

Bromyard and Winslow Town Council

Full Council meeting – 16.12.2024

Agenda Item C24/139 – Town Clerk’s Report - For information only

Date	Meeting	Minute Ref	Topic	Task Complete	Comments
09.12.2024	Finance	F24/49	Interim internal audit report	On-going	Recommendation to adopt to be considered at FC16.12.2024
		F24/51	Budget 2025-26	On-going	Draft budget and precept to be considered at FC 16.12.2024
02.12.2024	Planning	P24/92	Planning Application P214307/RM – Ashfield Way	On-going	Recommendation to be considered at FC 16.12.2024
		P24/94	Gladman’s Appeal – Flaggoners Green	On-going	Recommendation to write to Deputy Prime Minister to be considered at FC 16.12.2024
		P24/95	Outdoor Market	On-going	Invitations to Quote advertised 27.11.2024. closing date for applications 18.12.2024.
14.11.2024	Staffing	S24/20	Staff Handbook	On-going	New documentation to be considered at FC 16.12.2024
11.11.2024	Properties	PR24/44	Grass cutting contract	On-going	Tender for new contract period to be advertised January 2025.
		PR24/45	Floral decorations contract	On-going	Invitation to Quote to be issued.
28.10.2024	Council	C24/118	Consultation – Five yearly review of polling districts, places & stations	YES	Town Council recommends: Bromyard West – removal of methodist hall station. Retain station at public hall only. See attached response from Elections office.
21.10.2024	Traffic	TM24/24	Installation of convex traffic mirror near the junction of Church Lane from Cruxwell Street	YES	Recommendation approved by Council 28.10.2024. Request sent to HC.
		TM24/26	Management of footways	On-going	Delegated to Clerk in consultation with Chair and Vice-Chair of Traffic Management Committee and Chair and Vice Chair of the Council.
14.10.2024	Finance	F24/37	Financial Regulations	YES	Amended regulations approved and adopted at FC meeting on 28.10.24
		F24/39	Internal Audit – Engagement letter	YES	Mulberry engaged for 3 year-term 2024-2027.
07.10.2024	Planning	P24/79	Outdoor Market	On-going	Cllr Magson to present proposals re future of market to next Planning & Economic Development Cttee meeting.
		PR24/28	Enhancement of Closed Churchyard	On-going	Approved in principle subject to agreement of PCC and diocese.
25.03.24	Burial	B24/08	Memorial bench replacement	On-going	To be discussed at Burial Committee meeting 11.12.2024
17.07.2023	Traffic	TM23/22	Installation of bollards corner of New Rd/High St.	On-going	Site meeting to be arranged with traffic engineer and Locality steward.
12.06.2023	Properties	PR23/30	Old Vicarage Planters	On-going	Approved. Officers to place order.
		PR23/34	Council Chamber refurbishment	On-going	Quotations being obtained for priority items listed in condition report.
		PR23/31	Fire Risk Assessment	On-going	Fire Risk assessment carried out 3.12.2024. Awaiting report
		PR23/20	Repairs to fence panels at Old Vicarage	YES	New fence panels installed.