



**BROMYARD & WINSLOW TOWN COUNCIL**

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Gary Swinford  
Acting Town Clerk

Finance Agenda 17/45 - 17/63

5<sup>th</sup> April 2017

# Finance & Properties Committee Agenda

Dear Councillor,

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

**Monday 10<sup>th</sup> April 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

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## AGENDA

**Fire Procedure**

17/45 Apologies:

17/46 Declarations of Interest and written requests for dispensation:

17/47 Chairman's Remarks:

17/48 To receive, approve and sign the Minutes of the Meeting held on Monday 13<sup>th</sup> March 2017:

17/49 Matters Arising from the Minutes – FOR INFORMATION ONLY:

17/18 Tenbury Rd Charging Point – Update

17/50 Finance:

- a) **Income & Expenditure by Budget Heading –** February 2017  
March 2017
- b) **Bank Reconciliation –** February 2017  
March 2017
- Chair of meeting to initial bank statement
- c) **Top Sheet –** February 2017  
March 2017

Members are advised that the March 2017 reports do not constitute the Year End figures. There are adjustments to carry out and full Year End reports will be available at the May meeting

d) **Accounts for Scrutiny:**

	HALC	Staff Training	30.00 +VAT	
	HALC	Staff Training	100 + VAT	
	HVOSS	Annual Subscription	30.00	
	KT Gooch	Lease colour copier	149.65 + VAT	
	Cannon	Sanitary Service 17/18	154.44	
	Pettifers	Misc goods	112.28 + VAT	
	Pettifers	Misc goods	71.67 + VAT	
	Pettifers	Misc goods	210.20 + VAT	
	Pettifers	Misc goods	62.20 +VAT	
	Act Computers	Security		12.50 +
VAT				
	Bemrose Booth	Car Park Tickets	232.75 + VAT	
	SLCC	Various publications	21.11 + VAT	
	Petty Cash	Miscellaneous	100.00	

e) **Contracts**

	Interserve	Cleaning Services/call out Feb	445.43 + VAT	
	Interserve	Cleaning Services March	419.51 + VAT	
	Allcooper	Service Fire Alarm system	294.18 + VAT	
	West Mercia Energy	Gas Jan 17	418.96 + VAT	
	West Mercia Energy	Elec Old Vicarage Feb 17	413.54 + VAT	
	West Mercia Energy	Elec Tenbury Rd Ch Pt & Toilet Feb 17	46.06 + VAT	
	Welsh Water	Tenbury Rd Toilets Sept – March	638.18	
	Welsh Water	Old Vicarage Sept – March	243.78	
	Brian Lane	General Maintenance	1120.41 + VAT	

Brian Lane                      Maintenance Gravel area                      300 + VAT

**f)**     *Brian Lane*                      *Maintenance*                      *£500.00*

Members will recall that although the original cheque was written out for the full amount the bank debited the Town Council account £500 short and credited account £500 short. This payment is to address this matter.

**g)**     **Bilfield Tree Surgery Take down zip wire – Kempson Players     £240.00 incl VAT**

Members will recall the RFO reported the original cheque had been lost. This is a replacement payment.

**h)**     Members are advised that as per the agreement reached between Mr. Robin Champken and the Town Council a cheque has been issued which includes the last two weeks work in March 2017 and the agreed redundancy payment.

**i)**     Members are advised that as per the agreement reached payment has been made to Ms. Naazlin Somani.

**j)**     Members are advised that under Clerks authority a payment of £289.47 has been made to Came & Co in respect of insurance cover for the Kempson Players. This amount is covered under the funding allocated by Council for the playing field.

**k)**     *SLCC*                      *Annual Subscription 2017/18*                      *200.00*

The Town Council has traditionally paid for the annual membership subscription of its Officers to the Society of Local Council Clerks. The subscription is based upon earnings and for the DTC this would mean a payment of £210.00. Members are asked how they wish to proceed.

#### **17/51 Report on Repairs and Renewals & Lengthsman:**

An update will be given by the ATC

#### **17/52 Request for Direct Debit Payment:**

Metric Group, who provide a Maintenance Contract for both car park ticket machines have requested future payments by Direct Debit.

The Maintenance Agreement is currently set at a cost of £257.18 quarterly for both machines. The next payment will be due in June 2017. Members are asked if they wish to make payment by Direct Debit and to confirm that the RFO proceed with the necessary paperwork and obtain mandate signatures.

#### **17/53 The RFO seeks recommendation to Council for payment of the following by Direct Debit;**

- I. Herefordshire Council rates for office number 24, one payment of £70.75 followed by eleven at £73.00
- II. Herefordshire Council rates for office 25, one payment of £90.75 followed by nine at £87.00
- III. Herefordshire Council for Reserved car park area, one payment of £62.40 followed by two payments of £62.00
- IV. Herefordshire Council rates for Rowberry Street car park, one payment of £100.73 followed by nine payments of £104.00

- V. Herefordshire Council rates for the Old Vicarage, one at £418.40 followed by nine payments of £416.00
- VI. Herefordshire Council rates for Tenbury Road Car Park, one at £215.13 followed by nine at £218.00
- VII. Public Works Loan Board – Loan repayments of two payments of £8987.89 and two payments of £8829.08
- VIII. Waste Collection (green bins)for Complex – 4 equal payments of £118.30
- IX. Waste Collection (green bins) for Cemetery – 4 equal payments of £118.30
- X. Talktalk – Broadband and telephone calls - monthly payments of under £35.00 + VAT

*Members are advised of the following:*

- 1) The Rateable Value of each of the two car parks owned by the Council have more than doubled leading to a dramatic increase in rates payable. Herefordshire Council have no control over the re-valuation. The Town Council does however qualify for “Transitional Relief” on both these bills which has lessened the impact. The RFO will be discussing the increases with the Valuation Office and will report back to the committee as soon as possible.
- 2) The cost of waste bin collection has increased by £2.60 per quarter each

**17/54 The RFO seeks recommendation to Council for payment of the following:**

Salaries, wages, PAYE/NIC and gratuity where applicable to administration and maintenance staff, based upon existing contracts, in monthly amounts for the financial year 2017/2018

**17/55 Management of Internal Controls Systems:**

Members are asked to review the above named document (attached) and if necessary propose any changes or additions.

**17/56 Internal Financial Controls – Day to Day Procedures:**

Members may recall that last year the External Auditor required a document which gave more detail as to the day to day procedures in place with regard to financial controls. A document is attached for discussion and adoption.

**17/57 Grant Giving Policy:**

Members will recall that a Grant Application Form and an End of Grant form had been approved at the last Finance & Properties Committee meeting. Members asked that an internal Grants Policy (attached) be drawn up for discussion and then approval by Council together with the Application Form and End of Grant form

**17/58 Repairs to Bus Shelters:**

In December a quotation for the repair of the bus shelters at Clover Road and Westfields was obtained from a company named “Spacemaster”. Members are asked if they wish to proceed with the repairs prior to them being cleaned by Balfour Beatty.

**17/59 Terms of Reference:**

Members will recall that there is a general desire to standardise the form in which Terms of Reference are laid out. The RFO has attached a revised Terms of Reference which now included the constitution of the Committee. Members are asked if they wish to approve this prior to ratification by Council

**17/60 Annual Governance Review:**

Members are asked to consider Assertion 8: Significant Events.

*We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.*

**The External Auditor considers this to mean;**

*The authority has considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts*

The RFO has attached two reports which give more details regarding this item,  
Members' views are sought

**17/61 Living Wage Foundation:**

Members will recall that the Town Council resolved to become a "Living Wage" employer opting to pay the higher real Living Wage as a minimum to all employees. The RFO suggests that the Council might wish to become accredited with the Living Wage Foundation. The cost would be in the region of £60 per annum. The guide will be emailed to you with the agenda.

**17/62 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 13<sup>th</sup> March 2017.