

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F20/01 – F20/13

Finance & Properties Committee

Minutes of a meeting held on

Monday 13th January 2020

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

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

		Action
F20/01	Apologies Cllr Clare Davies (holiday)	
F20/02	Declaration of Interest Cllr Churchill was welcomed as a new Committee member. Cllr Churchill declared a non-pecuniary interest in respect of item F20/04,2 (ii) Town Clerk's Report - Heritage Centre as a Director of Bromyard Art Studios CIC.	
F20/03	Minutes The Minutes of the meeting held on Monday 9 th December 2019 were received, approved and signed by the Chairman.	
F20/04	Town Clerk's Report 1. Repairs and Renewals <ul style="list-style-type: none">• F19/198,2 - Replacement laminated glass pane for Community Transport is being fitted 9am Tuesday 14th January 2020.• F19/159,2 - New parking meters were installed 07-08 January and are entirely solar powered.• Remedial works were carried out to secure the fire exit door in the Council Chamber.	

Signed / Initialled

		Action
	<p>2. Other Items</p> <p>i. Public Toilets, Tenbury Road Car Park. This facility was closed to public for several days from 2nd January due to vandalism of the electronic door locking systems in all three cubicles. The Town Clerk had authorised repairs to be carried out under delegated powers.</p> <p>Following discussion, IT WAS RESOLVED, to obtain a quotation for siting of CCTV cameras covering the Tenbury Road car park and toilet block, and to seek all necessary permissions. It was noted that the Conquest Theatre has agreed in principle to the siting of a CCTV camera on their building.</p> <p>It was suggested that a town-wide CCTV strategy be developed for future consideration.</p> <p>ii. Heritage Centre – Installation of sink and waste pipework on ground floor (north side of the building) Members were advised that the above works had been carried out without the Council’s prior consent.</p> <p>IT WAS RESOLVED to (i) request an inspection by the Conservation Officer in respect of the works undertaken and (ii) that the Town Clerk write to the tenant outlining the tenant’s and landlord’s respective responsibilities.</p>	
F20/05	<p>Finance:</p> <p>a) Income & Expenditure by Budget Heading – December 2019. The Town Clerk to check receipt for allotment income against the nominal ledger. Expenditure for gardening in the council complex was down due to issues with recruitment of a new gardener.</p> <p>IT WAS RESOLVED i) to accept item a. ii) that in the absence of a Gardener, the Town Clerk make arrangements with the Council’s grounds maintenance contractor to cover gardening works in the council complex.</p> <p>b) Bank Reconciliation – December 2019 IT WAS RESOLVED to accept item b.</p> <p>c) Top Sheet – December 2019. IT WAS RESOLVED to accept item c.</p> <p>d) Accounts for Scrutiny IT WAS RESOLVED to accept item d. The question of a green energy supplier was raised. The matter of setting up an Environmental Working Party would be placed on the next Full Council agenda.</p> <p>e) <u>Petty Cash</u> IT WAS RESOLVED to accept item e.</p> <p>f) <u>Report of monthly payments.</u> IT WAS RESOLVED to accept item f). Cllr Martin signed the report.</p> <p>g) Payments Made</p> <p>i. The Town Clerk/RFO reported a payment made to the contractor for works to the Closed Churchyard Walls (Part 1) in the sum of £3,348 (as listed on the December Payment schedule) in order to meet the 30 day payment terms.</p>	

		Action
	<p>ii. Expenditure authorised under Town Clerk’s delegated authority:</p> <ul style="list-style-type: none"> • Lanyon Bowdler Solicitors £350 + VAT - obtaining Legal Advice (Full Council Minute ref C19/229). This advice to be brought back to Full Council in closed session. • Bromyard Christmas Tree Festival – sponsorship of Christmas tree in sum of £25.00. Cllr Brunsdon advised that she had met this expense as a personal contribution. 	
F20/06	<p>Financial Regulations IT WAS RESOLVED that Financial Regulations be brought back to the next Finance & Properties Committee following review by Councillors Franklin, Martin and the Town Clerk.</p>	
F20/07	<p>Grounds maintenance contract In accordance with condition 6 of the Grounds Maintenance Contract, Members were requested to consider extending the current contract for a further 2 years.</p> <p>Areas included in the contract:</p> <ul style="list-style-type: none"> • Bromyard By-pass and associated areas • St. Peter’s Churchyard • Riverside Walk • Broadbridge • Town Green • Cemetery <p>In response to a query regarding the grounds maintenance for Kempson Players, the Clerk explained that the contract was separate to that under discussion and had been for a one-year period only, ending 31st March 2020. Bromyard Recreation Ground Charity would be responsible for arranging its own grass cutting contractor from 1st April, 2020 onwards. The Town Council had pledged financial support in the sum of £3,000 (included in the 2020-21 budget) to cover such expenditure. A letter of explanation will be sent to the charity clarifying the situation with regard to grant support and cessation of grounds maintenance at Kempson Players.</p> <p>IT WAS RESOLVED that Full Council be recommended to approve extending the Grounds Maintenance contract for a further 2 years to 31st March 2022.</p>	
F20/08	<p>Herefordshire Council – Public Green Spaces Community Grant Scheme 2019/20.</p> <ol style="list-style-type: none"> 1. The Town Clerk reported on her meeting with Herefordshire Council’s Parks and Leisure Commissioning Manager regarding the status of the Town Council’s grant application for funding to maintain public open space at Nunwell Park. Members were advised that in order to be successful the application would need to be revised to demonstrate a long-term commitment to the maintenance of this land. <p>Following discussion, IT WAS RESOLVED that the Town Council’s grant application be amended to demonstrate the Town Council’s ability to maintain the green space at Nunwell Park over a five year period.</p> <ol style="list-style-type: none"> 2. The Clerk reported that additional funds were available through the above grant scheme to maintain other areas within the parish which are currently maintained by Balfour Beatty Living Places. Plans of the areas under discussion were circulated to members. 	

		Action
F20/08 Cont'd.	Following discussion, IT WAS RESOLVED that the matter be referred to Full Council for consideration.	
F20/09	<p>Closed Churchyard</p> <p>Members received the Deputy Town Clerk's update on works to the walls in the Closed Churchyard, copies having been circulated.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • Stage 1 works were 99% complete. Council held retention to cover outstanding work (to be completed by current contractor as weather conditions allow). • Current contractor had advised that he would not be available for future works. <p>Direction was sought from the Committee as to scoping for the next stage of the project.</p> <p>Following discussion, IT WAS RESOLVED that quotations be obtained for the next stages based on the 2016 survey report.</p> <p>The Town Clerk to write to St. Peter's Churchwardens requesting that the practice of laying monuments against the churchyard walls be ceased in order to lessen the stress on the walls.</p>	
F20/10	<p>IT and Electronic Security</p> <ol style="list-style-type: none"> 1. Members were circulated with a report prepared by Cllr Collins on the potential outsourcing the Council's IT requirements. (Ref F19/201). A meeting had been arranged with Hoople Ltd to discuss the potential for a managed IT service. Following on from this, additional quotations would be sought. A further update would be provided at the next meeting. 2. Members considered quotations for the installation of electronic security measures at The Old Vicarage. <p>IT WAS RESOLVED to accept the following quotations from Discreet Security Solutions:</p> <ul style="list-style-type: none"> • quotation 72 - heavy duty code lock in the sum of £155 + VAT • quotation 73 - auto-dialler panic system in the sum of £140 + VAT • quotation 76 - wireless CCTV system and associated works in the sum of £870 + VAT 	
F20/11	<p>Riverside Walk</p> <ol style="list-style-type: none"> 1. ROSPA Water Safety Review - Promenade d'Athis A site visit had been held on Tuesday 7th January 2020 with the Council's Grounds Maintenance contractor in order to help members understand the scope of the works required to address the recommendations contained within the above report. Members considered a quotation for the works. IT WAS RESOLVED to accept the quotation from Rob Wilks in the sum of £2150.22 + VAT to carry out the recommended works as contained within the above report. 2. Cllr Martin gave a verbal update following her meeting with the Woodland Trust consultant. Cllr Martin was requested to prepare a report for Full Council on the various phases of the planting together with costings. 	

F20/12	Water cooler in Council Chamber Following consideration of quotations for a bottle-fed water cooler in Council Chamber IT WAS RESOLVED not to pursue this further.	
F20/13	Correspondence The Town Clerk reported that the bank has now closed the gratuity account, and the remaining balance had been transferred to the current account.	

The meeting closed at 8.55pm.