



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE & PROPERTIES COMMITTEE

**Minutes of a meeting held on
Monday 11th October 2021 at 7pm**
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

**Minutes
F21/80 – F21/93**

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

Officers Present: Karen Mitchell (Town Clerk)

F21/80 Apologies Local Government Act

1972 S85 (1)

Apologies were received from Cllr F Clark.

F21/81 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.

F21/82 Minutes

Local Government Act 1972 Sch 12 para 41(1)

The Minutes of the meeting held on Monday 13th September 2021 were confirmed as an accurate record and signed by the Chairman.

F21/83 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.

F21/84 Town Clerk's Report

Repairs and Renewals

1. New water heater installed in 1st floor kitchen 22.09.2021
2. Estimated completion date for electrical works in Town Council Offices 08.10.2021 (F21/74,2 Refers)
3. Heating engineer called out to investigate issue with heating on ground floor.
4. Electrician called to investigate problem with lights at public toilets.
5. Order placed for new CCTV system. To be installed 21.10.2021
6. Parish lamp out at Hatton Park. Awaiting quotation for repair.

Other

7. Gardening PPE/equipment purchased for gardener. Skip hired for 2 week period commencing 06.10.2021

8. Referring to F21/74,1 - contract now in place for IT support. Laptop order amended to one unit only to reflect change in staffing situation (S21/34,b refers).
9. Business Rates – Herefordshire Council has advised that they have completed the re-assessment of the offices at The Old Vicarage with effect from 01.04.16. Revised bills to be issued in due course.

F21/85 Finance

1. Income & Expenditure by Account Code as at 30th September 2021.

IT WAS RESOLVED to accept the Income & Expenditure by Account Code as at 30th September 2021.

2. Bank Reconciliation Statements for September 2021.

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

3. Accounts for Scrutiny

Invoices		Net	Vat	Total
C J Bayliss	Annual service boilers	130.00	26.00	156.00
Herefordshire Council	Recharges for election (WEST) 12.06.2021 (insufficient nominations)	30.00	0.00	30.00
Herefordshire Council	Recharges for election (WEST) 30.09.2021 (insufficient nominations)	30.00	0.00	30.00
Herefordshire Asbestos Services Ltd	Removal of asbestos water tank 1 st floor kitchen	395.00	79.00	474.00
PKF Littlejohn	External Audit YE31.03.2021	800.00	160.00	960.00
The Conquest Theatre	Refreshments for Council Open Evening	25.00	0.00	25.00
Newquest Media Group	Cemetery Call for sites Notice in Hereford Times 7.10.2021	309.60	61.92	371.52
KT Gooch Ltd	Photocopier lease Oct-Dec	107.00	21.40	128.40
Screwfix	PPE for gardener	21.24	4.21	25.45
PC Logix Ltd	IT support contract	20.00	4.00	24.00
Bromsberrow Sand & Gravel/Ledbury Skip hire	Skip hire (for Gardener use)	210.00	42.00	252.00
Direct Debit payments				
Welsh Water	Water services at Complex 16 Mar-02 Sept.	321.38	0.00	321.38
Welsh Water	Water services at Tenbury Road car park & toilets 16 Mar-07 Sep	161.77	0.00	161.77
Herefordshire Council	Waste Collection council complex Oct-Dec	230.75	0.00	230.75
Herefordshire Council	Waste Collection Cemetery Oct-Dec	163.67	0.00	163.67
West Mercia Energy	Gas - Heritage Centre Aug	28.01	1.40	29.41
West Mercia Energy	Gas - Old Vicarage Aug	73.49	3.67	77.16
West Mercia Energy	Electric – Old Vicarage Aug	202.64	40.53	243.17
West Mercia Energy	Electric – Charging Point TR car park Aug	84.52	4.23	88.75

West Mercia Energy	Electric – TR toilets Aug	30.91	1.55	32.46
Talk Talk	Phones & Broadband	29.95	5.99	35.94
Debit card transactions				
Google Cloud	G Suite backup Sept 21	13.80	0.00	13.80
Microsoft Ireland Operations Ltd.	On-line services Sept/Oct (staff email + Office 365 monthly subs)	18.80	3.76	22.56
Microsoft Ireland Operations Ltd.	On-line services Sept/Oct (Cllrs email monthly subs)	53.20	10.64	63.84
Zoom	Monthly subscription	11.99	0.00	11.99
Totals		£ 3,502.72	470.30	3,973.02

Members reviewed the above schedule against invoices and **RESOLVED** to confirm payment.

4. Monthly payments for the period 1st to 30th September 2021.

IT WAS RESOLVED to note the monthly payments for the period 1st to 30th September 2021. Cllr Law to initial the document.

F21/86 Grants

1. To consider a grant application from the Café @ The Bromyard Country Market for funding to replace existing unsafe folding tables.
Amount requested £250.
This item was withdrawn by the applicant.

2. Members considered a grant application from Bromyard Community Arts for funding towards the November Christmas Lantern Celebration.
Amount requested £425.

IT WAS RESOLVED to approve a grant of £425 to the Bromyard Community Arts for funding towards the November Christmas Lantern Celebration.

3. Members considered a request from Girlguiding Bromyard for a usage variation of the £797 grant approved in March 2021 for various online workshops and activities and outdoor themed skills and activities.

IT WAS RESOLVED to accept the request for a usage variation.

4. To receive the End of Grant Report from The Everybody Dance 'Our Man in The Moone' project.
Amount granted: £890

IT WAS RESOLVED that the End of Grant report be noted.

F21/87 Waste Management

Members considered taking out a contract for a fortnightly green waste collection.

IT WAS RESOLVED to sign up for a new contract for a fortnightly green waste collection with Herefordshire County Green Waste Club in the sum of £77 per annum (direct debit payment).

F21/88 Grounds Maintenance Contract

The grounds maintenance contract for the Town Council's various amenity areas is due to expire 31st March 2022.

Members reviewed the existing specification prior to quotations being sought in the new year.

IT WAS RESOLVED to make the following changes to the grass cutting schedule for all sites:

June and July - increase to 4 cuts

August and September - increase to 3 cuts

October and November – increase to 2 cuts

Additional areas maintained under licence from Herefordshire Council to be included in the contract.

The Clerk was requested to instruct the grounds maintenance contractor to cut back vegetation on parts of the Tenbury Road and Leominster Road. Costs to be allocated against the Parish Maintenance budget line (formerly Lengthsman)

Following discussion **IT WAS RESOLVED** that a Gardening Working Party be set up comprising Cllrs Churchill and Law, and that additional volunteers be appointed at the Full Council meeting.

F21/89 Office Furniture

Members considered the purchase of an office storage cabinet and 4 x filing cabinets to replace existing which have broken runners and locking mechanisms. The Clerk provided three comparative costing for the new equipment.

IT WAS RESOLVED that the Town Clerk be authorised to purchase new furniture as required within a budget of £1,000 excl. VAT.

F21/90 Defibrillators

In his absence, Cllr Clark had provided a written report in respect of a number of existing defibrillator devices in the town together with information and costings for replacement batteries. Minute C21/91 refers.

Following discussion, **IT WAS RESOLVED** that the Full Council be recommended to support 'in principle' taking on responsibility for defibrillators in the town, and that expert advice be sought regarding the optimal number and specification of machines required.

F21/91 Health & Safety

The Town Clerk reported that a response had been received from Herefordshire Council regarding the Committee's request to have the glass recycling bins removed from the Tenbury Road car park. (Minute F21/78 refers)

The Town Council is now asked to consider a formal agreement for the bins to be sited in the location on the understanding that Herefordshire Council contactor will sweep up any broken glass when making collections.

Following discussion, **IT WAS RESOLVED** to agree to a trial period of two/three months provided that the collection bins have a notice attached with a number to call in case the broken glass needs to be cleared up in between collections.

Other items raised:

Broken perspex in bus shelters – The Town Clerk to contact manufacturers for repair costs in respect of shelters under Town Council ownership. Herefordshire Council to be requested to carry out repairs to any bus shelter under its ownership.

F21/92 Correspondence

None.

F21/93 Car Parks

The Chairman reminded Members that the Full Council had delegated decision making authority to the Committee for this item. (Minute C21/94 refers)

Members further considered quotations for replacement ticket machines in the Rowberry Street and Tenbury Road car parks together with RingGo charges for a cashless option for car park users. No set-up costs would be charged for this option. Convenience fees and SMS costs are met by the motorist making it a more cost-effective option for the Town Council.

Following discussion, **IT WAS RESOLVED** to accept the quotation from Inapark for two mains operated Hectronic Citea ticket machines in the total sum of £7,734 plus VAT and to go with the RingGo option via Corporate Parking Management.

There being no further business to conduct, the Chairman closed the meeting at 8.38pm.