

# BROMYARD & WINSLOW TOWN COUNCIL



MINUTES  
F19/194 – F19/206

## Finance & Properties Committee

Minutes of a meeting held on

**Monday 9<sup>th</sup> December 2019**

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

Present: Cllrs Franklin (Chairman), Brunsdon, Collins, Davies, Law, Martin and Page

Officers Present: Karen Mitchell - Town Clerk & Responsible Finance Officer  
Julie Crandon – Administrative Officer

Observing: Cllr Dunne-Thomas

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

		Action
<b>F19/194</b>	<b>Apologies</b> All Members were present. It was noted that Cllr Andrews has resigned from the Council.	
<b>F19/195</b>	<b>Declaration of Interest</b> Cllr Page declared a Disclosable Pecuniary Interest in item F19/199(d) – Mayor's Allowance, and signed the book accordingly.	
<b>F19/196</b>	<b>Minutes</b> The Minutes of the meeting held on Monday 11 <sup>th</sup> November 2019 were received, approved and signed by the Chairman.	
<b>F19/197</b>	<b>Community Commissioning</b> Consideration of the installation of a handrail in the underpass, on the A44. Members were reminded that following a complaint from a member of the public, Balfour Beatty had advised that whilst the underpass would potentially benefit from the installation of a handrail, there does not appear to be evidence available at this time to suggest that urgent action is necessary.  Members considered taking the matter forward through the community commissioning system. With the Chairman's permission, Cllr Dunne-Thomas raised concerns on behalf of a resident and spoke in favour of the installation of a handrail.	

Signed / Initialled .....

		Action
<p><b>F19/197</b></p>	<p><b>Community Commissioning (Continued)</b></p> <p>The Clerk reported an estimate had been obtained from the Council's contractor for the installation of a handrail made from galvanised steel on both slopes down to, and through, the underpass, in the region of £3,000.</p> <p><b>IT WAS RESOLVED</b> that the Full Council be recommended to approve, in principle, the installation of a handrail in the underpass subject to approval from the land owner.</p> <p>Further quotations to be obtained and brought back to the Finance &amp; Properties Committee.</p>	
<p><b>F19/198</b></p>	<p><b>Town Clerk's Report</b></p> <p>1. Repairs and Renewals</p> <p>In addition to items listed on the agenda, the town clerk reported:</p> <ul style="list-style-type: none"> <li>• The contractor has been asked to fill in the large hole in the town council car park.</li> <li>• No decision has yet been made on the green spaces grant application</li> <li>• Spencer Grogan, Hereford County Council's Parks &amp; Leisure Commissioning Manager wishes to discuss taking on maintenance of other areas in the town for additional green spaces funding. Cllrs Franklin and Martin to be part of this discussion.</li> <li>• Business rates project – Herefordshire County Council will chase the valuation office for a response.</li> </ul> <p>2. Members considered options to replace the broken glass door pane at the Bromyard Community Transport entrance.</p> <p>Option 1: Replacement of laminated glass pane  Option 2: Replace existing doors with new double-glazed doors unit.</p> <p><b>IT WAS RESOLVED</b> to approve option 1 and accept the quotation from Glassier Window Systems in the sum of £243.44, inclusive of fitting and VAT.</p>	

		Action
<p><b>F19/199</b></p>	<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) Petty Cash <b>IT WAS RESOLVED</b> to accept item b).</p> <p>c) Report of Monthly Payments; <b>IT WAS RESOLVED</b> to accept item c). Cllr Law signed the report.</p> <p>d) Mayor's allowance – <i>Cllr Page left the meeting for this item</i> <b>IT WAS RESOLVED</b> to approve the payment of the second half of the Mayor's Allowance for 2019/20 plus £27.65 outstanding from 2018/19, to the Chairman of Council.</p> <p>e) Internet banking <b>IT WAS RESOLVED</b> to recommend to Full Council that the Town Clerk be appointed as Service Administrator for the Council's bank accounts.</p>	
<p><b>19/200</b></p>	<p><b>Floral decorations</b></p> <p>Members considered utilising a further 22 half round baskets (sufficient for 11 lampposts) currently held in storage, to extend the existing town display. Quotation to follow.</p> <p>A quotation from Rob Wilks in the sum of £558 for the installation and maintenance of extra baskets was considered.</p> <p><b>IT WAS RESOLVED</b> to accept the quotation in principle. Cllrs Martin and Davies will provide a proposal for the siting of the additional baskets.</p>	
<p><b>F19/201</b></p>	<p><b>IT</b></p> <p>1. Members considered a recommendation from the Burial Committee to purchase Cemetery and Memorial Management software.</p> <p><b>IT WAS RESOLVED</b> to recommend to Full Council the release of earmarked Burial Committee reserves to purchase the Cemetery and Memorial Management Software and associated costs from RBS Limited. Installation to be delayed until the supply of a new laptop for the Deputy Clerk has been finalised.</p> <p>2. To consider the purchase of a new laptop for the Deputy Clerk.</p> <p>Following discussion, <b>IT WAS RESOLVED</b></p> <ul style="list-style-type: none"> <li>• to defer consideration of purchase of a new laptop to allow the option of a managed service provision to be explored.</li> <li>• to obtain costs for 18 tablets for councillors on a managed service basis.</li> </ul> <p>Cllr Collins to liaise with the Clerk and report back to the January Finance Committee.</p>	

		Action
<b>F19/202</b>	<p><b>Annual Tree Inspection</b></p> <p>Members received the annual tree inspection report from Adrian Hope Tree Services.</p> <p><b>IT WAS RESOLVED</b> to accept the report and recommendations contained therein and to approve the Quotation B for work to trees in the Closed Churchyard in the sum of £795 + VAT.</p>	
<b>F19/203</b>	<p><b>Budget 2020/21</b></p> <p>The draft budget V4 was discussed.</p> <p><b>IT WAS RESOLVED to:</b></p> <ul style="list-style-type: none"> <li>• Make enquiries of Herefordshire Council regarding the date of the last tree survey undertaken in Nunwell Park. The response to this may be influential.</li> <li>• An additional £500 to be added to the Professional Services budget line.</li> <li>• Present this final budget to the full council meeting on December 16<sup>th</sup> for approval and consideration of the precept request.</li> </ul>	
<b>F19/204</b>	<p><b>Health and Safety</b></p> <p>The Clerk gave a progress report on Health and Safety matters. She was due to meet the Council Grounds maintenance Contractor to discuss recommendations in the RoSPA report for the Riverside Walk.</p> <p>Members reviewed membership of the Working Group which consisted of Cllrs Cooper and Dunne-Thomas.</p> <p><b>IT WAS RESOLVED</b> that Cllr Law be appointed to head up the Working Group.</p>	
<b>F19/205</b>	<p><b>Riverside Walk</b></p> <p>The Clerk reported the Council's Health &amp; Safety Advisors comments on the risk assessment provided by the Conquest Theatre Trust for the Duck Race and Fete on 26<sup>th</sup> July, 2020.</p> <p>The comments were discussed.</p> <p><b>IT WAS RESOLVED</b> that subject to the observations of the Councils Health &amp; Safety Advisor being addressed, permission be granted.</p>	
<b>F19/206</b>	<p><b>Correspondence</b></p> <p>None</p>	

The meeting closed at 8.25pm