes after someone enters and pointing out the 'red button' for emergency use. • The sign to include a warning to parents of young children unable to reach the red panic button. 	
18/103	<p>Tenbury Road Car Park Charging Point Members were asked to approve the Charging Point Host Agreement. The committee discussed the nature of the charges applied by Chargemaster and the contractual arrangements. There was a need for further financial detail to accurately determine any costs to the council.</p> <p>IT WAS RESOLVED to defer discussion to the August meeting.</p>	
18/104	<p>Floral Decorations The Clerk's reported on the management of floral displays in the town. (Minute 18/64 refers). The general consensus was there was clearly work to be done on the care of displays and a need for a proper mechanism to manage them.</p> <p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> • to receive the report • Cllrs Smith and Churchill to jointly update the information held. • an item to be placed on the autumn agenda on the ongoing management of these assets. 	
18/ 105	<p>Part II Private and Confidential Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960 IT WAS RESOLVED that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of 10 quotations (commercially sensitive) and 2) legal advice (legal professional privilege)</p>	

18/106	<p>Repairs and Renewals</p> <p>Quotations for replacement of light fittings in the Old Vicarage were considered. The Clerk submitted a report on lighting regulations which clarified that there were no legal requirements on lighting standards in offices though there were guidelines. As there was little financial benefit Members queried the necessity of a refurbishment.</p> <p>IT WAS RESOLVED that prior to the meeting in August councillors obtain light level readings.</p>	
9.30pm	<p>Suspension of Standing Orders.</p> <p>As the allotted 2 hours for any committee meeting set in Standing Order 3V had passed IT WAS RESOLVED to suspend Standing Orders to allow the meeting to continue.</p>	
18/107	<p>Kempson Players</p> <p>A report from Lanyon Bowdler LLP on the Recreation Ground was discussed. There was concern that the advice given earlier in the year by Kidwell's solicitors was being contradicted.</p> <p>IT WAS RESOLVED</p> <ul style="list-style-type: none"> • to receive the report • the Chair and Vice Chair attend a meeting with Lanyon Bowdler on 17th July and report to a future meeting of this committee. 	

The meeting closed at 9.40pm