



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE & PROPERTIES COMMITTEE

**Minutes of a meeting held on
Monday 11th April 2022 at 7pm**
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

**Minutes
F22/35-F22/44**

Members Present: Franklin (Chairman), Davies, Law, Clark, Churchill

Officers Present: Karen Mitchell (Town Clerk)
Deborah Berry (Properties Officer)

F22/35 Apologies

Local Government Act 1972 S85 (1)

Apologies were received from Cllr Brunsdon and Cllr Robinson

F22/36 Declarations of Interest and written requests for dispensation

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

None.

F22/37 Minutes

Local Government Act 1972 Sch 12 para 41(1)

The Minutes of the meetings held on Monday 14th March 2022 were confirmed as an accurate record and signed by the Chairman.

F22/38 Exclusion of members of the Public and Press

It was resolved that item F22/44 (consideration of quotations) be considered in private session as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

F22/39 Town Clerk's Report

The Town Clerk reported

Repairs and Renewals

1. Bus Shelter refurbishments are scheduled to take place w/c 16th May 2022, members noted this being the earliest date available by the contractors.
2. The vacant office on the second-floor needs improvements.

IT WAS RESOLVED that the Town Clerk obtain costs for works to bring the room up to market standard by redecoration, installing new lighting and an additional socket/s. These to be authorised in accordance with Financial Regulation 4.1 (authority to spend)

3. The Clerk informed members of issues with the flushing mechanisms the hand washer/dryer sinks at the public toilets. Members were informed that the regular maintenance contractor was unable to get them working and therefore a quotation had been obtained from the manufacturer for service and repair in the sum of £743.40 and £1,436.40 respectively.

Initial..... Date.....

4. **IT WAS AGREED** to exclude the Public and Press from items F20/39, F20/42 and F20/43 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

IT WAS RESOLVED to instruct Wallgate to service and repair both the WC's and hand dryer basins.

F22/40 Finance

1. Income & Expenditure by Account Code as at 31st March 2022

IT WAS RESOLVED to accept the Income & Expenditure by Account Code reports for March 2022

2. Bank Reconciliation Statements for March 2022

IT WAS RESOLVED to accept the Bank Reconciliation Statements for March 2022. Cllr Law to initial each document.

3. Accounts for Scrutiny – Member to review schedule against invoices and confirm payment

Invoices		Net	Vat	Total
K T Gooch Ltd	Photocopier lease April-June	107.00	21.40	128.40
PC Logix	IT support contract	20.00	4.00	24.00
Institute of Cemetery and Crematorium Management	Corporate membership	95.00	0.00	95.00
Viking Payments	Stationery supplies	91.24	18.25	109.49
Ellis Whittam Ltd.	Health & Safety service contract (Year 2)	2,199.50	439.90	2,639.40
Ellis Whittam Ltd.	Legal Expenses Insurance fee	79.50	11.00	90.50
K4 Architects	Welcome Back/ Great Places to Visit - Multi Disciplinary Team contract fee	5,000.00	1,000.00	6,000.00
Direct Debit payments				
West Mercia Energy	Parish Lamps Feb (sensor)	7.56	0.38	7.94
West Mercia Energy	Parish Lamps Jan	54.94	2.75	57.69
West Mercia Energy	Electric – Charging Point TR car park Feb	94.66	4.73	99.39
West Mercia Energy	Electric – TR toilets Feb	34.16	1.71	35.87
West Mercia Energy	Electric – Old Vicarage Feb	238.30	47.66	285.96
West Mercia Energy	Gas - Heritage Centre Feb	100.52	5.03	105.55
West Mercia Energy	Gas - Old Vicarage Jan	255.09	51.02	306.11
Talk Talk	Phones & Broadband	29.95	5.99	35.94
Welsh Water	Service charges 01 April 22 - 31 March 23 - Cemetery	165.67	0.00	165.67
Debit card transactions				
Google Cloud Ltd	G Suite backup March	13.80	0.00	13.80
Microsoft Ireland Operations Ltd.	On-line services (staff email + Office 365 monthly subs)	28.20	5.64	33.84
Microsoft Ireland Operations Ltd.	On-line services (Cllrs email monthly subs)	57.00	11.40	68.40
Payments made between meetings (Welcome Back fund)				
Nifty Communications Ltd	WB/GPV marketing & communications services	1,500.00	300.00	1,800.00
Amberol Limited	hanging baskets and brackets	1,170.70	234.14	1,404.84
Totals	£	11,342.79	2,165.00	13,507.79

Initial..... Date.....

Members reviewed the above schedule against the invoices listed above and **RESOLVED** to accept the March payments.

4. Monthly payments for the period 1st to 31st March 2022.

IT WAS RESOLVED to receive and note the monthly payments for the period 1st to 31st March 2022. Cllr Law to initial

5. Mayors Allowance

IT WAS RESOLVED to approve the release of second half of the Mayor's Allowance for 2021/22 to the Chairman of the Council.

6. The Town Clerk seeks a recommendation to Council for payment of the following:

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.

IT WAS RESOLVED to recommend to Full Council that the above payments be authorised as stated.

7. The Town Clerk seeks a recommendation to pay the following by direct debit.

- 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

IT WAS RESOLVED to recommend to Full Council that the above payments by Direct Debit be authorised as stated.

F22/41 CCTV

Members further considered a quotation for an additional camera covering the entrance to Rowberry St Car Park (F21/112,3 refers).

Members were provided with the specification of the camera, however, the requested information in respect of angle of view had still not been received from the company involved.

IT WAS RESOLVED to seek alternative quotations.

F22/42 Health & Safety

Cllr Law updated members with a verbal Health & Safety report. There had been some concerns regarding storage of the covers for the veg trugs, these have been placed in the cellar out of the way for the time being.

Cllr Law and the Properties Officer meet regularly to review items required on the Fire Risk Assessment and the Health items of Health & Safety.

Cllr Churchill was concerned that the new civic garden bean sticks had no safety guards on them. Officers will purchase safety guards and these will be put in place.

F22/43 Correspondence

1. To consider a request from the Bromyard Festivals Association for the Town Council to meet the costs for replacing the 'Beautiful Bromyard, The Town of Festivals' signage (2) on the bypass in the sum of £240 including fitting. The Clerk informed members that this is a request for the Town Council to pay for the signage directly.

IT WAS RESOLVED to approve the request for replacing the signs on the bypass.

2. To note any other correspondence received
The Clerk informed members of further correspondence from the Festivals Association requesting the Council to pay for The Festival Programme brochures for 2022.

IT WAS RESOLVED to bring this forward to the next meeting due to the short notice of this request.

F22/44 Car Parks

Consideration of quotations for re-surfacing and re-lining works at Rowberry Street car park. (Refer F22/15 & 30)

Members reviewed the 5 quotations received through the Contracts Finder procurement process.

Members discussed the quotations and resolved to recommend one contractor although they wish to seek further clarification over the current drainage in the car park.

IT WAS RESOLVED that officers seek clarification on the matter of drainage and that the information be presented to Full Council for consideration along with the Committee's recommendation for a contractor.

The meeting closed at 8.16pm

CHAIRMAN DATE