



## BROMYARD & WINSLOW TOWN COUNCIL

### FINANCE & PROPERTIES COMMITTEE

Minutes of a meeting held on  
Monday 19<sup>th</sup> July 2021 at 7pm  
in the Council Chamber, Council Offices,  
Rowberry Street, Bromyard.

**Minutes**  
**F21/42 – F21/54**

Members Present: Franklin (Chairman) Brunsdon, Churchill, Clark, Davies  
and Law.

Officers Present: Karen Mitchell (Town Clerk)

#### **F21/42 Apologies**

*Local Government Act 1972 S85 (1)*

Apologies were received from Cllrs Clark and Davies.

#### **F21/43 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 F21/49 as Chairman (and other positions) of the Bromyard Public Hall.

Cllr Brunsdon declared a Disclosable Pecuniary Interest in Item F21/46, 6 as Chairman of the Council.

#### **F21/44 Minutes**

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

The Minutes of the meeting held on Monday 14<sup>th</sup> June 2021 were confirmed as an accurate record and signed by the Chairman.

#### **F21/45 Town Clerk's Report**

##### Repairs and Renewals

- Drains cleared at Old Vicarage complex and public toilets. CCTV camera survey carried out to try to establish why this issue keeps arising. (Minute F21/50 refers)
- A quotation for replacement of the Boiler Room had been received in the sum of £625 + VAT.

It was agreed that the Town Clerk would accept the quotation under delegated authority to spend. (Minute F21/31 refers)

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

#### **F21/46 Finance**

1. Income & Expenditure by Account Code as at 30<sup>th</sup> June, 2021.

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

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## 2. Bank Reconciliation

**IT WAS RESOLVED** that the Bank Reconciliation Statement as at 30<sup>th</sup> June 2021 e received and noted.

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

## 3. Accounts for Scrutiny – Members reviewed the payments list against corresponding invoices.

<b>Invoices</b>				
Rob Wilks	Grounds maintenance June	1,252.91	250.58	1,503.49
Herefordshire Council	Election fee for insufficient nominations– 6 <sup>th</sup> May 2021	30.00	0.00	30.00
Drain Clear	Clear blocked drains – Old Vicarage complex	120.00	24.00	144.00
Drain Clear	Clear blocked drains – Public toilets	120.00	24.00	144.00
Drain Clear	CCTV survey of foul drainage Old Vicarage complex	200.00	40.00	240.00
Citizens Advice	Outreach sessions July-Sept	2,500.00	0.00	2,500.00
Herefordshire Fire Protection Services Ltd	Service Fire Extinguishers – Heritage Centre	45.85	9.17	55.02
Herefordshire Fire Protection Services Ltd	Service Fire Extinguishers – Old Vicarage	122.25	24.45	146.70
KT Gooch	Photocopier lease Jul-Aug & copying costs	193.13	38.63	231.76
Office Depot	Stationery	56.31	11.26	67.57
Tim Russell	Replace lock - store room	79.50	0.00	79.50
Mr P Nielsen	Town Crier's Annual membership -The Ancient and Honourable Guild of Town Criers	35.00	0.00	35.00
<b>Direct Debit payments</b>				
Npower	Electric - Parish lamps April-Jun	257.14	12.86	270.00
Npower	Electric – parish lamps sensor	79.35	3.97	83.32
West Mercia Energy	Gas – Old Vicarage May	181.90	36.38	218.28
West Mercia Energy	Gas – Heritage Centre May	74.18	3.71	77.89
West Mercia Energy	Electric – TR toilets May	30.07	1.50	31.57
West Mercia Energy	Electric – Charging Point TR car park May	46.97	2.35	49.32
West Mercia Energy	Electric – Old Vicarage May	199.35	39.87	239.22
Talk Talk	Phones & Broadband	27.95	5.59	33.54
Herefordshire Council	Waste disposal Jul-Sep	230.75	0.00	230.75
<b>Debit card transactions</b>				
Google Cloud	G Suite backup June	13.80	0.00	13.80
Microsoft Ireland Operations Ltd.	On-line services June/July (staff email + Office 365)	18.80	3.76	22.56
Microsoft Ireland Operations Ltd.	On-line services June/July (Cllrs email )	53.20	10.64	63.84
Zoom	Monthly subscription	11.99	0.00	11.99
<b>Totals</b>		£ 5,780.40	502.72	6,283.12

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**IT WAS RESOLVED** to confirm payment of accounts as listed at item 3.

4. **Report of monthly payments.**

Member's signature of payments for the period 1<sup>st</sup> to 30<sup>th</sup> June, 2021.

**IT WAS RESOLVED** that Cllr Law sign off the monthly payments for the period 1<sup>st</sup> to 30<sup>th</sup> June, 2021.

5. Petty Cash

**IT WAS RESOLVED** to approve a top up of petty cash in the sum of £100

6. Mayor's Allowance

Having declared a Disclosable Pecuniary Interest at F21/43, Cllr Brunson left the chamber during consideration of this item.

**IT WAS RESOLVED** to approve the release of first half of the Mayor's Allowance for 2021/22 to the Chairman of Council.

Cllr Brunson re-joined the meeting

7. Payment authorisation for Payroll

**IT WAS RESOLVED** to recommend to Full Council that payments be made for the following: Staff salaries, wages, and PAYE/NIC applicable to administration and maintenance staff, based upon contractual obligations, in monthly amounts for the financial year 2021/22.

8. Payment authorisation for direct debits

**IT WAS RESOLVED** to recommend to Full Council that the following payments be made by Direct Debit:

- a. Herefordshire Council rates for office number 24, one payment of £77.63 followed by eleven at £78.00
- b. Herefordshire Council rates for office 25, one payment of £89.63 followed by nine at £94.00
- c. Herefordshire Council for Reserved car park area, one payment of £50.95
- d. Herefordshire Council rates for Rowberry Street car park and premises, one payment of £169.67 followed by nine payments of £174.00
- e. Herefordshire Council rates for Tenbury Road Car Park, one at £368.92 followed by nine at £364.00
- f. Public Works Loan Board – Loan repayments of two payments of £8987.89 and two payments of £8829.08
- g. Waste Collection (green bins & recycling) for Complex – 4 equal payments of £230.75
- h. Waste Collection (green bins) for Cemetery – 4 equal payments of £163.67
- i. Npower – parish lamps – variable amounts.
- j. West Mercia Energy – Electricity and Gas (all properties) variable amounts.
- k. Talktalk – Broadband and telephone calls - monthly payments of under £35.00
- l. Lloyds Bank – monthly payment of monthly bank charges.

**F21/47 Budget 2021/22**

Members reviewed the budget for 2021/22 and considered carrying forward unspent balances from the 2020/21 budget to the current financial year.

**IT WAS RESOLVED** to recommend to Full Council that all surplus funds from the 2020/21 budget be carried forward to corresponding budget lines for 2021/22.

**F21/48 Riverside Walk**

Members considered a request from the Conquest Theatre for permission to use the Promenade d'Athis for a Summer Fete on Sunday 5<sup>th</sup> June 2022 in conjunction with the Scarecrow festival and as part of the Queen's Jubilee Celebrations. Permission was previously granted for a similar event in July 2020 which was postponed due to Covid (F19/144 refers).

**IT WAS RESOLVED** that permission be granted.

**F21/49 Defibrillator**

Members considered a request from the Public Hall Committee for the Town Council to adopt the defibrillator located on the Public Hall. Cllr G Churchill advised that the defibrillator had been purchased some 3-4 years ago by a small group of hall users for use as a community asset. The Public Hall Committee were happy to continue to cover costs for heating the cabinet but were not able to pay for a new battery pack.

Following discussion, **IT WAS RESOLVED** that the Town Council would cover the cost of a new battery pack in the sum of £250.

**F21/50 Old Vicarage Complex**

Members were advised that the CCTV camera report carried out by Drain Clear to identify issues with the foul drainage in the complex was missing the section containing recommendations for remedial works. Once received this would be re-presented to the Committee. Issues identified with the final inspection chamber located in the footway on Rowberry Street had been reported to Welsh Water to investigate.

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

**F21/51 Events**

1. HRH The Queen will be celebrating her Platinum Jubilee in June 2022. Members may wish to consider ways in which this historic occasion may be marked in Bromyard.  
**IT WAS RESOLVED** that this matter be referred to Full Council for consideration.
2. It was noted that Remembrance Sunday would be held on 14<sup>th</sup> November, 2021. The Clerk would organise refreshments following the service under her delegated authority to spend within budget.
3. It was noted that the Chairman of the Council will be hosting a Civic Service later in the year. The Clerk would organise refreshments following the service under her delegated authority to spend within budget.

**F21/52 Land Disposal**

The Town Clerk updated members on the current situation with regard to:

- 1) The gift of land at Bromyard recreation ground to the Bromyard Recreation Ground charity.  
The transfer of the parcel of land at Teme Close (skatepark site) has been completed and is now registered under the charity's name. The Town Council is listed as one of the four trustees of the charity.  
The strip of land to the west of the playing fields (BMX track) is already in the ownership of the charity and an application for its first registration was submitted to the Land Registry in February 2021.
- 2) The sale of land at Tenbury Road to The Conquest Theatre.  
The Town Council's solicitor is seeking updated consent from Herefordshire Council for the transfer confirming that they will not be claiming an overage payment on the sale of the land. This permission had previously been given in 2017.  
A further update will be given in due course.

**IT WAS RESOLVED** that the update to noted.

**F21/40 Health & Safety**

Nothing to report. Noted.

**F21/41 Correspondence**

None. Noted.

The meeting closed at 7:45 pm

Signed .....

Date

/2021