



## **BROMYARD & WINSLOW TOWN COUNCIL**

### **FINANCE & PROPERTIES COMMITTEE**

**Minutes of a meeting held on  
Monday 8<sup>th</sup> November 2021 at 7:30pm**  
in the Council Chamber, Council Offices,  
Rowberry Street, Bromyard.

**Minutes  
F21/97-F21/108**

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

Officers Present: Karen Mitchell (Town Clerk)

#### **F21/97 Apologies**

*Local Government Act 1972 S85 (1)*

Apologies were received from Cllr F Clark.

#### **F21/98 Declarations of Interest and written requests for dispensation**

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

Cllr Law declared a Disclosable Pecuniary Interest in Agenda Item F21/104  
Business Rates as a tenant of the Old Vicarage.

No written requests for dispensation had been received.

#### **F21/99 Minutes**

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

The Minutes of the meetings held on Monday 11<sup>th</sup> October and Tuesday 19<sup>th</sup>  
October, 2021 were confirmed as an accurate record and signed by the  
Chairman.

#### **F21/100 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.

#### **F21/101 Town Clerk's Report**

##### Repairs and Renewals

1. New heating pump installed at Old Vicarage 21.10.2021
2. Repairs to lights at public toilets carried out 22.10.2021.
3. New CCTV system installed 22.10.2021
4. New external door fitted to boiler room 22.10.2021
5. Registered for the Herefordshire Green Waste Club and set up monthly  
direct debit payment. Bin to be delivered within 14 days.
6. Car park ticket machines – loan machines to be installed week  
commencing 8<sup>th</sup> November.

##### Other

7. Quotations requested for: resurfacing car parks; refurbishment of 2<sup>nd</sup>  
floor bathroom; 2 x WCs; 1<sup>st</sup> floor Kitchen.
8. Electricity supply for parish lamps switched to West Mercia Energy.

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Referring to item 8 above, the Town Clerk advised that quotations had been received for: a) resurfacing the Rowberry Street car park; 2 further quotations were awaited; b) refurbishment of 2<sup>nd</sup> floor bathroom; 2 x WCs; 1<sup>st</sup> floor Kitchen; comparative quotations to be obtained for these works.

It was noted that there would be sufficient funds in the Asset Maintenance earmarked reserves to cover these works.

## F21/102 Finance

1. Income & Expenditure by Account Code as at 31<sup>st</sup> October 2021.

**IT WAS RESOLVED** to accept the Income & Expenditure by Account Code as at 31<sup>st</sup> October 2021.

2. Bank Reconciliation Statements for October 2021

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

3. Accounts for Scrutiny

Invoices		Net	Vat	Total
C J Bayliss	Supply and install new hot water heater.	1,403.00	280.60	1,683.60
Travis Perkins	Fixing band to repair flower tub	12.45	2.49	14.94
R Wilks	Floral decorations and watering	6,559.40	1,311.88	7,871.28
R Wilks	Grounds maintenance September	1,252.91	250.58	1,503.49
R Wilks	Create new cremation plots	5,495.00	1,099.10	6,594.60
Inaparc Limited	New car park machines	7,734.00	1,546.80	9,280.80
Herefordshire Council	Re-charges for 4.11.21 election (insufficient nominations)	30.00	0.00	30.00
PC Logix Ltd	IT support contract Oct	20.00	4.00	24.00
Bromsberrow Sand & Gravel Ltd	Skip hire	210.00	42.00	252.00
Aubergine 262 Ltd	Website domain registration. Annual renewal.	100.00	20.00	120.00
Ad Warrior Ltd	Properties Officer job advert	249.00	49.80	298.80
Neil James Construction	Supply & fit new exterior door to boiler room	625.00	125.00	750.00
<b>Direct Debit payments</b>				
Talk Talk	Phones & Broadband	29.95	5.99	35.94
West Mercia Energy	Electric – Charging Point TR car park Sept	30.87	1.54	32.41
West Mercia Energy	Electric – TR toilets Sept	32.04	1.60	33.64
West Mercia Energy	Electric – Old Vicarage Sept	219.89	43.98	263.87
West Mercia Energy	Gas - Heritage Centre Sept	31.99	1.60	33.59
West Mercia Energy	Gas - Old Vicarage Sept	76.71	3.84	80.55
Npower	Electric - Parish lamps sensor Jul-Sep	99.10	4.96	104.06
Npower	Electric Parish lamps Jul-Sep	265.14	13.26	278.40
Npower	Electric – Parish lamps sensor 1-19 Oct. Final bill	20.46	1.02	21.48
Npower	Electric – Parish lamps 1-19 Oct. Final bill	59.96	3.00	62.96

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<b>Debit card transactions</b>				
Brunel Engraving Co. Ltd.	Memorial plaques for VE Day 75 benches	82.50	16.50	99.00
Microsoft Ireland Operations Ltd.	On-line services (staff email + Office 365 monthly subs)	18.80	3.76	22.56
Microsoft Ireland Operations Ltd.	On-line services (Cllrs email monthly subs)	53.20	10.64	63.84
Google Cloud	G Suite backup Oct	13.80	0.00	13.80
Indeed	Properties Officer job advert	60.00	0.00	60.00
Totals		£ 24,785.67	4,843.94	29,629.61

The Town Clerk drew members' attention to two addition invoices included on the payment schedule.

R Wilks	Grounds maintenance October	1,252.91	250.58	1,503.49
C J Bayliss	Emergency call out to leaking water cylinder (1st floor kitchen)	80.68	16.14	96.82
Total		£ 1,333.59	266.72	1,600.31

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

4. Monthly payments for the period 1<sup>st</sup> to 31<sup>st</sup> October 2021.

**IT WAS RESOLVED** to note the monthly payments for the period 1<sup>st</sup> to 31<sup>st</sup> October 2021. Cllr Law to initial the document.

5. Petty Cash

Requested top-up of petty cash - £100. Agreed.

### **F21/103 End of Grant Report**

To receive the End of Grant report from The Conquest Theatre Trust Ltd in respect of the funding awarded towards improvements to foyer lighting  
Amount granted £250

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

*Cllr L Law left the chamber during discussion of the following item.*

### **F21/104 Business Rates Re-assessment**

The Town Clerk gave an update on the business rates re-assessment for the Old Vicarage, copies having been circulated. Revised bills had been issued by Herefordshire Council for all lettings dating back to April 2016. Individual businesses would now need to apply for small business rates relief for this period. The Clerk advised that the Town Council did not qualify for such relief on the room that it occupied and therefore would need to pay the arrears.

**IT WAS RESOLVED** that the Town Council be recommended to pay the outstanding balance for revised non-domestic rates invoices dating back to April 2016, in the sum of £22,648.63

### **F21/105 Cyber Insurance**

Members considered a renewal offer for the Council's Cyber Package Insurance Policy.

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**IT WAS RESOLVED** to renew the Town Council's Cyber Package Insurance cover with CFC Underwriting Ltd from 09 November for a period of 12 months, in the sum of £1,992.00.

**F21/106 Budget 2022/23**

Members considered the second draft of the budget for 2022/23 and made the following amendments:

Community Projects –allocate budget of £2,000. Unspent funds from current year to be carried forward to 2022/23.

Mayor's allowance – reduce budget sum to £3,000. Unspent funds from the current year to be carried forward to 2022/23 to maintain allowance at £4,000.

**IT WAS RESOLVED** that the draft budget be placed on the November Full Council agenda for information.

**F21/107 Health & Safety**

Cllr Law reported on health and safety matters:

Fire Warden Training would take place in the Council Chamber on Thursday 11<sup>th</sup> November 9:00-12:30. All Members encouraged to attend.

Issues with broken glass from the recycling bins at the Tenbury Road car park appear to have improved. Cllr Law to keep a watching brief on the situation.

Referring to P & ED Minute ref: P21/84 funding for Bromyard Info and CIC towards the purchase of Christmas lighting and wall art for the Old Vicarage Complex.

The Town Clerk advised that she had requested the organisers to supply a health and safety risk assessment and method statement prior to any items being installed/affixed to town council buildings in the complex and for confirmation that appropriate public liability insurance would be in place. These documents had not been received in time for the meeting.

**F21/108 Correspondence**

Members considered a request from two local residents regarding planting of plant trees or shrubs on the embankment between Victoria Close and the Texaco garage on the by-pass.

Following discussion it was suggested that Cllr Patchett be requested to meet with the residents to ascertain exactly what they had in mind in terms of planting and that this information be brought back to a future meeting for consideration.

Members declined offer from Herefordshire Council to be included in a press release advertising free parking events in the lead up to Christmas.

The meeting closed at 9pm

CHAIRMAN ..... DATE .....