



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

**Minutes of a meeting held on
Monday 13th June 2022 at 7pm**
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

**Minutes
F22/62-F22/74**

Members Present: Franklin (Chairman), Churchill, Davies, Law, Nagy.

Officers Present: Karen Mitchell (Town Clerk)

In attendance: Cllr Dunne-Thomas (non-committee member)
Rachel Collison - Nifty Communications (part)

F22/62 Apologies

LGA 1972 S85 (1)

Apologies were received from Cllrs Brunsdon and Patchett.

F22/63 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 Disclosable Pecuniary Interest in agenda item F22/66, 6. - Re-imbursement for the purchase of cut flowers.

Cllr Dunne-Thomas, (in attendance as a non-committee member), declared a Disclosable Pecuniary Interest in agenda item F22/66.5 – Mayor's allowance.

F22/64 Minutes

LGA 1972 Sch 12 para 41(1)

It was RESOLVED to confirm the Minutes of the Finance & Properties Committee Meeting held on Monday 9th June 2022 confirm as a correct record and that they be signed by the Chairman of the Finance Committee.

It was noted that these were the final set of Minutes of the Finance & Properties Committee before being split into two separate committees at the Annual Council meeting in May.

F22/65 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

It was RESOLVED that agenda item F22/73,b and F22/74 (consideration of quotations) 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. Income & Expenditure by Account Code as at 31st May 2022. (Copies having been circulated).

It was RESOLVED to accept the Income & Expenditure by Account Code as at 31st May 2022.

2. Bank Reconciliation Statements for May 2022. (Copies having been circulated).

It was RESOLVED to accept the Bank Reconciliation Statements for May 2022.
Cllr Davies to initial the Bank Statements and Petty Cash book.

3. Accounts for Scrutiny

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
Foodscares	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

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

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

It was RESOLVED to accept the monthly payments for the period 1st to 31st May 2022. Cllr Davies to initial the signature of payments.

5. Town Mayor's allowance for 2022-23.

The Town Mayor, Cllr Dunne-Thomas (in attendance) left the chamber for the duration of this item.

It was RESOLVED to approve the release of the first half of the Town Mayor's allowance for 2022-23.

Cllr Churchill left the chamber for the duration of agenda item 6.

6. **It was RESOLVED** 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. (invoice supplied)

It was RESOLVED that Cllr Churchill be congratulated for all of her efforts in producing the beautiful floral displays in the church for this service.

7. **It was RESOLVED** to note a refund to N Pegler Stonemason for a duplicate payment in the sum of £255.00.

At this point in the meeting, it was RESOLVED to allow Rachel Collison of Nifty Communications to speak in respect of agenda item F22/73 Marketing.

Mrs Collison gave a presentation on a proposal to give a legacy to the work started by the Multi-Disciplinary Team on the Welcome Back and Great Places to Visit fund. The idea being to continue this work by maximising the use of the new brand and identity

for Bromyard across social media channels and updating the look and feel of the Town Council website.

Members were given insights into performance for the recent marketing campaign for Platinum Jubilee weekend events in Bromyard with the Bromyard page which achieved over 65,000 views on Facebook and attracted around 1200 people to the Saturday Going forward, Nifty would be prepared to match fund an individual to focus on promoting Bromyard through social media, the council website, blogs etc. with monthly reporting back to the Council.

Mrs Collison was thanked for her very informative presentation, after which, she left the meeting.

F22/67 Grants

Members considered a grant application from Bromyard Community Arts for funding towards the 5th Bromyard Community Artwalk, 27th August to 4th September 2022.

Following discussion, **it was RESOLVED** to approve the grant application in the sum of £450.

F22/68 Internal Audit

1. Members received the final report for 2021/22 following the internal auditor's visit on 17th May 2022.

The need to look at options for investment of funds held for the long term was flagged as an item for a future agenda.

It was RESOLVED to make a recommendation to Full Council to accept the final Internal Audit report for 2021/22.

2. Members considered the re-appointment of Mr Luke Keegan of Greendawn to carry out the internal audit programme for 2022/23.
Total cost including travel estimated at £795 + VAT.

It was RESOLVED to recommend to Full Council that Greendawn Accounting be appointed to carry out the internal audit programme for 2022/23.

F22/69 Budget 2022/23

Members reviewed the budget on a line-by-line basis to identify any carry forward sums from the 2021/22 budget to the current financial year.

It was RESOLVED to recommend to Full Council that the identified underspends from the 2021/22 budget be carried forward to corresponding budget lines for 2022/23.

It was RESOLVED to recommend to Full Council that the unspent sum of £5,000 for Staffing Contingency from the 2021/22 budget be moved to ear-marked reserves.

F22/70 Land Disposal

It was noted 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.

It was RESOLVED to recommend to Full Council that the net proceeds from the sale of land at Tenbury Road in the sum of £9296.00 be moved to earmarked reserves.

F22/71 Bromyard Extraordinary Towns Maintenance Fund

Following the 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. Given 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 steel 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.

Cllr Churchill raised this issue of uneven/damaged pavements throughout the town which are difficult for wheelchair users to negotiate. It was noted that this may be something which could be added to the list for year 2 projects.

It was RESOLVED that this be noted.

F22/72 Correspondence

None.

F22/73 Marketing

- a) To consider how to promote the Town following on from the Welcome Back (WB) / Great Places to Visit (GPV) initiative.
Members had received a presentation earlier in the meeting from Nifty Communications. In light of the successful campaign for the WB/GPV initiatives, members acknowledged the benefits of using a professional company for town promotional services.

The meeting moved into Private Session to consider items identified at F22/65.

- b) To consider a proposal received for promotional services.

It was RESOLVED that Full Council be recommended to accept the proposal from Nifty Communications to continue to provide social media and website content for a further 12-month period followed by a re-evaluation process.
(F22/73, b refers)

F22/74 Telephone & Wi-fi Systems

Members considered upgrading the office telephone system and Wi-fi access to a 'Voice over Internet' system.

It was RESOLVED to approve a quotation from PC Logix to upgrade the network infrastructure in the sum of £846.30 and to enter into a 36 month contract for telephony services at a monthly fee of £44.97.

The meeting closed at 8:59pm.

CHAIRMAN Date