



KAREN MITCHELL
TOWN CLERK

Finance & Properties Committee

Minutes of the Finance Committee meeting held on
Monday 14th January 2019
at 7.30. pm 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, Nevin, Page and Smith.

In attendance: Karen Mitchell Town Clerk & Responsible Finance Officer
Rose Raine Administrative Clerk
One member of the public.

Fire Procedure Read to members

		Action
19/01	Apologies None	
19/02	Committee Membership It was noted that Cllr Ferriday had resigned from the committee.	
19/03	Declaration of Interest Cllr G Churchill declared a Non Pecuniary Interest as a trustee of the Public Hall in Item 19/12 (Speed Festival) and a Non Pecuniary Interest in Item 19/14a (Council Chamber – Past Mayors Photographs) Cllr P Andrews declared a Disclosable Pecuniary Interest in Item 19/14 b (Council Chamber Past Mayors Photographs – cost of framing).	

	IT WAS RESOLVED to agenda to bring forward Item 19/12 Bromyard Speed Festival 2019 in order to allow a member of the public to speak.	
Item 19/12 Brought Forward.	<p>Bromyard Speed Festival 2019</p> <p>Members considered a letter from the Acting Chairman and Director of the Bromyard Speed Festival (BSF) setting out proposed arrangements for the 2019 event. Joy Hoyle representing the committee of the Bromyard Speed Festival gave details of arrangements made to date, proposals for the future and issues around which to assistance of the Town Council was being sought.</p> <p>IT WAS RESOLVED the committee recommend to Full Council that, subject to the provision of temporary toilets, the use of the Tenbury Road & Rowberry Street Car Parks over the weekend 6th/7th April 2019 as requested be authorised.</p> <p>The Town Clerk to liaise with BSF regarding charge for the use of the Tenbury Road Car Park to compensate for lost income on Saturday 6th April.</p> <p>Use of the Old Vicarage be permitted at the times and for the purposes stated.</p>	TC/BSF
19/04	<p>Chairman's report</p> <p>None</p>	
19/05	<p>To resolve to exclude members of the public and press</p> <p>IT WAS RESOLVED that items Items 19/14 (b)Council Chamber (Mayoral Photographs) and 19/16 Grounds Maintenance Contracts be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.</p>	
19/06	<p>Minutes</p> <p>IT WAS RESOLVED to accept the Minutes of the last meeting held on Monday 10th December 2018 as a true record and these were duly signed by the Chairman.</p>	
19/07	<p>Report on Repairs and Renewals & Lengthsman:</p> <p>The Town Clerk reported</p> <ul style="list-style-type: none"> • The fence panel hit by a Community Transport vehicle had been replaced. Community Transport to be charged for the repair. • Due to a blockage in December Drain Clear had been called out. 	
19/08	<p>Matters Arising from the Minutes – FOR INFORMATION ONLY:</p> <p>18/189 CCTV – Discreet Security Solutions have checked the system and will prepare a proposal for the next meeting.</p> <p>Fixed wire testing – date to be provided by contractor.</p> <p>Tree Survey – meeting with Herefordshire Council Tree Officer, no further info as yet.</p>	
19/09	<p>Finance:</p> <p>a) Income & Expenditure by Budget Heading – December 2018. IT WAS RESOLVED to accept item a for the month of December 2018.</p> <p>b) Bank Reconciliation – December 2018. Cllr T Smith initialled the bank statement IT WAS RESOLVED to accept item b for the month of December 2018.</p> <p>c) Top Sheet - December 2018. IT WAS RESOLVED to accept item c for the month of December 2018.</p>	

	<p>d) Accounts for Scrutiny:</p> <table border="0"> <tr><td>BemroseBooth</td><td>Tickets – car park machines</td><td>280.75 + VAT</td></tr> <tr><td>ACT Computers</td><td>Kaspersky Internet Security</td><td>12.50 + VAT</td></tr> <tr><td>K T Gooch</td><td>Memory sticks</td><td>11.00 + VAT</td></tr> <tr><td>Pettifers</td><td>Misc. hardware/expenditure</td><td>74.04 + VAT</td></tr> <tr><td>David Ogilvie Eng. Ltd.</td><td>Commemorative bench</td><td>802.50 + VAT</td></tr> <tr><td>HALC</td><td>Councillor Training (4)</td><td>120.00 + VAT</td></tr> <tr><td>Drain Clear</td><td>Clear drain blockage</td><td>90.00 + VAT</td></tr> <tr><td>ABA Cleaners</td><td>Window cleaning Old Vicarage</td><td>112.00 + VAT</td></tr> <tr><td>Loos-in-Motion</td><td>Portaloo hire Dec.</td><td>496.00 + VAT</td></tr> </table> <p>IT WAS RESOLVED to accept item d for the month of December 2018.</p> <p>e) Contracts</p> <table border="0"> <tr><td>K T Gooch</td><td>Photocopier lease (Jan-Mar)</td><td>107.00 + VAT</td></tr> <tr><td>R Wilks</td><td>Lengthsman works</td><td>765.00 + VAT</td></tr> <tr><td>Allcooper</td><td>Fire Alarm serv. contr. Dec 18- Nov 19</td><td>102.33 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Electric Nov. Tenbury Rd complex</td><td>33.09 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Electric Nov Old Vicarage</td><td>251.76 + VAT</td></tr> <tr><td>Pear Technology</td><td>PT Mapper tech. support & updates</td><td>225.00 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Gas Nov. Old Vicarage</td><td>263.39 + VAT</td></tr> <tr><td>Brian Lane</td><td>Grounds Maint. Sept.</td><td>1,165.00 + VAT</td></tr> <tr><td>Brian Lane</td><td>Ground Maint. Sept. Kempson Players</td><td>312.00 + VAT</td></tr> <tr><td>Brian Lane</td><td>Ground Maint. Oct.</td><td>1165.00 + VAT</td></tr> <tr><td>Brian Lane</td><td>Ground Maint. Oct. Kempson Players</td><td>312.00 + VAT</td></tr> <tr><td>Brian Lane</td><td>Ground Maint. Nov.</td><td>1,165.00 + VAT</td></tr> <tr><td>Brian Lane</td><td>Ground Maint. Nov. Kempson Players</td><td>312.00 + VAT</td></tr> </table> <p>It was requested that the Lengthsman be asked to provide greater detail on work completed on invoices submitted.</p> <p>IT WAS RESOLVED to accept item e for the month of December 2018.</p> <p>f) Review of monthly payments. Not available – item deferred to February meeting.</p>	BemroseBooth	Tickets – car park machines	280.75 + VAT	ACT Computers	Kaspersky Internet Security	12.50 + VAT	K T Gooch	Memory sticks	11.00 + VAT	Pettifers	Misc. hardware/expenditure	74.04 + VAT	David Ogilvie Eng. Ltd.	Commemorative bench	802.50 + VAT	HALC	Councillor Training (4)	120.00 + VAT	Drain Clear	Clear drain blockage	90.00 + VAT	ABA Cleaners	Window cleaning Old Vicarage	112.00 + VAT	Loos-in-Motion	Portaloo hire Dec.	496.00 + VAT	K T Gooch	Photocopier lease (Jan-Mar)	107.00 + VAT	R Wilks	Lengthsman works	765.00 + VAT	Allcooper	Fire Alarm serv. contr. Dec 18- Nov 19	102.33 + VAT	West Mercia Energy	Electric Nov. Tenbury Rd complex	33.09 + VAT	West Mercia Energy	Electric Nov Old Vicarage	251.76 + VAT	Pear Technology	PT Mapper tech. support & updates	225.00 + VAT	West Mercia Energy	Gas Nov. Old Vicarage	263.39 + VAT	Brian Lane	Grounds Maint. Sept.	1,165.00 + VAT	Brian Lane	Ground Maint. Sept. Kempson Players	312.00 + VAT	Brian Lane	Ground Maint. Oct.	1165.00 + VAT	Brian Lane	Ground Maint. Oct. Kempson Players	312.00 + VAT	Brian Lane	Ground Maint. Nov.	1,165.00 + VAT	Brian Lane	Ground Maint. Nov. Kempson Players	312.00 + VAT	TC
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19/10	<p>Health & Safety</p> <p>Members considered the draft policy documents received from Ellis Whittam following a meeting with Chairman of the Finance & Properties Committee, Clerk and the health and safety consultant on 12th December 2018. There was some discussion as to whether the revised documents were appropriate to the needs of the Council. The Town Clerk advised adoption of the proposed policy document and safety handbook to ensure the Council is seen as actively recognising its responsibilities and is taking all reasonably practicable actions.</p> <p>IT WAS RESOLVED to recommend to Full Council that the Draft Health & Safety Policy and the Draft Health & Safety Handbook be adopted and issued.</p>	TC																																																																		
19/11	<p>Tenbury Road Car Park</p> <p>A letter from the Falcon Hotel regarding use of the car park for the assembly of Gala floats on 29th June 2019. (referred by Full Council 17.12.2018 - Minute ref 18/221) was discussed. It was noted that £100 in compensation for lost parking income had been offered and that the Gala procession involved a number of local groups.</p>	TC																																																																		

	<p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> Bromyard Gala be permitted to use the Tenbury Road Car Park for the assembly of Gala Floats on the morning of Saturday 29th June 2019. the offer of compensation for loss of income in parking fees be accepted. 	
19/12	<p>Bromyard Speed Festival 2019 Item brought forward - See above</p>	
19/13	<p>Herefordshire Council Funding Opportunity A one off opportunity to apply for up to £10,000 for funding to enhance local green spaces had been offered by Herefordshire council. Any application needed to demonstrate an ability to maintain and enhance a local green space with the view to a long term asset transfer. The closing date for applications was 25th January 2019. Interest was expressed in Nunwell Park as an area which could potentially qualify for funding as would land alongside the A44 Bypass though there was some uncertainty about whether Herefordshire Council accepted ownership of the land.</p> <p>IT WAS RESOLVED that in view of the lack of time available to meet the short deadline for submission of applications, The Town Clerk write to the Deputy Leader of Herefordshire Council expressing the Town Council's interest subject to grant funding being available for these two areas.</p>	TC
19/14	<p>Council Chamber Proposal to: a) hang framed photographs of past mayors of Bromyard and Winslow in the Council Chamber and b) consideration of quotations for framing.</p> <p>IT WAS RESOLVED that this item be referred to Full Council for consideration.</p>	TC
19/15	<p>Public Toilets The Town Clerk reported that despite her very best efforts it was proving impossible to find any company able to repair the toilets. Enquiries through BBLP and an MPS (Michel Plante Systemes) distributor in Ireland were on-going. Members discussed ways forward.</p> <p>IT WAS RESOLVED that</p> <ul style="list-style-type: none"> the Town Clerk continue efforts to effect repairs through BBLP and MPS. The Town Clerk to seek further quotations to replace/gut the exiting toilets on the basis of retaining two cubicles and creating a storage space in the remaining area. to recommend to Full Council that action is taken to ensure operational toilets are made available on the Tenbury Road Car Park. 	TC
19/16	<p>Press and Public excluded.(see item 19/05 above)</p> <p>Grounds Maintenance Quotations for the Grounds Maintenance Contract 1st April 2019 – 31st March 2022 were considered.</p> <p>IT WAS RESOLVED to recommend to Full Council that the quotation submitted by Company 2 on the comparison sheet, be accepted subject to satisfactory monitoring procedures being implemented.</p>	

19/17	<p>Old Vicarage Quotations for lighting in the Old Vicarage were not available. It was likely that work will be necessary to install additional fittings in offices and communal areas.</p> <p>IT WAS RESOLVED that this item be brought to the next meeting of the committee.</p>	TC
19/18	<p>Budget 2019/20 Members discussed the draft budget for 2019/20 taking into account earlier discussions and the budgetary requirements requested by the Staffing Committee following the meeting held on 10th January 2019.</p> <p>IT WAS RESOLVED To suspend Standing Orders to permit the meeting to extend beyond two hours.</p> <p>Lengthsman – spending to be reduced by £2,000 from £5,000 to £3,000. Floral Decorations – fixed at £10,000 to include baskets, planting of troughs and planters (summer and winter), Tenbury Road Car Park area, maintenance of troughs and flower beds on the Bypass to be both planted and maintained. Repairs & Renewals to be increased from £32,000 to £34,000 Salaries/PAYE/Staffing Contingency to be amended in line with requirements of Staffing Committee.</p> <p>Cllr Page left the meeting at 9.40pm</p> <p>The RFO reported that with the above revisions the draft Precept Requirement for 2019/20 would be £239,900. This represented an increase of £6,522 (2.79%) on the previous year’s precept of £233,378, and, a Band D charge of £171.05 equating to an increase of 2.25% on the previous year.</p> <p>IT WAS RESOLVED to recommend to Full Council the revised budget as discussed and to set the precept for the financial year 2019/20 at £239,900.</p>	

The meeting closed at 9.45pm