



Gary Swinford
ACTING TOWN

BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
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AGENDA
16/116 - 16/136

15th June 2016

Dear Councillor,

You are summoned to attend a Meeting of the Town Council to be held on

Monday 20th June 2016 at 7:30pm

in the Council Chamber, Council Offices, 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 NEED TO BE BROUGHT TO THE MEETING.
NO DUPLICATES WILL BE ISSUED

Cllr.Clark (Chairman), Cllr. Page(Vice Chairman) Cllr's Andrews, Cave, Churchill, Everitt, Ferguson,
Harper, Johnson, Lester, Mortiboy, Smith, Turner and Whittaker

AGENDA

Fire Procedure

16/116 Apologies

16/117 Declarations of Interest and written requests for dispensation:

16/118 Policing Matters:

16/119 Chairman's Report:

16/120 Clerks Report:

16/121 Correspondence:

16/122 To receive, approve and sign the Minutes of the Annual Meeting of Council held on Monday 16th May 2016.

16/123 Matters Arising from the Minutes – for INFORMATION ONLY:

16/124 To receive reports of Town Council Committees as per UNRATIFIED Minutes

- 1) Planning & Economic Development Committee – Cllr. Page
Monday 16th May 2016
Monday 6th June 2016
- 2) Finance & Properties Committee – Cllr. Smith
Monday 13th June 2016
- 3) Bromyard & Winslow Burial Committee – Cllr. Everitt
Tuesday 24th May 2016

16/125 Ward Councillor Reports:

Cllr. Seldon
Cllr. Shaw

16/126 Public Question Time:

15 minutes is allotted to this item.

16/127 Finance – End of Year

Members are asked to approve the end of year accounts for submission to the external auditor following the completion of the internal audit. Documents include:

- (a) The Internal Auditors report for the year ending 31st March 2016 (attached)
- (b) The Income and Expenditure Accounts for the year ending 31st March 2016 (attached)
- (c) The Bank Reconciliation for the financial year ending 31st March 2016 (attached)

(d) The balance sheet up to 31st March 2016 (attached)

16/128 Finance: Annual Governance Statement 2015/16.

Members are asked to approve the Annual Governance and accounting statements as required by the External Auditor.

The Council confirm that:

We acknowledge as members of Bromyard and Winslow Town Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm to the best of our knowledge and belief, with respect to the accounting statements for the year end 31 March 2016, that

- i) We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- ii) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.
- iii) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- iv) We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- v) We maintained throughout the year an adequate and effective system of internal audit of the Council accounting records and control systems.
- vi) We took appropriate action on all matters raised in reports from internal and external audit.
- vii) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.
- viii) Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

16/129 Accounting Statements 2015/16

Members are asked to approve the Accounting Statement 2015/16 as attached.

16/130 Bromyard Speed Festival

The organisers of the 2017 Speed Festival have written to ask for use of the Rowberry Street and Tenbury Road Car Parks on Sunday 2nd April 2017. The Tenbury Road Car Park would be used as a 'paddock' and Rowberry Street for residents parking. Member's views are sought.

16/131 Recording of Proposals in Town Council minutes

In future it is proposed that we record minutes strictly in line with Standing Orders, as follows, which comply, with the Local Government Act 1972

Bromyard and Winslow Town Council

Standing orders

Rules of debate at meetings

The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;*
- ii. the names of councillors present and absent;*
- iii. interests that have been declared by councillors and non-councillors with voting rights;*
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;*
- v. if there was a public participation session; and*
- vi. the resolutions made.*

16/132 Appointment of Internal Auditor.

At the meeting of the Finance and Properties Committee on 13th June 2016 Members resolved to recommend to Council the re-appointment of Luke Keegan of Greendawn Accounting as the Town Council's Internal Auditor.
Council approval is sought.

16/133 Council Bank Mandate.

At the meeting of the Finance and Properties Committee on 13th June 2016 Members resolved that Cllr R Page be added to the list of approved signatories on the Bank Mandate. Council approval is sought.

16/134 Mayors Allowance.

At the meeting of the Finance and Properties Committee on 13th June 2016 Members resolved to pay Mr Burt the Mayoral Allowance of £2500 for 2015/16. Council approval is sought.

16/135 Reports of Outside Bodies:

- 1) Chamber of Commerce – Cllr. Page
- 2) Bromyard Grammar School Foundation - Cllr Whittaker
- 3) Bromyard in Bloom – Cllr. Churchill
- 4) Bromyard Relief in Need - Cllr Cave
- 5) Market Towns Forum – Cllrs. Clark & Page
- 6) Public Hall Committee – Cllrs Ferguson & Whittaker
- 7) Bromyard Participation Group – Cllr. Clark
- 8) Bromyard Downs Common Association – Cllr. Churchill
- 9) Youth Facilities – Cllrs. Churchill & Turner

16/135b Part 11 Private and confidential

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 of the tenancy of the Heritage Centre.