



Gary Swinford
Acting Town Clerk

BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
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Finance Agenda 18/01 - 18/14

Wednesday 10th January 2018

Finance & Properties Committee

Dear Councillor,

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

Monday 15th January 2018 at 7.30pm

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

Yours sincerely,

Gary Swinford
Acting Town Clerk

A HARD COPY OF THE AGENDA AND ANY ASSOCIATED PAPERWORK WILL BE FOUND IN YOUR PIGEONHOLE. THESE, ALONG WITH THE MINUTES OF THE PREVIOUS MEETING WHICH HAVE ALREADY BEEN CIRCULATED, NEED TO BE BROUGHT TO THE MEETING, NO DUPLICATES WILL BE ISSUED

Committee Members: Cllr's Smith, Andrews, Churchill, Clark, Faulkner, Franklin, Nevin and Page

AGENDA

Fire Procedure

18/01 Apologies:

18/02 Declarations of Interest and written requests for dispensation:

18/03 Chairman's Remarks:

18/04 To receive, approve and sign the Minutes of the Meeting held on 14th December 2017:

18/05 Matters Arising from the Minutes – FOR INFORMATION ONLY:

18/06 Finance:

a) **Income & Expenditure by Budget Heading – (December 2017)**

b) **Bank Reconciliation – (December 2017)**

(A member, other than the Chairman, to be nominated to initial the Bank Statements and Petty Cash book.)

c) **Top Sheet – (December 2017)**

d) **Accounts for Scrutiny:**

KT Gooch	Stationery & Copier charges	275.29 + VAT
Enviroshred	Confidential Shredding	36.75 + VAT
Pear Technology	Digital Mapping	1615 + VAT
Pear Technology	C'mtry Digital Mapping	2235 + VAT
B & M Johnson	C Heating Heritage Centre	3500 + VAT
ACT Computers	Kaspersky Internet Security	12.50 + VAT
DPG	Interview expenses	43.20.
Petty Cash		100.00

e) **Contracts**

West Mercia Energy	Elec TBury Rd Charging Point Nov	48.88 + VAT
West Mercia Energy	Elec Old Vic Nov 17	426.77 + VAT
West Mercia Energy	Gas Old Vic Nov 17	226.51 + VAT
N Power	Streetlights Oct –Dec 17	158.52 + VAT
ABA Cleaners	Old Vic Window clean	112.00 + VAT
Metric	1/4ly charges Parking Machines	214.32 + VAT
Talktalk	Line Rental	29.95 + VAT
Interserve	Toilet Clean Nov 17	444.75 + VAT
Interserve	Toilet Clean Dec 17	445.98 + VAT

f) **Authorisation of monthly payments.** (November & December 2017)

2 Members signature required for payments report for the months of November & December 2107.

18/07 Report on Repairs and Renewals & Lengthsman:

The Acting Town Clerk will give a verbal report

18/08 Fire Escapes: Quotation

Members will recall that at the September 2017 meeting of this committee the Old Vicarage Structural Survey Report (17/131) was discussed and the issue of fire escapes was highlighted as a short term priority.

1 Suspension of standing orders

Despite officers attempts to gain 3 quotations in accord with Financial Regulation 11 1(h)

When it is to enter into a contract where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates.

it has only been possible to obtain one quotation for upgrading the fire escapes, consequently members are asked to suspend standing order 11 1 (h) to permit consideration of this quotation.

2 Provision of Fire escapes

Quotation submitted by Active Security UK Ltd (copy attached):

Cost £2942.00 + VAT

B End Balcony fire escape. Cost £1261.00 + VAT

Members' views are sought.

N.B. For information regarding the next 4 items

Members are advised that there is currently £4475 in the Grants Budget

18/09 Grant Application: Hereford Cathedral perpetual Trust, The Weeping Window

This item was originally discussed at the November 2017 meeting of this committee at which time members resolved that further information be sought on the financial benefits which were likely to accrue. A response was received on 4th December 2017(copy attached). Members' views are sought.

It is thought that this application for £1000 could be supported under Section 144 of the Local Government Act 1972 (support of organisations encouraging tourism) or Section 145 of the same Act (support of the Arts).

18/10 Grant Application - Path at the Allotments

This item was deferred from the December 2017 meeting.

The RFO had received a request (copy attached) from the Allotments Association asking for support to the value of £325.92 + VAT to put a path along the back of the allotments behind the hedge for safety reasons. The Association will match fund this contribution by means of carrying out the works required. As this land belongs to the Town Council it is felt that the Council would merely be carrying out necessary works.

Members' views are sought.

18/11 Grant Application – Bromyard Festivals Association.

The RFO has received an application for a grant (copy attached) to support the work of the Festivals Association. It is anticipated that around £1000 will be expended in 2018 on publicity; additional money will also be required to pay for meeting room hire. This application could be supported using powers under the Local Government Act 1972 S144. Members' views are sought.

18/12 Grant Application – Bromyard Cricket Club

The RFO has received an application for a grant (copy attached) of £750 to 'match fund' money raised by the Cricket Club own fundraising to buy 2 portable sightscreens necessary for junior cricket matches and to replace existing worn and consequently dangerous Astroturf matting wicket. This application could be supported using powers under the Local Government (Miscellaneous Provisions) Act 1976 S19. Members' views are sought.

18/13 VAT Implications regarding Repairs and Renewals:

The RFO draws members' attention to the report, first presented to the December meeting of this committee, which details the VAT implications for carrying out repairs and renewals during any one financial year. Should more information be required please contact the RFO.

18/14 Budget 2018/19

At the December meeting of the Finance & Properties Committee members asked that the ATC, RFO, Chair & Vice Chair of the Committee meet to discuss the proposed budget and endeavour to limit any increase to around 5%.

The meeting took place and items marked *** on the RFO report are those which the Chairman felt appropriate. Members' views are sought.

The RFO has made some minor adjustments to some line items in order to take into consideration expenditure to the end of December 2017. With these adjustments the Precept Requirement for 2018/19 would be £234,378. This equates to a Band D charge of £168.01, an increase on last financial year of 7.15%. In order to bring an increase down to 5% further savings or income of £4716 would be required.

Members are asked to make a recommendation to full Council for agreement and resolution at the January 2018 meeting