



**BROMYARD & WINSLOW TOWN COUNCIL**

Council Offices  
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**AGENDA**  
**F24/44 - F24/52**

Wednesday 4<sup>th</sup> December 2024

# Finance Committee

To: All Members of the Finance Committee

You are summoned to attend a meeting of the Finance Committee on

**Monday 9<sup>th</sup> December 2024 at 7pm**

in the Council Chamber, Council Offices, Rowberry Street, Bromyard.

Yours sincerely,

Mrs Karen Mitchell  
Town Clerk

Committee Members: Cllrs Churchill, Davies, Dunne-Thomas, Franklin (Chairman), Law (Vice-Chair), Magson and Page.

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## AGENDA

### **F24/44 To receive apologies for absence**

*LGA 1972 S85 (1)*

Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

- F24/45 To receive any Declarations of Interest and written requests for dispensations.** *Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*  
 Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Bromyard and Winslow Town Council Code of Conduct for Members and by the Localism Act 2011.  
*Note: Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.*  
*Requests for dispensations must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.*

- F24/46 To confirm as a correct record and sign the Minutes of the Finance Committee Meeting held on Monday 14<sup>th</sup> October, 2024 and the 18<sup>th</sup> November 2024.** *LGA 1972 Sch 12 para 41(1)*

- F24/47 Finance**
1. To receive the Income & Expenditure by Account Code as at 30<sup>th</sup> November 2024.
  2. To receive the Bank Reconciliation Statement for November 2024.
  3. To appoint a member, other than the Chairman to verify the Bank Statements and Petty Cash book for October and November 2024 and sign the reconciliations and original bank statements as evidence of verification.
  4. To receive the Balance Sheet for November 2024.
  5. Accounts for Scrutiny – Members to review the schedule against invoices and confirm payment.

Invoices		Net	Vat	Total
Nifty Communications	Marketing & communication services - Dec	833.33	166.67	1,000.00
Space Mobiles	Portaloo hire - TR car park November	396.00	79.20	475.20
Mulberry Local Authority Services Ltd.	Interim Internal Audit. YE 31.03.2025	388.00	77.60	465.60
PC Logix	IT support/backup/security/phones & broadband	131.25	26.25	157.50
<b>Direct Debit Payments</b>				
West Mercia Energy	Gas - Heritage Centre October 24	90.06	4.50	94.56
West Mercia Energy	Gas - Old Vicarage October 24	419.03	83.81	502.84
West Mercia Energy	Electric - Old Vicarage/Heritage Centre October 24	340.34	68.07	408.41
West Mercia Energy	Electric - Tenbury Rd toilets October 24	51.33	2.57	53.90
West Mercia Energy	Electric - Parish lamps October 24	88.36	17.67	106.03
West Mercia Energy	Electric - Parish lamps October 24 (sensor)	13.12	2.62	15.74
West Mercia Energy	Electric - Tenbury Rd charging point October 24	26.92	1.35	28.27
<b>Direct Debit Payments</b>				
Microsoft Ireland Operations Ltd	Microsoft Online services/email Cllrs	82.82	16.56	99.38
Microsoft Ireland Operations Ltd	Microsoft Online services/email Staff	30.90	6.18	37.08
<b>Totals</b>		<b>£ 2,891.46</b>	<b>553.05</b>	<b>3,444.51</b>

6. To receive a report of payments for the period 1<sup>st</sup> October to 30<sup>th</sup> November 2024.  
 A Member to initial the payment list.
7. To receive a Statement of Earmarked Reserves as at 30<sup>th</sup> November 2024.

**F24/48 External Audit 2023/24**

Members are advised that the External Auditors, PKF Littlejohn LLP have completed the review of the Annual Governance & Accountability Return (AGAR) for the year ended 31st March 2024 and have issued the External Auditor Report and Certificate.

The Auditor's final report certifies that:

*'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

**F24/49 Internal Audit 2024-25**

To consider the interim internal audit report for the financial year ended 31<sup>st</sup> March 2025. Copy herewith.

Copy available on the Town Council website: <https://www.bromyardandwinslow-tc.gov.uk/annual-reports-agar/>

**F24/50 Grants**

End of Grant Report

To receive an End of Grant report from the Bromyard Downs Common Association.

**F24/51 Budget 2025/26**

To consider the draft budget (v.2) and precept request for the financial year 2025-26.

The Committee's recommendation for the budget and precept will be presented to the Full Council meeting on 16<sup>th</sup> December for consideration.

*Note: Herefordshire Council has requested that the precept request for 2025/26 be submitted by 31<sup>st</sup> December 2024.*

**F24/52 Correspondence**

To note any correspondence received.