



**BROMYARD & WINSLOW TOWN COUNCIL**

Council Offices  
The Old Vicarage  
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Gary Swinford  
Acting Town Clerk

Wednesday 6<sup>th</sup> December 2017

Finance Agenda 17/164 - 17/176

# Finance & Properties Committee

Dear Councillor,

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

**Monday 11<sup>th</sup> December 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 Smith, Andrews, Churchill, Clark, Faulkner, Franklin, Nevin and Page.

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## AGENDA

**Fire Procedure**

**17/164 Apologies:**

**17/165 Declarations of Interest and written requests for dispensation:**

**17/166 Chairman's Remarks:**

**17/167 To receive, approve and sign the Minutes of the Meeting 13<sup>th</sup> November 2017**

**17/168 Matters Arising from the Minutes – FOR INFORMATION ONLY:**

**17/169 Finance:**

- a) **Income & Expenditure by Budget Heading – November**
- b) **Bank Reconciliation – November**  
(A member, other than the Chairman, to be nominated to initial the Bank Statements and Petty Cash book.)
- c) **Top Sheet – November**
- d) **Accounts for Scrutiny:**
- |                       |                              |                |
|-----------------------|------------------------------|----------------|
| Travis Perkins        | Paint                        | £66.64 + VAT   |
| Bromyard Public Hall  | Hire of Hall                 | £17.00         |
| Gill Churchill        | Remembrance Day Refreshments | £237.46        |
| Classic Carpets       | Carpet – Office              | £525           |
| JH Halling            | Fitting carpet               | £180           |
| Lanyon Bowdler        | Legal Advice Land Ownership  | £200 + VAT     |
| H'fd Fanfare Trumpets | Last Post Remem Day          | £100           |
| EJ Whiteley           | Wreath                       | £40            |
| Logicc                | Annual Web Hosting           | £248 +VAT      |
| NE Dunn               | Toilet repairs               | £32.78         |
| B'yd Plumbing & Elec  | Toilet seat                  | £18.98 + VAT   |
| Falcon Hotel          | Mayors Reception Xmas Lights | £80.00         |
| Pettifers             | Misc Cleaning materials      | £84.17 + VAT   |
| Pettifers             | Misc Cleaning materials      | £93.95 + VAT   |
| CJ Baylis             | Service Boiler               | £120 + VAT     |
| Greendawn Accts       | Internal Audit               | ££291.20 + VAT |
| AllCooper             | Service Control System       | ££97.38 + VAT  |
- e) **Contracts**
- |                    |                              |               |
|--------------------|------------------------------|---------------|
| West Mercia Energy | Old Vic Elec Oct             | £278.35 + VAT |
| West Mercia Energy | Old Vic Gas Oct              | £153.93 + VAT |
| West Mercia Energy | T'Bury Rd Charging Point Oct | £26.03 + VAT  |
- f) **Authorisation of monthly payments.**  
Member's signature of payments for the month of November.

**17/170 Report on Repairs and Renewals & Lengthsman:**

The ATC will give a verbal report on outstanding matters.

**17/171 Grant Application – Weeping Window:**

Members asked that more information be obtained from the Hereford Cathedral Perpetual Trust which was asking for a grant of £1000 toward the spring 2018 event. A letter has been received outlining further details and members' views are sought.

**17/172 Path at the Allotments:**

The RFO has received a request from the Allotment Association asking for support in putting a path along the back of the allotments behind the hedge so as to make it safer for the less mobile members.

The Association is asking for financial support to the value of £325.92 + VAT to purchase the paving slabs and then members of the Association will lay them as "match-funding".

Members' views are sought

**17/173 Car Park Charges:**

At the November meeting members asked for further information regarding car park charges.

These are now attached for discussion. Members' views are sought.

**17/174 Asbestos survey of Old Vicarage and Heritage Centre:**

The ATC has obtained two quotes for the above, both of which were sent to Members in advance of the meeting. Members' views are sought.

**17/175 Quote for gutter clearance of Old Vicarage and Heritage Centre:**

The ATC has obtained a quote of £450.00 + VAT from Fletcher Access for the above and recommends that Council proceeds with this work as soon as possible.

**17/176 Budget 2018/19**

Members are referred to the proposed budget document headed Version 3 together with the accompanying RFO report.

1. The Burial Committee met in November and requests a budget of £9150.00 to cover items such as repairs & renewals; grass cutting etc. a breakdown is attached; however members are advised that this amount has been taken into account in the budget as proposed. The Burial Committee members have stated that any excess of income over expenditure for the period 2018/19 is to be returned to the Council's general fund.
2. Members asked for a detailed report on future Repairs & Renewals. The Clerk and RFO have worked upon a report and this is attached for detailed discussion.