



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

Minutes of a meeting held on
Monday 11th December 2023 at 7pm
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

Minutes
F23/51 - F23/61

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: 1 Member of the Worcester Bromyard Leominster Greenway (WBLG)
CIC

F23/51 Apologies for absence

LGA 1972 S85 (1)

Apologies for absence were received from Cllr Holman due to work commitments.

F23/52 Declarations of Interest and written requests for dispensations.

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

The following interests were declared:

Cllr Dunne-Thomas – Disclosable Pecuniary Interest in F23/56,2 as a Trustee of Bromyard Food Bank; Non-registrable Interest in F23/56,1 as a helper at the Warm Spaces project; Other interest in F23/55,5 as the applicant is known to her.
Cllr Churchill - Disclosable Pecuniary Interest in F23/55,4 regarding payment for catering services for Remembrance Sunday.

Cllr Page – Other interest in F23/56,1 as he attends the Warm Spaces project.

Cllr Davies – Other interest in F23/56,1 as she attends the Warm Spaces project.

F23/53 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 Meetings held on 9th October and 20th November 2023.

F23/54 Exclusion of members of the Public and Press

LGA 1972 ss 101, 102

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

In accordance with Standing Order 1a, the Chairman proposed that agenda item F23/61,1 be moved forward in the order of business as this item was of interest to the member of the public in attendance. Agreed by the Committee.

F23/61 Correspondence

1. Members discussed a letter from the Worcester Bromyard Leominster Greenway CIC, which proposed the formation of a consortium to promote a shared space for the Greenway and Linton Light Railway between Bromyard and the Linton industrial estate.

Members re-iterated their previous comments that whilst generally supportive of the project, little could be done at this stage to take the project forward without the landowner's permission. (Minute F23/44 refers)

A representative from WBLG CIC clarified that their proposal aimed to create a coalition of supporters for a permissive path and the reinstatement of the

railway line, with the goal of designating it as a community asset. This designation would give the CIC priority in purchasing the land if it were to be sold. The CIC would subsequently seek funding from the Heritage Lottery Fund, and there would be no financial obligation for the Town Council. The idea of the project was already included in the Bromyard Development Plan and listed on the section 106 wish-list.

It was RESOLVED to refer this matter to the next convenient Full Council for consideration.

F23/55 Finance

1. Income & Expenditure by Account Code

It was RESOLVED to receive and accept the Income & Expenditure by Account Code for the months of October and November 2023.

2. Bank Reconciliation Statements

It was RESOLVED to receive and accept the Bank Reconciliation Statements for October and November 2023.

3. Cllr Davies 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

Cllr Churchill left the chamber during discussion of this item.

Invoices		Net	Vat	Total
R Wilks	Supply/water/disposal of floral decorations	7,574.25	1,514.85	9,089.10
BP Chargemaster Ltd	Repairs to EV charging point. Tenbury Rd. car park	250.00	50.00	300.00
Poppy Appeal Bromyard	Poppy wreaths x 3	75.00	0.00	75.00
Securitas	Door entry maintenance contract	102.33	20.47	122.80
KT Gooch Ltd	Photocopying charges	255.63	51.13	306.76
EnviroLoo	Hire of portaloos for Christmas Lights Switch-on	83.33	16.67	100.00
PC Logix	IT support contract/security/telephony	136.24	27.24	163.48
Defib Shop	Replacement defibrillator pads - Tenbury Rd. unit	144.00	28.80	172.80
Adrian Hope Tree Services	Works to trees in the Closed Churchyard. St. Peter's.	895.00	179.00	1,074.00
CleanMy Ltd	Housekeeping/cleaning products - Old Vicarage	3.33	0.67	4.00
Nifty Communications	Marketing & Comms Dec 23	833.33	166.67	1,000.00
G Churchill	Refreshments - Remembrance Sunday civic reception	346.00	0.00	346.00
Debit Card Payments				
Microsoft	MSFT online services - staff	28.20	5.64	33.84
Microsoft	MSFT online services - Cllrs	54.00	10.80	64.80
Direct Debit Payments		Net	VAT	Total
West Mercia Energy	Electric - Old Vicarage/Heritage Centre Oct 23	369.63	73.93	443.56
West Mercia Energy	Electric - Tenbury Rd charging point Oct 23	209.52	10.48	220.00
West Mercia Energy	Electric - Tenbury Rd toilets Oct 23	60.93	3.05	63.98
West Mercia Energy	Electric - street lamps Oct 23 (sensor)	18.15	0.91	19.06
West Mercia Energy	Electric - street lamps Oct 23	80.96	4.05	85.01
West Mercia Energy	Gas - Heritage Centre Oct 23	110.30	5.52	115.82
West Mercia Energy	Gas - Old Vicarage Oct 23	364.47	18.22	382.69
Totals		11,994.60	2,188.10	14,182.70

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

In accordance with internal controls in respect of invoices above the value of £2,500, payment of the invoice from R Wilks for floral decorations will be recommended to Full Council for approval.

Cllr Churchill re-joined the meeting.

5. Payments Summary

It was RESOLVED to accept the report of payments for the period 1st October to 30th November 2023.

Cllr Davies to initial the payment list.

F23/56 Grant Funding

Cllr Dunne-Thomas left the chamber during discussion of agenda items 1, 2 and 3. (agenda order changed accordingly)

The following grant applications were considered:

1. Application from Bromyard Methodist Church for funding towards the Warm Spaces Project covering the coming winter period.

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

2. Application from the Bromyard Foodbank & Money Advice Centre for funding towards operational costs.

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

3. Letter from a young parishioner requesting a financial contribution towards a volunteering placement in Ghana with Project Trust, beginning August 2024.

It was RESOLVED to award the sum of £500 on condition that if the volunteer placement does not go ahead, the money will be returned to the Town Council.

Cllr Dunne-Thomas re-joined the meeting.

4. Application from the Bromyard Festival of Town Criers for funding towards the 2024 festival.

Members voiced their observations that the festival appeared to have experienced a decline in public attendance over past years and had become relatively low-key. It was suggested that the organisers work with the Festivals Committee to explore strategies for better promotion and publicity.

It was RESOLVED to award the sum of £500 on condition that the Town Council is recognised as a sponsor and that the festival receive greater publicity.

5. Application from the Hope Centre for funding towards the creation of a new seating area in the Community Café.

Following discussion, **it was RESOLVED** to award the sum of £500.

F23/57 Internal Audit Arrangements

1. **It was RESOLVED** to approve the letter of engagement issued by the internal auditor, Mulberry & Co.
2. **It was RESOLVED** approve the internal audit plan for the financial year ending 31st March 2024.

F23/58 Lengthsman Scheme

It was RESOLVED to approve the following works to be carried out by Town Council's appointed Lengthsman, DC Campbell.

- Ditch/drainage works. Estimated 5 days at the standard daily rate of £870.00 + VAT per day = £4,350.00 + VAT) which includes use of digger/diesel and labour charge x3 men including traffic management (Stop/Go Boards).
- Cutting of vegetation on visual displays, around road signs, salt boxes and removal of ivy off breeze-block bus stop on C1110 - £441.00 + VAT

F23/59 Budget 2024/25

Members reviewed the second draft of the budget for 2024/25 and made two small amendments resulting in a proposed precept request of £252,864 which represents a 4.86% increase on the current year. Based on the provisional tax base figures for 2024/25, this would equate to a 4.77% increase for a band D property.

IT WAS RESOLVED that the draft budget for 2024/25 be presented to the Full Council meeting on 18th December for approval and consideration of the precept.

F23/60 Marketing Working Group

Cllr Law gave a verbal report on the working group meeting with Nifty Communications Ltd.

Nifty had provided valuable insights into their media strategies, showcasing their use of digital platforms such as TikTok, Instagram, and Facebook to promote the town. The use of Trello software for post planning was also demonstrated. Cllrs Law, Holman and the Town Council's Development Officer had been given access to contribute to future content planning. Regarding the Destination Bromyard website, any issues such as broken links or out of date information would be addressed. Cllr Law was thanked for her informative report.

F23/61 Correspondence

1. Letter the Worcester Bromyard Leominster Greenway CIC – this item had been moved forward in the order of business. See pages 1 and 2.
2. No other correspondence received.

There being no further business to transact, the Chairman closed the meeting at 20:25.

Chairman Date