



# BROMYARD AND WINSLOW TOWN COUNCIL

## MINUTES OF THE FINANCE & PROPERTIES COMMITTEE MEETING

Held remotely on **Monday 13<sup>th</sup> July 2020** at 7pm

Via Zoom video conferencing and audio platform

Local Authorities (Coronavirus)(Flexibility of Local Authority Meetings) (England) Regulations 2020

**MINUTES  
F20/44– F20/62**

Members Present: Cllrs: M Franklin (Chair), C Martin (Vice-Chairman)  
S Brunsdon, G Churchill, G Collins, C Davies, L Law, and R Page

Officers Present: Karen Mitchell (Town Clerk)  
Kym Wild (Deputy Town Clerk)

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### **F20/44 Apologies for Absence**

All Members were present.

### **F20/45 Declarations of Interest and written requests for dispensation**

F20/60 – Cllr Churchill- non pecuniary interest as Trustee of Bromyard Recreation Ground Charity.

### **F20/46 Exclusion of Public and Press**

**IT WAS RESOLVED** that items F20/62 (C20/41), quotations for CCTV coverage in the Tenbury Road Car Park, were commercially sensitive and should be discussed in private session.

### **F20/47 Minutes of the Meeting, Monday 9<sup>th</sup> March, 2020**

The Minutes of the meeting held on Monday 9<sup>th</sup> March, 2020 were confirmed as an accurate record and would be signed by the Chairman following the meeting.

### **F20/48 Town Clerk's Report**

Members received the Town Clerks report.

#### 1. Repairs and Renewals

- CCTV cameras installed in Old Vicarage.
- New cigarette bins installed at Old Vicarage building.
- Drain Clear called in to clear blocked rainwater gullies at public toilets causing flooding at neighbouring property.
- Works at Broadbridge completed apart from installation of two new kissing gates.
- A number of the wooden planter barrels in complex are broken down beyond repair. TC to investigate costs for replacement.
- Window on 1<sup>st</sup> floor of Heritage Centre removed for repair.

#### 2. Other Items

- Public toilets re-opening – awaiting results of Legionella Risk Assessment.
- Measures put in place to mitigate risk in readiness for re-opening. Hand sanitiser unit to be installed at front of toilet block. Interior and exterior signage to be installed. Plan to open two cubicles, disabled plus one other on Wednesday 15<sup>th</sup> July. Issue with locking mechanism on the 3<sup>rd</sup> cubicle will require an electrician on site to remedy.
- Herefordshire Council – Public Green Spaces Community Grant Scheme 2019/20 (C20/15 refers) Draft grant application to be considered at next meeting.

- End of tenancy notice – Really Good Marketing has given one month’s notice, from 1<sup>st</sup> July 2020 of their intention to vacate their 2<sup>nd</sup> floor office.
- Hanging baskets scheduled to be installed week beginning 13<sup>th</sup> July, 2020.
- Annual Maintenance Plan contract approved by BBLP for both the “Lengthsman” and “Parish Path Partnership (P3)” schemes 2020/21, reflecting the obligation on Councils to complete their Annual Maintenance Plan, in order to obtain permission from Balfour Beatty Living Place for work on Herefordshire Council land.
- Quotations being sought for a new website package.
- Members may claim reasonable expenses to upgrade IT equipment e.g. camera or speaker (covered by an invoice) to enable them to participate effectively in remote meetings.
- Grants received (payments to be processed):
  - Fastershire Keeping Connected Grant of £263.94 for 6 months subscription to Zoom Pro and webinar.
  - Herefordshire Council COVID-19 Business Support Grant (Bromyard Cemetery) Grant of £10,000.

**IT WAS RESOLVED** that subject to receipt and implementation of Legionella Risk Assessment recommendations, the public toilets re-opened as quickly as possible.

**F20/49 Finance**

- a) Income & Expenditure by Budget Heading - June 2020  
**IT WAS RESOLVED** to accept item a.
- b) Bank Reconciliation June 2020  
**IT WAS RESOLVED** to accept item b. Cllr Davies to sign the Bank Reconciliation.
- c) Top Sheet - June 2020  
**IT WAS RESOLVED** to accept item c.
- d) Accounts for scrutiny

Company	Items	Net	VAT	Total
Office Depot	Stationery	24.97	4.99	29.96
Office Depot	Stationery	35.74	7.15	42.89
Office Depot	Print cartridge and stamps	98.91	4.90	103.81
Safety Shop	Health & Safety and PPE items	194.58	29.97	224.55
Bromyard Post Office	Design and print 'Welcome back/thank you cards	139.97	0.00	139.97
Bromyard Plumbing & Electrical Supplies Ltd	replacement strip light tube and LED bulbs	67.88	13.57	81.45
R Wilks	supply & erect post and rail fence - Broadbridge	186.22	37.24	223.46
R Wilks	Grounds Maintenance June	994.87	198.97	1,193.84
Drain Clear	Clear blockage in surface water drains and rainwater gullies - TR car park	90.00	18.00	108.00
Herefordshire Council	Waste collection Jan- Sept - Cemetery	461.24	0.00	461.24
Greendawn Accounting Ltd	Internal Audit visit	378.70	75.74	454.44

Company	Items	Net	VAT	Total
Herefordshire Fire Protection Services Ltd	Service Fire Extinguishers - Old Vicarage	92.75	18.55	111.30
Herefordshire Fire Protection Services Ltd	Service Fire Extinguishers - Heritage Centre Old Vicarage	44.85	8.97	53.82
		<b>2,810.68</b>	<b>418.05</b>	<b>3,228.73</b>

- e) Report of monthly payments (1<sup>st</sup> April to 30<sup>th</sup> June 2020)  
Councillor C Davies to sign the monthly payments summary following the meeting

**IT WAS RESOLVED** to accept item e.

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- f) Payment of home working allowance to the Town Clerk and Deputy Town Clerk whilst working from home due to Coronavirus measures, to cover use of a room, telephone, heating and lighting expenses. This matter was discussed.

**IT WAS RESOLVED** that Officers be paid a home working allowance of £6 per week (pro rata in accordance with contracted hours).

**F20/50 Payment Instructions (as per Financial Regulations)**

1. **IT WAS RESOLVED** to recommend to Full Council that the following be paid by Direct Debit;
  - a) Herefordshire Council – Non-Domestic Rates  
Office 24, one payment of £77.63, followed by eleven payments at £78.00  
Office 25, one payment of £89.63, followed by nine payments at £94.00  
Rowberry Street Car Park and Premises, one payment of £150.28 followed by nine payments of £151.00  
Tenbury Road car park, one payment of £316.50, followed by nine payments of £317.00
  - b) Public Works Loan Board – two payments of £8987.89 and two payments of £8829.08
  - c) Waste Collection, Old Vicarage Complex – 4 equal payments of £220.22
  - d) Waste Collection, Cemetery – 4 equal payments of £155.87
  - e) Talktalk – Broadband and telephone calls – monthly payments of under £35.00 + VAT
  - f) Lloyds Bank – monthly bank charges
  - g) West Mercia Energy – monthly payment of energy costs (gas + electricity)
  - h) npower – quarterly payment of energy (electricity) for parish lamps
  - i) ICO – annual payment of Data Protection registration fee.
  
2. **IT WAS RESOLVED** to recommend to Council payment of the following; Salaries, wages, PAYE/NIC and pensions where applicable to administration and maintenance staff, based upon existing contracts, in monthly amounts for the financial year 2020/21.

**F20/51 Public Works Loan Board**

The outstanding balances as at 31/03/2020 for the two Public Works Loan Board's loans as follows were noted

Loan 1 - £320,072.98

Loan 2 - £322,488.44.

This was noted. Cllr Page requested that the Clerk obtain a settlement figure for the outstanding loan.

**F20/52 Insurance**

Members considered a quotation from the Council's insurers for annual Cyber cover in the total sum of £361.00 (including IPT and all fees).

**IT WAS RESOLVED** that the Clerk and Cllr. Collins work together to review and make appropriate recommendations for certification through the National Cyber Security Centre - Cyber Essentials scheme.

**F20/53 Internal Audit**

1. The final internal audit report for the year ended 31<sup>st</sup> March 2020, following the auditor's visit on 1<sup>st</sup> July, 2020, was discussed.

**IT WAS RESOLVED** that the internal auditor's report be recommended to Council for approval.

2. Members reviewed the effectiveness of the internal audit and completed a checklist relating to compliance with standards and overall effectiveness.

Part 1 - Meeting Standards - Members answered yes to all parts. (1-5).

Part 2 - Characteristics of Effectiveness - Members answered 'yes' to all parts. (1-7)

**IT WAS RESOLVED** that having reviewed the effectiveness of the system of internal audit, the Town Council be recommended to accept that an effective system of internal audit is in place.

**F20/54 Appointment of Internal Auditor**

The re-appointment of Mr Luke Keegan of Greendawn Accounting to carry out the internal audit programme for 2020/21 was considered.

**IT WAS RESOLVED** to defer the re-appoint of Mr Luke Keegan of Greendawn Accounting to carry out the internal audit programme for 2020/21 to allow the Town Clerk to investigate International Standards 27001 and to report back to committee.

**F20/55 Council Asset Register**

The Council's Asset Register for the year-ended 31<sup>st</sup> March 2020 was reviewed.

**IT WAS RESOLVED** that the Asset Register be recommended to Full Council for approval.

**F20/56 Annual Governance and Accountability Return (AGAR) for the year ending 31<sup>st</sup> March 2020**

The Committee reviewed the AGAR Part 3 documentation for the Annual Return to the External Auditor prior to presentation to the Full Council meeting on 20<sup>th</sup> July, 2020.

- Annual Internal Audit Report 2019/20
- Section 1 – Annual Governance Statement 2019/20
- Section 2 – Accounting Statements 2019/20

**F20/57 Health and Safety**

1. The Town Clerk updated the Committee on Health and Safety matters outlining the progress and thanking Cllr Law for her work on the COSHH area in particular.
2. The Legionella Risk Assessment was not available, this matter was deferred.

**F20/58 Outdoor Market**

Cllr Davies raised her initial proposal for an outdoor market on the Town Green, this matter was debated.

**IT WAS RESOLVED** to recommend to Council that an outdoor market be supported in principal only, with no binding agreement on the Council.

**F20/59 Correspondence**

1. Government funding package for councils to help address coronavirus pressures and cover lost income during the pandemic.

**IT WAS RESOLVED** that a case be put to Herefordshire Council to receive a portion of monies it will receive for monies received from central government to offset lost revenue(s).

2. There was no other correspondence to note.

**F20/60 Land Disposal**

Members received an update from the Town Clerk.

**IT WAS RESOLVED** to recommend to Full Council that it meets the criteria set out in item 11i and 11ii of LTN45 (item 8 of Circular 06/03) i.e.

- i. that the purpose for which the land is to be disposed is likely to contribute to the promotion and improvement of the social well-being of the whole of its area and the environmental well-being of part of its area.
- ii. the difference between the market value of the land and the price obtained is no more than £2,000,000.

Reference documents:

- NALC Legal Topic Note 45 – Disposal and appropriation of land by local councils.
- Circular 06/03: Local Government Act 1972 general disposal consent (England) 2003 disposal of land for less than the best consideration that can reasonably be obtained.

**F20/61 Budget 2020/21**

Members reviewed the Budget for 2020/21 following end of year transfers and carry forwards.

**IT WAS RESOLVED** to receive the Budget for 2020/21.

20:50 *The Committee moved into closed session. (F20/46 Exclusion of Public and Press)*

**F20/62 CCTV coverage Tenbury Road Car Park (C20/41 refers)**

The quotations received were reviewed. **IT WAS RESOLVED** to proceed with Sentinel Security (Issue 2) Systems in the sum of £2,457.87

The meeting closed at 21:00

Chairman .....

Date .....