



## BROMYARD & WINSLOW TOWN COUNCIL

### FINANCE COMMITTEE

**Minutes of a meeting held on  
Monday 13<sup>th</sup> February 2023 at 7pm**  
in the Council Chamber, Council Offices,  
Rowberry Street, Bromyard.

**Minutes  
F23/01 - F23/15**

Members Present: Franklin (Chairman), Churchill, Davies, Holman, Law,

Officers Present: Karen Mitchell (Town Clerk)

In attendance: 3 Members of the public.

#### **F23/01 To receive apologies for absence**

*LGA 1972 S85 (1)*

Apologies for absence were received from Cllr Dunne-Thomas (hospital treatment).

#### **F23/02 To receive any Declarations of Interest and written requests for dispensations.**

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

None declared.

*In accordance with Standing Order 1a, the Chairman proposed that agenda items F23/06, F23/08 and F23/13 be moved forward in the order of business as these were of interest to members of the public in attendance. Agreed by the Committee.*

#### **F23/06 Grant Applications**

Members considered the following grant applications:

1. Bromyard Community Arts - for funding towards the (6<sup>th</sup>) Bromyard Artwalk to be held Saturday 19<sup>th</sup> to Monday 28<sup>th</sup> August 2023.  
Amount requested: £400

Due to the limited funds available in the current financial year,  
**IT WAS RESOLVED** to defer consideration of the above application until the April Finance meeting.

2. Bromyard Festivals Association – for funding to cover printing costs for the 2023 programme of events and to set up a promotional website.  
Amount requested: £531.64

Due to the limited funds available in the current financial year,  
**IT WAS RESOLVED** to award a grant of £271.49 to the Bromyard Festivals Association to cover the costs of the leaflets only. The applicant to be advised to re-apply in the new financial year for funding towards a new website.

3. Bromyard Festival of Town Criers – for funding towards the Bromyard Festival of Town Criers to be held on 29<sup>th</sup> April 2023.  
Amount requested: £500

**IT WAS RESOLVED** to award a grant of £500 to the Bromyard Festival of Town Criers for funding towards the 2023 Festival.

4. Bromyard Scouts – for funding to enable scouts to attend the Hereford and Worcester ‘ShireJam’ event 7<sup>th</sup> - 9<sup>th</sup> July 2023. <https://www.shirejam.org.uk/>  
Amount requested: £1,560

**IT WAS RESOLVED** to award a grant of £1,560 to Bromyard Scouts to enable scouts to attend the ‘ShireJam’ event in July.

## **F23/08 Community Projects**

Members reviewed the following ideas received from the public during the budget setting process in respect of how two pots of money could be spent: (Minute F22/86 refers)

- £7,000 for community projects
- £7,000 for climate change and/or tree planting.
  - a) Letter from People’s Project: - Planting ideas for St. Peter’s churchyard; enhancement of Riverside Walk, including trees and shrubs; planting at the Stourport Rd; benches around the town; planting areas at various locations around the town
  - b) Community Project - Oral history project (Community project fund)
  - c) History Time-line board
  - d) Map of Bromyard showing with buildings of interest with walking route and QR codes
  - e) Tree planting on Winslow Road/Rowan Walk
  - f) Artwork (wind powered) Leisure Centre turret
  - g) Artwork - Tree of solar lights on the by-pass
  - h) Refurbishment of Automaton clock
  - i) Solar powered phone charger for every household
  - j) Water collection butts on council buildings
  - k) Wildflower verges
  - l) Information webpage re grants for insulation, light tunnels, home energy resources
  - m) Permissive path based on route of the Bromyard and Linton Light Railway
  - n) Solar panelled street lamps at the cemetery
  - o) Community support/training for people to use online banking
  - p) Promotion for a community car club/car sharing
  - q) Advice on how to reduce energy consumption
  - r) Outdoor gym equipment for the Recreation Ground (Kempson Players)
  - s) Cycle racks in the Market square and car parks

**IT WAS RESOLVED** that the shortlisted items a, b, c, d, h, m and p, be taken forward to a public vote at the Annual Town meeting in April.

## **F23/13 Outdoor Monthly Market**

1. The Committee was advised that the contract for the management of the Outdoor Market had been awarded to Foodscapes Ltd. Jayne Bradley-Ghosh, Manager of Foodscapes was welcomed to the meeting and invited to outline her plans for the market going forward. Members were circulated with hard copies of the proposal including estimated income and expenditure.

Plans include:

- Rebrand the market as Bromyard Food & Drink Market
- Encourage a local food economy
- Increase the number of markets during the summer (end July to beginning September)
- Add a market to each Festival Event (permissions required)

Due to a projected deficit in the budget, the Council is requested to assist with costs for road closures £250, gazebos est. £900 (if and when required) and local advertising est. £1,000.

Following discussion, **IT WAS RESOLVED** to recommend to Full Council that a budget sum of £2,150 be allocated to support the Outdoor Market

2. Members considered how proceeds from merchandise/beer sales in the sum of £1,959 should be distributed to local charities and good causes. (Merchandise purchased with Great Places to Visit funding; 'Backward D' ale kindly donated by Wye Valley Brewery).

Following discussion, **IT WAS RESOLVED** that the proceeds be given to the Bromyard Totally Local Charity for distribution to local good causes and that they provide a report on how the money is allocated.

The Clerk was requested to write to the Wye Valley Brewery to thank them for their generosity in providing branded beer for the Great Places to Visit campaign.

### **F23/03 Minutes**

**IT WAS RESOLVED** to confirm as a correct record and sign the Minutes of the Finance Committee Meetings held on Monday 12<sup>th</sup> December 2022.

*LGA 1972 Sch 12 para 41(1)*

### **F23/04 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.

### **F23/05 Finance**

1. Income & Expenditure by Account Code for the months of December 2022 and January 2023.

It was noted that a small number of expenditure lines had exceeded the available budget. The Chair, Vice-Chair and Clerk to prepare a proposal in respect of transfers to and from earmarked reserves for consideration at Full Council.

**IT WAS RESOLVED** to accept the Income & Expenditure report by Account Code for the months of December 2022 and January 2023.

2. Bank Reconciliation Statements for December 2022 and January 2023.

**IT WAS RESOLVED** to accept the Bank Reconciliation Statements for December 2022 and January 2023.

3. 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 Holman verify the Bank Statements and Petty Cash book.

#### 4. Accounts for Scrutiny

Invoices		Net	Vat	Total
C J Bayliss (Hereford) Ltd	Repairs to various radiators (valves sticking)	62.75	12.55	75.30
Office Depot (Viking)	Stationery	37.39	7.48	44.87
Office Depot (Viking)	Stationery and postage stamps	37.48	3.73	41.21
Amazon Business	Cable for CCTV	4.99	1.00	5.99
PC Logix Ltd	IT support / telephony & broadband Jan 23	102.37	20.47	122.84
Nifty Communications Ltd	Marketing & Communication srvcs Feb 23	1,000.00	200.00	1,200.00
A & E Fire & Security	Intruder Alarm contract - Heritage Centre	295.00	59.00	354.00
R Wilks	Grounds Maintenance Jan 23	1422.50	284.50	1707.00
Greendawn Accounting Ltd.	Internal Audit YE 31.03.2023 (1 <sup>st</sup> stage)	451.20	90.24	541.44
<b>Direct Debit payments</b>				
West Mercia Energy	Electric – Old Vicarage Dec	350.86	70.17	421.03
West Mercia Energy	Gas - Old Vicarage Dec	443.18	88.64	531.82
West Mercia Energy	Gas - Heritage Centre Dec	205.10	41.02	246.12
West Mercia Energy	Electric Charging Pt. TR park Dec	213.69	42.74	256.43
West Mercia Energy	Electric – TR toilets Dec	46.07	2.30	48.37
<b>Direct Debit payments (continued)</b>				
West Mercia Energy	Parish Lamps Dec	70.66	3.53	74.19
West Mercia Energy	Parish Lamps Dec (sensor)	8.83	0.44	9.27
<b>Debit card transactions</b>				
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)	53.20	10.64	63.84
<b>Totals</b>		<b>£ 4,833.47</b>	<b>944.09</b>	<b>5,777.56</b>

Members scrutinised the hard copy invoices against the above schedule and **RESOLVED** to confirm payment.

- IT WAS RESOLVED** to accept the monthly payments for the period 1<sup>st</sup> December 2022 to 31<sup>st</sup> January 2023. Cllr Holman to initial the payment list.
- Members noted a refund to a former tenant in the sum of £540 (return of deposit and two months' rent) due to them having neglected to cancel their Standing Order for rent.

#### **F23/07 Investment Proposal update**

The Clerk gave a progress report on the investment of reserves. (Minute C22/141, 2.3 refers). She reported that having tried four different High Street banks; Barclays, NatWest, HSBC and The Co-operative bank none were currently offering 1-year fixed term deposits to new business accounts. Barclays had temporarily paused all new business applications. One option open to the Council would be Treasury Reserve deposit accounts, however the minimum investment is set at £100,000 and the interest rate is

agreed at the time of deposit and not available in advance. As the Council had set a limit of £85,000 per account it had not been possible to proceed with this option.

HSBC offer Money Market accounts however for a minimum deposit of £50,000, the gross interest is only 0.05%.

Business Notice accounts at the main banks were also an option but the rates of interest were relatively low at the time of search, ranging from 0.05% to around 1.65% gross.

As the Council banks with Lloyds, it would be possible to apply for a 1-year fixed term deposit; the current interest rate being 3%.

The Clerk confirmed that in line with the Council's decision, a Public Sector Deposit Fund account had been opened with the CCLA (Churches, Charities and Local Authorities) though no monies had yet been deposited. The latest yield for this account (net of fees) is 3.5466%.

In view of the issues outlined above, **IT WAS RESOLVED** to proceed with the investment opportunities with Lloyds and the CCLA and that Full Council be recommended to increase the limit from £85,000 to a maximum of £200,000 per investment.

**F23/09 Internal Audit 2022/23**

1. Members received the interim internal audit report for the financial year ended 31<sup>st</sup> March 2023, copies having been circulated with the agenda.

**IT WAS RESOLVED** to make a recommendation to Full Council to accept the interim internal audit report for the financial year ended 31<sup>st</sup> March 2023.

2. Members received and noted the internal audit plan of work for the year ending 31.03.23.

**F23/10 Terms of Reference**

Members reviewed the existing Terms of Reference for the Finance Committee.

**IT WAS RESOLVED** to recommend to Full Council that the Terms of Reference for the Finance Committee be adopted without change.

**F23/11 Financial Controls**

Members reviewed the following financial control documents:

1. Financial Regulations – no changes identified.
2. Management of Internal Control Systems – no changes identified.
3. Internal Financial Controls – Day to Day Procedures  
Referring to page 2. paragraph 3, Car Park Machine Receipts:- The Clerk was requested to amend the wording to reflect the new system for cash collection performed by Corporate Parking Services. (Minute PR22/33 refers)

**IT WAS RESOLVED** that 1) Management of Internal Control Systems, and 2) Internal Financial Controls – Day to Day Procedures (as amended) be presented to Full Council for adoption.

In accordance with item 1) Financial Regulations will be presented to the Annual Council meeting in May for adoption.

**F23/12 Financial Policies and Procedures**

Members reviewed the following documents:

- 1. Grant Policy and Procedure
- 2. Reserves Policy

**IT WAS RESOLVED** to recommend to Full Council that the Grants Policy & Procedure, and the Reserves Policy be adopted without change.

- 3. Risk Management Policy & Assessment

The following changes were identified:

Page 4. Cash in transit – as emptying of the car park machines had been contracted out to Corporate Paring Services, it was agreed to reduce the risk level to low.

Page 5. Risk to property – add in the Cemetery.

Page 6. Safety of outdoor staff – reduce probability to level 3.

Page 7. Libel and slander – amend probability to 2 and consequence to 5.

**IT WAS RESOLVED** to recommend to Full Council that the Risk Management Policy & Assessment be adopted as amended.

**F23/14 Civic Awards 2023**

Members considered the re-introduction of the Distinguished Citizen and Civic Awards (awards last made in 2013) and reviewed the awards criteria.

It was proposed that the closing date for applications be changed from 31<sup>st</sup> March to 31<sup>st</sup> December in any year.

**IT WAS RESOLVED** to recommend to Full Council that the Civic Awards be re-introduced in the 2023/24 civic year.

**F23/15 Correspondence**

None received.

The meeting closed at 8:50pm.

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