



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE & PROPERTIES COMMITTEE

**Minutes of a meeting held on
Monday 14th February 2022 at 7pm**
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

**Minutes
F22/01-F22/18**

Members Present: Franklin (Chairman), Davies, Law, Clarke, Robinson, Churchill

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

In Attendance: Cllr P Nielsen (part)

F22/01 Apologies

Local Government Act 1972 S85 (1)

Apologies were received from Cllr Brunsdon

F22/02 Declarations of Interest and written requests for dispensation

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

The following interests were declared.

F22/07 Business Rates - Disclosable Pecuniary Interest (DPI) - Cllr Law as a tenant of The Old Vicarage building.

F22/05,7 Defibrillators - Other Interest - Cllr Churchill as Trustee of the Public Hall.

F22/03 Minutes

Local Government Act 1972 Sch 12 para 41(1)

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

F22/04 Exclusion of members of the Public and Press

There were no items identified which required the exclusion of the public and press.

F22/05 Town Clerk's Report

The Town Clerk reported

Repairs and Renewals

1. Drain Clear called out to clear blocked drains at Old Vicarage in December.
2. Rubber grass matting installed at cemetery. (B21/26 refers)
3. Replacement posts installed on bypass (F21/119,1 refers) - the Clerk reported that the signs are not the property of the Town Council. They are believed to be the property of the Chamber of Commerce. Cllr Davies to make enquiries with the Chamber of Commerce.
4. Planting of shrubs on the embankment between Victoria Close and the Texaco garage (F21/112 refers) - The Town Council's contractor has advised that Ceanothus shrubs are not hardy enough to withstand the elements in this

location and has suggested an alternative of Elaeagnus (1m tall plant approx. £25 ea.) or Laurel (1m tall plant approx. £5 ea.)

Following discussion, it was decided that Laurel shrubs would be suitable. Assistance from the residents with watering the newly planted shrubs would be welcomed.

5. New car park ticket machines to be installed – the installation date has now been changed to 17th February.
6. Bus Shelters – the Properties Officer is awaiting quotations; these will be brought to the next meeting.

Other

7. New defibrillators – the new defibrillators have been installed at Tenbury Rd & Public Hall. The older defib from the Public Hall has been placed at The Falcon to replace a defib that required a new battery.

Councillors requested defib training and the Clerk will notify council about the dates for the training.

IT WAS RESOLVED that the Town Clerk's report be noted.

F22/06 Finance

1. Income & Expenditure by Account Code as at 31st December 2021 and 31st January 2022

IT WAS RESOLVED to accept the Income & Expenditure by Account Code reports for December 2021 and January 2022.

2. Bank Reconciliation Statements for December 2021 and January 2022

IT WAS RESOLVED to accept the Bank Reconciliation Statements for December 2021 and January 2022. Cllr Law to initial each document.

3. Accounts for Scrutiny

Invoices		Net	Vat	Total
First Rescue Training & Supplies Ltd	Battery charge sticks and pads x 3 for defibrillators	360.00	72.00	432.00
Allstone Sand Gravel Aggregates Trdg	Skip for Tenbury Road car park	229.00	45.80	274.80
Greendawn Accounting Ltd.	Interim Internal Audit for YE 31.03.2022	362.50	72.50	435.00
Herefordshire Council	Parish lamp repairs No.s 4 & 6	537.11	107.42	644.53
Value Products Ltd.	Health & Safety signage	26.10	5.22	31.32
PC Logix	IT support contract & new pc equipment	1068.20	213.64	1281.84
WJ Fenn Electrical Services Ltd	Electrics; ticket machines; fit defib cabinet; lights in public toilets	354.33	70.86	451.19
A & E Fire & Security	Heritage Centre Intruder alarm monitoring contract	295.00	59.00	354.00
Herefordshire Council	Re-charges for election 24.02.2022 (insufficient nominations)	30.00	0.00	30.00
KT Gooch	Photocopier charges; cleaning materials	156.34	31.26	187.60
Rob Wilks	Grounds maintenance January	1252.91	250.58	1503.49

Direct Debit payments				
West Mercia Energy	Parish Lamps Dec (sensor)	8.40	0.42	8.82
West Mercia Energy	Parish Lamps Dec	63.93	3.20	67.13
West Mercia Energy	Electric – Charging Point TR car park Dec	72.30	3.62	75.92
West Mercia Energy	Electric – TR toilets Dec	37.90	1.90	39.80
West Mercia Energy	Electric – Old Vicarage Dec	247.62	49.52	297.14
West Mercia Energy	Gas - Heritage Centre Dec	139.31	27.86	167.17
West Mercia Energy	Gas - Old Vicarage Dec	294.44	58.89	353.33
Talk Talk	Phones & Broadband	29.95	5.99	35.94
Information Commissioner's Office	Data Protection renewal fee	40.00	0.00	40.00
Debit card transactions				
Google Cloud	G Suite backup Dec	13.80	0.00	13.80
Microsoft Ireland Operations Ltd.	On-line services (staff email + Office 365 monthly subs)	32.75	6.55	39.30
Microsoft Ireland Operations Ltd.	On-line services (Cllrs email monthly subs)	60.80	12.16	72.96
SmartWater Group Ltd.	security marking	119.40	23.88	143.28
Totals		£ 5,832.09	1,122.27	6,954.36

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

4. To review and note invoices paid since the meeting held on 13th December, (no meeting in January)

Invoices		Net	Vat	Total
Herefordshire Council	Waste Collection Cemetery	163.67	0.00	163.67
Herefordshire Council	Waste Collection office complex	230.75	0.00	230.75
Rob Wilks	Supply & fit rubber matting - cemetery pathway	328.00	65.60	393.60
Rob Wilks	Grounds maintenance November	1,252.91	250.58	1,503.49
KT Gooch	Photocopier charges/repair/lease	293.15	58.63	351.78
Drain Clear	Clear blocked drains at Old Vicarage	120.00	24.00	144.00
Pear Technology Services Ltd	Mapping software support	225.00	45.00	270.00
Herefordshire Council	Re-charges for election 20.01.2022 (insufficient nominations)	30.00	0.00	30.00
SLCC	Staff Training Town Clerk - Practitioners Conference	75.00	15.00	90.00
PC Logix	IT support contract	20.00	4.00	24.00
R Wilks	Grounds maintenance December	1,252.91	250.58	1,503.49
Worcester Citizens Advice Bureau	Weekly outreach sessions Jan-March 2022	2,500.00	0.00	2,500.00
Direct Debit payments				
West Mercia Energy	Parish Lamps October (sensor)	3.19	0.16	3.35
West Mercia Energy	Parish Lamps October	19.55	0.98	20.53
West Mercia Energy	Parish Lamps November (sensor)	8.13	0.41	8.54
West Mercia Energy	Parish Lamps November (sensor)	58.90	2.95	61.85
West Mercia Energy	Electric – Charging Point TR car park November	61.72	3.09	64.81
West Mercia Energy	Electric – TR toilets November	36.58	1.83	38.41
West Mercia Energy	Electric – Old Vicarage November	283.54	56.71	340.25
West Mercia Energy	Gas - Heritage Centre November	100.64	5.03	105.67
West Mercia Energy	Gas - Old Vicarage October	253.29	50.66	303.95
Talk Talk	Phones & Broadband	31.30	6.26	37.56

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)	60.80	12.16	72.96
Screwfix Direct Ltd.	Digital Thermometer for Legionella testing	14.16	2.83	16.99
Totals		£ 7,455.79	860.22	8,316.01

Members reviewed the above schedule against the invoices listed above and **RESOLVED** to receive and note the January payments.

Referring to the Herefordshire Council invoice for re-charges for the election 20.01.2022 (insufficient nominations) The Town Clerk advised that due to this being the eighth time of trying to fill the seat, the election for this vacancy will now roll forward to the ordinary full term local government elections on Thursday 4th May 2023. If another vacancy for this parish/parish ward arises before then and an election is called, it will be brought forward to run on the same day.

5. Monthly payments for the period 1st December 2021 to 31st January 2022

IT WAS RESOLVED to receive and note the monthly payments for the period 1st December 2021 to 31st January 2022.

6. Petty Cash

IT WAS RESOLVED to authorise the top-up of Petty Cash in the sum of £150.

F22/07 Business Rates

Having declared a DPI, Cllr Law left the chamber for the duration of the following item.

Following the re-assessment of business rates in respect of rooms in the Old Vicarage (refer F21/104) Members considered approval of backdated Non Domestic Rates demands (in line with tenancy agreements) for tenancies where small business rates relief are not applicable.

Members noted the payments in respect of Room 3. The Clerk reported that she is awaiting billing information in respect of rooms 4,15 and 23 but does not expect these to be higher than those reported for Room 3.

IT WAS RESOLVED to authorise payment of the backdated Non-Domestic Rate demands for Room 3 in the sum of £1126.82. The Clerk was authorised to pay any liability for rooms 4,15 and 23 when received.

Cllr Law re-joined the meeting.

F22/08 Internal Audit 2021/22

Members reviewed the interim internal audit report.

Referring to item 1. Bank Account Balances - Members considered the recommendation to find an alternative provider for the investment of long term funds and requested the clerk to investigate suitable providers for the next meeting.

Referring to item 2. Town Council Trustee of Bromyard Recreation Ground - The Clerk reported that the Charity Commission Annual Return for Bromyard Recreation Ground has been completed on time.

IT WAS RESOLVED that Full Council be recommended to approve and adopt the interim internal audit report and plan for the year ended 31st March 2022.

F22/09 Terms of Reference

Members reviewed the Terms of Reference for the Finance & Properties Committee ahead of the planned split into two separate committees.

IT WAS RESOLVED to accept the Terms of reference as they stand until such time as the Committee is split.

IT WAS FURTHER RESOLVED that new Terms of Reference for the Finance Committee and Properties Committee be drafted for consideration at the next meeting.

F22/10 IT

The Clerk reported that we are currently paying for Google Drive subscription for cloud file storage in addition to Microsoft 365. As Microsoft 365 comes with its own cloud storage, One Drive, the cloud storage can be transferred to OneDrive reducing the cost to only one subscription.

Member's considered an estimate from the Council's current IT support providers to transfer the files over.

IT WAS RESOLVED to authorise the transfer from Google Drive to OneDrive by the IT support team at an hourly rate of £65 + VAT (approximately 4 hours work).

F22/11 Public Toilets

Members discussed possible location for additional public toilets at the eastern end of town.

IT WAS RESOLVED that the Clerk to make further enquiries of local landowners and report back to the committee.

F22/12 Health & Safety

Members received a report from Cllr Law.

Members were notified that progress has been made with areas of Health & Safety. Members requested the Health & Safety Policy to be placed on the next Agenda for review.

IT WAS RESOLVED to receive the report on Health & Safety.

F22/13 CCTV

Following a spate of thefts of catalytic converters in the town, including the Rowberry Street car park, members considered a quotation for an additional CCTV camera to cover the car park entrance. (F21/112,3 refers)

IT WAS RESOLVED to defer consideration of the quotation at this time, to allow the Clerk to ascertain the distance and angles that the additional camera would cover.

F22/14 Grounds Maintenance

Members considered the quotations received from contractors to carry out the Grounds Maintenance Contract for the period 1st April 2022 to 31st March 2023 and 1st April 2023 to 31st March 2025 (conditionally). Seven invitations to quote

had been issued and the contract was advertised on the Town Council website but had only resulted in one bid returned.

IT WAS RESOLVED to recommend to Full Council that the Grounds Maintenance contract for the period 1st April 2022 to 31st March 2023 and 1st April 2023 to 31st March 2025 (conditionally) be awarded to R Wilks in the sum of £17,070 per annum.

F22/15 Rowberry Street

The Clerk reported that quotes had been received to resurface the car park at Rowberry Street. Due to the estimated costs being above £25,000 the procurement process requires the opportunity to be advertised on the Contracts Finder website in accordance with legal requirements (S135 of the Local Government Act 1972 and the Public Contract regulations 2015). Members considered the requirement for a specification.

IT WAS RESOLVED to ask the Clerk to seek advice and report back to the next available meeting with a draft specification for the works.

Due to time constraints, **IT WAS RESOLVED** to defer the following agenda items until the next meeting: F22/16 Financial Controls and, F22/17 Financial Policies and Procedures

F22/18 Correspondence

The Clerk reported receipt of an email inviting members to a Climate Change presentation at The Falcon Hotel at 7:30pm on 2nd March 2022.

The meeting closed at 8.55pm

CHAIRMAN DATE