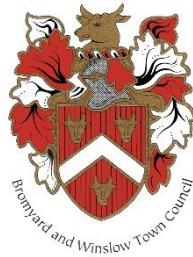


BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F20/063 – F20/77

Finance & Properties Committee

Minutes of a meeting held on Monday 12th October, 2020 at 7pm
Online Via Zoom

Present: Cllrs Franklin (Chair), Brunsdon, Collingwood, Davies, Law, Martin and Page

Officers: Karen Mitchell, Town Clerk (TC)
Kym Wild, Deputy Town Clerk (DTC)

In Attendance: Mark Davies, CCLA

Members of the Public: None

F20/063 Apologies LGA 1972 S85 (1)
Apologies were received from Cllr Churchill

F20/064 Declaration of Interest and written requests for dispensations
Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159
F20/068 Cllr Collingwood, Pecuniary Interest (tenant at Old Vicarage)
F20/069 g. Cllr Brunsdon, Pecuniary Interest (Mayor's Allowance)

F20/065 Exclusion of public and press
Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, ss 100 and 102.

IT WAS RESOLVED to discuss items F20/077 without public and press present, due to the commercially sensitive nature of the quotations.

F20/066 Presentation – CCLA (Churches, Charities & Local Authorities)
Mark Davies, Relationship Manager addressed the meeting with a presentation on investment opportunities with CCLA. Members had been previously circulated with a factsheet/information on the Deposit and Properties funds. Following the presentation Mr Davies answered members questions. Mrs advise was thanked for his informative presentation, after which he left the meeting.

F20/067 Minutes

The Minutes of the meeting held on Monday 13th July, 2020 were received, approved and signed by the Chair, as a correct record.

F20/068 Town Clerk's Report

The Town Clerk presented committee members with her report.

1. Repairs and Renewals

- Drain Clear called in to clear blockage in disabled unit at public toilets.
- Hearth collapse in 2nd floor office. Repairs required prior to new tenancy starting.
- Decoration required in two vacated offices in order to market.
- CCTV Tenbury Road installation 20.10.2020.
- Works to closed churchyard wall to commence 12.10.2020, weather permitting.
- Works required to Ash tree at entrance of Rowberry St. car park to remove broken limb and lift crown.

2. Other items

- Cluster fly infestation at Old Vicarage – Spraying to be undertaken in loft space.
- Herefordshire Council COVID-19 Business Support Grant (Bromyard Cemetery) Grant of £10,000.00.

The Town Clerk was requested to seek costs for provision of sanitary disposal units in the public toilets.

F20/069 Finance**a) Income & expenditure by Budget Heading – September 2020**

IT WAS RESOLVED to accept item a).

b) Bank reconciliation – September 2020

IT WAS RESOLVED to accept item b. Cllr Law be nominated to initial the Bank Statements and Petty Cash book.

c) Top Sheet – September 2020

IT WAS RESOLVED to accept item c.

d) Accounts for Scrutiny

Company	Items	Net	VAT	Total
SLCC Enterprises Ltd	Virtual National Conference (Clerk and Deputy Clerk)	50.00	10.00	60.00
Welsh Water	Water services – Public Toilets 10 Mar-08 Sep	85.59	0.00	85.59
Office Depot	Copier paper	13.85	2.77	16.62
Office Depot	Ink cartridges/pens	60.91	12.18	73.09
Office Depot	Pens	1.58	0.32	1.90
Drain Clear	Clear blockage in disabled unit, public toilets.	90.00	18.00	108.00
Ty-Mawr	Lime for wall repairs Closed Churchyard	194.96	38.99	233.95
K T Gooch Ltd	Copier lease/printing costs/envelopes	548.63	109.73	658.36
C J Bayliss	Service boilers at Old Vicarage	130.00	26.00	156.00

d) Accounts for Scrutiny – continued

Company	Items	Net	VAT	Total
Direct Debit				
Welsh Water	Water services – Public Toilets 10 Mar-08 Sep	85.59	0.00	85.59
	Gas Heritage Centre – Aug	33.21	1.66	34.87
	Electric TR Charging Point – Aug	53.96	2.70	56.66
West Mercia Energy	Electric Public Toilets – Aug	29.12	1.46	30.58
	Gas Old Vicarage – Aug	72.62	3.63	76.25
	Electric Old Vicarage - Aug	189.21	37.84	227.05
Talk Talk	Phones and Broadband – Sep	32.00	6.43	38.57
		£ 1671.23	271.71	1943.08

IT WAS RESOLVED to accept item d. subject to online approval.

e) Report of monthly payments.

IT WAS RESOLVED to accept item d. with Cllr Law to sign the monthly payments summary once appropriate social distancing measures have been arranged.

f) Petty Cash

IT WAS RESOLVED to agree to top-up petty cash in the sum of £150.00.

g) Mayors Allowance

IT WAS RESOLVED to release £500.00 from the Mayor's allowance to the Chairman of the Council.

h) Public Works Loan Board

The estimated settlement figure of £1,212,333.51 for repayment in full of Town Council loans (F20/51) was noted.

F20/070 Office Equipment

This item was withdrawn, as equipment was no longer available.

F20/071 Grants

Members considered the following:

1. Bromyard Christmas Light

IT WAS RESOLVED to release the budgeted funds for Bromyard Christmas Lights in the sum of £4,000.00

2. Bromyard Food Bank

Members discussed the request from Bromyard Food Bank that the grant approved by Full Council on 20th July (C20/75,2) have its terms varied to remove the rent only restriction, as they had found rent-free premises.

IT WAS RESOLVED to approve a variation to the previously approved grant to remove the rent only restriction.

3. Bromyard Community Arts
Members considered a request from Bromyard Community Arts that the grant approved for “Sewing for Scrubs” be varied to allow for unused funds to be directed for a “November Lantern Making project” for the Christmas Lights.

IT WAS RESOLVED that the previously approved grant of £500 for Sewing for Scrubs be re-purposed for a “November Lantern Making project” for the Christmas Lights.

4. The Conquest Theatre Trust Ltd
Members discussed the request from The Conquest Theatre Trust Ltd for £1,000.00 funding towards the production of a short film, ‘#Panto_demic’.

IT WAS RESOLVED to approve a grant in the sum of £1,000.

F20/072 Herefordshire Council – Public Green Spaces Community Grant Scheme 2019/20

Members consider the amended grant application, copies having been circulated.

IT WAS RESOLVED to accept the amended grant application and the Clerk was instructed to submit the application.

F20/073 Health & Safety

1. Members noted the receipt of the Legionella Risk Assessment and Action Reports for The Old Vicarage and Heritage Centre.

2. Members considered the quotations for:

- a) Legionella Awareness/Compliance Training

IT WAS RESOLVED to accept the quotation for Legionella Awareness/Compliance Training in the sum of £335.00 plus VAT.

Staff Members and Cllr Davies, Collingwood, Law to undertake training.

- b) i. Fire Awareness Safety Training

- ii. Fire Warden Training

IT WAS RESOLVED to accept the quotation for Fire Warden training in the sum of £355.00 plus VAT. Training to be undertaken by staff and offered to building tenants.

F20/074 Appointment of Internal Auditor

Members considered the appointment of an Internal Auditor.

IT WAS RESOLVED to re-appoint Mr Luke Keegan of Greendawn Accounting to carry out the internal audit programme for 2020/21.

F20/075 Budget

Members reviewed the current year budget and discussed objectives/ideas and time table for agreeing the 2021/22 budget.

IT WAS RESOLVED to hold a separate/special meeting to discuss the budget during November 2020, once input had been received from Staffing and Burial Committees.

F20/076 Cyber Insurance

Members received a report from the Clerk on certification through the National Cyber Security Centre – Cyber Essentials scheme (F20.52). Whilst it was noted that certification would be beneficial it was acknowledged that in view of current staff resources it would not be possible to proceed at this time.

Members considered quotations for cyber insurance.

IT WAS RESOLVED to defer this matter to Full Council.

20:53 pm *Committee moved into private session. (There were no members of the Public and Press attending the meeting).*

IT WAS RESOLVED to suspend Standing Orders for a period of 15 minutes (meeting to end at 21:15), to enable the final agenda item to be fully discussed.

F20/077 Website

Members considered quotations for provision of a WCAG2.1AA compliant website.

IT WAS RESOLVED to accept the Aubergine quotation of 25th September 2020, with the additional items; Planning Portal integration, Private Admin area for staff & Councillors , transfer of website content to new website, in the sum of £2,298 plus staff training in the sum of £199.

The meeting closed at 9:11pm

CHAIRMAN

Date