



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
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AGENDA
F22/87 - F22/95

Wednesday 7th December 2022

Finance Committee

To: All Members of the Finance Committee

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

Monday 12th December 2022 at 7pm

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

Yours sincerely,

Mrs Karen Mitchell
Town Clerk

Committee Members: Cllrs Churchill, Davies, Dunne-Thomas, Franklin (Chairman), and Law (Vice-Chair).

AGENDA

F22/87 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.

F22/88 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.

F22/89 To confirm as a correct record and sign the Minutes of the Finance Committee Meetings held on Monday 10th October 2022 and the 8th November 2022.*LGA 1972 Sch 12 para 41(1)***F22/90 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.

F22/91 Finance

1. To receive the Income & Expenditure by Account Code for the months of October and November 2022.
2. To receive the Bank Reconciliation Statements for October and November 2022.
3. To appoint 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.
4. Accounts for Scrutiny – Members to review schedule against invoices and confirm payment.

Invoices		Net	Vat	Total
Cook's Garden Centre	Planting for Nunwell Park	184.45	36.89	221.34
Securitas	Door entry system maintenance contract	102.33	20.47	122.80
Royal British Legion	Poppy wreaths x 3	60.00	0.00	60.00
Office Depot	Stationery	144.87	28.97	173.84
Glasdon UK Limited	Seats (x3) for garden of Peace	955.04	191.01	1,146.05
Hereford Fanfare Trumpets	Last Post and Reveille at Remembrance Sunday Service	100.00	0.00	100.00
Amazon Payments Uk Ltd	Fairy Lights for Christmas Tree -	24.99	5.00	29.99
Bromyard Public Hall	Hall hire for Remembrance Sunday Tea	39.00	0.00	39.00
Mrs G Churchill	Refreshments for Remembrance Sunday Tea	284.65	0.00	284.65
PC Logix Ltd	IT support / telephony & broadband Nov	102.37	20.47	122.84
Nifty Communications Ltd	Marketing & Communication services September 22	1,000.00	200.00	1,200.00
Frank P Matthews	Trees x 3 for Garden of Peace project	205.00	41.00	246.00
Secure It All Ltd	CCTV - Old Vicarage complex	774.56	154.91	929.47
KNJ Property Maintenance Ltd	Deposit - Building works to Garden of Peace	1,898.00	0.00	1,898.00
Elite Hivis	Hi Vis Vests x 3	16.32	2.29	18.61

Direct Debit payments				
West Mercia Energy	Electric – Old Vicarage Oct	312.48	62.50	374.98
West Mercia Energy	Gas - Old Vicarage Oct	183.25	9.16	192.41
West Mercia Energy	Gas - Heritage Centre Oct	85.75	4.29	90.04
West Mercia Energy	Electric Charging Pt. TR car park Oct	154.34	7.72	162.06
West Mercia Energy	Electric – TR toilets Oct	38.77	1.94	40.71
West Mercia Energy	Parish Lamps Oct	55.57	2.78	58.35
West Mercia Energy	Parish Lamps Oct (sensor)	8.67	0.43	9.10
Debit card transactions				
TalkTalk Business	Fibre/Broadband cancellation period 17/08-16/09	36.45	7.29	43.74
TalkTalk Business	Fibre/Broadband cancellation period 17/09-13/10	32.37	6.47	38.84
Office Depot (Viking)	Stationery	38.31	7.66	45.97
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)	49.40	9.88	59.28
Totals		£ 6,915.14	826.77	7,741.91

5. To receive a report of monthly payments for the period 1st October to 30th November 2022.
A Member to initial the payment list.
6. To consider making a donation to the Poppy Appeal (excluding costs for 3 wreaths) in the sum of £60.

F22/92 Grants

1. Grant applications
To consider an application from Age UK Hereford and Localities for funding to deliver services to older people living in Bromyard.
(Note: Accounts and Articles of Association to be circulated via email.
Hard copies can be viewed in the office)

Amount requested: £1,500
2. To receive the End of Grant report from Bromyard Community Arts for the Bromyard Artwalk held 27th August to 4th September 2022. Sum awarded: £450.

F22/93 Budget 2023/24

To further consider the draft budget (v.2) for 2023/24.

F22/94 External Audit

The Town Council is notified that The Smaller Authorities Audit Appointments Ltd (SAAA) has now concluded the procurement process for the award of limited assurance review contracts for the five financial years from 2022-23 to 2026-27 and has appointed PKF Littlejohn LLP to carry out audits in Herefordshire.

The Committee is requested to note this information.

F22/95 Correspondence

To note any correspondence received.