



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
The Old Vicarage
1 Rowberry Street
Bromyard, HR7 4DU

Telephone (01885) 482825
E-mail: clerk@bromyardandwinslow-tc.gov.uk

AGENDA
F25/10-F25/20

Wednesday 9th April

Finance Committee

To: All Members of the Finance Committee

You are summoned to attend a meeting of the Finance Committee on

Monday 14th April 2025 at 7pm

in the Council Chamber, Council Offices, Rowberry Street, Bromyard.

Yours sincerely,

Mrs Karen Mitchell
Town Clerk

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

AGENDA

F25/10 To receive apologies for absence

LGA 1972 S85 (1)

Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

F25/11 To receive any Declarations of Interest and written requests for dispensations.*Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Bromyard and Winslow Town Council Code of Conduct for Members and by the Localism Act 2011.

Note: Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.

Requests for dispensations must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.

F25/12 To confirm as a correct record and sign the Minutes of the Finance Committee Meeting held on Monday 10th February, 2025.*LGA 1972 Sch 12 para 41(1)***F25/13 Finance***(Members are reminded that the following reports do not constitute Year End reports)*

1. To receive the Income & Expenditure by Account Code as at 31st March 2025.
2. To receive the Bank Reconciliation Statement for March 2025.
3. To appoint a member, other than the Chairman to verify the Bank Statements and Petty Cash book for February and March 2025 and sign the reconciliations and original bank statements as evidence of verification.
4. To receive the Balance Sheet for March 2025.
5. Accounts for Scrutiny – Members to review the schedule against invoices and confirm payment.

Invoices		Net	Vat	Total
Amazon Payments Uk Ltd	Gardening Gloves - Gardener	9.98	2.00	11.98
Amazon Payments Uk Ltd	Radar keys	7.50	1.50	9.00
Space Mobiles	Portaloo hire TR car park Jan 25	396.00	79.20	475.20
PC Logix Ltd	IT support/backup/security/phones/BB Feb	131.25	26.25	157.50
PC Logix Ltd	IT support/backup/security/phones/BB Mar	131.25	26.25	157.50
R Wilks	Grounds Maintenance February 2025	1,609.59	321.92	1,931.51
R Wilks	Grounds Maintenance March 2026	1,609.59	321.92	1,931.51
K T Gooch Ltd	Photocopier Lease Oct-Dec	100.00	20.00	120.00
K T Gooch Ltd	Photocopier Lease Apr-Jun	100.00	20.00	120.00
Viking Office UK Ltd	Stationery NDP	96.35	19.27	115.62
Nifty Communications	Marketing & Comms April	833.33	166.67	1,000.00
Rialtas Business Solutions Ltd	Accounts software package licence & support	1,175.00	235.00	1,410.00
Rialtas Business Solutions Ltd	Cemeteries software package licence & support	617.00	123.40	740.40
CleanMy	Cleaning materials/housekeeping - Old Vic/public loos	71.24	14.25	85.49
CleanMy	Toilet rolls Public loos	16.64	3.33	19.97
CleanMy	cleaning materials Public loos	48.41	9.68	58.09
Space Mobiles	Portaloo hire TR car park March 25	319.00	63.80	382.80
Direct Debit Payments				
West Mercia Energy	Electric Parish lamps (sensor) Feb 25	12.02	2.40	14.42
West Mercia Energy	Electric Parish lamps Feb 25	97.05	19.41	116.46
West Mercia Energy	Electric TR toilets Feb 25	42.62	2.13	44.75
West Mercia Energy	Gas Heritage Centre Feb 25	215.93	10.80	226.73
West Mercia Energy	Electric TR Charge point Feb 25	24.22	1.21	25.43
West Mercia Energy	Gas Old Vicarage Feb 25	655.77	131.15	786.92

Direct Debit Payments cont....				
West Mercia Energy	Electric Old Vic/Heritage Centre Feb 25	358.83	71.77	430.60
Herefordshire Council	Waste Disposal Old Vicarage April-June	265.66	0.00	265.66
Herefordshire Council	Waste Disposal Cemetery April-June	197.60	0.00	197.60
Welsh Water	Water services, Cemetery Apr 25 - Mar 26	223.25	0.00	223.25
Debit Card Payments				
Microsoft	Microsoft online services cllrs	69.00	13.80	82.80
Microsoft	Microsoft online services staff	28.80	5.76	34.56
Planprintit	NDP maps	101.00	20.20	121.20
Instantprint	NDP booklets	198.57	0.00	198.57
Amberol Limited	Planters for Old Vicarage complex	450.00	90.00	540.00
Penninsula	HR & H&S support contract	325.94	61.56	387.50
Totals		£ 10,538.39	1,884.63	12,423.02

6. To receive a report of payments for the period 1st February to 31st March 2025.
A Member to initial the payment list.
7. To receive a Statement of Earmarked Reserves as at 31st March 2025.
8. The Town Clerk seeks a recommendation to Council for payment of the following:
Staff salaries, wages, NEST and PAYE/NIC applicable to administration and operational staff, based upon contractual obligations, in monthly amounts for the financial year 2025/26.
9. The Town Clerk seeks a recommendation to Council for payment of the following, by Direct Debit;
 - a. Herefordshire Council non-domestic rates for The Old Vicarage, in 10 monthly instalments:
 - Room 10: Total - £1,497.00
 - Room 11: Total - £1,035.43
 - Room 12: Total - £1,047.90
 - Room 13: Total - £474.05
 - Room 24: Total - £1,035.43
 - Room 25: Total - £1,022.95
 - Room 27 (Council chamber): Total - £2,544.90
 - Rowberry St. car park & premises: Total - £2,345.30
 - Tenbury Rd. car park & premises: Total – 3,892.20
 - 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 £265.66
 - d. Herefordshire Council waste collection (green bins) for Cemetery – 4 equal payments of £197.60
 - e. Biffa Municipal green waste collection monthly instalment of 7.42
 - 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 47.00
 - i. Public Works Loan Board – Loan repayments: two payments of £8,987.89 (April & October) and two payments of £8,829.08 (September & March).

10. Neighbourhood Planning Grant – Repayment of Underspend.
In line with the terms and conditions of the grant offer, the Council is required to return the unspent balance of £4,448.26.
The committee is requested to approve the repayment of the underspend and authorise the Clerk to arrange the transfer of funds to Groundwork UK.

F25/14 Membership of the SLCC

To consider renewal of the Town Clerk's membership of the Society of Local Council Clerks in the sum of £300.00. This is a very supportive organisation which specialises in supporting Town Clerks with training, legal and administrative support and advice.

F25/15 Grant Applications

1. To consider an application from Bromyard Scarecrow Festival in support of the 2025 festival scheduled to take place from 13th to 15th June.
Amount requested: £500
2. To consider an application from Bromyard Festivals Association for new bunting for the town.
Amount requested: £525
3. To consider an application from Bromyard Speed Festival CIC, in support of the 2025 event scheduled to take place in July.
Amount requested: £1,000
4. To consider an application from Catcher Media Social CIC for the works to upgrade the 'Herefordshire Life Through A Lens' website which features many references to Bromyard and contains interviews with people from the town.
Amount requested: £600

F25/16 Council Asset Register

To review the Council's Asset Register for the year ended 31.03.2025.

F25/17 Public Works Loan Board (PWLB)

To note the outstanding balances as at 31/03/2025 for the two PWLB Loans:-
Loan 1 Repayment Schedule 20th Mar & 20th Sep £302,047.93
Loan 2 Repayment Schedule 14th Apr & 14th Oct £305,227.48
Total outstanding balance: £607,275.41

F25/18 Office Equipment

To review quotations for replacing the current office photocopier, which is over seven years old, and consider options for upgrading to a more efficient model with a built-in stapling function.

F25/19 Annual Governance and Accountability Return (AGAR)

To note that the deadline for the submission of the approved AGAR and supporting documentation is Tuesday 1st July 2025.

F25/20 Correspondence

To note any correspondence received.