



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

Minutes of a meeting held on
Monday 15th April 2024 at 7pm
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

Minutes
F24/12 - F24/22

Members Present: Cllrs: M Franklin (Chairman), L Law (Vice-Chair)
G Churchill, C Davies, Dr D Dunne-Thomas, L Holman and R Page.

Officers Present: Karen Mitchell (Town Clerk)
1 member of the public

F24/12 To receive apologies for absence LGA 1972 S85 (1)
None. All members present.

F24/13 Declarations of Interest and written requests for dispensations.
Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159
Cllr R Page declared an 'Other' Interest in F24/18,2. Named in background information of the grant application as the C.I.C. Older Persons Ambassador.

F24/14 Minutes
It was RESOLVED to confirm as a correct record and sign the Minutes of the Finance Committee Meeting held on Monday 12th February 2024.
LGA 1972 Sch 12 para 41(1)

It was RESOLVED to bring forward agenda item F24/18 in the order of business to allow the event organiser the opportunity to speak in support of her grant application at item 2.

F24/18 Grant Applications
The following grant applications were considered:

1. Application from The Scarecrow Festival for funding towards the cost of putting on the event.
It was RESOLVED to approve the application in the amount requested of £500.
2. Application from Bromyard Pride C.I.C. for funding towards a Bromyard Pride Festival 5th - 7th July 2024.
The event organiser gave a comprehensive overview of the planned events and activities for the Pride Festival and highlighted the festival's significance in promoting diversity, inclusivity, and LGBTQ+ rights within the community.

Having declared an 'Other' interest in this item, Cllr Page abstained from participating in the discussion and voting process.

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

F24/15 Finance

1. Income & Expenditure by Account Code

It was RESOLVED to receive and accept the Income & Expenditure by Account Code for the months of February and March 2024.

2. Bank Reconciliation Statements

It was RESOLVED to receive the Bank Reconciliation Statements for February and March 2024.

3. Verification of the Bank Statements and Petty Cash

Cllr Page 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 – Members to review schedule against invoices and confirm payment.

Invoices		Net	Vat	Total
PC Logix	Phones & Broadband/IT support/backup	136.48	27.24	163.72
Rentokil Initial	Feminine hygiene waste contract	615.22	123.05	738.27
Amazon	PPE Gardener - gloves	12.48	2.50	14.98
Nifty Communications Ltd	Marketing & Comms April	833.33	166.67	1,000.00
Space Mobiles Ltd	Portaloo hire - TR car park	396.00	79.20	475.20
Rialtas Business Solutions Ltd	Cemetery software support contract	580.00	116.00	696.00
Rialtas Business Solutions Ltd	Accounting software support contract	1,109.00	221.80	1,330.80
Viking Office Ltd	Stationery	74.68	14.94	89.62
CleanMy Ltd	Toilet rolls	43.92	8.78	52.70
IJW Design and Consulting	Deposit for architectural services public toilets	150.00	0.00	150.00
Joey The Juggler	Armed Forces Day 29.06.24 - Children's entertainment	180.00	0.00	180.00
Looby Loo Parties	Armed Forces Day 29.06.24 - Children's entertainment	130.00	0.00	130.00
Direct Debit Payments				
Welsh Water	Water rates - Cemetery April 24-Mar 25	143.39	0.00	143.39
Totals		4,404.50	760.18	5,164.68

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

5. Payments Summary

It was RESOLVED to accept the report of payments for the period 1st February to 31st March 2024.

Cllr Page to initial the payment list.

6. Town Crier Expenses

It was RESOLVED to reimburse the Town Crier for travel expenses in the amount of £20.50 for his attendance at the British Tourism & Travel Show held at the N.E.C on 20.03.2024. The Town Crier represented Bromyard in his official capacity and played a key role in promoting the 'Eat, Sleep, Live Herefordshire' stand, as well as opening the whole event.

7. Authorisation of payments arising on a regular basis as the result of a continuing contract, statutory duty, or obligation.

In accordance with Financial Regulation 5.6, The Town Clerk seeks a recommendation to Council for payment of Staff salaries, wages, and

PAYE/NIC applicable to administration and maintenance staff, based upon contractual obligations, in monthly amounts for the financial year 2024/25.

It was RESOLVED to recommend to Full Council that the above payments be authorised as stated.

8. Authorisation of payments arising on a regular basis as the result of a continuing contract, statutory duty, or obligation

In accordance with Financial Regulation 5.6, The Town Clerk seeks a recommendation to Council for payment of the following by Direct Debit;

- a. Herefordshire Council non-domestic rates:
 - Room 10: one instalment of £147.00 followed by 9 monthly instalments of 150.00 Total £1,497.00
 - Room 11: one instalment of 99.43 followed by 9 monthly instalments of 104.00 Total: £1,035.43
 - Room 12: one instalment of 102.90 followed by 9 monthly instalments of 105.00 Total: £1047.90
 - Room 13: one instalment of 50.05 followed by 8 monthly instalments of 53.00 Total: £474.05
 - Room 24: one instalment of 99.43 followed by 9 monthly instalments of 104.00 Total: £1035.43 (Note – now vacant; rate relief requested)
 - Room 25: one instalment of 104.95 followed by 9 monthly instalments of 102.00 Total £1022.95 (Note – now vacant; rate relief requested)
 - Room 27 (Council chamber): one instalment of £258.90 followed by 9 monthly instalments of 254.00 Total £2,544.90
 - Rowberry St. car park & premises: one instalment of 215.60 + 57.63 followed by 9 monthly instalments of 220.00
 - Tenbury Rd. car park & premises: One instalment of 391.20 followed by 9 monthly instalments of 389.00
- b. Welsh Water – water services at Council complex, public toilets, cemetery: variable amounts
- c. Herefordshire Council waste collection (green bins & recycling) for Complex – 4 equal payments of £258.12
- d. Herefordshire Council waste collection (green bins) for Cemetery – 4 equal payments of £190.06
- e. Biffa Municipal green waste collection monthly instalment of 6.67
- f. West Mercia Energy – Electricity and Gas (all properties) variable amounts; Parish lamps – variable amounts
- g. Lloyds Bank – monthly payment of bank charges
- h. Information Commissioner – Data protection fee: annual payment of 35.00
- i. Public Works Loan Board – Loan repayments: two payments of £8,987.89 and two payments of £8,829.08

It was RESOLVED to recommend to Full Council that the above payments by Direct Debit be authorised as stated.

F24/16 Banking

Members considered options for transferring funds from relevant accounts to maximise protection under the Financial Services Compensation Scheme (FSCS) £85,000 limit. (Minute F24/06 Internal Audit, Point I. refers)

Following discussion, it was proposed to deposit £85,000 in three 95-day notice accounts at three reputable banks: Nat West, Redwood, and Hampshire Trust, totalling £255,000. These accounts are protected by the Financial Services Compensation Scheme (FSCS).

Taking into account the protection offered by the FSCS, members felt that the proposal would strike a balance between accessibility (within a reasonable notice period) and interest generation, whilst safeguarding funds by spreading them across different financial institutions

It was RESOLVED to recommend to Full Council that:

1. An allocation of £85,000 be deposited in 95-day notice accounts at three reputable banks: Nat West, Redwood, and Hampshire Trust, totalling £255,000.
2. Funds for the deposits to be sourced from the existing Lloyds savings accounts and the CCLA Public Sector Deposit Fund, leaving an approximate balance of £50k to be retained on deposit with the latter.

F24/17 Membership of the SLCC

Members considered the renewal of the Town Clerk's membership of the Society of Local Council Clerks in the sum of £298.00. This is a very supportive organisation which specialises in supporting Town Clerks with training, legal and administrative support and advice.

IT WAS RESOLVED to approve the renewal of the Town Clerk's membership of the Society of Local Council Clerks in the sum of £298.00

F24/18 Grant Applications

This item was considered earlier in the meeting following agenda item F24/14 Minutes.

F24/19 Council Asset Register

Members reviewed the Council's Asset Register for the year ended 31.03.2024. Referring to 'Mayors Chain' it was agreed to change the heading to 'Civic Insignia'. The Clerk was requested to seek a current valuation of the Mayoral chains for insurance purposes.

It was RESOLVED that Full Council be recommended to approve the Asset Register for the year ended 31.03.2024. Total Assets £846,206.

F24/20 Public Works Loan Board

It was RESOLVED to note the outstanding balances as at 31/03/2024 for the two PWLB Loans:-

Loan 1 Repayment Schedule 20th Mar & 20th Sep £305,980.71

Loan 2 Repayment Schedule 14th Apr & 14th Oct £309,001.30

Total outstanding balance: £614,982.01

F24/21 Annual Governance and Accountability Return (AGAR)

It was RESOLVED to note that the deadline for the submission of the approved AGAR and supporting documentation is **Monday 1 July 2024**.

F24/22 Correspondence

None.

There being no further business to transact, the Chairman closed the meeting at 8:10pm.

CHAIRMAN DATE