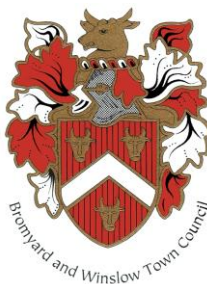


BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F19/35 – F19/53

Finance & Properties Committee

Minutes of a meeting held on
Monday 11th March 2019
at 7.30pm in the Council Chamber, Council Offices, Bromyard.

***UNTIL NEXT MEETING OF THE FINANCE & PROPERTIES COMMITTEE
THESE MINUTES HAVE NOT BEEN RATIFIED***

Present: Cllrs Franklin (Chairman), Andrews, Churchill, Faulkner, Nevin, Page and Smith.

In attendance: Karen Mitchell - Town Clerk & Responsible Finance Officer
Barbara Stanway – Deputy Town Clerk

Fire Procedure Read to members

| | | Action |
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| F19/35 | Apologies: Cllr. Cave – unwell | |
| F19/36 | Declaration of Interest: 19/43di Cllr. Churchill non-pecuniary interest 19/50 Cllr Churchill non-pecuniary interest 19/43dii Cllr. Andrews disclosable pecuniary interest | |
| F19/37 | Chairman's Remarks: None | |
| F19/38 | Exclusion of members of the public and press No confidential items identified. | |
| F19/39 | Minutes: IT WAS RESOLVED to agree the Minutes of the last meeting held on Monday 11 th February 2019 and these were duly signed by the Chairman. | |
| F19/40 | Report on repairs and Renewals & Lengthsman Members were advised that: <ul style="list-style-type: none">F19/24 Repairs and Renewals – Ventrolla to return on Tuesday 19th March to complete snagging issues. Fixed Wire Testing – electricians to return for a 3rd day to complete testing. (to include Heritage Centre) | |

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| | <p>Portaloos back in operation.</p> <ul style="list-style-type: none"> • F19/33 CCTV – On the advice of Discreet Security Solutions, the Clerk has ordered the pan tilt zoom camera and controller. This option obviates the need for a second fixed camera on the Heritage Centre, saving £570. Wireless camera on the Old Vicarage to be replaced with a higher definition camera with digital transmission at a cost of £189. • F19/34 Public Toilets – Works to commence 6.03.19. • Churchyard wall – works to commence April/May | |
| F19/41 | <p>Matters Arising from the Minutes - FOR INFORMATION ONLY:</p> <p>F19/24 Cllr. Churchill gave an update on the ticket machines – maintenance required</p> <p>F19/25 Nunwell Park – Cllr Shaw is dealing with the matter; he suggests that subject to suitable funding, the matter be looked at it again in the next financial year.</p> <p>F19/30 Upgrade to waste water disposal in Heritage Centre - Waiting for further proposals from the tenant but costs may be prohibitive.</p> | <p>TC</p> <p>TC</p> |
| F19/42 | <p>Membership of HALC</p> <p>It was resolved to continue with membership of HALC in the sum of £1,629.81 + VAT for the period 01/04/2019 – 31/03/2020 is</p> | |
| F19/43 | <p>Finance:</p> <p>a) Income & Expenditure by Budget Heading – February 2019 IT WAS RESOLVED to accept item a for the month of February 2019. It was agreed to discuss the underspend in the grants budget line at another meeting.</p> <p>b) Bank Reconciliation – February 2019 Cllr. Smith initialled the bank statement IT WAS RESOLVED to accept item b for the month of February 2019.</p> <p>c) Top Sheet – February 2019 IT WAS RESOLVED to accept item c for the month of February 2019. Cllr. Smith asked for the formula regarding the top sheet workings.</p> <p>d) Accounts for Scrutiny: IT WAS RESOLVED to accept item d i for the month of February 2019 Cllr. Andrews left the room during consideration of item dii. IT WAS RESOLVED to accept item d ii for the month of February 2019</p> <p>e) Contracts: Cllr. Andrews returned to the meeting IT WAS RESOLVED to accept item e for the month of February 2019. A report regarding the charges v reimbursement costs for the electric charging point requested for next meeting.</p> <p>f) Review of monthly payments. IT WAS RESOLVED to accept item f for the month of February 2019, Cllr Franklin signed the report.</p> | <p>TC</p> <p>DTC</p> <p>DTC</p> |
| F19/44 | <p>Terms of Reference:</p> <p>It was resolved to defer the matter to the new Council in May 2019.</p> | TC |
| F19/45 | <p>Grounds Maintenance:</p> <p>The Clerk reported that both the handyman and gardener were prepared to monitor work carried out in various areas. There would be an additional cost to wages of some £1,000 which is within the grass cutting budget for 2019/20.</p> | |

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| | IT WAS RESOLVED to approve the additional hours and report the matter to the Staffing Committee. | |
| F19/46 | <p>Health & Safety: The Clerk gave a progress report. A street light in the Tenbury Road car park needs replacing, estimated at £1,000.</p> <p>IT WAS RESOLVED to arrange for a temporary repair only as the lamp is likely to be removed when the Conquest Theatre building works commence. The Clerk advised that here is still a huge amount of work to be done on the report and was authorised to investigate employing a person of a short-term contract.</p> | TC TC |
| F19/47 | <p>Tenbury Road Public Toilets: Members discussed at length the retrospective charges for electricity passed to the Town Council from Herefordshire Council.</p> <p>IT WAS moved to reply to Herefordshire Council, through the Ward Councillor, agreeing to taking on the electric charges from 1st March 2019 and outlining the issues experienced through disrepair on taking over the toilet block and that the Town Council would like to discuss the matter before there is any question of paying the retrospective charges.</p> <p>An amendment was moved to alter the date to 1st January 2019 in order to ensure continuity of supply from West Mercia Energy but this was as a gesture of good will despite not being informed before January 2019. The amendment was carried. The substantive motion was carried.</p> | TC |
| F19/48 | <p>Market Stalls: After discussion IT WAS RESOLVED unanimously to gift, without reservation, the market stalls to the Bromyard Festival Association to dispose of as they see fit.</p> | TC |
| F19/49 | <p>Parish Lamps: Discussion followed. Members asked that Balfour Beatty look at the lamp at Nunwell Park. Cllr. Smith expressed concern regarding Npower charges.</p> <p>IT WAS RESOLVED to authorise Balfour Beatty to carry out the work as quoted in the sum of £2202.46 plus VAT.</p> | TC |
| F19/50 | <p>Hire of Town Council Chamber: Discussion of the charges for hire of the chamber followed.</p> <p>IT WAS RESOLVED that <u>all groups</u> be charged at the current rates. Cllr. Churchill abstained.</p> <p>Consideration of charging rates to be added to the next agenda.</p> | TC |
| F19/51 | <p>Tree Survey: IT WAS RESOLVED to accept the quotations A, B, C and D for works to trees as outlined in the Arboriculturalist's report in the total sum of £1,615 plus VAT.</p> | TC |
| F19/52 | <p>Tenant Notice: Members were advised that the tenants who rent office 9 on the first floor have given one month's notice, from 1st March 2019 of their intention to vacate the building. Noted.</p> | |
| F19/53 | <p>Correspondence for Information: Thank you letter from the Town Crier's Festival for the grant towards the 2019 Festival. Noted.</p> | |

The meeting closed at 9.20pm