



Karen Mitchell  
Town Clerk

**BROMYARD & WINSLOW TOWN COUNCIL**

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Wednesday 6<sup>th</sup> February 2019

Finance Agenda F19/19 - F19/34

# Finance & Properties Committee

Dear Councillor,

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

**Monday 11<sup>th</sup> February 2018 at 7.30pm**

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

Yours sincerely,

Karen Mitchell  
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: Cllrs Franklin (Chairman) Andrews, Cave, Churchill, Faulkner, Nevin, Page and Smith.

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## AGENDA

### Fire Procedure

#### **F19/19 To receive apologies for absence**

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.

**F19/20 To receive any Declarations of Interest and written requests for dispensations**

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.*

**F19/21 Chairman's Remarks:**

**F19/22 To resolve to exclude members of the public and press**

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

**F19/23 To receive, approve and sign the Minutes of the Meeting held on Monday 14<sup>th</sup> January 2019.**

**F19/24 Report on Repairs and Renewals & Lengthsman:**

The Town Clerk will give a verbal report.

**F19/25 Matters Arising from the Minutes – FOR INFORMATION ONLY:**

**F19/26 Finance:**

**a) Income & Expenditure by Budget Heading – January 2019**

**b) Bank Reconciliation – January 2019**

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

**c) Top Sheet – January 2019**

**d) Accounts for Scrutiny:**

		£
Thomas Fattorini Ltd	Mayoral Badges	£319.19 + VAT
Travis Perkins	Misc Handyman Materials	£32.40 + VAT
PKF Accountants	Review of Annual Governance	£607.50 + VAT

**e) Contracts**

Loggicc	Annual Web hosting Fee	£248.00 + VAT
West Mercia Energy	Gas Old Vic Dec 2018	£287.92 + VAT
West Mercia Energy	Gas Heritage Centre Dec 2018	£108.37 +VAT
West Mercia Energy	Old Vic Elec Dec 2018	£234.90 + VAT
West Mercia Energy	T Road Elec charges Dec 2018	£23.77 + VAT
Npower	Streetlights Oct – Dec 2018	£262.41 + VAT
Npower	Lamps Sensor Oct – Dec 2018	£64.54
Information Commissioner	Annual Registration Fee	£40.00

**f) Report of monthly payments**

Members' signature of payments for the months of December 2018 and January 2019.

**g) Replacement Cheques**

To raise cheques to replace the following lost and cancelled cheques:

West Mercia Energy: £503.16 ( No.004748 – 11<sup>th</sup> December 2018)

Allcoopers Ltd: £104.40 ( No. 004722 – 20<sup>th</sup> November 2018)

Allcoopers Ltd: £122.80 (No. 004763 – 22<sup>nd</sup> January 2019)

**F19/27 Subscriptions**

To consider the renewal of the Town Council's subscription to Local Councils Update in the sum of £75.

**F19/28 External Audit 2017/18**

To note that the External Auditors, PKF Littlejohn LLP have completed the review of the Annual Governance & Accountability Return (AGAR) for the year ended 31<sup>st</sup> March 2018 and have issued the External Auditor Report and Certificate. Copy herewith.

An additional charge of £607.50 has been incurred for additional work required to address challenge correspondence received.

The Auditor's final report certifies that:

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

**F19/29 Grants**

To consider a grant application from The Bromyard Festival of Town Criers for £300 towards the annual Town Criers Festival to be held on 4<sup>th</sup> May 2019.

**F19/30 Heritage Centre**

To consider a letter from the tenants of the Heritage Centre regarding a proposal to upgrade waste water disposal in the building.

**F19/31 Old Vicarage – replacement windows**

The replacement windows in the Old Vicarage have been successfully installed. Members are asked to approve expenditure for these to be repainted.

**In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of the following items (Item F19/22 above refers)**

**F19/32 Old Vicarage**

To consider revised quotations for lighting in the Old Vicarage.

**F19/33 CCTV**

To consider quotations for upgrade/replacement of the CCTV system in the Old Vicarage complex.

**F19/34 Public Toilets**

To consider quotations for replacement of public toilet facilities in Tenbury Road car park, in line with current financial regulations.

See NALC Legal Topic Note