



BROMYARD & WINSLOW TOWN COUNCIL

FINANCE COMMITTEE

Minutes of a meeting held on
Monday 10th February 2025 at 7pm
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

MINUTES
F25/01-F25/09

Members Present: Cllrs Churchill, Davies, Dunne-Thomas, Franklin (Chairman), Magson and Page.

Officers Present: Karen Mitchell (Town Clerk)

In attendance: 1 Member of the Public

F25/01 To receive apologies for absence *LGA 1972 S85 (1)*
Apologies for absence were received from Cllr Law (Vice-Chair) due to ill-health.
Accepted.

F25/02 To receive any Declarations of Interest and written requests for dispensations. *Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*
None declared.

F25/03 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 9th December, 2024.

It was RESOLVED to bring forward agenda item F25/05 in the order of business, to allow the event organiser at item 1. to speak in support of the grant application.

F25/05 Grants
1. Grant Application
Members considered an application from Bromyard Pride for a Pride event planned for 4th-5th July 2025.
Amount requested: £1,000
It was RESOLVED to approve the application in the sum of £1,000.

2. End of Grant Report
It was RESOLVED to receive and note the End of Grant report from Bromyard Community Arts for the Artwalk 24 and Lantern Procession projects.

F25/04 Finance
1. Income & Expenditure by Account Code
It was RESOLVED to receive the Income & Expenditure by Account Code as 31st January 2025.
2. Bank Reconciliation Statement
It was RESOLVED to receive the Bank Reconciliation Statement for January 2025.

3. Verification of Bank Statements and Petty Cash
Cllr Churchill was appointed to verify the Bank Statements and Petty Cash book for December 2024 and January 2025 and to sign the reconciliations and original bank statements as evidence of verification.
4. Balance Sheet
It was RESOLVED to receive the Balance Sheet for January 2025.
5. Accounts for Scrutiny

Invoices		Net	Vat	Total
CAB Worcs. & Hfrds.	Outreach sessions Jan-Mar 25	2,500.00	0.00	2,500.00
Lanyon Bowdler Solicitors	Legal Advice re car park lease	967.40	193.48	1,160.88
CleanMy	Cleaning materials - Old Vicarage	40.47	8.09	48.56
Amazon Payments Uk Ltd	Strimmer heads	36.61	7.35	43.96
Nifty Communications	Marketing & communication services Feb.	833.33	166.67	1,000.00
Amazon Payments Uk Ltd	Draught seal BCT external door	14.98	3.00	17.98
Space Mobiles	Portaloo hire TR car park Jan 25	396.00	79.20	475.20
Viking Office UK Ltd	Stationery	46.34	9.27	55.61
Direct Debit Payments				
West Mercia Energy	Electric Parish lamps (sensor) Dec 24	13.23	2.65	15.88
West Mercia Energy	Electric Parish lamps Dec 24	104.95	20.99	125.94
West Mercia Energy	Electric TR toilets Dec 24	45.82	2.29	48.11
West Mercia Energy	Gas Heritage Centre Dec 24	179.95	9.00	188.95
West Mercia Energy	Electric TR Charge point Dec 24	26.92	1.35	28.27
West Mercia Energy	Gas Old Vicarage Dec 24	635.92	127.18	763.10
West Mercia Energy	Electric Old Vic/Heritage Centre Dec 24	324.09	64.82	388.91
Debit Card Payments				
Microsoft	Microsoft online services cllrs	73.50	14.70	88.20
Microsoft	Microsoft online services staff	30.90	6.18	37.08
Penninsula	HR & H&S support contract	325.94	61.56	387.50
Totals		£ 6,596.35	777.78	7,374.13

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

6. Payments Summary
It was RESOLVED to receive and accept the report of payments for the period 1st December 2024 to 31st January 2025. Cllr Churchill to initial the payment listing.
7. Statement of Earmarked Reserves
It was RESOLVED to receive a Statement of Earmarked Reserves as at 31st January 2025.

F25/06 Terms of Reference

Members reviewed the existing Terms of Reference for the Finance Committee.

It was RESOLVED to recommend to Full Council that the Terms of Reference for the Finance Committee be adopted without change.

F25/07 Financial Controls

Members reviewed the following financial control documents:

1. Management of Internal Control Systems
It was RESOLVED to recommend to Full Council that the 'Management of Internal Control Systems' be adopted without any changes.

2. Internal Financial Controls – Day to Day Procedures
 - Referring to Car Park Machine Receipts (page 2) - Paragraph to be updated to reflect the new parking arrangements now in place.
 - Referring to Bank Accounts (page 3) - Paragraph to be updated to include the new interest-bearing bank accounts.

It was RESOLVED that the Town Clerk/RFO re-draft the identified sections, and that the proposed amendments be considered at the next Finance Committee meeting in April.

F25/08 Financial Policies and Procedures

Members reviewed the following documents:

1. Grant Policy and Procedure (including application form)
2. Reserves Policy

IT WAS RESOLVED to recommend to Full Council that the Grants Policy & Procedure, and the Reserves Policy be adopted without change.

3. Risk Management Policy & Assessment

Members reviewed the Risk Management Policy and Risk Assessment documents, and identified the following changes to the Risk Assessment:

Finance

Risk Area	Proposed Changes
Banking	Delete 'major High Street bank' and replace with 'banks'.
Compliance with Customs and Excise requirements	Change consequence score from 1 to 3.
Compliance with Inland revenue Requirements	Delete 'by cheque'.
Compliance with borrowing restrictions	Delete 'via Standing Order'.

Legal Liability

Risk Area	Proposed Changes
Proper document control	Change Probability score from 3 to 2. Change Risk Level from significant to medium. Delete 'for easy response' and replace with 'to facilitate responses'.

Responsibility for St. Peter's Closed Churchyard

Risk Area	Proposed Changes
Third Party Risks from walls, gravestones/tombs, steps, paths and trees	Delete 'Trees regularly inspected' and replace with 'Trees inspected at least bi-annually'.

It was RESOLVED to recommend to Full Council that the Risk Management Policy & Assessment be adopted as amended.

F25/09 Correspondence

The National Association of Local Councils (NALC) 'Good Councillors Guide to Finance' had been received and would be circulated to members following the meeting.

There being no further business to transact, the Chairman closed the meeting at 9pm.

CHAIRMAN

DATE