



Gary Swinford
Acting Town Clerk

BROMYARD & WINSLOW TOWN COUNCIL

Council Offices
The Old Vicarage
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Finance Agenda 17/121 - 17/

6th September 2017

Finance & Properties Committee

Dear Councillor,

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

Monday 11th September 2017

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, Nevin and Page

AGENDA

Fire Procedure

17/121 Apologies:

17/122 Declarations of Interest and written requests for dispensation:

17/123 Chairman's Remarks:

17/124 To receive, approve and sign the Minutes of the Meeting held on Monday 14th August 2017

17/125 Matters Arising from the Minutes – FOR INFORMATION ONLY

Verbal report to be given by Officers

17/126 Finance:

a) Income & Expenditure by Budget Heading –August

b) Bank Reconciliation – August

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

c) Top Sheet – August

d) Accounts for Scrutiny:

Pettifers	Various cleaning materials	68.34
Lanyon Bowdler	Legal advice	470.00
Logicc Systems	Google Drive etc.	400.00
Sheppard Consultancy	Building Survey	4250.00

e) Contracts

Metric Group	Service Contract for machines	£214.32
West Mercia Energy	July electric	228.53
West Mercia Energy	July gas	100.85
West Mercia Energy	July charging point electric	49.53
Interserve	August cleaning T.R. toilets	444.76

f)	Brian Lane	May Playing Field	£306.00
	Brian Lane	May general (303.32 deducted)	£839.50
	Brian Lane	June Playing Field	£306.00
	Brian Lane	May general (335.33 deducted)	£807.49

17/127 Report on Repairs and Renewals & Lengthsman:

The Acting Town Clerk will give a verbal update on matters to date

17/128 Reserves Policy: *For information*

Following the resolution to adopt the Reserves Policy (17/116) with amendment to item 4 the RFO reports that the following has been inserted at 4.5

The General Reserve funds held by the Town Council will be to the value of a minimum of 10% of the expected Expenditure for that financial year.

17/129 TalkTalk:

The RFO has received notification that the monthly charge for telephone/broadband will be increasing by £1.00 per month from 1st October 2017. If accepted the Council will still only be paying 1/3 of the charges received from B.T. in the past.

Members' views are sought

Please note the current available budget for Repairs & Renewals is £28,755

17/130 Decoration of Old Vicarage Complex:

Members are advised that as part of an on-going maintenance Schedule the ATC has received a quotation for the decoration of both the RFO & ATC offices. The work is to the sum of £815.00. Works will be carried out over a Friday & Saturday in order to minimise any disruption.

17/131 Structural Survey Report:

A full report has now been received from Sheppard Building and Project Consultancy. The ATC has been able to study this and produce a summary report as attached.

17/132 Heritage Centre:

As requested by Cllr. Page the Acting Town Clerk will present a verbal report on matters to date with regard to the Heritage Centre to include gas central heating.

17/133 Heritage Centre - Electrical Works Quotation:

This quotation to the sum of £410.50 is to provide for a number of new wall sockets which will alleviate the need to have trailing extension wires (health & safety issue) across from the middle ground floor room to the glassed area.

17/134 Smoke Detectors:

A quotation for the installation of smoke detectors has been received. This is to the sum of £622.55 + VAT and includes wiring them into the existing fire alarm system. Members' views are sought.

17/135 The Council as Land-owner:

Members are asked to review the two "Legal Topic Notes" attached

17/136 "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 Insurance cover for Members.