



**BROMYARD & WINSLOW TOWN COUNCIL**

**FINANCE COMMITTEE**

Minutes of a meeting held on  
**Monday 14<sup>th</sup> October 2024 at 7pm**  
 in the Council Chamber, Council Offices,  
 Rowberry Street, Bromyard.

Minutes  
**F24/32 - F24/40**

Members Present: Cllrs: Cllrs Churchill, Davies, Dunne-Thomas, Law (Vice-Chair),  
 Magson.

Officers Present: Karen Mitchell (Town Clerk)

In the absence of the Chairman, Cllr Law (Vice-Chair) presided over the meeting.

**F24/32 Apologies for absence** *LGA 1972 S85 (1)*  
 Apologies for absence were received and accepted from Cllr M Franklin,  
 Chairman (covid) and R Page (holiday).

**F24/33 Declarations of Interest and written requests for dispensations.**  
*Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*  
 None declared.

**F24/34 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 Monday 8<sup>th</sup> July, 2024.

- F24/35 Finance**
1. Income & Expenditure by Account Code.  
**It was RESOLVED** to receive and accept the Income & Expenditure by  
 Account Code as at 30<sup>th</sup> September 2024.
  2. Bank Reconciliation Statement  
**It was RESOLVED** to receive and accept the Bank Reconciliation Statement  
 for September 2024.
  3. Verification of Bank Statements and Petty Cash  
 Cllr Magson 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
Travis Perkins	Materials for fabricating bin stand at Cemetery	19.93	3.99	23.92
P Hudson & Son Ltd Electrical Contractor	Electrical Condition report Old Vicarage	350.00	70.00	420.00
Amazon	Fly papers	9.98	1.99	11.97
Planprintit	Maps for NDP	20.50	4.10	24.60

Initials ..... Date .....

Invoices cont....		Net	VAT	Total
PC Logix	IT support/backup/security/ phones & broadband	131.25	26.25	157.50
Nifty Communications	Marketing & communication services - Oct	833.33	166.67	1,000.00
N Wildig & Sons	Hay bales - seating for Armed Forces Day event	30.00	0.00	30.00
Aubergine	Annual domain registration website	100.00	20.00	120.00
Space Mobiles	Portaloo hire - TR car park	396.00	79.20	475.20
<b>Direct Debit Payments</b>				
Peninsula	HR & H&S support contract	325.94	61.56	387.50
<b>Totals</b>		<b>£ 2,216.93</b>	<b>433.76</b>	<b>2,650.69</b>

Following scrutiny of hard copy invoices against the payment listing,  
**it was RESOLVED** to confirm payment of all invoices on the above payment  
schedule.

5. Payments Summary

**It was RESOLVED** to receive and accept the report of payments for the  
period 1<sup>st</sup> July to 30<sup>th</sup> September 2024.  
Cllr Magson to initial the payment listing.

6. Statement of Earmarked Reserves

**It was RESOLVED** to receive the Statement of Earmarked Reserves as at  
30<sup>th</sup> September 2024.

**F24/36**

**Grants**

1. Grant Application

Members considered an application from Accessible Herefordshire CIC for  
the 'Access Bromyard Needs You' pilot project, copies having been  
circulated.

Amount requested: £900

Cllr Davies reported that she had previously carried out an accessibility  
exercise in the town, highlighting issues with narrow and uneven footways  
which significantly hinder accessibility efforts.

It was emphasised that in supporting the application, the Town Council was  
not commissioning the audit and will not be responsible for any resulting  
recommendations. Members also questioned the relevance of the applicant's  
proposal to review the Destination Bromyard website, which is owned by the  
Town Council and considered unnecessary.

**It was RESOLVED** to approve an award of £450 to Accessible Herefordshire  
CIC, to fund:

- Consultation exercise (paper based and online questionnaires (£250))
- Review of Town Trails (£200).

2. End of Grant Report

**It was RESOLVED** to receive and note an End of Grant report from the  
Bromyard Pride Festival.

Initials ..... Date .....

**F24/37 Financial Controls - National Association of Local Councils' (NALC) new model Financial Regulations (published April 2024)**

The Clerk, Vice Chair and Chairman of the Finance Committee had reviewed the new NALC model financial regulations and, a draft document, outlining the proposed amendments in a tracked changes format had been prepared for the Committee's consideration.

Members carried out a thorough, page-by-page review of the proposed amendments.

**It was RESOLVED** that the revised model Financial Regulations be recommended to Full Council for adoption.

**F24/38 Budget 2025/26**

Members were invited to propose ideas and objectives for the next financial year to be fed into the budgeting process.

It was suggested that the Council consider acquiring powered equipment, such as a hedge trimmer and leaf blower, for the Gardener/Handy Person and the Town Maintenance Operative. The Clerk recommended creating a separate budget line for this purpose.

It was noted that a separate budget meeting is scheduled for Monday, 18th November 2024, and that Herefordshire Council has requested the precept request for 2025/26 to be submitted by 31st December 2024.

**F24/39 Internal Audit 2024-25**

Members reviewed the engagement letter with Mulberry Local Authority Services Ltd regarding their continued role as internal auditors for the Council for the financial year 2024-25.

Following discussion, it was **RESOLVED** to recommend to Full Council that Mulberry Local Authority Services Ltd be engaged to carry out the internal audit for the financial year 2024-25, and to explore the possibility of locking in their services for a longer period.

It was noted that the next Internal audit visit is scheduled for 2<sup>nd</sup> December 2024.

**F24/40 Correspondence**

None. Noted.

There being no further business to transact, the Vice-Chair closed the meeting at 20:26.

CHAIRMAN .....

DATE .....