

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F19/54– F19/75

Finance & Properties Committee

Minutes of a meeting held on
Monday 8th April 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, Cave, Churchill, Nevin, Page and Smith.

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

Fire Procedure Read to members

		Action
F19/54	Apologies: Cllr Smith. The Clerk reported that Cllr Faulkner had submitted his resignation from the Council and therefore the Committee.	
F19/55	Declaration of Interest: None	
F19/56	Chairman's report. As this was the final meeting of the civic year the Chairman thanked members and staff for their contributions; he thanked those members who were resigning from the council especially long serving member and Deputy Chair of the Committee Cllr T Smith.	
F19/57	Exclusion of members of the public and press There were no confidential items identified.	
F19/58	Minutes: IT WAS RESOLVED to agree the Minutes of the last meeting held on Monday 11 th March 2019 and these were duly signed by the Chairman	
F19/59	Report on Repairs and renewals & Lengthsman <ul style="list-style-type: none">F19/24 - Repairs and Renewals – Ventrolla returned 27th March to carry out minor snagging works to sash windows. Further work required to window in Town Clerk's office.	

	<ul style="list-style-type: none"> • F19/34 - Public Toilets – Estimated completion week commencing 15 April. It was suggested there should be an official opening ceremony, to be advertised on social media. Town Clerk had met with the cleaner. • Trees - Permissions granted by HC. Waiting for dates from the tree surgeon. • Drain Clear called in to clear blockage 27.03.19 Town Clerk had asked BBLP for drain maps though none available. Suggested a drain camera be used. Town Clerk to seek advice/price. <p>Noted</p>	<p>TC/PA</p> <p>TC</p>																																										
<p>F19/60</p>	<p>Matters Arising – For information only:</p> <p>F19/48 Market Stalls - Festivals Association delighted with the gift and will collect shortly.</p> <p>F19/40 - CCTV cameras received on 8th April due to be installed imminently.</p> <p>F19/43 – re-imburement to HC of electricity charges had been referred to Nigel Shaw.</p> <p>F19/43 DTC to provide further info on charges v reimbursement costs for the electric charging point in Tenbury Road Car Park.</p> <p>BBLP will repair and make safe the lamp post in Tenbury Road car park when they deal with other works.</p>	<p>TC</p> <p>TC/NS</p> <p>DTC</p>																																										
<p>F19/61</p>	<p>Finance:</p> <p>a) Income & Expenditure by Budget Heading – Queries were raised on cleaning of the bus shelters and tree/hedge maintenance IT WAS RESOLVED to accept item a for the month of March 2019.</p> <p>b) Bank Reconciliation – Cheque 4678 to be cancelled and replaced. Cllr Nevin initialled the bank statement IT WAS RESOLVED to accept item b for the month of March 2019.</p> <p>c) Top Sheet IT WAS RESOLVED to accept item c for the month of March 2019.</p> <p>d) Accounts for Scrutiny:</p> <table border="0"> <tr> <td>Shooting Reels</td> <td>(Tourism video – 50% upfront costs)</td> <td>750.00 plus VAT</td> </tr> <tr> <td>KT Gooch</td> <td>Misc Stationery</td> <td>125.90 + VAT</td> </tr> <tr> <td>W J Fenn</td> <td>Fixed Wire testing</td> <td>1072.00 + VAT</td> </tr> <tr> <td>ACT Computers</td> <td>Installation of software</td> <td>335.00 + VAT</td> </tr> <tr> <td>ACT Computers</td> <td>Installation of Kaspersky</td> <td>20.00 + VAT</td> </tr> <tr> <td>ACT Computers</td> <td>Install hard Drive</td> <td>110.00 + VAT</td> </tr> <tr> <td>Drain Clear</td> <td>Emergency Call out</td> <td>90.00 + VAT</td> </tr> <tr> <td>The Flag Shop</td> <td>Armed Forces Flag</td> <td>6.66 + VAT</td> </tr> <tr> <td>Herefordshire Council</td> <td>Streetlights LED conversion</td> <td>2202.46 + VAT</td> </tr> <tr> <td>HALC</td> <td>Election Training</td> <td>30.00 + VAT</td> </tr> <tr> <td>A & E Fire & Security</td> <td>Install Wireless Intruder Alarm</td> <td>826.83 + VAT</td> </tr> <tr> <td>Ellis Whittam</td> <td>H & S Services</td> <td>2105.00 + VAT</td> </tr> <tr> <td>Ellis Whittam</td> <td>Insurance</td> <td>19.02</td> </tr> <tr> <td>Petty Cash</td> <td></td> <td>150.00</td> </tr> </table> <p>IT WAS RESOLVED to accept item d for the month of March 2019.</p>	Shooting Reels	(Tourism video – 50% upfront costs)	750.00 plus VAT	KT Gooch	Misc Stationery	125.90 + VAT	W J Fenn	Fixed Wire testing	1072.00 + VAT	ACT Computers	Installation of software	335.00 + VAT	ACT Computers	Installation of Kaspersky	20.00 + VAT	ACT Computers	Install hard Drive	110.00 + VAT	Drain Clear	Emergency Call out	90.00 + VAT	The Flag Shop	Armed Forces Flag	6.66 + VAT	Herefordshire Council	Streetlights LED conversion	2202.46 + VAT	HALC	Election Training	30.00 + VAT	A & E Fire & Security	Install Wireless Intruder Alarm	826.83 + VAT	Ellis Whittam	H & S Services	2105.00 + VAT	Ellis Whittam	Insurance	19.02	Petty Cash		150.00	<p>DTC</p>
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	<p>e) Contracts</p> <table border="0"> <tr><td>AllCooper</td><td>Service Fire Alarms</td><td>309.12 + VAT</td></tr> <tr><td>R Wilks</td><td>Misc Works</td><td>1067.50 + VAT</td></tr> <tr><td>Loos In Motion</td><td>3 weeks in Feb</td><td>372.00 + VAT</td></tr> <tr><td>Loos in Motion</td><td>5 weeks in March</td><td>620.00 + VAT</td></tr> <tr><td>Welsh Water</td><td>Offices Sept – March</td><td>212.61</td></tr> <tr><td>Welsh Water</td><td>Toilets Sept – March</td><td>121.90</td></tr> <tr><td>Welsh water</td><td>Old Vic April 19 – March 20</td><td>157.77</td></tr> <tr><td>West Mercia Energy</td><td>Old Vic Elec Feb</td><td>242.53 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Ten Rd Charging Pt</td><td>19.89 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Gas heritage Centre Feb</td><td>100.20 + VAT</td></tr> <tr><td>West Mercia Energy</td><td>Gas Old Vic Feb</td><td>264.25 + VAT</td></tr> <tr><td>A & E Fire & Security</td><td>One year Monitoring Fee</td><td>295.00 + VAT</td></tr> <tr><td>KT Gooch</td><td>Printer</td><td>113.25 + VAT</td></tr> <tr><td>KT Gooch</td><td>Printer Lease</td><td>107.00 + VAT</td></tr> <tr><td>Black Mountain Water</td><td>Water Cooler</td><td>45 .00 + VAT</td></tr> <tr><td>Brian Lane & Sons</td><td>Misc Works Dec 2018</td><td>1165.00 + VAT</td></tr> <tr><td>Brian Lane & Sons</td><td>Misc Works Jan 2019</td><td>1165.00 + VAT</td></tr> <tr><td>Brian Lane & Sons</td><td>Kempson Players Dec 2018</td><td>312.00 + VAT</td></tr> <tr><td>Brian Lane & Sons</td><td>Kempson Players Jan 2019</td><td>312.00 + VAT</td></tr> </table> <p>IT WAS RESOLVED to accept item e for the month of March 2019</p> <p>e) Review of monthly payments. Cllr Franklin signed the list. IT WAS RESOLVED to accept item f for the month of March 2019.</p>	AllCooper	Service Fire Alarms	309.12 + VAT	R Wilks	Misc Works	1067.50 + VAT	Loos In Motion	3 weeks in Feb	372.00 + VAT	Loos in Motion	5 weeks in March	620.00 + VAT	Welsh Water	Offices Sept – March	212.61	Welsh Water	Toilets Sept – March	121.90	Welsh water	Old Vic April 19 – March 20	157.77	West Mercia Energy	Old Vic Elec Feb	242.53 + VAT	West Mercia Energy	Ten Rd Charging Pt	19.89 + VAT	West Mercia Energy	Gas heritage Centre Feb	100.20 + VAT	West Mercia Energy	Gas Old Vic Feb	264.25 + VAT	A & E Fire & Security	One year Monitoring Fee	295.00 + VAT	KT Gooch	Printer	113.25 + VAT	KT Gooch	Printer Lease	107.00 + VAT	Black Mountain Water	Water Cooler	45 .00 + VAT	Brian Lane & Sons	Misc Works Dec 2018	1165.00 + VAT	Brian Lane & Sons	Misc Works Jan 2019	1165.00 + VAT	Brian Lane & Sons	Kempson Players Dec 2018	312.00 + VAT	Brian Lane & Sons	Kempson Players Jan 2019	312.00 + VAT	
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<p>F19/62</p>	<p>Payments by Direct Debit The Town Clerk sought a recommendation to Council for payment of the following by Direct Debit;</p> <ul style="list-style-type: none"> a) Herefordshire Council rates for office number 24, one payment of £73.63 followed by eleven at £77.00 b) Herefordshire Council rates for office 25, one payment of £92.63 followed by nine at £92.00 c) Herefordshire Council for Reserved car park area, one payment of £66.40 followed by two payments of £65.00 d) Herefordshire Council rates for Rowberry Street car park, one payment of £130.75 followed by nine payments of £129.00 e) Herefordshire Council rates for Tenbury Road Car Park, one at £273.68 followed by nine at £271.00 f) Public Works Loan Board – Loan repayments of two payments of £8987.89 and two payments of £8829.08 g) Waste Collection (green bins) for Complex – 4 equal payments of £149.50 h) Waste Collection (green bins) for Cemetery – 4 equal payments of £149.50 i) Talktalk – Broadband and telephone calls - monthly payments of under £35.00 + VAT j) Lloyds Bank – monthly payment of monthly bank charges <p>Members were advised that there will be a demand from Herefordshire Council for business rates relating to the Old Vicarage, this is currently in debate; Members to be advised in due course.</p> <p>IT WAS RESOLVED: That Full Council be recommended to authorise the payments listed above by Direct Debit.</p>	<p>TC</p>																																																									

F19/63	<p>Payment of Salaries/Wages/PAYE/NIC and pensions. The Town Clerk sought a recommendation to Council for payment of the following: Salaries, wages, PAYE/NIC and pensions where applicable to administration and maintenance staff, based upon existing contracts, in monthly amounts for the financial year 2019/2020.</p> <p>IT WAS RESOLVED: That Full Council be recommended to authorise payment of Salaries, wages, PAYE/NIC and pensions, where applicable, to administration and maintenance staff, based upon existing contracts, in monthly amounts for the financial year 2019/2020.</p>	TC				
F19/64	<p>Grant Application Members considered a grant application from the Bromyard Football Club to enable the U11's team to attend and participate in the nationally organised ESF tournament in Minehead on 29th April 2019. The amount sought is £500-£700 to cover accommodation and travelling costs.</p> <p>IT WAS RESOLVED to pay £700 in grant support to Bromyard Football Club to permit the U11s to attend the ESF tournament.</p>	TC				
F19/65	<p>Membership of the SLCC Members were asked to approve the Clerk and Deputy Clerk's memberships of the Society of Local Council Clerks in the sum of £443.00.</p> <p>IT WAS RESOLVED to approve payment of £443.00 for membership of the SLCC for the Clerk and Deputy Clerk for 2019 – 20.</p>	TC				
F19/66	<p>Closed Churchyard Walls The Deputy Town Clerk updated for the committee on the current situation with regard to the closed churchyard walls. Noted.</p>					
F19/67	<p>Public Works Loan Board Members were advised that the outstanding balances as at 31/03/2019 for the two PWLB Loans are;</p> <table border="0" data-bbox="276 1417 1345 1496"> <tr> <td>Loan 1 Repayment Schedule 20/03/19 & 20/09/19</td> <td>£324,743.56</td> </tr> <tr> <td>Loan 2 Repayment Schedule 14/04/19 & 14/10/19</td> <td>£325,493.22</td> </tr> </table> <p>Noted Members asked that this be part of the information given to new members in June.</p>	Loan 1 Repayment Schedule 20/03/19 & 20/09/19	£324,743.56	Loan 2 Repayment Schedule 14/04/19 & 14/10/19	£325,493.22	TC
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Loan 2 Repayment Schedule 14/04/19 & 14/10/19	£325,493.22					
F19/68	<p>Rowberry Street Car Park A request from Bromyard Country Market for two parking passes to facilitate loading/unloading on Thursdays was considered.</p> <p>IT WAS RESOLVED that two special passes be issued to Bromyard Country Market to facilitate loading/unloading on Thursdays.</p>	TC				
F19/69	<p>Fixed Wire Testing Members discussed the fixed wire testing report and considered the remedial action required.</p> <p>IT WAS RESOLVED that the Town Clerk seek a quotation from W J Fenn for the proposed works.</p>	TC				

F19/70	<p>Review of Insurance Cover Members were advised that the Town Council insurance policy underwritten by Aviva falls due for renewal on 26th May 2019. WPS had carried out a tender exercise for their council scheme as a whole and after approaching 17 insurers have decided to transfer their scheme to Royal Sun Alliance this year due to increased cover limits and competitive rating. The Clerks are to review current arrangements to identify any alterations required. A quotation will be presented to Full Council for consideration. Noted.</p>	
F19/71	<p>Appointment of Internal Auditor: Members were informed Mr Luke Keegan of Greendawn Accounting had completed all of the Internal Audits, as per the Audit Requirements since 2015. It was the opinion of Officers that he had carried out this work to an extremely high standard and been very helpful with advice on occasion. IT WAS RESOLVED: That Full Council be recommended to appoint Mr Luke Keegan of Greendawn Accounting to conduct the 2019/20 Internal Audit of Accounts.</p>	TC
F19/72	<p>Hire of Town Council chambers Members reviewed hire charges for the Council chamber; special reduced rates for charities were discussed. IT WAS RESOLVED that charges remain fixed at £9.00 per hour for hire of the Council Chamber by any organisation or group.</p>	
F19/73	<p>Health & Safety Update Town Clerk gave a verbal update.</p> <ul style="list-style-type: none"> • The results of the PAT testing and fixed wire testing were being progressed. The TC had spoken to an individual who might be able to help in a short term contract. The Council's H & S advisor will be visiting in May for a review. • The TC reported an accident at the Fire Escape. • Loose paving slabs outside the Heritage Centre need attention. <p>Noted</p>	
F19/74	<p>Correspondence for Information The Kempson Players wrote to thank the Town Council for paying for insurance and grounds maintenance. Noted</p>	
F19/75	<p>Tenbury Road Toilets Refurbishment Members considered additional costs which had arisen during the refurbishment:</p> <ol style="list-style-type: none"> 1. The contractor had advised that it had proved impossible to re-use the old door entry system as previously planned. The extra cost is quoted at £2,260 plus VAT. 2. To allow effective cleaning to install a sink and hot water heater in the service area in the sum of £1,250 plus VAT. <p>IT WAS RESOLVED to approve</p> <ol style="list-style-type: none"> 1. the additional costs of £2,260.00 + VAT for replacement locking doors 2. To Recommend to Full Council the installation of a sink and hot water heater in the service area in the sum of £1,250 +VAT 	TC TC

The meeting closed at 8.45pm