



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

Minutes of a meeting held on
Monday 9th October 2023 at 7pm
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

**Minutes
F23/37 - F23/47**

Members Present: Cllrs: M Franklin (Chairman), L Law (Vice-Chair)
G Churchill, C Davies, Dr D Dunne-Thomas and R Page.

Officers Present: Karen Mitchell (Town Clerk)

In attendance: 3 Members of the public

F23/37 Apologies for absence

LGA 1972 S85 (1)

Apologies for absence were received from Cllr Holman.

F23/38 Declarations of Interest and written requests for dispensations.

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

None declared at this point in the meeting.

F23/39 Minutes

LGA 1972 Sch 12 para 41(1)

It was RESOLVED to confirm as a correct record and sign the Minutes of the Finance Committee Meeting held on 10th July 2023.

F23/40 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

There were no agenda items identified for consideration in private session.

F23/41 Banners – A44

The Clerk gave an update on the installation of new banners on the A44 and apologised for an administrative error which resulted in them being manufactured at 50% size due to a misunderstanding over specifications used on the previous scheme. Unfortunately, the sizing issue had gone unnoticed by all parties involved and had only come to light upon installation. Looking at ways of addressing the issue, it was suggested that the banners could be re-purposed in the car parks as they would be easier to read in these locations.

Two members of the public in attendance expressed their extreme dislike of the banner designs and urged that the former banners be re-instated.

Following discussion, it was moved that the new banners be removed and re-purposed elsewhere and that the matter of any replacement be referred to the Planning & Economic Development Committee for consideration.

The Chairman reminded members that the banner designs had been approved by Full Council and as such, any decision to change the design should be a decision for Full Council rather than the Planning & Economic Development Committee. An amendment to this effect was moved and carried. Members then voted on the substantive motion.

It was RESOLVED to re-purpose the banners and, to refer the matter of any replacement, and if so, with what, to the next Full Council meeting.

Two members of the public left the meeting at this point.

In the interest of expediency, the following agenda item was moved forward in the order of business as a member of the public wished to speak on the subject of the permissive path based on the route of the Bromyard and Linton Light Railway.

F23/44 Participatory Budgeting

At the Annual Town Meeting in April 2023, members of the public cast their votes for the shortlisted projects put forward by the community relating to the following budget lines:

- Community Projects - £9,000
- Climate Change/Tree Planting - £6,970

Members noted the results of the public vote and gave their views on the feasibility of taking the projects forward.

1) 29 votes - Permissive path based on route of the Bromyard and Linton Light Railway

Mr. Tom Fisher, Chairman of the Worcester, Bromyard, Greenway Project addressed the meeting. He proposed collaborative efforts among interested parties to determine the next steps. However, two complicating factors were identified: 1) the section of track is in Linton Parish rather than Bromyard, and 2) permission is required from the landowner since the route is privately owned.

Council members expressed support for the project as it would benefit the town, but acknowledged that without the landowner's permission, there is nothing the council can do at this stage.

Members had received supporting correspondence from the resident who initially proposed the project. The Clerk shared correspondence from the Clerk of Brockhampton Parish Council advising that the parish council is supportive of the project and would welcome joint working on the project.

Mr. Fisher was thanked for his contribution and encouraged to update the council once a more detailed proposal is developed.

Mr Fisher left the meeting at this point.

- ##### **2) 28 votes - 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.

It was RESOLVED to support the project in principle, with the exclusion of benches. The People's Project to be asked to provide a more detailed plan.

3) 16 votes - Oral history project

It was RESOLVED to support this project. It was suggested that the information also be made available in written form.

4) 12 votes - Refurbishment of Automaton clock

It was RESOLVED to support the project in principle, subject to the clock being found and permission obtained for it to be put up on a public building in the town. Officers to made enquiries as to its current location and ownership.

- 5) **6 votes - Promotion for a community car club/car sharing.**
Members felt that the proposal lacked clarity, however if someone were to successfully implement such a plan in the future, the council might be inclined to offer support. No action required at the present time.

- 6) **5 votes - Map of Bromyard showing with buildings of interest with walking route and QR codes**

It was RESOLVED to ask the proposer to provide a more detailed plan for the Planning & Economic Development Committee to consider.

- 7) **3 votes - History Time-line board**

It was RESOLVED to ask the proposer to provide a more detailed plan for the Planning & Economic Development Committee to consider.

F23/42 Finance

- 1. Income & Expenditure by Account Code

It was RESOLVED to accept the Income & Expenditure report by Account Code for the months of July to September 2023.

Referring to car parking income; The Chairman stated that this was significantly below the anticipated level, mainly due to ongoing issues with the ticket machines, particularly the unit in Rowberry Street car park which is currently out of order due to a broken printer component. Unfortunately, it has been impossible to repair the machine as the supplier appears to have gone out of business and despite best efforts, officers have so far been unable to find another company to supply parts and carry out repairs.

It was RESOLVED that, as a matter of urgency, Full Council be recommended to purchase and install new ticket machines through a new supplier.

The Town Clerk was requested to reach out to the other market towns to enquire about the machines/suppliers they use.

Referring to the Budget line for Tourism Feasibility Study, the matter of whether to keep this line is the budget for 2024/25 to be referred to the Planning & Economic Development Committee for consideration.

- 2. Bank Reconciliation Statements

It was RESOLVED to accept the Bank Reconciliation Statements for the months of July to September 2023.

- 3. Cllr Law was appointed 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

Invoices		Net	Vat	Total
Adrian Hope	Clearance of fallen tree at Cemetery	395.00	79.00	474.00
C2Designs	Structural report - Old Vicarage	550.00	110.00	660.00

PC Logix	IT support & Security/Telephony/Broadband August	136.24	27.24	163.48
PKF Littlejohn	AGAR YE 31.03.2023	1,050.00	210.00	1,260.00
Nifty Communications	Marketing & Comms Sept 23	833.33	166.67	1,000.00
Amazon EU	Kettle	29.16	5.83	34.99
C Oleszkiewicz	Misc handyman jobs	28.00	5.60	33.60
H & H Drainage	Inspect foul drains Tenbury Rd. toilets	265.00	53.00	318.00
K Ballard	Repair works Tenbury Rd. toilets	640.13	0.00	640.13
PBS Signs	Banners/brackets/installation	1,991.00	398.20	2,389.20
KT Gooch	Photocopier lease Oct-Dec	107.00	21.40	128.40
PC Logix	IT support & Security/Telephony/Broadband Sept.	136.24	27.24	163.48
Debit Card Transactions				
Defibshop	New pads - Defibrillator at Tenbury Rd car park	144.00	28.80	172.80
Microsoft	Microsoft online services - staff	28.20	5.64	33.84
Microsoft	Microsoft online services Sept - Cllrs	63.00	12.60	75.60
Direct Debit Payments				
		Net	VAT	Total
Welsh Water	Water services 03.03-06.09 Old Vicarage complex	249.17	0.00	249.17
Hereford Council	Waste disposal Old Vicarage complex	248.04	0.00	248.04
Hereford Council	Waste disposal Cemetery	180.96	0.00	180.96
Welsh Water	Water services 03.03-06.09 Tenbury Rd Car park	440.27	0.00	440.27
West Mercia Energy	Electric - Old Vicarage Aug 23	345.78	69.16	414.94
West Mercia Energy	Gas - Old Vicarage Aug 23	99.82	4.99	104.81
West Mercia Energy	Gas - Heritage Centre Aug 23	57.14	2.86	60.00
West Mercia Energy	Electric - street lamps Aug	18.25	0.91	19.16
West Mercia Energy	Electric - streetlamps Aug 23	74.01	3.70	77.71
West Mercia Energy	Electric - Tenbury Rd toilets Aug 23	53.86	2.69	56.55
West Mercia Energy	Electric - Tenbury Rd charging point Aug 23	171.33	8.57	179.90
Totals		8,334.93	1,244.10	9,579.03

It was RESOLVED to confirm payment of all invoices on the payment schedule which had been scrutinised by members.

5. Payments Summary

It was RESOLVED to accept the payments report for the period 1st July to 30th September 2023.

Cllr Law to initial the payment list.

F23/43 Grant Funding

Members considered a grant application from Bromyard Community Arts for funding towards the Lantern Procession at the Christmas Lights Switch-on event on 18th November 2023.

It was RESOLVED to approve the application in the sum of £400.

F23/44 Participatory Budgeting

This item was moved forward in the order of business. See page 2.

F23/45 Internal Audit Arrangements

Members received a report assessing quotes for the provision of internal audit services.

Councillor Churchill declared an interest in Company B at this point, as Vice-Chair of the Executive Committee.

Following discussion, **it was RESOLVED** to recommend to Full Council that the contract be awarded to Company A.

F23/46 Lengthsman Scheme

1. Appointment of a Lengthsman to carry out works on C and U roads in the parish of Bromyard and Winslow through the Balfour Beatty Living Places Lengthsman Scheme 2023/24.
Members reviewed a report containing scheme information and quotations received from interested contractors. Both companies were highly competent, however one presented a more comprehensive proposal. Following discussion, **it was RESOLVED** to recommend to Full Council that the contract be awarded to Company B.
2. Scope of planned and reactive maintenance for 2023/24.
Members received a draft annual maintenance plan showing tasks, frequency, and budget sums for specified activities.
It was RESOLVED to approve the draft scope of works for the Annual Maintenance Plan.

F23/47 Correspondence

Referring to F23/44 Participatory Budgeting; Correspondence had been received from two interested parties in support of the permissive path based on the route of the Bromyard and Linton Light Railway.

There being no further business to transact, the Chairman closed the meeting at 8:40pm.

CHAIRMAN DATE