



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

Minutes of a meeting held on
Monday 8th July 2024 at 7pm
 in the Council Chamber, Council Offices,
 Rowberry Street, Bromyard.

Minutes
F24/23 - F24/31

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

Officers Present: Karen Mitchell (Town Clerk)

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

F24/23 Apologies for absence *LGA 1972 S85 (1)*
 Apologies for absence were received and accepted from Cllr M Franklin.

F24/24 Declarations of Interest and written requests for dispensations. *Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*
 Cllr Churchill declared a Disclosable Pecuniary Interest (DPI) in agenda item F24/26,4 relating to two invoices - provision of a buffet for cadets and hire of the Public Hall for Armed Forces Day.

F24/25 Minutes *LGA 1972 Sch 12 para 41(1)*
It was RESOLVED that the Minutes of the meeting held on 15th April 2024 be confirmed as a correct record and signed by the Chairman.

- F24/26 Finance**
1. Income & Expenditure by Account Code for the period April to June 2024.
It was RESOLVED to receive and accept the Income & Expenditure by Account Code for the period April to June 2024.
 2. Bank Reconciliation Statements
It was RESOLVED to receive the Bank Reconciliation Statements for April, May and June 2024.
 3. Verification of the Bank Statements and Petty Cash
 Cllr Dunne-Thomas 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

Having declared a Disclosable Pecuniary Interest, (see F24/24) Cllr Churchill withdrew from the chamber for the duration of this agenda item.

Invoices		Net	Vat	Total
DC Gardening Services	Lengthsman works May 2024	350.00	70.00	420.00
Glasdon UK Ltd	Town maintenance cart	1,199.59	239.92	1,439.51
KT Gooch	Photocopier lease July-Sept.	107.00	21.40	128.40
PC Logix Ltd	IT support/ security/telephony/broadband	194.24	38.84	233.08

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

Invoices (continued...)		Net	Vat	Total
DC Gardening Services	Lengthsman works June 2024	350.00	70.00	420.00
Nifty Communications Ltd	Marketing & Comms July 24	833.33	166.67	1,000.00
Bromyard Wind Band	Band performances AFD 25th & 29th June	700.00	0.00	700.00
Space Mobiles Ltd	Portaloo hire Tenbury Road car park June	396.00	79.20	475.20
Bromyard Public Hall	Hire of hall for Armed Forces Day	70.00	0.00	70.00
Mrs G Churchill	Buffet - Cadets - Armed Forces Day	252.00	0.00	252.00
Marches Ambulance Service	First Responders - Armed Forces Day	220.00	0.00	220.00
Direct Debit Payments				
Herefordshire Council	Waste disposal/recycling charges - Old Vicarage complex Jul-Sep	258.12	0.00	258.12
Herefordshire Council	Waste disposal - Cemetery Jul-Sept	190.06	0.00	190.06
West Mercia Energy	Electric - Old Vicarage/Heritage Centre May	335.56	67.11	402.67
West Mercia Energy	Electric - Tenbury Rd charging point May	53.97	2.70	56.67
West Mercia Energy	Electric - Tenbury Rd toilets May 24	42.90	2.15	45.05
West Mercia Energy	Gas - Heritage Centre May 24	69.61	3.48	73.09
West Mercia Energy	Gas - Old Vicarage May 24	207.84	10.39	218.23
Debit Card Payments				
The Safety Supply Co. Ltd	PPE and tools - Town Maintenance Op.	127.24	25.45	152.69
Instantprint	Parish maps for NDP	43.17	8.64	51.81
Instantprint	Order of Service x 250 - Armed Forces Day	81.49	0.00	81.49
Screwfix	Garden Hose; hi-vis vests	44.80	8.96	53.76
House of tents	Gazebos x 3 - Outdoor market	540.00	108.00	648.00
Microsoft Ireland Operations Ltd	Online services - Cllrs emails	63.70	12.74	76.44
Microsoft Ireland Operations Ltd	Online services - Staff emails	30.90	6.18	37.08
Totals		£ 6,761.52	941.83	7,703.35

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

Cllr Churchill rejoined the meeting at this point.

5. Payments Summary
It was RESOLVED to accept the report of payments for the period 1st April to 30th June 2024.
Cllr Davies to initial the payment list.
6. Statement of Earmarked Reserves
It was RESOLVED to receive and note the Statement of Earmarked Reserves as at 30th June 2024.
7. Petty Cash
It was RESOLVED to approve a £100 top-up to the Petty cash account.

F24/27 Grants

1. Members considered an application from Bromyard Community Arts for funding towards the 2024 programme of events: Artwalk 24/Solo Artist show, and the Christmas Lantern procession.
It was RESOLVED to approve the application in the amount requested of £800.
2. End of Grant Reports
It was RESOLVED to receive and note the following 'End of Grant' reports:
 - Bromyard Festival of Town Criers
 - Bromyard Recreation Ground – Party in the Park.

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

Cllr Churchill declared a Registrable Interest as a Trustee of the Bromyard Recreation Ground Charity at this point.

3. Specified Grants

It was **RESOLVED** to approve the release of specified grants from the approved budget for 2024-25 for the following organisations:

- Bromyard Recreation Ground - £6,000
- Bromyard Christmas Lights - £4,000

F24/28 Financial Controls

The Committee reviewed the National Association of Local Councils' (NALC) new model Financial Regulations, published in April 2024.

It was **RESOLVED** to establish a working group to review the new model against the Council's existing financial regulations and provide recommendations for any amendments to the next Finance Committee meeting.

The working group will comprise Cllrs Franklin, Law, Magson, and the Town Clerk.

F24/29 Budget 2024/25

Members reviewed the budget for the 2024/25 financial year following end-of-year transfers and considered any carry-forward amounts from 2023/24.

It was **RESOLVED** to recommend to Full Council that any underspends from the 2023/24 budget be carried forward to the corresponding budget lines in the 2024/25 financial year

F24/30 Banking/Investments

Members received an update on the opening of three 95-day notice accounts. (F24/16 & C24/46, 4.2 refer)

- Redwood Bank: The account is now open and funds have been successfully transferred.
- NatWest: All paperwork has been completed. Funds to be transferred on confirmation of the account opening.
- Hampshire Trust: There are no relevant 95-day notice accounts available at this time, however, the website indicates that such accounts will be made available soon.

Members considered whether to wait for the Hampshire Trust accounts to become available or to explore alternative account options in the meantime.

It was **RESOLVED** to allow a period of 6 months for the Hampshire Trust accounts to become available before exploring other options.

F24/31 Correspondence

None.

There being no further business to transact, the Chairman closed the meeting at 7.27pm.

CHAIRMAN DATE