



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
The Old Vicarage
1 Rowberry Street
Bromyard, HR7 4DU

Telephone (01885) 482825
E-mail: bromyardandwinslow-tc.gov.uk.

18/144 - 18/162

KAREN MITCHELL
TOWN CLERK

Finance & Properties Committee

Minutes of the Finance Committee meeting held on
Monday 14th October 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, Nevin and Page.

In attendance: Karen Mitchell – Town Clerk
Rose Raine – Administrative Assistant

Fire Procedure Read to members

		Action
18/144	Apologies: Cllrs Faulkner, Ferriday and Smith.	
18/145	Declaration of Interest: None	
18/146	Chairman's Remarks: None	
18/147	Minutes: IT WAS RESOLVED to receive and approve the Minutes of the last meeting held on Monday 10 th September 2018 and these were duly signed by the Chairman.	

18/148	<p>Matters Arising – FOR INFORMATION ONLY:</p> <p>The Town Clerk reported</p> <ul style="list-style-type: none"> • she had spoken to the contractors responsible for the repair of the tarmac in Tenbury Road Car Park to ensure they would return to seal any joints.. • The Lengthsman had been asked to spray certain areas and to give a report on the condition of the Bus Shelters. Report pending. • Waiting for delivery of Commemorative Bench • Storage of Market Stalls (18/140) & Heritage Centre Intruder Alarm (18/142) to be actioned. 																																																																
18/149	<p>Finance:</p> <p>a) Income & Expenditure by Budget Heading – September 2018 IT WAS RESOLVED to accept item a for the month of September 2018.</p> <p>b) Bank Reconciliation – (September) IT WAS RESOLVED to accept item b for the month of September 2018.</p> <p>c) Top Sheet - September 2018 IT WAS RESOLVED to accept item c for the month of September 2018.</p> <p>d) Accounts for Payment:</p> <table border="0"> <tr> <td>A & E Fire & Security</td> <td>Inspection</td> <td>155.44 + VAT</td> </tr> <tr> <td>Safety Signs4Less</td> <td>Toilet Signs</td> <td>19.00 + VAT</td> </tr> <tr> <td>Pettifers</td> <td>MISC Expenditure</td> <td>60.91 +VAT</td> </tr> <tr> <td>Travis Perkins</td> <td>Paint Cemetery Rails</td> <td>40.42 + VAT</td> </tr> <tr> <td>Travis Perkins</td> <td>Additional Paint</td> <td>62.12 + VAT</td> </tr> <tr> <td>P Nielsen</td> <td>Annual Sub. Guild of Town Criers</td> <td>35.00</td> </tr> <tr> <td>Glasdon UK</td> <td>Lifebuoy & Rope</td> <td>37.15 + VAT</td> </tr> <tr> <td>PKF Littlejohn</td> <td>External Audit Fee2017/18</td> <td>800.00</td> </tr> </table> <p>IT WAS RESOLVED to accept item d for the month of September 2018.</p> <p>e) Contracts</p> <table border="0"> <tr> <td>Metric</td> <td>Car Park Machines 4th ¼</td> <td>222.90 + VAT</td> </tr> <tr> <td>Welsh Water</td> <td>T’Bury Rd Toilets March-Sept 18</td> <td>515.41</td> </tr> <tr> <td>Welsh Water</td> <td>Old Vic March – Sept</td> <td>228.26</td> </tr> <tr> <td>West Mercia Energy</td> <td>Tenbury Rd – All facilities August</td> <td>21.34 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Old Vicarage Electric August</td> <td>212.04 +VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Old Vicarage Gas August</td> <td>86.14 + VAT</td> </tr> <tr> <td>West Mercia Energy</td> <td>Heritage Centre Gas August</td> <td>23.64 + VAT</td> </tr> <tr> <td>N Power</td> <td>Streetlights May/June 2018</td> <td>36.55 + VAT</td> </tr> <tr> <td>N Power</td> <td>Streetlights July – September</td> <td>267.08 + VAT</td> </tr> <tr> <td>N Power</td> <td>Streetlight sensor 07-09/18</td> <td>63.85 + VAT</td> </tr> <tr> <td>KT Gooch</td> <td>Lease Copier 4th ¼</td> <td>107.00 + VAT</td> </tr> <tr> <td>Brian Lane</td> <td>Kempson Players August</td> <td>312 + VAT</td> </tr> <tr> <td>Brian Lane</td> <td>Gen Maintenance August</td> <td>1,165 + VAT</td> </tr> </table> <p>IT WAS RESOLVED to accept item e for the month of September 2018.</p> <p>f) Report of monthly payments.</p> <p>IT WAS RESOLVED to accept item f for the month of September 2018.</p>	A & E Fire & Security	Inspection	155.44 + VAT	Safety Signs4Less	Toilet Signs	19.00 + VAT	Pettifers	MISC Expenditure	60.91 +VAT	Travis Perkins	Paint Cemetery Rails	40.42 + VAT	Travis Perkins	Additional Paint	62.12 + VAT	P Nielsen	Annual Sub. Guild of Town Criers	35.00	Glasdon UK	Lifebuoy & Rope	37.15 + VAT	PKF Littlejohn	External Audit Fee2017/18	800.00	Metric	Car Park Machines 4 th ¼	222.90 + VAT	Welsh Water	T’Bury Rd Toilets March-Sept 18	515.41	Welsh Water	Old Vic March – Sept	228.26	West Mercia Energy	Tenbury Rd – All facilities August	21.34 + VAT	West Mercia Energy	Old Vicarage Electric August	212.04 +VAT	West Mercia Energy	Old Vicarage Gas August	86.14 + VAT	West Mercia Energy	Heritage Centre Gas August	23.64 + VAT	N Power	Streetlights May/June 2018	36.55 + VAT	N Power	Streetlights July – September	267.08 + VAT	N Power	Streetlight sensor 07-09/18	63.85 + VAT	KT Gooch	Lease Copier 4 th ¼	107.00 + VAT	Brian Lane	Kempson Players August	312 + VAT	Brian Lane	Gen Maintenance August	1,165 + VAT	TC/DTC
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18/150	<p>SLCC Training The Town Clerk and her Deputy are to attend a training session run by the Society of Local Council Clerks on Wednesday 24th October, at a cost of £129.00 (including VAT)</p> <p>IT WAS RESOLVED to approve payment for both employees to attend the course.</p>	TC/DTC
18/151	<p>Car Parking on 17th November 2018: The Chairman of Council had asked that consideration be given to free car parking in both car parks on the 17th November 2018 when the Bromyard Christmas Lights are to be switched on.</p> <p>IT WAS RESOLVED that parking charges be waived for both car parks (Tenbury Road and Rowberry Street) all day on 17th November 2018.</p>	TC/DTC
18/152	<p>Report on Repairs and Renewals + Lengthsman The TC reported</p> <ul style="list-style-type: none"> • A further fence panel had been damaged in the reserved section of the Rowberry Street Car Park. Handyman to replace. • A meeting had been arranged with the Chair and Vice Chair of Finance & properties to discuss the details of the repairs programme. 	TC
18/153	<p>External Auditor Report: The Clerk informed members the External Auditor, PKF Littlejohn, had written to explain why they had failed to complete the annual review and had thereby not yet issued the necessary certification. Partly due to pressure of work at PKF and partly due to the submission of a challenge from a local resident it was unlikely the certificate would be issued in the short term. All documentation requested by PKF had been submitted.</p> <p>Noted</p>	TC/DTC
18/154	<p>Budget 2019/20 Members reviewed the first draft of the Budget for 2019/20.</p> <ol style="list-style-type: none"> i. The Chairman of Council requested that consideration be made for an Allowance of perhaps £500 per annum for future Deputy Mayors. The Town Clerk advised that while payment of an allowance was permissible for a Mayor it did not apply to a Deputy Mayor. The meeting was informed the Deputy Mayor should submit claims for any expenses incurred. ii. There was discussion on the addition of funds to cover Mayoral Insignia, photographs etc iii. Members considered a quotation from Mr. Rob Wilks for floral decorations for 2019 to the sum of £4,773.00; this was approximately £100 more than 2018 and covered the installation, watering and care of the hanging baskets. Planting and care of the troughs would incur an additional price which Mr Wilks would make known in due course. <p>IT WAS RESOLVED to recommend to Full Council that the quotation from Mr Wilks be approved in the sum of £4,773.00 and included in the 2019/20 budget.</p>	TC
18/155	<p>Health and Safety The Chairman reported that he and the Vice-Chair were of the opinion that the revised draft of the Policy and Handbook received from Ellis Whittam were not yet worth presenting to this committee.</p> <p>IT WAS RESOLVED that the Chair and Vice Chair, together with the Town Clerk, have a further meeting/ correspondence with Ellis Whittam .</p>	TC

18/156	<p>Update on Tenbury Road Car Park Toilets</p> <p>Members considered a report on the background to the closure of the Tenbury Road Toilets; though one quotation had been received it was hoped further quotations from prospective cleaning companies would be forthcoming. The Town Clerk and the Deputy Town Clerk had arranged to meet with the representative from Balfour Beatty previously responsible for the cleaning of the toilets to discuss issues. The matter would be reported to full council.</p>	
18/157	<p>Report on repairs for Churchyard Wall</p> <p>The Deputy Town Clerk and Cllr. Smith met to discuss the survey report and various quotations received in relation to these repairs. A report was attached for information. Members were advised that discussions with the Vicar, the Diocese and Herefordshire Council Planning Department would be conducted.</p> <p>IT WAS RESOLVED that Full Council be recommended to approve acceptance of the quotation from Stone Lime Oak Works to cover sections A and B on the map previously supplied.</p>	DTC
18/158	<p>Vandalism:</p> <p>Life Buoy at Broadbridge – it was noted by the handyman during his regular checks that this was missing. The DTC has (under Financial Regulations) purchased a replacement as a matter of urgency and this has been fitted at a cost of £37.15 + VAT. The local police had been advised.</p> <p>Lock to cellar – the TC advised that for the 4th time someone had attempted to damage or remove the padlock to the cellar</p> <p>Noted.</p>	
18/159	<p>Purchase of Grit/Salt Bins</p> <p>Following two resolutions, (Finance & Properties and Burial Committee) the DTC had attempted to purchase four 100 ltr. Salt/grit bins from</p> <ul style="list-style-type: none"> • Screwfix. The company only accept card payments or cash taken to the nearest depot at which point they will dispatch the 4 items to that depot for collection. The amount involved would be £299.96 + VAT • Glasdon – 4 x 90ltr at a cost of £397.80 + VAT – + an additional £14.66 each for a “ground fixing kit” • Derbyshire Aggregates - 4 x 170 ltr grit bins at a cost of £329.83 delivered. Salt is to be purchased separately. <p>The TC to investigate procurement of a Debit card for future use.</p> <p>IT WAS RESOLVED that the quotation from Derbyshire Aggregates be accepted.</p>	DTC
18/160	<p>Tenant Notice</p> <p>Members were advised that the tenants who rent office 3 on the second floor (Amber Accountants) have given one month’s notice, from 1st October 2018 of their intention to vacate the building.</p> <p>Noted</p>	
18/161	<p>Part 2 Private and Confidential</p> <p>“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 quotations for repairs to sash windows:</p>	

18/162	<p>Old Vicarage - Repairs and Renewals</p> <p>Members discussed three quotations for the refurbishment of six sash windows in the Old Vicarage.</p> <p>IT WAS RESOLVED that Full Council be recommended to approve acceptance of the quotation from Ventrolla in the sum of £6957.14 + VAT.</p>	TC
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Meeting closed at 8.45pm