



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

Minutes of a meeting held on
Monday 14th 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 8th 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 30th 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
Direct Debit Payments				
Peninsula	HR & H&S support contract	325.94	61.56	387.50
Totals		£ 2,216.93	433.76	2,650.69

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 1st July to 30th 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 30th 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 2nd 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