



## BROMYARD & WINSLOW TOWN COUNCIL

### FINANCE & PROPERTIES COMMITTEE

Minutes of a meeting held remotely on  
Monday 8<sup>th</sup> March, 2021 at 7pm  
via Zoom video conferencing and audio platform

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

**Minutes**  
**F21/17 – F21/27**

Members Present: C Martin (Vice-Chairman), S Brunsdon, G Churchill, C Davies, L Law,  
R Page  
Officers Present: Kym Wild (Deputy Town Clerk)  
In Attendance: None

#### **F21/17 Apologies**

*Local Government Act 1972 S85 (1)*

Cllr Franklin and Cllr Lady Collingwood.  
In the absence of Cllr Franklin (Chair), Cllr Martin took on the Chair.

#### **F21/18 Declarations of Interest and written requests for dispensation**

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

No written request for dispensation had been received.  
The following interests were declared;  
F21/23 Cllr Lisa Law, Council Property Tenant (other building) (Non-Pecuniary)

#### **F21/19 Exclusion of public and press.**

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

#### **F21/20 Minutes**

*Local Government Act 1972 Sch 12 para 41(1)*

The Minutes of the meeting held on Monday 22<sup>nd</sup> February 2021 were confirmed as an accurate record and signed by the acting Chairman.

#### **F21/21 Town Clerk's Report**

The Town Clerk's report had been circulated.

**IT WAS RESOLVED** that the Report be noted.

#### **F21/22 Finance**

a) Income & Expenditure by Budget Heading – February 2021

**IT WAS RESOLVED** that item a) be accepted.

b) Bank Reconciliation

**IT WAS RESOLVED** that item b) be accepted. To be signed Cllr L Law.

c) Accounts for Scrutiny

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

Initials ..... Date ...../2021

d) Report of Monthly Payments

**IT WAS RESOLVED** that item d) be confirmed and Cllr Lisa Law would sign the necessary document(s).

**F21/23 Heritage Centre**

F20/39 refers. It was noted that payment of the arrears has been received.

**F21/24 Public Toilets**

Members considered a quotation for sanitary waste disposal at the public toilets in the sum of £311 per annum for 3 x units on a four-weekly basis.

**IT WAS RESOLVED** to accept the quotation as above.

**F21/25 Grants**

Members considered an application from Girlguiding Bromyard for grant monies to cover various activities (as permissible under HM Government guidelines / legislation), in the sum of £797.00

**IT WAS RESOLVED** to approve the application and award the sum of £797 to Girlguiding Bromyard.

**F21/26 Financial Controls**

To review the following documents:

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

All proposed amendments were reviewed by members.

**IT WAS RESOLVED** that all documents, as amended, be accepted and recommended to Full Council for adoption.

**F21/27 Health & Safety**

Members considered the renewal of the contract for Health & Safety support from Ellis Whittam Services, together with the Renewal Terms and Service Agreement.

**IT WAS RESOLVED** That the Town Council be recommended to approve the renewal of the contract for Health & Safety support from Ellis Whittam Services, commencing 9<sup>th</sup> April 2021 for a period of 36 months, in the sum of £2,182.20 per annum.

The meeting closed at 19:28

Signed .....

Date

/2021