



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
The Old Vicarage
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AGENDA
F22/45- F22/61

Wednesday 4th May 2022

Finance & Properties Committee

To: All Members of the Finance and Properties Committee

You are summoned to attend a meeting of the Finance & Properties Committee on

Monday 9th May 2022 at 7pm

in the Council Chamber, Council Offices, Rowberry Street, Bromyard.

Yours sincerely,

Mrs Karen Mitchell
Town Clerk

Committee Members: Cllrs Franklin (Chairman) Brunsdon, Churchill, Clark, Davies, Law and Robinson.

AGENDA

F22/45 To receive apologies for absence

LGA 1972 S85 (1)

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.

F22/46 To receive any 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 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.

*Note: Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.
Requests for dispensations must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.*

F22/47 To confirm as a correct record and sign the Minutes of the Meeting held on Monday 11th April 2022*LGA 1972 Sch 12 para 41(1)***F22/48 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.

**F22/49 Town Clerk's Report
Repairs and Renewals**

1. Gutter repairs carried out at the Old Vicarage.
2. Tenbury Rd Public Toilets – the toilets had to be closed briefly due to the toilets not flushing. The drains were cleared, and the WC's have been serviced by the manufacturers. The toilets were re-opened within two days. There is still an ongoing issue with one toilet and so the service engineer has been contacted. Cleanliness of the toilets is a concern and is currently being monitored.
3. Parish lamp No 5 in the Churchyard is not working, this is located on Schallenge House. This job has been previously logged with Balfour Beatty however, the works have been delayed due to scaffolding on the building.
4. Parish Lamp No 4 at Hatton Park not working – the lamp was changed to LED in March 2022 – this has been reported to Balfour Beatty

F22/50 Finance

1. To receive the Income & Expenditure by Account Code as at 30 April 2022.
2. To receive the Bank Reconciliation Statements for April 2022.

A member, other than the Chairman, to initial the Bank Statements and Petty Cash book.

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

Invoices		Net	Vat	Total
HALC	Cllr Traning (in-house)	212.60	42.52	255.12
Wallgate Limited	Service engineer - WC's Public Toilets	743.40	148.68	743.40
Sentinel	TP link for CCTV located at Tenbury Rd.	121.86	24.37	146.23

Invoices		Net	Vat	Total
Whitbourne Mugworks	Jubilee moneyboxes	875.00	0.00	875.00
Citizens Advice Worcester	Provision of Weekly outreach April to June 2022	2,500.00	0.00	2,500.00
R Wilks	Grounds Maintenance April 2022	1,422.50	284.50	1,707.00
K4 Architects	Great places to visit - Management of Procurement & delivey	1,750.00	350.00	2,100.00
PC Logix	IT Support Contract	20.00	4.00	24.00
Nifty Communications	Marketing & Communications Services April 2022 (GPV)	2,000.00	400.00	2,400.00
ICAN Limitless Maintenance	Tap repairs old Vicarage & Heritage Centre	90.00	0.00	90.00
A & E Fire Security	Non emergency Call out - Fire alarm system	107.00	21.40	128.40
Streetmaster	Benches for Nunwell Park x 4	1,690.00	338.00	2,028.00
Direct Debit payments				
West Mercia Energy	Parish Lamps March (sensor)	8.34	0.42	8.76
West Mercia Energy	Parish Lamps March	57.83	2.89	60.72
West Mercia Energy	Electric – Charging Point TR car park March	66.34	3.32	69.66
West Mercia Energy	Electric – TR toilets March	36.26	1.81	38.07
West Mercia Energy	Electric – Old Vicarage March	227.72	45.54	273.26
West Mercia Energy	Gas - Heritage Centre March	96.28	4.81	101.09
West Mercia Energy	Gas - Old Vicarage March	247.53	49.51	297.04
Talk Talk	Phones & Broadband	31.69	6.34	38.03
Welsh Water	Water Charges 1 Apr 22 to 31 Mar 23	168.19	0.00	168.19
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)	63.26	12.66	75.92
Totals		£ 12,577.80	1,746.41	14,175.53

4. To receive a report of monthly payments for the period 1st to 30th April 2022.
A Member to initial the signature of payments.

F22/51 Grants

To consider a grant application from The Scarecrow Festival for funding to cover prize giving in the sum of £305. (application form to follow)

F22/52 Membership of the SLCC

To consider renewal of the Town Clerk's membership of the Society of Local Council Clerks in the sum of £294.00. This is a very supportive organisation which specialises in supporting Town Clerks with training, legal and administrative support and advice.

F22/53 Marketing

- a) To consider how to promote the Town following on from the Welcome Back/Great Places to Visit initiative.
- b) To consider a proposal received for promotional services.

- F22/54 Annual Governance and Accountability Return (AGAR)**
In preparation for the Annual Return to the External Auditor members are asked to review the following AGAR documents for the year ended 31st March 2022. (to follow)
- Annual Internal Audit Report
 - Annual Governance Statement
 - Accounting Statements
- F22/55 Council Asset Register**
To review the Council's Asset Register for the year ended 31.03.2022. copy herewith.
- F22/56 Bromyard Extraordinary Towns Maintenance Fund**
Following submission of the Town Council's list of identified projects for the above funding (C22/66 refers), Balfour Beatty Living Places has requested that the Town Council rank the proposals in order of priority to allow estimates to be obtained. List attached.
- F22/57 Public Works Loan Board**
To note the outstanding balances as at 31/03/2022 for the two PWLB Loans:-
Loan 1 Repayment Schedule 20th Mar & 20th Sept £313,340.20
Loan 2 Repayment Schedule 14th Apr & 14 Oct £316,052.01
- F22/58 Review of Insurance Cover**
Members are advised that the Town Council insurance policy underwritten by The Military Mutual Ltd. falls due for renewal on 26th May 2022. The Town Council's brokers are currently approaching insurers for terms based on updated information provided by the Town Clerk. A quotation will be presented to Full Council for consideration
- F22/59 Health & Safety**
To receive a verbal report on health and safety matters. *Cllr L Law.*
- F22/60 Correspondence**
To note any correspondence received.
- F22/61 Rent Review**
To review the rental agreements for the Old Vicarage and Heritage Centre tenants.