



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
The Old Vicarage
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AGENDA C22/52 – C22/70

20th April, 2022

To: All Members

You are summoned to attend a meeting of The Full Council to be held on Monday 25th April 2022, at 7pm in the Council Chamber, The Old Vicarage, 1 Rowberry Street, Bromyard, for the purpose of transacting the business identified on the Agenda below.

Yours sincerely,

Mrs Karen Mitchell
Town Clerk

Members: Cllrs S Brunsdon (Chairman), Dr D Dunne-Thomas (Vice Chairman), G Churchill, F Clark, C Davies, M Franklin, Lady A Hughes, D James, L Law, J Lester, E Nagy, K Patchett, B Quantrill, C Robinson and M Stevens.

AGENDA

C22/52 Apologies

LGA 1972 S85 (1)

To receive and approve any apologies for absence.

Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

C22/53 Declarations of Interest and written requests for dispensations

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

Members are invited to declare disclosable pecuniary interests (DPI) and other interests in items on the agenda as required by the Bromyard and Winslow Town Council Code of Conduct for Members and by the Localism Act 2011.

Requests for dispensations must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.

C22/54 Policing Matters

To receive a report from the local Policing team.

C22/55 Public Question Time

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman. 15 minutes is allotted to this item.

C22/56 Ward Members reports

Cllr N Shaw - Bromyard Bringsty ward
Cllr C Davies - Bromyard West ward

C22/57 Welcome Back & Great Places to Visit Fund

1. To receive a verbal report from the Town Council's Project Manager on progress to date in respect of the previously approved Welcome Back & Great Places to Visit Projects.
2. To consider proposal/options for town branding.

C22/58 Chairman's Report

To receive a report from the Chairman of the Council.

C22/59 Town Clerk's Report

To receive the Clerk's report on matters completed and outstanding that may not appear on the agenda.

C22/60 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

C22/61 Full Council Minutes

LGA 1972 Sch 12 para 41(1)

To confirm as a correct record and sign the Minutes of the Full Council meeting held on 28th March, 2022.

C22/62 Committee Minutes**1. Planning & Economic Development Committee**

To receive and note the Minutes of the Planning & Economic Development Committee meeting held on 4th April, 2022. *Cllr Churchill*

2. Finance & Properties Committee

2.1 To receive and note the Minutes of the Finance & Properties Committee meeting held on 11th April, 2022. *Cllr M Franklin*

2.2 To consider the following recommendations from the Finance & Properties Committee meeting held on 11th April, 2022

- i. **F22/40, 6** – That staff salaries, wages, and PAYE/NIC applicable to administration and maintenance staff, based upon contractual obligations, in monthly amounts for the financial year 2022/23 be authorised.
- ii. **F22/40, 7** – That the following direct debit payments be authorised.
 - a. Herefordshire Council non-domestic rates:

- Room 11: one instalment of 89.63 followed by 9 monthly instalments of 94.00
- Room 12: one instalment of 93.10 followed by 9 monthly instalments of 95.00
- Room 13: one instalment of 51.14 followed by 7 monthly instalments of 54.00
- Room 24: one instalment of 54.65 followed by 9 monthly instalments of 62.00
- Room 25: one instalment of 54.65 followed by 9 monthly instalments of 62.00
- Room 27 (Council chamber): one instalment of £227.45 followed by 9 monthly instalments of 227.00
- Rowberry St. car park & premises: one instalment of 235.20 followed by 9 monthly instalments of 240.00
- Reserved car park: one instalment of 99.80
- Tenbury Rd. car park & premises: One instalment of 435.30 followed by 9 monthly instalments of 434.00

(Herefordshire Council has advised that the above demands do not include transitional relief and/or supporting small business relief. Revised bills are expected to be issued in July)

- b. Welsh Water – water services at Council complex, public toilets, cemetery: variable amounts
- c. Herefordshire Council waste collection (green bins & recycling) for Complex – 4 equal payments of £235.43
- d. Herefordshire Council waste collection (green bins) for Cemetery – 4 equal payments of £163.35
- e. Biffa Municipal green waste collection monthly instalment of 5.17
- f. West Mercia Energy – Electricity and Gas (all properties) variable amounts; Parish lamps – variable amounts
- g. Talktalk – Broadband and telephone calls - monthly payments of under £40.00
- h. Lloyds Bank – monthly payment of bank charges
- i. Information Commissioner – Data protection fee: annual payment of 35.00
- j. Public Works Loan Board – Loan repayments: two payments of £8,987.89 and two payments of £8,829.08

3. Staffing Committee

To receive and note the Minutes of the Staffing Committee meeting held on 11th April, 2022. Cllr Davies.

4. Tourism Working Group

4.1 To receive and note the Report from the Tourism Working Group meeting held on 22nd March 2022.

4.2 To consider the following recommendation from the Tourism Working Group meeting held on 22nd March 2022

1. To expand the Tourism Working Group membership from four to seven.

C22/63 Accounts for Scrutiny

In accordance with internal controls in respect of invoices above the value of £2,500, the Finance & Properties Committee recommend payment of the following invoice.

Company Name	Description	Net	VAT	Total
K4 Architects	Welcome Back/ Great Places to Visit project - Multi Disciplinary Team contract fee	5,000.00	1,000.00	6,000.00

C22/64 Membership of HALC

To consider the renewal of the Council's annual membership to HALC. The yearly subscription for the period 01/04/2022 – 31/03/2023 is £1,863.98 + VAT. (This association is very supportive and offers many training courses for both councillors and officers)

C22/65 Herefordshire County Business Improvement District (BID)

To receive information of the Herefordshire County Destination BID and to consider possible membership. The BID board of Directors feel that it is very important to have representation from the market towns and require one market Town Council to stand on the board. To be eligible to stand as a director the Town council will first need to become a member. Each town council can become a member of the BID company for the minimum cost of £240.

Further information is available at <https://herefordshirecountybid.co.uk/>

C22/66 Bromyard Extraordinary Towns Maintenance Fund

To consider collated responses from Councillors in respect of priorities for town maintenance schemes. (Minute C22/48 refers)

C22/67 Queen's Platinum Jubilee - Thursday 2nd to Sunday 5th June

To receive an update from the Working Group and to consider any action required. *Cllr L Law*

C22/68 Outside Bodies

To receive written reports from Councillors who have attended meetings of the following outside bodies:

- a) Bromyard and District Chamber of Commerce and Industry – *Cllr James*
- b) Bromyard Downs Common Association - *Cllr Franklin*
- c) Bromyard Grammar School Foundation - *Cllr Dunne-Thomas*
- d) Bromyard Relief in Need - *Cllr Dunne-Thomas*
- e) Festivals Association – *Cllr Brunsdon*
- f) HALC Executive - *Cllr Churchill*
- g) Kempson Players – *Cllr Hughes*
- h) Public Hall Committee - *Cllr Churchill*

C22/69 Correspondence

To note any items of correspondence received.

C22/70 Car Parks

To consider the Finance & Properties Committee's recommendation in respect of quotations received for re-surfacing and re-lining works at Rowberry Street car park. (Refer F22/15 & F22/30 & F22/44)