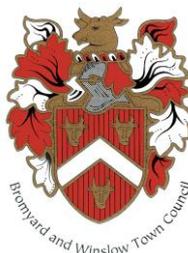


BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F20/14 – F20/29

Finance & Properties Committee

Minutes of a meeting held on

Monday 10th February 2020

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

Members Present: Cllrs Franklin (Chairman), Brunsdon, Churchill, 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
F20/14	Apologies All members were present.	
F20/15	Declaration of Interests Cllr Churchill declared a non-pecuniary interest in item F20/20, 2 as a Trustee of Bromyard Recreation Ground charity. Cllr Martin declared a non-pecuniary interest in item F20/20, 2 as the Town Council's representative on the Bromyard Recreation Ground charity. Cllr Page declared a non-pecuniary interest in item F20/20,1 as the applicant is the Mayor's Officer and in F20/20,2 as Bromyard Recreation Ground is the Mayor's chosen charity.	
F20/16	Exclusion of public and press No members of public or press were present.	
F20/17	Minutes The Minutes of the meeting held on Monday 13 th January 2020 approved as a correct record and signed by the Chairman.	
F20/18	Town Clerk's Report The Town Clerk reported that the following works had been completed: 1. Repairs and Renewals <ul style="list-style-type: none">• Pothole repairs in Rowberry Street car park• Installation of an auto-dialler panic system (Town Council offices) and code lock keypad (Community Transport door)	

		Action
	<p>2. Other Items</p> <ul style="list-style-type: none"> • Tree works in the Closed Churchyard were carried out 04.02.2020. • Final works (phase 1) to Churchyard walls were completed on 03.02.2020; the £300 retention will now be released to the contractor. <ul style="list-style-type: none"> ➤ Town Clerk to obtain quotes for the removal of the ivy on the church walls, and seek the necessary church permissions in the first instance in order to move or reposition the marble memorials, as recommended by the contractor. • Repairs to Parish Lamp No. 3 (outside parish church main door). Balfour Beatty were unable to attend on 05.02.2020. Works to be re-scheduled. • Grounds maintenance contractor had cleared parts of the beds on the A44; re-planting to take place in the next couple of weeks. • A replacement cherry tree in the sum of £150 had been ordered for the Town Green. 	
F20/19	<p>Finance</p> <p>a) Income & Expenditure by Budget Heading – January 2020 IT WAS RESOLVED i) to accept item a.</p> <p>The Town Clerk was requested to chase a response from Herefordshire Council on the business rates review.</p> <p>Referring to the pensions budget line, The Town Clerk was asked to attach an explanatory note in respect of the overspend against budget.</p> <p>b) Bank Reconciliation – January 2020 IT WAS RESOLVED to accept item b.</p> <p>c) Top Sheet – January 2020 IT WAS RESOLVED to accept item c.</p> <p>d) Accounts for Scrutiny IT WAS RESOLVED to accept item d.</p> <p>e) Data Protection fee renewal - expiry date 07 March 2020. IT WAS RESOLVED to note payment and add to the list of direct debits.</p> <p>f) The refund of £255 made to Messrs Peglers in respect of a cancelled application for a memorial permit was noted.</p> <p>g) Replacement Cheque The replacement cheque to Countryside Consultants in the sum of £1,020.00 was noted.</p> <p>h) Report of monthly payments Cllr Law signed the report of payments for the month of January.</p>	<p>TC</p> <p>TC</p> <p>TC</p>
F20/20	<p>Grants</p> <p>Members considered two grant applications.</p> <p>1. IT WAS RESOLVED to approve a grant of £400 to the Bromyard Festival of Town Criers for funding towards the Annual Town Criers Festival.</p>	<p>TC</p>

	<p>2. IT WAS RESOLVED to approve a grant of £1,000 to the Bromyard Recreation Ground Charity for funding toward the 'Party in The Park' event on 28th August 2020.</p>	TC
F20/21	<p>Subscriptions</p> <p>1. IT WAS RESOLVED to recommend to Council that the annual membership to HALC for the period 01/04/2020 – 31/03/2021 be renewed, in the sum of £1,763.26 + VAT.</p> <p>2. IT WAS RESOLVED to discontinue the annual subscription to Local Councils UPDATE in the sum of £75.</p>	
F20/22	<p>Banking</p> <p>1. The Town Clerk reported that she was now confirmed as the service administrator for Lloyds Bank. (Minute C19/239 refers) and gave an update on actions required to proceed with online payments.</p> <p>IT WAS RESOLVED to recommend to Council that the existing bank signatories be authorised to register for online banking in order to approve transactions on the Council's accounts, in accordance with Financial Regulations.</p> <p>2. IT WAS RESOLVED to recommend to Council that an application be made for a Debit Card for the Council's current account; use to be restricted to the Clerk/RFO, in accordance with Financial Regulations.</p>	
F20/23	<p>Review of Financial Regulations</p> <p>The Chairman reported that he and the Town Clerk had reviewed the Council's Financial Regulations against the latest model regulations issued by NALC.</p> <p>Members considered a number of proposed amendments, copies having been circulated.</p> <p>IT WAS RESOLVED to recommend to Council that the revised Financial Regulations be approved and adopted.</p>	
F20/24	<p>IT</p> <p>1. Cllr Collins updated members on progress with a possible supply of managed IT services. Copies of his report were circulated to members</p> <p>IT WAS RESOLVED That Cllr Collins prepare a draft IT strategy for consideration at the next full council meeting.</p> <p>2. The item for IT support from Hoople Ltd. was withdrawn pending consideration of a draft IT strategy .</p> <p>3. IT WAS RESOLVED to accept the quotation from ACT Computers for IT equipment for the Deputy Clerk in the sum of 1,220 plus VAT.</p>	

		Action
F20/25	<p>Broadbridge</p> <p>Cllr Martin updated members on the Community Tree Planting & Green Space Project. The consultant would like to monitor conditions on site over the seasons to assess its suitability for the proposed planting. It was therefore proposed to delay planting until November. Woodland Trust tree packs have been applied for to be planted in November. Cllr Martin to ask the consultant to consider working with ecology students from local universities.</p> <p>IT WAS RESOLVED to note Cllr Martin's report and to give this project a platform at the annual Town Council meeting to raise public awareness.</p>	
F20/26	<p>Verge Maintenance – Improving Biodiversity</p> <p>Members considered a proposal from Balfour Beatty Living Places that verges on C and U roads in the parish be left uncut until August/September 2020. (Rural roadside verges are generally cut twice a year in May/June and again in August/September)</p> <p>Members raised concerns about road safety; following discussion, IT WAS RESOLVED to:</p> <ol style="list-style-type: none"> 1. Seek further clarification on the proposal together with a map of the roads concerned. 2. Ask Balfour Beatty if, in their view, they perceive any issues that might affect road users and pedestrians. 	
F20/27	<p>Floral Decorations</p> <ol style="list-style-type: none"> 1. Cllr Martin updated members on the recent survey undertaken by herself and Cllrs Collins and Davies. <p>IT WAS RESOLVED to site the additional baskets in the Tenbury Road car park; The Town Clerk to clarify whether any permissions are required from Herefordshire Council.</p> <ol style="list-style-type: none"> 2. IT WAS RESOLVED to confirm approval of the quotation from R Wilks for the installation and maintenance of the additional baskets in the sum of £588. 	
F20/28	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
F20/29	<p>CCTV</p> <p>The Town Clerk reported that three contractors had been approached but only one quotation had been received to date. These will be brought to Full Council on the 24th February for consideration.</p>	

The meeting closed at 8.46pm.