



## BROMYARD & WINSLOW TOWN COUNCIL

### FINANCE COMMITTEE

**Minutes of a meeting held on  
Monday 17<sup>th</sup> April 2023 at 7pm**  
in the Council Chamber, Council Offices,  
Rowberry Street, Bromyard.

**Minutes  
F23/16 - F23/25**

Members Present: Franklin (Chairman), Churchill, Dunne-Thomas, Holman, Law,  
Officers Present: Karen Mitchell (Town Clerk)  
In attendance: 2 Members of the public.

#### **F23/16 Apologies for absence**

*LGA 1972 S85 (1)*

Apologies for absence were received from Cllr Clare Davies (ill).

#### **F23/17 Declarations of Interest and written requests for dispensations.**

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

Cllr G Churchill declared a Registrable Interest in Agenda Item F23/22 as a Trustee of the Bromyard Recreation Ground charity.

#### **F23/18 Minutes**

**IT WAS RESOLVED** to confirm as a correct record and sign the Minutes of the Finance Committee Meetings held on Monday 13<sup>th</sup> February 2023.

*LGA 1972 Sch 12 para 41(1)*

*In accordance with Standing Order 1a, the Chairman proposed that agenda items F23/21 and F23/22 be moved forward in the order of business as these were of interest to members of the public in attendance. Agreed by the Committee.*

#### **F23/21 Grant Applications**

Members considered the following grant application:

1. Bromyard Community Arts - 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. (Deferred from February Finance meeting)  
Amount requested: £400

**IT WAS RESOLVED** to award a grant of £400 to the Bromyard Community Arts for the Bromyard Artwalk.

2. The Scarecrow Festival - funding towards insurance and prize giving.  
Amount requested: £500

**IT WAS RESOLVED** to award a grant of £500 to the Scarecrow Festival to be used towards insurance and prize giving.

3. Bromyard Festivals Association - funding towards:
  - i) Setting up a promotional website - Amount requested: £224.79
  - ii) Bunting for the town (600m) - Amount requested: £800

**IT WAS RESOLVED** to award a total grant of £1,024.79 to Bromyard Festivals Association for the following purposes:

- i. Setting up a promotional website
- ii. Bunting for the town

### **F23/22 Events**

The Coronation of His Majesty The King takes place on 6 May 2023, and 8 May 2023 has been declared a bank holiday.

The Council is offering funding of up to £100 per street party to mark this historic occasion and has set a budget of £2,000 for this purpose.

1. Members considered the following applications:

- St. Peter's Primary School
- Conquest Theatre
- Linton Park
- Highwell Avenue

**IT WAS RESOLVED** to approve the above applications in the sum of £100 each.

2. Members considered a request from The Bromyard Recreation Ground Charity for funding towards 'The Party in The Park' Coronation Celebrations event to cover free 'goody' bags and a workshop with red, white and blue flowers.

**IT WAS RESOLVED** to award the sum of £250 to The Bromyard Recreation Ground Charity for funding towards 'The Party in The Park' Coronation Celebrations.

### **F23/19 Finance**

1. Income & Expenditure by Account Code for the months of February and March 2023.

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

2. Bank Reconciliation Statements for February and March 2023.

**IT WAS RESOLVED** to accept the Bank Reconciliation Statements for February and March 2023.

3. Cllr Law was appointed to verify the Bank Statements and Petty Cash book and sign the reconciliations and original bank statements for February and March as evidence of verification.

4. Accounts for Scrutiny

<b>Invoices</b>		<b>Net</b>	<b>Vat</b>	<b>Total</b>
PC Logix Ltd	IT support / telephony & broadband	164.16	32.82	196.98
Nifty Communications Ltd	Marketing & Communication srvc April 23	1,000.00	200.00	1,200.00
R Wilks	Grounds Maintenance March 23	1422.50	284.50	1707.00
Institute of Cemetery & Crematorium Management	Memorial Management workshop training – (Burials Officer)	150.00	30.00	180.00
Institute of Cemetery & Crematorium Management	Corporate Membership renewal	95.00	0.00	95.00

Worknest Limited	Health & Safety contract (yr 3)	2298.73	459.75	2758.48
Worknest Limited	Health & Safety contract insurance (yr 3)	79.50	11.00	90.50
K T Gooch Ltd	Photocopier lease Apr-Jun	107.00	21.40	128.40
<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)	63.00	12.60	75.60
<b>Totals</b>		<b>£ 5408.09</b>	<b>1057.71</b>	<b>6465.80</b>

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

5. **IT WAS RESOLVED** to accept the payments report for the period 1<sup>st</sup> February to 31<sup>st</sup> March 2023.  
Cllr Law to initial the payment list.
  
6. The Town Clerk seeks a recommendation to Council for payment of the following:  
Staff salaries, wages, and PAYE/NIC applicable to administration and maintenance staff, based upon contractual obligations, in monthly amounts for the financial year 2023/24.  
**IT WAS RESOLVED** to recommend to Full Council that the above payments be authorised as stated.
  
7. The Town Clerk seeks a recommendation to Council for payment of the following by Direct Debit;
  - a. Herefordshire Council non-domestic rates:
    - Room 11: one instalment of 100.42 followed by 9 monthly instalments of 98.00
    - Room 12: one instalment of 95.50 followed by 9 monthly instalments of 100.00
    - Room 13: one instalment of 50.60 followed by 8 monthly instalments of 50.00
    - Room 24: one instalment of 100.42 followed by 9 monthly instalments of 98.00
    - Room 25: one instalment of 99.46 followed by 9 monthly instalments of 93.00
    - Room 27 (Council chamber): one instalment of £241.97 followed by 9 monthly instalments of 238.00
    - Rowberry St. car park & premises: one instalment of 215.60 + 52.39, followed by 9 monthly instalments of 220.00
    - Reserved car park: one instalment of 52.39
    - Tenbury Rd. car park & premises: One instalment of 391.20 followed by 9 monthly instalments of 389.00
  - b. Welsh Water – water services at Council complex, public toilets, cemetery: variable amounts
  - c. Herefordshire Council waste collection (green bins & recycling) for Complex – 4 equal payments of £248.04
  - d. Herefordshire Council waste collection (green bins) for Cemetery – 4 equal payments of £180.96
  - e. Biffa Municipal green waste collection monthly instalment of 6.00

- f. West Mercia Energy – Electricity and Gas (all properties) variable amounts; Parish lamps – variable amounts
- g. Lloyds Bank – monthly payment of bank charges
- h. Information Commissioner – Data protection fee: annual payment of 35.00
- i. Public Works Loan Board – Loan repayments: two payments of £8,987.89 and two payments of £8,829.08

**IT WAS RESOLVED** to recommend to Full Council that the above payments by Direct Debit be authorised as stated.

- 8. Members were circulated with the new twelve-month capped electricity and gas prices for the period 1st April 2023 to 31st March 2024. The capped rates are the maximum price the Council will pay per kWh during this financial year.  
Noted.

**F23/20 Membership of the SLCC**

Members considered the renewal of the Town Clerk’s membership of the Society of Local Council Clerks in the sum of £296.00. This is a very supportive organisation which specialises in supporting Town Clerks with training, legal and administrative support and advice.

**IT WAS RESOLVED** to approve the renewal of the Town Clerk’s membership of the Society of Local Council Clerks in the sum of £296.00

**F23/23 Investment Proposal**

Members noted an update on the Town Council’s investments.

- 1) The sum of £200,000 has been deposited with the CCLA (Churches, Charities and Local Authorities) Public Sector Deposit Fund.
- 2) An application to deposit £90,000 in a 1 year Fixed Term Deposit, Lloyds Bank has been made however, the Council is advised that due to the increased demand for deposit accounts the request is taking longer than usual and is likely to take several weeks.

**F23/24 Public Works Loan Board**

Members noted the outstanding balances as at 31/03/2023 for the two PWLB Loans:-

Loan 1 Repayment Schedule 20<sup>th</sup> Mar & 20<sup>th</sup> Sep £309,742.32

Loan 2 Repayment Schedule 14<sup>th</sup> Apr & 14<sup>th</sup> Oct £312,606.98

**F23/25 Correspondence**

The following items of correspondence were noted..

- Letter received from The Bromyard Christmas Lights Association Ltd. thanking the Town Council for the contribution towards the 2022 Christmas lights.
- Letter from the newly reformed Scouts Bromyard, thanking the Town Council for the grant received towards their first Jamboree (ShireJam) at Malvern showground.

The meeting closed at 7:52 pm.

CHAIRMAN .....

DATE .....