



## BROMYARD & WINSLOW TOWN COUNCIL

### FINANCE & PROPERTIES COMMITTEE

Minutes of a meeting held on  
Monday 14<sup>th</sup> June, 2021 at 7pm  
in the Council Chamber, Council Offices,  
Rowberry Street, Bromyard.

**Minutes**  
**F21/28 – F21/41**

Members Present: Brunsdon, Churchill, Clark, Davies and Law.

Officers Present: Karen Mitchell (Town Clerk)  
Public: S Handley – The Conquest Theatre

#### **F21/28 Apologies**

*Local Government Act 1972 S85 (1)*

Cllr Franklin.

In the absence of Cllr Franklin (Chairman), Cllr Brunsdon was elected as Chairman for the meeting.

#### **F21/29 Declarations of Interest and written requests for dispensation**

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

No written requests for dispensation had been received.

Cllr Churchill declared a non-pecuniary interest in item F21/33.2 as Trustee of Bromyard Recreation Ground.

#### **F21/30 Minutes**

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

The Minutes of the meeting held on Monday 8<sup>th</sup> March 2021 were confirmed as an accurate record and signed by the acting Chairman.

#### **F21/31 Town Clerk's Report**

##### Repairs and Renewals

- Rowberry Street car park ticket machine has been out of action due to issues with battery charging (solar power). The battery has been replaced several times and operators are looking into the cause of this. The Clerk has enquired whether the mains electricity supply could be reinstated. The machine was back up and running from Friday 11<sup>th</sup> June.
- Ongoing issues with the drains at the Old Vicarage complex. Problem identified as not enough fall on the drains.
- CCTV camera on the Heritage Centre has been vandalised. CCTV footage is currently being reviewed by the Police. The Clerk has made enquiries with the insurance providers regarding the damaged camera. Town Clerk to follow up enquiries with Police and insurers. Consideration to be given to positioning for a replacement CCTV camera and whether other forms of deterrents could be used.
- Parish light in Frog Lane is out. BBLP has been asked to repair.

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- Boiler room door needs to be replaced. Quotation being sought.
- Locksmith called out to replace broken lock in Old Vicarage complex.

*Cllr Davies joined the meeting at this point.*

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

## **F21/32 Finance**

1. Income & Expenditure by Budget Heading as at 31<sup>st</sup> May 2021.

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

2. Bank Reconciliation

**IT WAS RESOLVED** that Cllr Law initial the Bank Statements and Petty Cash book.

3. Accounts for Scrutiny

<b>Invoices</b>				
Drain Clear	Clear blocked drains – Old Vicarage complex	120.00	24.00	144.00
Greendawn Accounting Ltd.	Internal Audit YE31.03.2021	378.70	75.74	454.44
Society of Local Council Clerks	Town Clerk's membership fee	289.00	0.00	289.00
Rob Wilks	Grounds maintenance May	1252.91	250.58	1503.49
<b>Direct Debit payments</b>				
West Mercia Energy	Gas – Old Vicarage Apr	211.70	42.34	254.04
West Mercia Energy	Gas – Heritage Centre Apr	100.61	5.03	105.64
West Mercia Energy	Electric – Old Vicarage Apr	212.06	42.41	254.47
West Mercia Energy	Electric – Charging Point TR car park April	45.77	2.29	48.06
West Mercia Energy	Electric – TR toilets April	31.89	1.59	33.48

<b>Debit card transactions</b>				
Google Cloud	G Suite backup May	13.80	0.00	13.80
Microsoft Ireland Operations Ltd.	On-line services May/June (staff email + Office 365 monthly subs)	18.80	3.76	22.56
Microsoft Ireland Operations Ltd.	On-line services May/June (Cllrs email monthly subs)	53.20	10.64	63.84
Totals		£ 2728.44	458.38	3186.82

Grounds Maintenance – The Town Clerk to speak to the contractor about collection of grass clippings and check number of cuts per months for the Town Green.

**IT WAS RESOLVED** to approve the accounts as listed at item 3.

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4. **Report of monthly payments.**

Member's signature of payments for the period 1<sup>st</sup> March to 31<sup>st</sup> May 2021.

**IT WAS RESOLVED** for Cllr Davies to sign off the monthly payments for the period 1<sup>st</sup> March to 31<sup>st</sup> May 2021.

**F21/33 Grants**

1. Members considered a grant application from the Conquest Theatre for new seating in the auditorium, at a total of £12,000.  
The Chairman invited Ms S Handley to speak to the application.  
The Clerk apprised members of the Town Council's grant Policy criteria and reported on the budget available for the current year and underspend from the financial year 2020/21.

Following discussion **IT WAS RESOLVED** to recommend that Full Council approves a grant of £6,000 to The Conquest Theatre towards new seating in the auditorium.

2. To approve the release of specified grants from the approved 2021/22 budget:  
Christmas Lights - £4,000  
Bromyard Recreation Ground - £3,000

**IT WAS RESOLVED** to recommend to Full Council to approve the release of grants from the approved 2021/22 budget:  
Christmas Lights - £4,000  
Bromyard Recreation Ground - £3,000.

3. To note the return of unused grant funding:
  - a) £400 - Town Criers Festival 2020.
  - b) £131.87 - Bromyard Community Arts Lantern project.

**IT WAS RESOLVED** That this be noted.

**F21/34 Internal Audit**

1. Internal audit report part 2 for the year ended 31<sup>st</sup> March 2021, following the internal auditor's visit on 26<sup>th</sup> June 2021.

**IT WAS RESOLVED** to make a recommendation to Full Council to accept the internal audit report part 2 for the year ended 31<sup>st</sup> March 2021.

2. To review the effectiveness of the system of internal audit.  
**IT WAS RESOLVED** to defer this item to a future meeting.

**F21/35 Annual Governance and Accountability Return (AGAR)**

The Committee noted the AGAR Part 3 documentation for the Annual Return to the External Auditor prior to presentation to the Full Council meeting on 28<sup>th</sup> June 2021.

- Annual Internal Audit Report
- Annual Governance Statement
- Accounting Statements

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**F21/36 Budget 2021/22**

To review the budget for 2021/22 following end of year transfers and to agree carry forwards.

**IT WAS RESOLVED** to defer this item to the next meeting of the Finance & Properties Committee.

**F21/37 Council Asset Register**

Members reviewed the Council's Asset Register for the year ended 31.03.2021.

**IT WAS RESOLVED** to recommend that Full Council approves the Asset Register for the year ended 31.03.2021.

**F21/38 Broadbridge**

Community Tree Planting (Minute F20/25 refers)

Members noted that former Councillor Charlotte Martin is currently looking after the Woodland Trust Tree packs (200-250 hedgerow type trees) and has advised that subject to Council approval she would still be willing to be involved in the scheme and organise the planting scheduled for November, alternatively, members may wish to consider donating the saplings to local schools and/or community groups.

**IT WAS RESOLVED** to refer this item to the Full Council for consideration.

**F21/39 Office Rentals**

**IT WAS RESOLVED** to note that the tenant of Room 3 (2<sup>nd</sup> floor) has given one month's notice, from 1<sup>st</sup> May 2021 of their intention to vacate the building.

**F21/40 Health & Safety**

Members noted that in 2020 quotations for on-site Fire Warden and Legionella health and safety training courses was approved. The Clerk has confirmed that both companies will honour their original quotations to provide training to staff and tenants. Training to be booked as soon as practicable.

**F21/41 Correspondence**

Members considered a letter from a local resident regarding council action on climate change since declaring a Climate Emergency in June 2019.

**IT WAS RESOLVED** that the Clerk provide a written response to the resident regarding the Town Council's progress since declaring a Climate Emergency in June 2019.

The meeting closed at 7:47 pm

Signed .....

Date

/2021