

BROMYARD & WINSLOW TOWN COUNCIL

FINANCE & PROPERTIES COMMITTEE

Minutes of a meeting held on
Monday 9th August 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: Jennifer Eva (minute taker)

F21/55 Apologies

Local Government Act 1972 S85 (1)

All members were present.

F21/56 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 and no declarations of interest were made.

F21/57 Minutes

Local Government Act 1972 Sch 12 para 41(1)

The Minutes of the meeting held on Monday 19th July 2021 were considered and the following required minor amendments were identified:-

- Agenda item F21/45; add the word “door” after boiler room on bullet point 2.
- Agenda item F21/46.2; correct a spelling mistake.

IT WAS RESOLVED that the Minutes, as amended, be confirmed as an accurate record and signed by the Chairman.

F21/58 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

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

F21/57 Town Clerk’s Report

Members noted the following report provided by the Clerk.

Repairs and Renewals

- Car Park at Rowberry Street – Ticket machine out of order.
IT WAS RESOLVED that a letter be sent to **Corporate Parking**, expressing the Council’s concern at the delay in repairing the machine and to request compensation for the loss of income during this period or possibly a comparative discount on the purchase of a different machine.

Initials Date/2021

- An individual has been arrested and will be charged with an attempted break-in through the 2nd floor fire escape of The Old Vicarage building late on 31st

July. Police attended the scene and arranged for a security firm to board up the door window which had been completely smashed. An invoice will follow for these works.

IT WAS RESOLVED to note this information.

F21/60 Finance

- To receive the Income & Expenditure by Account Code as at 31st July 2021.

Members noted that the budget for Repairs & Renewals is largely unspent.

IT WAS RESOLVED to receive and note the Income & Expenditure by Account Code as at 31st July 2021. Cllr Law and the Clerk will work together to identify any issues that require repairs or renewal, as identified in the general risk assessment.

- To receive the Bank Reconciliation Statements for July 2021.

IT WAS RESOLVED to receive and the Bank Reconciliation Statements for July 2021. Cllr Davies initialled the Bank Statements and Petty Cash book.

- Accounts for Scrutiny

Members reviewed the payment schedule against invoices.

IT WAS RESOLVED to confirm payment for the invoices as listed.

| Invoices | | | | |
|-------------------------------|----------------------------------|--------|-------|--------|
| Indeed Ireland Operations Ltd | Job advert Indeed.com | 2.52 | 0.00 | 2.52 |
| Indeed Ireland Operations Ltd | Job advert Indeed.com | 15.19 | 0.00 | 15.19 |
| ABA Cleaners | Window cleaning Old Vicarage | 112.00 | 22.40 | 134.40 |
| Drain Clear | Clear blockage at public toilets | 120.00 | 24.00 | 144.00 |
| Office Depot | Ink cartridges | 59.56 | 11.91 | 71.47 |

| Direct Debit payments | | | | |
|------------------------------|--|--------|-------|--------|
| West Mercia Energy | Electric – TR toilets June | 28.24 | 1.41 | 29.65 |
| West Mercia Energy | Electric – Charging Point TR car park June | 52.18 | 2.61 | 54.79 |
| West Mercia Energy | Electric – Old Vicarage June | 192.78 | 38.56 | 231.34 |
| Talk Talk | Phones & Broadband | 27.95 | 5.59 | 33.54 |

| Debit card transactions | | | | |
|-----------------------------------|---|----------|--------|--------|
| Google Cloud | G Suite backup July | 13.80 | 0.00 | 13.80 |
| Microsoft Ireland Operations Ltd. | On-line services July/Aug (staff email + Office 365 monthly subs) | 18.80 | 3.76 | 22.56 |
| Microsoft Ireland Operations Ltd. | On-line services July/Aug (Cllrs email monthly subs) | 53.20 | 10.64 | 63.84 |
| Zoom | Monthly subscription | 11.99 | 0.00 | 11.99 |
| Totals | | £ 708.21 | 120.88 | 829.09 |

Initials Date/2021

4. Monthly payments for the period 1st to 31st July 2021.
A report of monthly payments (1st to 31st July 2021) was received.
IT WAS RESOLVED for Cllr Davies to initial the signature of payments.

F21/61 Old Vicarage Complex

Members considered the recommendations for remedial works to the foul drainage in the Old Vicarage complex as per the report from Drain Clear received at the last meeting (minute F21/50 refers).

IT WAS RESOLVED to seek a second opinion on the condition of the drains which should include recommendations for repairs. The report to take into consideration how many people work in the building and the system requirements to cope with this number.

F21/62 CCTV

Cllr Law reported that the current CCTV system is no longer working. Members considered how best to replace the system to cover the whole council complex.
IT WAS RESOLVED to seek a professional opinion on requirements for the new system.

F21/63 IT equipment/office requirements

Members considered the purchase of additional IT equipment in readiness for two new staff members.

IT WAS RESOLVED that the Clerk obtain quotations for the purchase of two new laptops for consideration at the next committee meeting.

F21/64 Health & Safety

Members considered approval for the installation of additional power points and router wiring in the Council offices to accommodate a more effective layout and to avoid the use of extension cables for office equipment.

IT WAS RESOLVED to commission an electrical installation report of the Council building, to assess where new sockets are required and whether the system needs upgrading to cope with an approximate increase of 15%.

F21/65 Correspondence

1. Cllrs Franklin and Law will act as the Town Council's representatives on an interactive Zoom meeting to discuss Herefordshire's Council budget setting 2022/23 on Thursday 2nd September, 7pm to 8:30pm.
2. Members noted an email from the PCC regarding white lining of the access road to St Peter's Church, Bromyard. (NALC Legal Topic Note on closed churchyards).
3. To note any other correspondence received – none received.

The meeting closed at 7:42 pm

Signed

Date

/2021