



Gary Swinford
Acting Town Clerk

BROMYARD & WINSLOW TOWN COUNCIL

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Finance Agenda 17/ 31 - 17/42

8th March 2017

Finance & Properties Committee

Dear Councillor,

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

Monday 13th March 2017 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 Andrews, Churchill, Clark, Faulkner, Harper, Nevin, Page and Smith

AGENDA

Fire Procedure

17/31 Apologies:

17/32 Declarations of Interest and written requests for dispensation:

17/33 Chairman's Remarks:

17/34 To receive, approve and sign the Minutes of the Meeting held on Monday 13th February 2017:

17/35 Matters Arising from the Minutes – FOR INFORMATION ONLY:

17/36 Finance:

a) **Income & Expenditure by Budget Heading** – to be deferred until April 2017

b) **Bank Reconciliation** – to be deferred until April 2017

c) **Top Sheet** – to be deferred until April 2017

d) **Accounts for Scrutiny:**

None

e) **Contracts**

R Wilks	General Maintenance Jan/Feb/March	375.00 + VAT
R Wilks	Work in cemetery	485.00 + VAT
HALC	Annual affiliation/subscription	1513.86 + VAT
Rialtas	Omega Accounts system Annual Subscrip	466.00 +VAT
Welsh Water	Water - Cemetery 2017/18	145.99

17/37 Report on Repairs and Renewals & Lengthsman:

The Acting Town Clerk to give a verbal report .

17/38 Grant Application : Bromyard Information CIC

An application has been received from "Bromyard Information CIC" for a grant of £980 to go towards the official opening of the TIC and art studios at the Heritage Centre and signage for the Heritage Centre. Members' views are sought.

17/39 Precept

Herefordshire Council has formally notified the RFO of the dates and amounts of precept payments along with the number of Band D equivalent properties in the area. (letter attached)

17/40 Payments for the Rifles Event.

Due to the absence of the Mayor this item was deferred from the February meeting of this committee. An invoice had been received for £600 for catering for the ceremony to mark the 'Freedom of the Rifles', along with an invoice for £109 for the Hire of the Public Hall. This amount was in excess of the sum allocated in the budget; the Chairman had offered to fund payment from his Mayoral Allowance. Members views are sought.

17/41 Mayoral Robe.

This item was also deferred from the February meeting. The Chairman of Council has requested that the sum of up to £400 be allocated from general funds in order to purchase a Mayoral Robe. This would be obtained from the dressmaker in Bromyard and become the property of the Council for use by future Mayors. Members' views are sought.

17/40 Annual Governance Item

Consideration of the fifth statement was deferred from the November 2016 meeting while the sixth and seventh statements were scheduled for consideration at the February meeting of this committee but, due to time constraints, were deferred.

The Fifth Statement on the Annual Governance Statement is;

“We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.”

The External Auditor considers this to mean;

The Council has *“considered the financial and other risks it faces and has dealt with them properly”*

The RFO has attached two reports which give more details regarding this item

The Sixth Statement on the Annual Governance Statement is;

“We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems”

The External Auditor considers this to mean;

The Council has *“arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority”*.

The Seventh Statement on the Annual Governance Statement is;

“We took appropriate action on all matters raised in reports from internal and external audit”

The External Auditor considers this to mean;

The Council *“responded to matters brought to its attention by internal and external audit”*

The RFO has attached reports which give further details on both these items, together with more detailed information relating to the Internal Audit (headed Section 4: Non-statutory guidance for internal audit at smaller authorities)

Members’ views are sought.

17/41 **“Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960** it is proposed that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration the confidential minutes of the meeting held on 13th February 2017.