



KAREN MITCHELL
TOWN CLERK

Finance & Properties Committee

Minutes of the Finance Committee meeting held on
Wednesday 21st November 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, Andrews, Churchill, Faulkner, Ferriday, Nevin, Page and Smith.

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

Fire Procedure Read to members

		Action
18/181	Apologies: All Members were present.	
18/182	Declaration of Interest: All members resident within Bromyard and Winslow (Cllrs Franklin, Faulkner, Nevin, Page and Smith) submitted Dispensation Request forms to permit them to take part in discussions and voting on 2019/20 budget matters.	
18/183	Budget 2019/20 Members considered the first draft of the budget for 2019/20. Items raised by Cllrs for discussion: 1. Setting a zero % precept increase – there was discussion on spending and potential levels of increase especially in the light of potentially reduced service provision by Herefordshire Council.	

	<p>As a starting point it was suggested any increase should not exceed the 4.9% increase proposed by Herefordshire Council.</p> <p>2. Past Mayors' badges – Town Clerk reported the cost of 30 badges was approximately £350.</p> <p>IT WAS RESOLVED that this be placed on the agenda of the next Finance & Properties Committee meeting for spending in 2018/19.</p> <p>3. Replacement car park ticket machines – in view of the unreliability of the existing machines IT WAS RESOLVED to include a provisional sum of £6,000 be allocated in Repairs and Renewals for replacement car park ticket machines.</p> <p>4. Maintenance of flower beds – Members discussed taking over flowerbeds formerly cared for by Herefordshire Council which were currently neglected and requested budget provision for either regular maintenance or grassing over as part of the new maintenance contract.</p> <p>IT WAS RESOLVED to include a provisional sum of £3,500 for restoring and maintaining the beds.</p> <p>5. New public toilets – in view of the urgency of the need to reinstate the toilets in the current year. IT WAS RESOLVED not to include any money for repair of the toilets in 2019/20 but to cover the costs in 2018/19.</p> <p>6. Dog waste bins – provision of bins was considered.</p> <p>IT WAS RESOLVED not to make budget provision for dog waste bins in 2019/20.</p> <p>7. Pride of Bromyard fund – members discussed the form such an award could take. The Town Clerk to investigate whether the council has any power to aid businesses.</p> <p>8. CCTV cameras – The Town Clerk reported she was awaiting quotes to replace the existing CCTV which was considered inadequate.</p> <p>IT WAS RESOLVED to include a provisional sum of £5,000 in Repairs and Renewals to cover costs.</p> <p>Members then went on to discuss budget requirements line by line and made a number of provisional changes to the draft budget.</p> <p>Income:</p> <p>1020 Office rental – allow £25,000</p> <p><i>Cllr Andrews left the meeting at 3.00pm</i></p> <p>Expenditure :</p> <p>4000 Wages and Salaries -to be discussed further at Staffing Committee prior to fixing budget. There was a brief discussion of staff contingency fund to cover for temporary staff.</p> <p>4080 Insurance – precept £7,500</p> <p>4096 Cleaning Tenbury Rd Toilets IT WAS RESOLVED to include a provisional sum of £25,000 in the precept.</p> <p>4100 Elections - Town Clerk to ascertain estimated costs for Parish Council elections on 2nd May 2019.</p>	<p style="text-align: center;">TC</p>
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4150 Grass Cutting

IT WAS RESOLVED to include a provisional sum of £16,000 in the precept.

4151 Tree/Hedge Maintenance

Deputy Town Clerk to investigate further.

4153 Grounds Maintenance at Kempson Players

Likely to be as 2017/18 with inflation

IT WAS RESOLVED to include a provisional sum of £4,000 in the precept.

4155 Lengthsman/Maintenance

IT WAS RESOLVED to include a provisional sum of £5,000 in the precept.

4230 Street Lighting

Repairs required/quotations have been sought for maintenance. Requirement for testing of electrics and stress testing. Awaiting info from BBLP on what they would be prepared to do. The Deputy Town Clerk drew attention to the Town Council's additional responsibility for car park lights
Town Clerk to investigate statutory responsibilities.

IT WAS RESOLVED to include a provisional sum of £1,000 in the precept and to carry forward any outstanding balance.

4201 Remembrance Day – in view of major commemorations

IT WAS RESOLVED to include a provisional sum of £500 in the precept.

4235 Bus Shelters

Some repairs required. Possible need for new shelter on A44.

IT WAS RESOLVED to include a provisional sum of £500 in the precept for bus shelter maintenance

No money for a new shelter.

4240 Floral Decorations

To encompass hanging baskets, troughs, maintenance etc., including beds at Tenbury Rd. car park.

IT WAS RESOLVED to include a provisional sum of £10,000 in the precept.

4255 Business Rates

IT WAS RESOLVED to review Business rates and business rate relief in 2019/20 but to include a provisional sum of £18,000 in the precept and carry forward any underspend.

In view of the time **IT WAS RESOLVED** to suspend Standing Order 3v to permit the meeting to continue beyond 2 hours.

4900 Asset Maintenance

IT WAS RESOLVED to include a provisional sum of £16,000 in the precept and transfer underspend from 2018/19 to Earmarked Reserves.

The Clerk and Deputy Clerk to review the draft budget and prepare a 2nd draft for further review at the next Finance & Properties Committee meeting.