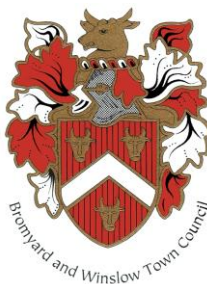


# BROMYARD & WINSLOW TOWN COUNCIL



MINUTES  
F19/184 – F19/193

## Finance & Properties Committee

Minutes of a meeting held on

**Monday 11<sup>th</sup> November 2019**

at 7.00pm in the Council Chamber, Council Offices, Bromyard.

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

Officer Present: Karen Mitchell - Town Clerk & Responsible Finance Officer  
Kym Wild – Deputy Town Clerk

All attendees were made aware of the Fire Procedure and Recording of Meetings advices

		Action
<b>F19/184</b>	<b>Apologies</b> Apologies were received and noted from Cllrs Andrews, Brunsdon, and Martin.	
<b>F19/185</b>	<b>Declaration of Interest</b> No declarations of interest were made and no written requests for dispensation had been received.	
<b>F19/186</b>	<b>Minutes</b> The Minutes of the meetings held on; Monday 14 <sup>th</sup> October 2019, Wednesday 23 <sup>rd</sup> October 2019, Wednesday 30 <sup>th</sup> October 2019 were received, approved and signed by the Chairman.	
<b>F19/187</b>	<b>Repairs and Renewals &amp; Lengthsman</b> The Town Clerk reported: <ul style="list-style-type: none"><li>- Line painting completed at Tenbury Rd car park</li><li>- Minor plumbing works carried out</li><li>- Broken/rotted post and rails being replaced at Rowberry street and Tenbury Rd car parks.</li><li>- Lengthsman - Weed removal carried out in town and general tidying prior to remembrance Sunday.</li><li>- Planted up tubs and planters with winter bedding</li><li>- Works to flower beds on by-pass delayed due to poor weather conditions.</li><li>- Broken window pane in 1<sup>st</sup> floor office to be replaced.</li></ul>	TC

	<p>The Clerk reported that the tree safety report had been received that day, and brought to members' attention recommended works to trees in the Closed Churchyard and at Broadbridge.</p> <p>Having consulted the Committee Chairman it was the Clerk's advice that the recommended works at Broadbridge be authorised under her delegated powers. This course of action was endorsed by the committee.</p> <p>It was suggested and agreed that the term "Lengthsman" no longer be used as the Lengthsmans Scheme had been discontinued by Herefordshire Council; in future the term "contractor" was to be used.</p>	
<b>F19/188</b>	<p><b>Finance:</b></p> <p>a) Accounts for Scrutiny: <b>IT WAS RESOLVED</b> to accept item a). (copy appended to the Minutes)</p> <p>b) Report of Monthly Payments; <b>IT WAS RESOLVED</b> to accept item b). Cllr Law signed the report.</p> <p>c) Quarterly Financial Reports – July to September 2019</p> <p>1) Cash and Investment Reconciliation <b>IT WAS RESOLVED</b> to receive and accept item c) 1) and move the sum of £288.30 from the Gratuity Account into the current account, in order to zero the redundant Gratuity Account so that it could be closed.</p> <p>2) Income and Expenditure Report by Account Code <b>IT WAS RESOLVED</b> to receive and accept item c) 2).</p> <p>3) Receipts and Payments Summary This usefulness of this report was discussed. <b>IT WAS RESOLVED</b> that this report was no longer required.</p> <p>d) Bank reconciliations It was <b>noted</b> that Cllr Martin had checked the Bank Reconciliation for the September quarter 2019.</p>	
<b>F19/189</b>	<p><b>Grants</b></p> <p>1. Everybody Dancing Charity for the "Our Man in the Moone" Community Arts and Heritage Project This matter was discussed. <b>IT WAS RESOLVED</b> to award the requested grant of £890.00 to the charity Everybody Dancing (everyBODY dance).</p> <p>2. Bromyard Christmas Lights The matter was discussed. <b>IT WAS RESOLVED</b> to release earmarked grant funds in the sum of £2,000 for the Bromyard Christmas Lights.</p>	
<b>F19/190</b>	<p><b>Internal Audit 2019/20</b></p> <p>1. Interim Internal Audit Report for the year ended 31<sup>st</sup> March 2020. The report was discussed. <b>IT WAS RESOLVED</b> that Full Council be recommended to approve and adopt the Internal Auditor's Report.</p>	

	<p>2. Internal Audit Plan (1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021) The Internal Audit Plan was discussed.</p> <p><b>IT WAS RESOLVED</b> that Full Council be recommended to approve and adopt the Internal Audit Plan for 2019/20.</p>	
<b>F19/191</b>	<p><b>Budget 2020/21</b></p> <p>The Draft Budget V3 was discussed.</p> <p><b>IT WAS RESOLVED</b> that the draft budget be placed before members at the Full Council meeting on 25<sup>th</sup> November 2019 for comment. Members to be requested to submit any comments in writing ahead of the meeting.</p> <p>It was noted that the final budget would be brought to the December Full Council meeting for approval and consideration of the precept request.</p>	
<b>F19/192</b>	<p><b>Riverside Walk</b></p> <p>The request from the Conquest Theatre Trust to use the Promenade d’Athis on 26<sup>th</sup> July, 2020 for a summer fete, supported by the letter of 16<sup>th</sup> October 2019 with its enclosed Risk Assessment was reviewed.</p> <p>The request was discussed.</p> <p><b>IT WAS RESOLVED</b> to write to the Conquest Theatre Trust advising them that, in principle, their proposal was acceptable. However, the Committee would be requesting their own Safety advisors to review the provided Risk Assessment for comment.</p>	
<b>F19/193</b>	<p><b>Correspondence</b></p> <p>None</p>	

The meeting closed at 7.49pm