



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

Minutes of a meeting held on
Monday 10th July 2023 at 7pm
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

Minutes
F23/26 - F23/36

Members Present: Cllrs Churchill, Davies, Franklin (Chairman), Holman and Law (Vice-Chair) and Page.

Officers Present: Karen Mitchell (Town Clerk)

F23/26 Apologies for absence

LGA 1972 S85 (1)

Apologies for absence were received from Cllr Dunne-Thomas.

F23/27 Declarations of Interest and written requests for dispensations.

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

Cllr Churchill declared an 'Other Registrable Interest' in agenda item F23/30, 1.1 and 1.3 as a Trustee of Bromyard Recreation Ground charity.

F23/28 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 17th April 2023.

F23/29 Finance

1. Income & Expenditure by Account Code for the months of April to June 2023.

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

2. Bank Reconciliation Statements for April to June 2023.

It was RESOLVED to accept the Bank Reconciliation Statements for the months of April to June 2023.

3. Cllr Holman was appointed to verify the Bank Statements and Petty Cash book and sign the reconciliations and original bank statements for months of April to June 2023 as evidence of verification.

4. Accounts for Scrutiny

Invoices		Net	Vat	Total
Drain Clear	Drain clearance public toilets	140.00	28.00	168.00
PC Logix Ltd	IT support / telephony & broadband	136.24	27.24	163.48
Nifty Communications Ltd	Marketing & Communication srvcs June 23	1,000.00	200.00	1,200.00
R Wilks	Grounds Maintenance May 23	1,547.68	309.54	1,857.22
CleanMy	Cleaning products	92.96	18.59	111.55

Invoices		Net	Vat	Total
BP Pulse	Call out and repair charging station unit + data subscription	430.00	86.00	516.00
Invoices		Net	Vat	Total
Pettifers	Cleaning items/housekeeping sundries	126.51	25.30	151.81
Pettifers	Cleaning items/housekeeping sundries	70.88	14.17	85.05
Pettifers	Cleaning items/housekeeping sundries	84.28	16.86	101.14
Pettifers	Cleaning items/housekeeping sundries	81.88	16.38	98.26
Drain Clear	CCTV camera survey of foul pipework at public toilets	240.00	48.00	288.00
SLCC	Virtual training event - Planning	60.00	12.00	72.00
SLCC	Virtual training event - Finance	60.00	12.00	72.00
Herefordshire Fire Protection Services Ltd.	Service fire extinguishers - Old Vicarage	97.50	19.50	117.00
Herefordshire Fire Protection Services Ltd.	Service fire extinguishers - Heritage Centre	181.50	36.30	217.80
Drain Clear	Drain clearance public toilets	160.00	32.00	192.00
G E Bright Electrical Ltd	Replacement fridge for 1st floor kitchen - Old Vicarage	183.32	36.67	219.99
PC Logix Ltd	IT support / telephony & broadband	136.24	27.24	163.48
Nifty Communications Ltd	Marketing & Communication services July 23	1,000.00	200.00	1,200.00
Drain Clear	Drain clearance Old Vicarage	140.00	28.00	168.00
A & E Fire & Security	Attendance charge Intruder Alarm Heritage Centre (to be re-charged to tenant)	44.00	8.80	52.80
Citizens Advice Worcs & Hrfds.	Weekly outreach sessions July-Sept 23	2,500.00	0.00	2,500.00
Debit card transactions				
Microsoft Ireland Operations Ltd.	On-line services (staff email + Office 365 monthly subs - June)	28.20	5.64	33.84
Microsoft Ireland Operations Ltd.	On-line services (Cllrs email monthly subs-June)	50.37	10.07	60.44
Direct Debit payments				
Herefordshire Council	Waste collection Cemetery- July to Sept	248.04	0.00	248.04
Herefordshire Council	Waste collection Old Vicarage- July to Sept	180.96	0.00	180.96
West Mercia Energy	Gas - Old Vicarage May	357.31	17.87	375.18
West Mercia Energy	Gas - Heritage Centre May	75.09	3.75	78.84
West Mercia Energy	Electric – Old Vicarage May	339.51	67.90	407.41
West Mercia Energy	Electric Charging Pt. TR park May	111.49	5.57	117.06
West Mercia Energy	Electric – TR toilets May	49.30	2.47	51.77
West Mercia Energy	Parish Lamps May	78.01	3.90	81.91
West Mercia Energy	Parish Lamps May (sensor)	18.15	0.91	19.06
Totals		£ 10,049.42	1,320.67	11,370.09

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

5. Payments Summary for the period 1st April to 30th June 2023.

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

Cllr Churchill to initial the payment list.

6. Direct Debit Instruction

The Town Clerk sought a recommendation to Council for payment of the following by Direct Debit;

Herefordshire Council non-domestic rates: Old Vicarage - Room 10: one instalment of 179.66 followed by 7 monthly instalments of 182.00

Note: this room is currently vacant and is no longer eligible for empty property relief.

It was RESOLVED to recommend that Full Council authorise direct debit payments for Room 10 in The Old Vicarage: one instalment of 179.66 followed by 7 monthly instalments of 182.00

7. Petty cash

Requested top-up of petty cash - £150

It was RESOLVED to approve the top-up of petty cash in the sum of £150.

F23/30 Grants

1. Members considered the following grant applications, copies having been circulated:

1.1 Bromyard Recreation Ground Charity - funding to replace old and broken litter bins on the recreation ground.

Amount requested: £1,000

Having declared an 'other registrable interest' in this application, Cllr Churchill abstained from voting.

It was RESOLVED to approve the above grant application in the sum of £1,000.

1.2 Bromyard Downs Commons Association - funding towards repair of the car parking area on the Downs.

Amount requested: £150

In view of being the Town Council representatives on the Bromyard Downs Commons Association, Cllrs Franklin and Law abstained from voting on this item.

It was RESOLVED to approve the above grant application in the sum of £150.

2. End of Grant Reports

It was RESOLVED to receive and note the following 'End of Grant' reports, copies having been circulated.

- Bromyard Recreation Ground – £250.00 Coronation Grant
- Bramley Orchard - £100 Coronation Grant
- Highwell Avenue - £100 Coronation Grant
- Bromyard Scarecrow Festival

3. Release of specified grants from the approved budget for 2023-24

It was RESOLVED to approve the release of the followings specified grants from the approved budget for 2023-24:

- Bromyard Recreation Ground - £4,000
- Bromyard Christmas Lights - £4,000

F23/31 Internal Audit

Members received the final report for 2022/23 following the internal auditor's visit on 22nd May 2023, copies having been circulated.

It was RESOLVED to make a recommendation to Full Council to accept the final Internal Audit report for 2022/23.

It was noted that the internal auditor would not be available to carry out internal audit works in the future due to a change in business priorities.

A vote of thanks was given to the internal auditor for his service over the past 8 years.

F23/32 Lengthsman Scheme 2023-24

Herefordshire Council has advised that following review, grant funding has been obtained to empower Town and Parish Councils to carry out Lengthsman works on the network.

Councils are eligible to receive a base sum cost of £140 per kilometre of C and U classification of roads across the parish. Bromyard has a total of 21.2 km which equates to £2,968.

In addition, there is an opportunity to apply for match funding over and above the base amount, i.e., if the Town Council puts in £2,968 then Herefordshire Council can be requested to provide a further £2,968 in match-funding, giving a grand total of £8,904.

Whilst welcoming the return of grant funding for the scheme after a 5-year hiatus, members recognised that enrolling in the scheme would generate additional administrative workload for a relatively small amount of grant funding.

A question was raised about whether landowners had been informed of their riparian responsibilities in respect of ditch clearance. The Clerk was requested to ask ward Councillors Davies and Stoddart to take this matter up with Herefordshire Council/Balfour Beatty Living Places (BBLP).

Following discussion, **it was RESOLVED** that the Town Council be recommended to register interest in the 2023/24 Lengthsman Scheme and that a maintenance plan be drawn up focusing on specific activities for maximum impact and minimal administrative burden.

F23/33 Budget 2023/24

Members reviewed the budget on a line-by-line basis to identify any carry forward sums from the 2022/23 budget to the current financial year.

It was RESOLVED to recommend to Full Council that the identified underspends from the 2022/23 budget be carried forward to corresponding budget lines for 2023/24 financial year, including the following virements between nominal codes:

- 4255 Business Rates - £10,000 from the carry forward to be transferred to 4150 Grass Cutting.
- 4240 Floral decorations expenditure - £2,000 from the carry forward to be transferred to 4150 Grass Cutting.

F23/34 Investments

The Town Clerk reported that the 1-year Fixed Term Deposit account at Lloyds Bank had been opened and will mature on 2nd April 2024. Estimated gross interest for the term of the deposit is £2,812.93. (F23/23 refers). Noted.

F23/35 Digital Marketing and PR Services contract

Members considered setting up a panel to review quotations received for the above service. Closing date for applications – noon, 18th July 2023.

It was RESOLVED to set up a panel comprising the following members: Cllrs Churchill, Holman and Law. The panel will make recommendations to Full Council for consideration at the July meeting.

F23/36 Correspondence

Letter of thanks received from Bromyard Recreation Ground Charity for the Coronation Grant.

Noted.

CHAIRMAN DATE