

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F19/148 – F19/163

Finance & Properties Committee

Minutes of a meeting held on

Monday 9th September 2019

at 7.30pm in the Council Chamber, Council Offices, Bromyard.

Present: Cllrs Franklin (Chairman), Davies, Martin, Page

In attendance: Karen Mitchell - Town Clerk & Responsible Finance Officer
Kym Wild - Administration Assistant
Two members of the public

The meetings started at 7.35pm

The Fire Procedure and Recording of Meetings advices were read to those present

		ACTION
F19/148	Apologies It was noted that Cllr Brunsdon and Cllr Andrew had given their apologies.	
F19/149	Declaration of Interest No declarations of interest were made and no written requests for dispensation had been received.	
F19/150	Chairman's Remarks None.	
F19/151	Exclusion of members of the public and press No items identified.	
F19/152	IT WAS RESOLVED to agree the Minutes of the last meeting held on Monday 12 th August 2019 as a correct record and these were duly signed by the Chairman.	

<p>F19/153</p>	<p>Repairs and Renewals & Lengthsman</p> <p>The Town Clerk reported:</p> <ol style="list-style-type: none"> 1. Old Vicarage - The remaining ground floor office in the Old Vicarage had been let from 1st October 2019. Prior to occupation the carpet would need to be cleaned and quotations were being secured. 2. Old Vicarage - Drain Clear had needed to be called in to clear a blockage in the outside (Heritage Complex side) drains Tenbury Road Public Toilets – Drain Clear had needed to be called in again to clear another blockage in this facility. The recurring blockages were due to the breaking down of the existing pipework which is made of pitch fibrous material. A quotation for remedial works has been requested. 3. Old Vicarage - Pest control had to be called in to deal with two wasps nests outside the window of the first floor kitchen. 4. Old Vicarage – A carpenter had been called in to adjust three doors at the Town Council offices due to difficulty with opening and securely closing. 5. Old Vicarage – Emergency repairs carried out to glass panel at Community Transport entrance – window repair film was applied to both sides of the glass. The Wall mounted cigarette bin had also been damaged. The incident had been reported to the Police. 6. Old Vicarage – A wooden rail and post in the Reserved Parking area had rotted and needed to be replaced. 7. F19/139 – Repainting of the office windows, awaiting start date from the decorators. 8. F19/140 – Flag Pole. The Stat Plans had now been received for the underground services in the planned installation area and would be passed to the contractor responsible for installation of the flag pole. Nothing had been observed that would be likely to cause a problem. <p>Noted.</p>	
<p>F19/154</p>	<p>Finance</p> <ol style="list-style-type: none"> a. Income & Expenditure by Budget Heading IT WAS RESOLVED to receive and accept item a. for month of August 2019. b. Bank Reconciliation IT WAS RESOLVED to accept item b. for the month of August 2019 Cllr Davies was nominated to initial the Bank Statements and Petty Cash Book. c. Top Sheet – August 2019 IT WAS RESOLVED to accept item c. for the month of August 2019. d. Accounts For Scrutiny, non-contract e. Accounts For Scrutiny, contract IT WAS RESOLVED to accept items d. & e. as per the agenda for the month of August 2019. f. Report of Monthly Payments IT WAS RESOLVED to accept item f. for the month of August 2019 and Cllr Page signed the report. 	

	<p>IT WAS RESOLVED that the Responsible Financial Officer (RFO) was to produce all reports on a quarterly basis only and to ensure that comments or alerts where appropriate were included.</p>	TOWN CLERK
F19/155	<p>Budget 2020/21 Members discussed a time table for agreeing the 2020/21 budget. It was noted that Herefordshire Council has requested that the precept request for 2020/21 be submitted by 31st December 2019. Copies of the current year's budget had been circulated with the agenda.</p> <p>Following discussion,</p> <p>IT WAS RESOLVED that the Town Clerk should arrange an extraordinary meeting to take place after her return from leave, specifically to discuss budgeting plans for the Financial Year 1st April 2020 to 31st March 2021.</p> <p>The Town Clerk to contact all current members requesting that they put together their proposals for expenditure in the upcoming financial year and forward them directly to the Clerk for collation.</p>	TOWN CLERK
F19/156	<p>End of Grant Report The end of grant report from the Bromyard Community Arts project was RECEIVED.</p>	
F19/157	<p>Policies and Procedures Grant Policy and Grant Application Form (formerly F19/125) IT WAS RESOLVED that the amended Grant Policy and Grant Application Form be recommended to Full Council for adoption.</p>	
F19/158	<p>Risk Management / Health and Safety</p> <ol style="list-style-type: none"> 1. General Risk Assessment Members reviewed the updated document. Officers were thanked for the substantial progress made on this matter. 2. Risk Assessments Fire Risk Assessments covering Council property are scheduled to take place on 10th September 2019. Riverside Walk Risk Assessment is re-scheduled for 23rd September 2019. Noted. 3. Health & Safety Issues None to report. 	

F19/159	<p>Car Parks</p> <p>1. Bromyard Christmas Lights Association Members considered a request from the Bromyard Christmas Lights Association to provide free parking on Switch-On day 23rd November.</p> <p>IT WAS RESOLVED that Full Council be recommended to suspend parking charges for the day of the Bromyard Christmas Lights Switch on (23rd November 2019).</p> <p>2. Replacement Pay and Display Car Park Ticket Machines The Clerk reported on information received from Corporate Services in response to queries raised by members at the previous meeting. This Item was discussed. Due to the high set-up costs and low revenue potential Members decided against the RingGO option.</p> <p>IT WAS RESOLVED to recommend to Full Council to purchase 2 x used Parkeon Strada ticketing machines from Corporate Services in the total sum of £3,890 + VAT and installation to replace the current ticketing machines in Tenbury Road and Rowberry Street Car Parks.</p> <p>3. Quotations for line marking in the Tenbury Road and Rowberry Street car parks. Members considered two quotations for line marking in the Tenbury Road and Rowberry Street car parks.</p> <p>IT WAS RESOLVED to proceed with the Parallel Lines quotation for the painting of coach bays and wording in the Tenbury Road car park. The Clerk to advise Corporate Services of the date works will be undertaken.</p> <p>The quotation for the complete lining of both car parks to be used to inform budget considerations for 2020/21.</p>	<p>TOWN CLERK</p> <p>TOWN CLERK</p> <p>TOWN CLERK</p>
F19/160	<p>Subscriptions</p> <p>IT WAS RESOLVED to renew the annual subscription to Clerk & Councils Direct in the sum of £12.00.</p>	<p>TOWN CLERK</p>
F19/161	<p>Energy Supplier Comparisons</p> <p>The information provided by the various energy suppliers was considered.</p> <p>IT WAS RESOLVED to continue with the Council's current supplier as this represented best value at this time.</p>	
F19/162	<p>Churchyard Walls Repairs</p> <p>The planned repair start date, subject to weather conditions, of the 23rd September 2019 was noted.</p>	
F19/163	<p>Correspondence</p> <p>None received.</p>	

The meeting closed at 8.38pm