



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

**Minutes of a meeting held on
Monday 10th October 2022 at 7pm**
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

**Minutes
F22/75 - F22/83**

Members Present: Franklin (Chairman), Churchill, Davies, Law,
Officers Present: Karen Mitchell (Town Clerk)

- F22/75 To receive apologies for absence** *LGA 1972 S85 (1)*
Apologies for absence were received from Cllrs Patchett (ill health), Nagy (Study commitment), Robinson.
- F22/76 To receive any Declarations of Interest and written requests for dispensations.** *Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*
Cllr Churchill declared a non-registrable interest in F22/80b, Bromyard Recreation Ground.
- F22/77 Minutes** *LGA 1972 Sch 12 para 41(1)*
IT WAS RESOLVED to confirm the Minutes of the Finance Committee Meeting held on Monday 13th June 2022 as a correct record and that they be signed by the Chairman.
- F22/78 Exclusion of members of the Public and Press** *LGA 1972 ss 101, 102*
There were no items identified for consideration in private session.
- F22/79 Finance**
- Income & Expenditure by Account Code as at 30th September 2022.
The Town Clerk was requested to ask Nifty Communications for a marketing review covering the first 6 months of the contract.
IT WAS RESOLVED to accept the Income & Expenditure by Account Code as at 30th September 2022.
 - Bank Reconciliation Statements for June to September 2022.
IT WAS RESOLVED to accept the Bank Reconciliation Statements for June to September 2022.
 - Appointment of a member, other than the Chairman to verify the Bank Statements and Petty Cash book and sign the reconciliations and original bank statements as evidence of verification.
IT WAS RESOLVED that Cllr Law verify the Bank Statements and Petty Cash book.

4. Accounts for Scrutiny

Invoices		Net	Vat	Total
ABA Cleaners	Window Cleaning - Old Vicarage	112.00	22.40	134.20
A & E Fire & Security	Intruder Alarm contract - Heritage Centre test & inspection	192.91	38.58	231.49
Amazon Payments UK Ltd	Office Chair	149.99	30.00	179.99
Amazon Payments UK Ltd	Office Chair	149.99	30.00	179.99
Amazon Payments UK Ltd	Office Chair	149.99	30.00	179.99
Keith Ballard Building & Maintenance	Repairs to public toilets, Tenbury Road.	116.00	0.00	116.00
Nifty Communications Ltd	Marketing & Communication srvcs September 22	1,000.00	200.00	1,200.00
PC Logix Ltd	IT support / telephony & broadband Aug22	102.37	20.47	122.84
Peder Neilsen	Town Crier Annual Subs. Guild of Town Criers	30.00	0.00	30.00
PKF Littlejohn LLP	External Audit - AGAR for YE 31.03.2022	1,000.00	200.00	1,200.00
Rural Services Partnership Ltd	Annual subs. Rural Market Town Group Membership	72.00	14.40	86.40
Travis Perkins Trading Co. Ltd.	New toilet seat Old Vicarage	14.13	2.83	16.96
Invoices		Net	Vat	Total
Dwr Cymru Welsh Water	Water services Old Vicarage complex Mar 22-Sep 22	418.19	0.00	418.19
Nifty Communications Ltd	Marketing & Communication srvcs October 22	1,000.00	200.00	1,200.00
PC Logix Ltd	IT support / telephony & broadband Sep22	102.37	20.47	122.84
Rob Wilks	Grounds maintenance Sept	1,422.50	284.50	1,707.00
Rob Wilks	Floral displays, watering, erect /takedown	6,889.63	1,377.93	8,267.56
Rob Wilks	Town Maintenance - Various (formerly Lengthsman)	335.23	67.05	402.28
Aubergine	Website - Annual domain registration	100.00	20.00	120.00
Direct Debit payments				
West Mercia Energy	Gas - Heritage Centre Aug	48.68	2.43	51.11
West Mercia Energy	Gas - Old Vicarage Aug	85.25	4.26	89.51
West Mercia Energy	Electric – Old Vicarage Aug	266.59	53.32	319.91
West Mercia Energy	Electric Charging Pt. TR park Aug	161.34	8.07	169.41
West Mercia Energy	Electric – TR toilets Aug	32.82	1.64	34.46
West Mercia Energy	Parish Lamps Aug	48.75	2.44	51.19
West Mercia Energy	Parish Lamps Aug (sensor)	8.71	0.44	9.15
Herefordshire Council	Waste disposal (Council complex)	235.43	0.00	235.43
Herefordshire Council	Waste disposal (Cemetery)	168.35	0.00	168.35
Debit card transactions				
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)	64.60	12.92	77.52
Hop Pocket	Planting for Nunwell Park	207.00	0.00	207.00
Totals		£ 14,713.02	2,649.79	17,362.61

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

5. Monthly payments for the period 1st June to 30th September 2022.

IT WAS RESOLVED to accept the monthly payments for the period 1st June to 30th September 2022. Cllr Franklin to initial the signature of payments.

6. Petty cash top-up

IT WAS RESOLVED to approve the Town Clerk's request to top up petty cash in the sum of £150.00.

F22/80 Grants

1. Specified Grants

Cllr Churchill abstained from voting at item b.

IT WAS RESOLVED to approve the release of specified grants from the approved 2022/23 budget for the following organisations:

- a) Christmas Lights - £4,000
- b) Bromyard Recreation Ground - £3,000

2. Grant Applications

Members considered an application from Bromyard Methodist Church for funding to help provide a warm space (as part of The Warm Welcome Campaign) in response to the cost-of-living crisis.

IT WAS RESOLVED to approve a grant of £1,000 to the Bromyard Methodist Church for funding to help provide a warm space (as part of The Warm Welcome Campaign) in response to the cost-of-living crisis.

F22/81 Budget 2023/24

1. Members were invited to suggest ideas/objectives for the next financial year, so that these may be fed into the budget process.

The following item was raised:

- Rental of one unit at the allotment site for community use to grow vegetables. The Community Garden at the Council complex to be used more for insect loving plants. *G Churchill*

2. Members noted the fixed gas and electricity tariffs for the current contract period ending 31st March 2023 and considered the implications for current and future years. The Town Council's energy provider has advised that current forecast increases starting April 2023 are: Gas: 110% - 120%, Electricity: 40% - 45%.

The Town Clerk was requested to obtain costs for a separate electricity supply/meter for the Heritage Centre and Old Vicarage.

3. Date for a special meeting to begin preparation of the budget for 2023/24.

IT WAS RESOLVED that a special meeting to discuss the budget for 2023/24 be held on Tuesday 8th November, 2022.

It was noted that Herefordshire Council has requested that the precept request for 2023/24 be submitted by 31st December 2022.

F22/82 Investment Strategy

Members considered a draft Investment Strategy, copies having been circulated.

IT WAS RESOLVED that Full Council be recommended to approve and adopt the draft Investment Strategy. That the Full Council consider an investment proposal.

F22/83 Correspondence

The Town Clerk advised that an end of Grant report had been received from Bromyard Community Arts in respect of the Artwalk 2022.

The organisation has reported an underspend of £64.03 and have requested permission for this money to be used towards the Christmas Lantern procession.

As this request had been received following publication of the Finance agenda it was agreed that this item be placed on the Full Council agenda for consideration.

CHAIRMAN DATE