



## **BROMYARD & WINSLOW TOWN COUNCIL**

### **FINANCE & PROPERTIES COMMITTEE**

**Minutes of a meeting held on  
Monday 9<sup>th</sup> May 2022 at 7pm**  
in the Council Chamber, Council Offices,  
Rowberry Street, Bromyard.

**Minutes  
F22/45-F22/61**

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

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

#### **F22/45 Apologies**

*Local Government Act 1972 S85 (1)*

Apologies were received from Cllr Brunsdon (personal)

#### **F22/46 Declarations of Interest and written requests for dispensation**

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

DPI- Cllr Law ref item F22/61 as a tenant of the Old Vicarage Complex

#### **F22/47 Minutes**

*Local Government Act 1972 Sch 12 para 41(1)*

The Minutes of the meetings held on Monday 11<sup>th</sup> April 2022 were confirmed as an accurate record and signed by the Chairman.

#### **F22/48 Exclusion of members of the Public and Press**

*Section 1 (2) of the Public Bodies (admission to Meetings) Act 1960*

It was resolved that item F22/61 (Rent Review) be considered in private session 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. The Clerk notified members that repairs were carried out to the guttering on the Old Vicarage Building
2. The Properties Officer and Cllr Churchill updated members on the repairs required to the public toilets. There is an ongoing issue with blocked drains underneath the toilets. Welsh Water have been called but the issue does not appear to be caused by the public sewer; it is the drains of the toilets getting blocked.
3. The parish lamps repairs required have been logged with Balfour Beatty to be completed.

#### **F22/50 Finance**

1. Income & Expenditure by Account Code as at 30 April 2022

**IT WAS RESOLVED** to accept the Income & Expenditure by Account Code reports for April 2022.

Initial..... Date.....

## 2. Bank Reconciliation Statements for April 2022

**IT WAS RESOLVED** to accept the Bank Reconciliation Statements for April 2022. Cllr Law to initial each document.

## 3. Accounts for Scrutiny

<b>Invoices</b>		Net	Vat	Total
HALC	Cllr Training (in-house)	212.60	42.52	255.12
Wallgate Limited	Service engineer - WC's Public Toilets	743.40	148.68	892.08
Sentinel	TP link for CCTV located at Tenbury Rd.	121.86	24.37	146.23
<b>Invoices</b>		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 & delivery	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
<b>Direct Debit payments</b>				
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
<b>Debit card transactions</b>				
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
<b>Totals</b>		£ 12,577.80	1,746.41	14,175.53

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

4. Monthly payments for the period 1<sup>st</sup> to 30<sup>th</sup> April 2022.

**IT WAS RESOLVED** to receive and note the monthly payments for the period 1<sup>st</sup> to 30<sup>th</sup> April 2022. Cllr Law to initial.

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**F22/51 Grants**

Members considered a grant application from The Scarecrow Festival for funding to cover prize giving in the sum of £305.

**IT WAS RESOLVED** to approve the grant application.

**F22/52 Membership of the Society of Local Council Clerks (SLCC)**

**IT WAS RESOLVED** to approve the renewal of the Town Clerk's membership of the SLCC in the sum of £294.

**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.

**IT WAS RESOLVED** to defer consideration of this agenda item as the proposal had not been received in time for the meeting.

**F22/54 Annual Governance and Accountability Return (AGAR)**

The Committee noted the AGAR Part 3 documentation for the Annual Return to the External Auditor prior to presentation to the Full Council meeting on 23<sup>rd</sup> May 2022.

**F22/55 Council Asset Register**

Members received and reviewed the Council Asset Register for the year-ended 31<sup>st</sup> March 2022.

**IT WAS RESOLVED** that the Town Council be recommended to approve the Asset Register for the year-ended 31<sup>st</sup> March 2022.

**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 had requested that the Town Council rank the proposals in order of priority to allow estimates to be obtained. Members worked through the full list of identified projects and identified the following priority items:

ID	Market Towns Funding – Bromyard
1 - 5	1) <b>Resurfacing</b> - Highways 2) Wicton Lane – Highways Roads at risk 3) Transco Barrier – Safety Fences Repairs 4) Bromyard Tenbury Road – Safety Fences Repairs 5) Little Frome – Remove trapped tree on upstream side of pier. Also cut tree root causing trip hazard in downstream left embankment.
23	<b>Bus stop relocation</b> from Pump Street to the bypass with recessed stopping area for buses to pull in. Access only for HGVs on New Road & parking changes
28	<b>New pelican crossing</b> outside the Leisure Centre
TC16	<b>Resurfacing</b> Resurfacing works - A465 Hereford Road from the Junction with A44 to just past Whitegates Care Home.

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**IT WAS RESOLVED** that the prioritised list of main projects be submitted to Balfour Beatty Living Places.

**F22/57 Public Works Loan Board (PWLB)**

Members noted the outstanding balances as at 31/03/2022 for the two PWLB Loans:-

Loan 1 Repayment Schedule 20<sup>th</sup> Mar & 20<sup>th</sup> Sept £313,340.20

Loan 2 Repayment Schedule 14<sup>th</sup> Apr & 14 Oct £316,052.01

**F22/58 Review of Insurance Cover**

Members noted 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**

Cllr Law gave a verbal report on Health & Safety Matters.

- The tree survey has been carried out and officers are awaiting a report.
- Fire Alarm servicing is due as the weekly testing has found some small issues.
- The meeting with Ellis Whittam H & S representative has been arranged for 28 June.
- There are concerns with the potholes developing in Rowberry St car park. Officers advised that the grounds team have been asked to fill these in for the interim whilst awaiting the resurfacing of the car park.

Officers advised of accessibility concerns in the Civic Garden area next to the Heritage Centre. They have witnessed mobility scooter users trying to navigate their way to the public hall from the car park around parked cars, they have to mount a kerb and try and navigate a path around the parked cars which is very awkward and unsafe.

Members noted these concerns and confirmed that there is no permission for cars to be parked in this area as it is not part of the car park.

Members noted that the fish seller comes to park on a Thursday for a short period of time. It was again unclear as to what permission was given for this. This matter to be discussed at a future meeting.

**IT WAS RESOLVED** to ensure this area is kept free from parked cars and is only for used for loading/unloading with a maximum time of 20 mins. Tenants to be notified that this is not a parking area.

**F22/60 Correspondence**

Members noted a letter of thanks received from the Town Criers Festival for the grant funding they had received.

The meeting moved into private session as resolved at agenda item F22/48. Cllr Law, having declared a Disclosable Pecuniary Interest in this item left the meeting at this point.

Councillor Churchill declared a Personal Interest as a Trustee of Bromyard Arts.

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**F22/61 Rent Review**

Members reviewed the current rents for the Old Vicarage and The Heritage Centre (last reviewed in 2020). Rental values were set in 2008 and calculated on square footage. There have been no rent increases since that time.

**IT WAS RESOLVED** to obtain professional advice and valuation to assess current market value for the properties owned by the Town Council.

The meeting closed at 8:45pm

CHAIRMAN ..... DATE .....