



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE & PROPERTIES COMMITTEE

Minutes of a meeting held on
Monday 13th September 2021 at 7pm
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

Minutes
F21/66 – F21/79

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

Officers Present: Karen Mitchell (Town Clerk)

F21/66 Apologies

None received.

Local Government Act 1972 S85 (1)

F21/67 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.

F21/68 Minutes

Local Government Act 1972 Sch 12 para 41(1)

The Minutes of the meeting held on Monday 9th August 2021 were confirmed as an accurate record and signed by the Chairman.

F21/69 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.

F21/70 Town Clerk's Report

Members received the Clerk's report.

Repairs and Renewals

1. On-going issues with Tenbury Road and Rowberry Street car park ticket machines: Tenbury Rd machine is non-operational – awaiting engineer visit. Rowberry St – battery has been replaced and is now operational.
2. Glass replaced in the 2nd floor fire escape door – the Clerk will inform the Council's insurance providers.
3. Broken Perspex in Cemetery notice board replaced.
4. Welsh Water have cleared a blockage in the interceptor trap located in the main road as identified in the CCTV camera report prepared by Drain Clear.
5. Padlock on gas meter cupboard to be replaced - key broken off in lock due to rusting.

Other

1. Planters previously located in the town centre as part of the emergency walking and cycling measures have been delivered to Town Council complex.

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2. The contract for electricity for the parish lamps with Npower has expired.
Contract being transferred to West Mercia Energy to lock in better rates.

Update

1. An asbestos water tank, located in a cupboard in the 1st floor kitchen, was recently removed. The Clerk is awaiting a date for a new replacement tank to be installed.

IT WAS RESOLVED to note the Clerk's report and the additional update given.

F21/71 Finance

1. Income & Expenditure by Account Code as at 31st August 2021.
Members acknowledged that income from Tenbury Road and Rowberry Street car parks had reduced due to on-going issues with the ticket machines.

IT WAS RESOLVED to accept the Income & Expenditure by Account Code as at 31st August 2021.

2. To receive the Bank Reconciliation Statements for August 2021. A member, other than the Chairman, to volunteer to initial the Bank Statements and Petty Cash book.

IT WAS RESOLVED to accept the Bank Reconciliation Statements for August 2021. Cllr Davies to initial each document.

3. Accounts for Scrutiny

Invoices		Net	Vat	Total
Scripti	Copy of scanned burial records (memory stick)	20.00	4.00	24.00
Herefordshire Council	Recharges for election (WEST) 12.08.2021 (insufficient nominations)	30.00	0.00	30.00
Freeman Bookkeeping & Accounts	Payroll for Jan-August 2021	240.00	0.00	240.00
Office Depot	Copier Paper	33.24	6.65	39.89
KT Gooch Ltd	Cleaning materials (public toilets)	231.20	46.24	277.44
Darren Lynch Glazing Ltd	Replacement safety glass (1st floor fire escape door)	123.79	24.76	148.55
R Wilks	Grounds maintenance July and August	2,505.82	501.16	3,006.98
Direct Debit payments				
West Mercia Energy	Gas - Heritage Centre June	27.33	1.37	28.70
West Mercia Energy	Gas - Old Vicarage June	85.23	4.26	89.49
West Mercia Energy	Gas - Old Vicarage July	73.76	3.69	77.45
West Mercia Energy	Electric – Old Vicarage July	194.95	38.99	233.94
West Mercia Energy	Electric – Charging Point TR car park July	44.73	2.24	46.97
West Mercia Energy	Electric – TR toilets July	28.93	1.45	30.38
West Mercia Energy	Gas - Heritage Centre July	27.80	1.39	29.19
Talk Talk	Phones & Broadband	30.76	6.15	36.91

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Debit card transactions				
Indeed Ireland Operations Ltd	Job advert Indeed.com Properties & Development Officer	169.90	0.00	169.90
Google Cloud	G Suite backup Aug 21	13.80	0.00	13.80
Microsoft Ireland Operations Ltd.	On-line services Aug/Sept (staff email + Office 365 monthly subs)	18.80	3.76	22.56
Microsoft Ireland Operations Ltd.	On-line services Aug/Sept (Cllrs email monthly subs)	53.20	10.64	63.84
Zoom	Monthly subscription	11.99	0.00	11.99
Totals		£ 3,993.47	658.16	4,651.63

IT WAS RESOLVED to confirm payment of the above invoices.

- To receive a report of monthly payments for the period 1st to 31st August 2021. Members noted that the monthly Zoom subscription is no longer required.

IT WAS RESOLVED to note the monthly payments for the period 1st to 31st August 2021 and to cancel the monthly Zoom subscription of £11.99.

F21/72 Office Space

Herefordshire Council is seeking office space on a temporary basis for a click and collect library service whilst repairs are ongoing at the HALO centre in Bromyard. The Town Clerk has confirmed that a room is available on the ground floor and requests the Committee's endorsement for a short term let.

IT WAS RESOLVED to endorse this short term let at a rental fee of £150.00 per calendar month.

F21/73 CCTV

Members considered a quotation to supply and install new CCTV equipment to replace the failed system at the Town Council complex and to enable remote access to CCTV at Tenbury Road car park.

- Installation of 3 new IP dome cameras on the Tourism Information building, which will be wirelessly linked to the main Town Council office via radio link.
- Installation of a new 8 channel NVR recorder.
- Supply of a TP link from the Conquest Theatre to the DVR to enable remote access.

IT WAS RESOLVED to accept the quotation from Sentinel Security Systems in the total sum of £1,674.36 + VAT.

F21/74 IT equipment/office requirements

- Members considered quotations for the purchase of two new laptops, plus a proposal for IT support and security arrangements.

IT WAS RESOLVED to accept the quotations from PC Logix, as follows:

- Two new laptops, including initial set up, in the sum of £1,322.00 + VAT.
- 12-month contract for IT support and security, at a cost of £20 per month.

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2. Members considered a quotation for additional power sockets at four workstations, which will be set up to accommodate new staff members.

IT WAS RESOLVED to accept the quotation from W J Fenn Electrical Services in the sum of £1018.00 + VAT.

F21/75 Car Parks

Members discussed issues with the car park ticket machines in the Rowberry Street and Tenbury Road car parks and considered options for repair or replacement.

IT WAS RESOLVED to make a recommendation to Full Council for the purchase of two new ticket machines. Quotations to considered at the Full Council meeting on 27th September, 2021.

The Clerk was requested to seek quotations for resurfacing of both car parks for future consideration by the Full Council.

F21/76 Herefordshire Council’s Public Green Spaces Grant Scheme

Members were requested to discuss an action plan for delivery of the Green Spaces project in accordance with grant conditions.

The following options for inclusion in the action plan were considered by Members: replacement of benches in Nunwell Park; an opening event to be held by the Council following their installation; Increased frequency of grass cutting; Community engagement ideas for the new Properties Officer to take on when in post.

IT WAS RESOLVED to replace the benches in Nunwell Park, with new metal alternatives, and to then hold an opening event.

F21/77 Budget 2022/23

IT WAS RESOLVED that a special meeting to discuss the budget for 2022/23 be held on Tuesday 19th October, 2021.

F21/78 Health & Safety

Members noted the dates for Health & Safety training as follows.

- Ellis Whittam Safety Consultant visit – 16th December, 2021.
- Fire Warden Training – Thursday 11th November, 2021 (Open to tenants).
- Legionella Training – Thursday 25th November, 2021 (Staff and Councillors).

Cllr Law advised that following complaints from the public, she had reported broken glass from the recycling bins in the Tenbury Road car park, to Herefordshire Council. Herefordshire Council, the owners and installers of the bins, had replied to Cllr Law that they take no responsibility for the broken glass and that this would fall to the Town Council as landowners of the site.

IT WAS RESOLVED that due to the health & safety implications, Herefordshire Council be instructed to remove the glass recycling bin from the car park as soon as possible.

F21/79 Correspondence

None.

The meeting closed at 8:25 pm

Signed Date

/2021