



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
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AGENDA
F22/62- F22/74

Wednesday 8th June 2022

Finance Committee

To: All Members of the Finance Committee

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

Monday 13th June 2022 at 7pm

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

Yours sincerely,

Mrs Karen Mitchell
Town Clerk

Committee Members: Cllrs Brunsdon, Churchill, Davies, Franklin (Chairman), Law, Nagy and Patchett.

AGENDA

F22/62 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.

F22/63 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.

F22/64 To confirm as a correct record and sign the Minutes of the Finance & Properties Committee Meeting held on Monday 9th June 2022*LGA 1972 Sch 12 para 41(1)***F22/65 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.

F22/66 Finance

1. To receive the Income & Expenditure by Account Code as at 31st May 2022.
2. To receive the Bank Reconciliation Statements for May 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
K T Gooch	Photocopier charges	112.57	22.52	135.09
Adrian Hope Tree Svcs.	Annual Tree inspection	220.00	44.00	264.00
Neil James Construction	Replace brokendown pipe at Old Vicarage	112.00	22.40	134.40
G W Shelter Solutions	Refurbish 4 x bus shelters	1,624.29	324.86	1,949.15
Larry Lindsay	Piper - lighting of the Jubilee beacon	120.00	0.00	120.00
Greendawn Accounting	Internal Audit YE 31.03.22	378.70	75.74	454.44
Whitbourne Mugworks	Jubilee mugs (x100)	300.00	0.00	300.00
Gazebo Shop	3m x 3m Gazebos (x4) GPV fund	1,620.07	324.01	1,944.08
PC Logix Ltd	IT support contract	20.00	4.00	24.00
Foodscares	Contract - Jubilee street party and inaugural market (inv 2 of 3)	2,000.00	0.00	2,000.00
K4 Architects	MDT contract fee (GPV project)	5,000.00	1,000.00	6,000.00
Nifty Communications	Marketing & Communications Services 2022 (GPV)	2,000.00	400.00	2,400.00
Printed Banners & Signs Ltd	Branded merchandise (GPV)	1,727.00	345.40	2,072.40
R Wilks	Fill potholes in carpark, erect hanging baskets, clear bus shelter	560.00	112.00	672.00
R Wilks	Grounds maintenance May	1,422.50	284.50	1,707.00
Foodscares	Contract - Jubilee street party and inaugural market (inv 3 of 3)	1,000.00	0.00	1,000.00

Direct Debit payments		Net	Vat	Total
West Mercia Energy	Parish Lamps April (sensor)	8.45	0.42	8.87
West Mercia Energy	Parish Lamps April	55.89	2.79	58.68
West Mercia Energy	Electric – Charging Point TR car park April	60.48	3.02	63.50
West Mercia Energy	Electric – TR toilets April	38.30	1.92	40.22
West Mercia Energy	Electric – Old Vicarage April	304.27	60.85	365.12
West Mercia Energy	Gas - Heritage Centre April	115.87	5.79	121.66
West Mercia Energy	Gas - Old Vicarage April	273.79	54.76	328.55
Talk Talk	Phones & Broadband	36.41	7.28	43.69
Debit card transactions				
Instant print	Platinum Jubilee Flyers (x500)	40.08	0.83	40.91
The Safety Supply Company	Litter picking equipment	64.05	12.81	76.86
Google Cloud Ltd	G Suite backup	14.83	0.00	14.83
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)	60.80	12.16	72.96
Payments made in between meetings				
James Hallam	Annual Insurance Premium	6,454.88	0.00	6,454.88
Foodscapes	Contract - Jubilee street party and inaugural market (inv 1 of 3)	2,500.00	0.00	2,500.00
Initial Washroom hygiene	Waste disposal April 22- March 23	514.51	102.90	617.41
Quickdraw Supplies Ltd	Games for Jubilee Picnic on the Town Green	21.66	4.33	25.99
Amazon	Games for Jubilee Picnic on the Town Green	103.67	20.73	124.40
Amazon	Games for Jubilee Picnic on the Town Green	29.15	5.83	34.98
RMS International	Games for Jubilee Picnic on the Town Green	12.49	2.50	14.99
F & F Stores Ltd	Games for Jubilee Picnic on the Town Green	11.24	2.25	13.49
Juvo Plus Inc	Games for Jubilee Picnic on the Town Green	13.32	2.66	15.98
Shenzhenshi	Games for Jubilee Picnic on the Town Green	15.82	3.17	18.99
SLCC	Town Clerk membership fee	294.00	0.00	294.00
Totals		£ 29,289.29	3,272.07	32,561.36

4. To receive a report of monthly payments for the period 1st to 31st May 2022.
A Member to initial the signature of payments.
5. To approve the release of the first half of the Town Mayor's allowance for 2022-23.
6. To re-imburse Cllr Churchill for the purchase of flowers to decorate St. Peter's Church for the Platinum Jubilee Civic Service in the sum of £119.40 incl. VAT.
7. To note a refund to N Pegler Stonemason for a duplicate payment in the sum of £255.00.

F22/67 Grants

To consider a grant application from Bromyard Community Arts for funding towards the 5th Bromyard Community Artwalk taking place from 27th August to 4th September 2022.

Amount requested £450.

F22/68 Internal Audit

1. To consider the final interim report for 2021/22 following the internal auditor's visit on 17th May 2022.
2. To consider the re-appointment of Mr Luke Keegan of Greendawn Accounting to carry out the internal audit programme for 2022/23. Total cost including travel is estimated at £795 + VAT.

F22/69 Budget 2022/23

To review the budget for 2022/23 following end of year transfers and to consider carry forwards.

F22/70 Land Disposal

To note that the sale of land at Tenbury Road to the Conquest Theatre has been completed and that the net proceeds from the sale in the sum of £9296.00 has been transferred to the Town Council's bank account.

Members are requested to approve the transfer of the above funds to earmarked reserves.

F22/71 Bromyard Extraordinary Towns Maintenance Fund

To note that following submission of the Town Council's prioritised list of identified projects for the above funding (C22/66 & F22/56 refer), Balfour Beatty Living Places (BBLP) has advised that:

- The A465 is now in the annual plan for 2022-23 and the work is due to take place in August.
- Wicton Lane does not need resurfacing, but it requires patching and then surface dressing. Due to the permitting they are unable to get Wicton Lane on the surface dressing list for this year but could do the patching in preparation for surface dressing in 2023.

As the above items were no longer relevant, BBLP requested that the Council submit additional items within a 4-day timeframe. Give the short time in which to respond the Clerk and Chairman of Finance reviewed the original list and identified items for submission to BBLP, below.

ID	Work Comments	TC Comments
6	Structures	Broad Street - Repoint upstream side of Pier. Also cut tree root causing trip hazard in downstream left embankment
7	Structures	Broad Street - Repairs to scoured area under left abutment
8	Structures	Railway industrial FB - Consider installing timber approach rails and posts to protect drop off on the west corner
9	Structures	Railway industrial FB - clear vegetation build up from footway over structure

10	Structures	Railway industrial FB - remove loose brick sections from old abutment on south-west side to embankment ground level to prevent any further vandalism by MOP's.
11	Structures	Bromyard subway - sand down and repaint parapet posts and rails
12	Structures	Bromyard subway - repair spalled area in soffit due to location and frequently used subway, this could fall on MOP.
13	Structures	Instone - replace missing cock and hen copings at the end of the upstream right training wall.
15	Structures	Railway industrial FB - cut back vegetation and tree growth which is growing adjacent to and through the parapets in areas. A road closure and MEWP will be required to carry out this work. If possible clean all algae growth from stell elements of the structure. Also utilise MEWP to carry out a principle inspection at the same time.
25	Transport	Broad Street/High Street Transport - introduction of a 20 mph speed limit on Broad St/High St.
27	Transport	Rowberry Street Transport - To remove one parking space outside public hall on Rowberry St.
30	Transport	Cruxwell Street Transport – On-street parking transferred to right-hand side.
TC 3	White painting of edges on treble pavement in Broad Street.	
TC 5	Indicative marking to divide on-street parking areas into bays to encourage economical and considerate parking.	
TC 13	Clear overgrown vegetation from town footpaths and tidy up some of the walkways from the cul-de-sacs. This would make everything cleaner and encourage more walking.	
TC 17	Old Road Bromyard. Again, this section of highway needs resurfacing and the footpath needs attention as well.	

F22/72 Correspondence

To note any correspondence received.

F22/73 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.

F22/74 Telephone & Wi-fi Systems

To consider a proposal to upgrade the office telephone system and Wi-fi access.