



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE & PROPERTIES COMMITTEE

Minutes of a meeting held remotely on
Monday 22nd February, 2021 at 7pm
via Zoom video conferencing and audio platform

[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Minutes
F21/01 – F21/16

Members Present: Cllrs Franklin (Chairman), Brunsdon, Churchill, Collingwood,
Davies, Law, Martin (Vice-Chairman), Page

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

In Attendance: None

F21/01 Apologies

Local Government Act 1972 S85 (1)

None received.

F21/02 Declarations of Interest and written requests for dispensation

Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159

The following interests were declared:

F21/10 Cllr Suzette Brunsdon - Non-Pecuniary interest as Trustee of Bromyard Food Bank

F21/05 Cllr Lady Ann Collingwood - Non-Pecuniary interest as tenant of the Old Vicarage building

F21/07 Cllr Gill Churchill - Non-Pecuniary interest as Trustee of Bromyard Art Studio operating within the Heritage Centre.
Cllrs Lisa Law and Lady Ann Collingwood as tenants of The Old Vicarage building.

F21/03 Exclusion of public and press.

There were no items identified that required the exclusion of the public and press.

F21/04 Minutes

Local Government Act 1972 Sch 12 para 41(1)

The Minutes of the meeting held on Monday 16th November, 2020 were confirmed as an accurate record with the following amendment: Date of the meeting corrected to read 16th November, 2020, and were signed by the Chairman.

F21/05 Town Clerk's Report

The Town Clerk reported:

1. Repairs and Renewals

- Drain Clear called in to clear blockage in Council complex. As this is an ongoing issue Officers suggest that an investigation is carried out to establish extent of collapsed drains.

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- Tree works completed – removed broken limb and lifted crown on Ash tree at entrance to Rowberry St. car park.
 - Downpipe lockage cleared - Old Vicarage
 - Decorations completed in TCO
 - Contractor requested to fill recurring potholes in Rowberry Street car park (near ticket machine)
 - Repair works to closed churchyard wall (car park section) completed.
2. Other items
- Cluster fly infestation at Old Vicarage – second treatment required.

IT WAS RESOLVED that the Report be noted.

F21/06 Finance

- a) Income & Expenditure by Budget Heading – January 2021

IT WAS RESOLVED that item a) be accepted and that the overspend on the following budget lines be noted.

4080 Insurance – increase due to taking out cyber cover (Approved by Full Council 26.10.2020 – Minute C20/115 refers)

4304 – Citizens Advice Grant (approved by Full Council 20.07.220 – Minute C20/75 refers)

- b) Bank Reconciliation

IT WAS RESOLVED that item b) be accepted.

The Town Clerk reported that prior to the interim internal audit, review and signing of reconciliation statements, bank statements and petty cash book was carried out by Cllr Law for the months when no meetings were held.

Cllr Lady Ann Collingwood to review and initial the Bank Statements and the Petty Cash book for the month of January.

- c) Top Sheet – January 2021

IT WAS RESOLVED that item c) be accepted.

The Clerk reported that the sum of £20,000 had been moved to Burial earmarked Reserves as per resolution of Full Council C20/108,2.2.

IT WAS FURTHER RESOLVED that the 'Top Sheet' was no longer required to be presented at future meetings.

- d) Accounts for Scrutiny

IT WAS RESOLVED that all items listed under item d) as per the agenda be confirmed for payment.

The Clerk/RFO to circulate scanned invoices to members for reference prior to on-line bank authorisation.

- e) Report of Monthly Payments

IT WAS RESOLVED that item e) for the period 1st October 2020 to 31st January 2021 be deferred to the next meeting.

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f) Petty Cash

IT WAS RESOLVED that item f) top-up of Petty Cash in the sum of £100.00 be accepted.

F21/07 Heritage Centre

Members considered a request from Bromyard Info CIC to waive the charge for backdated costs for heating and lighting in the sum of £488.78. This represents the difference between the monthly charge for gas and electric usage against actual costs for the period March 2018 and January 2020. (F20/39 refers)

Members acknowledged that the business had been closed as a result of the pandemic and queried whether financial support from Herefordshire Council had been received, i.e., the COVID-19 Business Support Grant.

IT WAS RESOLVED that this matter be deferred to the next meeting in order to seek clarification from the Heritage Centre tenant as to whether COVID-19 Business Support Grant funds had been received from Herefordshire Council.

F21/08 Internal Audit 2020/21

Members considered the interim internal audit report and internal audit plan for the year ended 31st March 2021.

IT WAS RESOLVED that the interim internal audit report and internal audit plan be received and recommended to Full Council for adoption.

The Clerk/RFO was thanked for her diligence in the preparation of the accounts.

F21/09 Provision of Floral Decorations 2021

Members considered costs for floral decorations for 2021, from the Town Council's contractor. The sum of £17,000 for Floral Decorations is included in approved budget for 2021-2022)

Supply floral decorations for town centre	2440.35
Supply plants & Plant troughs Summer & Autumn	635.25
To water floral displays	2520.00
To erect & take down displays	350.00
To supply floral decorations for Tenbury Road Car Park 22 x ½ round baskets Erect & take down & water for the season	613.80

The Clerk was instructed to liaise with the contractor to arrange for regular weeding and feeding of the tubs and baskets to get the best display possible.

IT WAS RESOLVED that the Council be recommended to approve costs for floral displays as quoted, in the total sum of £6,559.40 and, that the Town Clerk be delegated to authorise additional expenditure for maintenance (weeding) of the baskets.

F21/10 Grants

1. Members received the End of Grant Report from Bromyard Community Arts (BCA) for the November Lantern Making project.

IT WAS RESOLVED that the End of Grant Report be accepted and that the project underspend of £131.87 be returned to the Town Council.

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The Town Clerk to send of letter of thanks to the BCA for all of the efforts in making such beautiful displays for shop windows in the High Street as part of the Bromyard Christmas Lights.

2. **IT WAS RESOLVED** to note the following:
 - i. Bromyard Food Bank – Grant award not yet released due to delay in setting up bank account. The Food Bank has confirmed that this is imminent.
 - ii. Hope Centre – Grant application for two new laptops is withdrawn. An amended application will be submitted in due course.
 - iii. Thank-you letter received from Cobalt health for grant award of £200.

F21/11 Terms of Reference

Members reviewed the Terms of Reference and made the following amendments:
Constitution 5. Meeting Frequency (to read) Quarterly or more often as required.

Responsibilities j. To maximise revenues from the properties as far as is consistent with maintaining them in good order and with meeting the Council's wider objectives.

IT WAS RESOLVED that the Terms of Reference as amended, be recommended to Full Council for adoption.

F21/12 Financial Controls

To review the following documents:

1. Financial Regulations
2. Management of Internal Control Systems
3. Internal Financial Controls – Day to Day Procedures

IT WAS RESOLVED to defer agenda item F21/12 1-3 inclusive to allow the Chairman, Vice Chairman and Town Clerk to review the documents in the interim period and present any recommended amendments to the next meeting.

F21/13 Financial Policies and Procedures

Members reviewed the following documents:

1. Grant Policy and Procedure

The following amendment was made:

Grant Conditions 8. - If the individual / organisation / body is unable to use the grant wholly for the stated purpose then any remaining monies must be returned to Bromyard & Winslow Town Council immediately.

IT WAS RESOLVED that the Grant Policy and Procedure, as amended, be recommended to Full Council for adoption.

2. Reserves Policy

IT WAS RESOLVED that the Reserves Policy be recommended to the Full Council for adoption without change.

19:50 **IT WAS RESOLVED** to suspend Standing Orders at 20:00 for not more than 20 minutes to enable the meeting to transact as much business as possible.

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3. Risk Management Policy & Assessment

IT WAS RESOLVED that the Risk Management Policy and Assessment be recommended to Full Council for adoption without change.

F21/14 Membership of HALC

Members considered renewal of the Council's annual membership to HALC.

IT WAS RESOLVED that the Town Council be recommended to renew its Membership to HALC for the period 01/04/2021 – 31/03/2022 in the sum of £1,773.19 + VAT. (If paid by 31st March 2021 the association offers two free training places (for councillors only).

Cllr Page requested that vote against be recorded in the Minutes.

F21/15 Health & Safety

Cllr Law gave an update on health and safety matters reporting that Legionella and Fire Safety training could not proceed at present due to the pandemic. It was noted that the Ellis Whittam Health and Safety contract was due for renewal in early April.

F21/16 Bromyard and District Community Swimming Pool

The Chairman reported on the status of the above Trust which had been set up many years ago to provide and maintain a swimming pool and other facilities for recreation and leisure time for the benefit of the public, in particular the residents of Bromyard and District, in the interests of social welfare with the object of improving their conditions of life. The Trust currently holds funds which are used to pay for school transport for swimming lessons.

New Trustees were being sought as two of the three Trustees had recently passed away, leaving the Trust unable to operate.

The Chairman called for willing volunteers to step forward to help.

Cllrs Davies, Franklin and Martin expressed an interest in helping out.

The meeting closed at 20:07

Signed

Date

/2021