



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE & PROPERTIES COMMITTEE

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

**Minutes
F21/109-F21/119**

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

Officers Present: Karen Mitchell (Town Clerk)

In Attendance: Cllr K Patchett (part)

F21/109 Apologies

Local Government Act 1972 S85 (1)

Apologies were received from Cllrs Brunsdon, Churchill, Clark and Robinson.

F21/110 Declarations of Interest and written requests for dispensation

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

None received.

F21/111 Minutes

Local Government Act 1972 Sch 12 para 41(1)

The Minutes of the meetings held on Monday 8th November, 2021 were confirmed as an accurate record and signed by the Chairman.

F21/112 Planting

Cllr Patchett gave a verbal report on a meeting held with two local residents regarding a request for the Town Council to plant trees or shrubs on the embankment between Victoria Close and the Texaco garage on the by-pass, to mitigate the effects of light pollution from the neighbouring garage. (Minute F21/108 refers)

Cllr Patchett had researched a variety of low maintenance, fast-growing evergreen shrubs which would be suitable for the location (copies having been circulated by email) and had discussed these options with the residents concerned. Estimated cost per plant £10-£40, depending on size.

Following discussion, **IT WAS RESOLVED** to approve the purchase of 6 no. well established Ceanothus (California Lilacs) and that these be planted as soon as possible depending on the optimum planting time.

The Town Clerk to request planting to be carried out by the Council's Grounds Maintenance contractor.

Cllr Patchett left the meeting at this point (7:12pm)

F21/113 Town Clerk's ReportRepairs and Renewals

1. Car park ticket machines – loan machines installed 11th November 2021. Members received a verbal update on the on-going issues in commissioning the machines, due in part, to problems co-ordinating the Council's electrician and supplier's installation team to be on-site at the same time. This work had taken place on Thursday 9th December. An engineer was due to return the following day to commission the machines but for reasons unknown this did not happen. The Town Clerk had been unsuccessful in reaching the supplier for an explanation prior to the meeting but would continue to press for a commissioning date.

Other

2. Order placed for 2 x iPad SP1 defibrillators and 1 x outdoor heated cabinet, (unlocked). (Minute ref C21/128 refers) Following discussion, it was agreed that the Town Clerk (under delegated authority), purchase replacement charge sticks for the Lifepack CR Plus defibrillators when back in stock.
3. The Town Clerk reported the theft of catalytic convertors from at least three vehicles in the reserved parking area in the Rowberry Street carpark overnight on 8th December. It was agreed that the Town Clerk obtain a quotation for an additional CCTV camera to cover the entrance to the car park.

F21/114 Finance

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

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

Referring to car park income, the Clerk highlighted the issue that throughout the entire period during which new ticket issuing machines have been unavailable, members of the public have been parking free of charge. As this is unfair to those who have paid for parking permits, it was suggested that the Council issue credits to them covering the period during which parking was free to others.

IT WAS RESOLVED that this matter be referred to the Full Council for consideration.

2. Bank Reconciliation Statements for November 2021

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

3. Accounts for Scrutiny

Invoices		Net	Vat	Total
Securitas Security Srvcs	Door entry system service contract	102.33	20.47	122.80
A & E Fire & Security Ltd	Fire Warden training	355.00	71.00	426.00
Bromyard Public Hall	Hall hire – Remembrance Sunday	65.00	0.00	65.00
Herefordshire Council	Re-charges for 9.12.21 election (insufficient nominations)	30.00	0.00	30.00
Office Depot	Stationery	84.23	16.85	101.08

W J Fenn Electrical Servcs Ltd	Lighting repairs Old Vicarage & public toilets	1,508.89	301.77	1,810.66
ABA Cleaners	Window cleaning Old Vicarage	112.00	22.40	134.40
PC Logix Ltd	IT support contract Nov	20.00	4.00	24.00
G Churchill	Remembrance Sunday Tea	238.00	0.00	238.00
Direct Debit payments				
West Mercia Energy	Electric – Charging Point TR car park October	57.40	2.87	60.27
West Mercia Energy	Electric – TR toilets October	35.15	1.76	36.91
West Mercia Energy	Electric – Old Vicarage October	249.66	49.93	299.59
West Mercia Energy	Gas - Heritage Centre October	72.31	3.62	75.93
West Mercia Energy	Gas - Old Vicarage October	136.44	6.82	143.26
Talk Talk	Phones & Broadband	29.95	5.99	35.94
Debit card transactions				
Google Cloud	G Suite backup Nov	13.80	0.00	13.80
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)	61.29	12.25	73.54
Totals		£ 3,190.25	523.49	3,713.74
Invoice paid in between meetings				
Imperative Training Ltd.	2 x defibrillators; 1 x cabinet	2,415.00	483.00	2,898.00

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

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

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

5. Poppy Appeal

IT WAS RESOLVED to authorise payment of donation to Poppy Appeal (including costs for 3 wreaths £60) in the total sum of £120.

F21/115 Office tenants

Members noted the termination of tenancies for rooms 3 and 23, effective from 30th November 2021.

F21/116 Parish Lamps

Members considered a quotation from Balfour Beatty Living Places for works to parish owned streetlamps.

IT WAS RESOLVED to approve the quotation from Balfour Beatty Living Places to change lanterns to LED type for lamp no.6 Frog Lane and lamp no.4 Hatton Lane in the sum of £537.11 and to authorise repair/replacement of the lamp (no.3) at St. Peter's churchyard.

F21/117 Budget 2022/23

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

Nominal Code 1020 - Office rent income – reduce by £2,000 to £28,000

Nominal Code 4090 – Repairs & renewals – reduce by £2,000 to £28,000.

IT WAS RESOLVED that the draft budget for 2022/23, as amended, be presented to the Full Council meeting on 20th December for approval and consideration of the precept.

F21/107 Health & Safety

Cllr Law reported on health and safety matters:

- Fire Warden Training had taken place on Thursday 11th November
- Legionella Awareness Training had taken place on 25th November.
- The next Health and Safety Consultant visit is scheduled to take place on Thursday 16th December.

F21/108 Correspondence

Members considered a request from a local resident in respect of replacing the wind damaged posts on the A44 which are used to affix signage advertising local events correspondence.

IT WAS RESOLVED to approve the replacement of posts on both side of the by-pass. The Town Clerk to arrange for the works to be carried out.

The meeting closed at 7:50pm

CHAIRMAN DATE