



Gary Swinford
Acting Town Clerk

BROMYARD & WINSLOW TOWN COUNCIL

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9th November 2016

Finance Agenda 16/137 - 16/150

Finance & Properties Committee

Dear Councillor,

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

Monday 14th November 2016 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, Harper, Page and Smith

AGENDA

Fire Procedure

16/137 Apologies:

16/138 Declarations of Interest and written requests for dispensation:

16/139 Chairman's Remarks:

16/140 To receive, approve and sign the Minutes of the Meeting held on Monday 10th October 2016:

16/141 Matters Arising from the Minutes – FOR INFORMATION ONLY:

16/142 Finance:

a) **Income & Expenditure by Budget Heading – October 2016**

b) **Bank Reconciliation – October 2016**

Chair of meeting to initial bank statement

c) **Top Sheet – October 2016**

d) **Accounts for Scrutiny:**

I. **The RFO reports that the following invoiced were paid, with Chairman approval, as a matter of urgency**

Npower	Street Lamps	July – Sept 2016	£166.05
Petty Cash			£150.00

II. SLCC Seminar for ATC & RFO £128.00 + VAT

C J Bayliss	New Boilers & Assoc works	£8253.00 + VAT
Allcooper	Call out to front door	£95.00 + VAT
Lanyon Bowdler	Employment Advice	£818.00 + VAT
Active Security	Repair manhole cover	£85.00 + VAT
Active Security	Repair Wooden Bench	£14.00 + VAT
N E Dunn	Repair toilet cistern	£70.70 no VAT
Picture Framer	Frame & Certificate	£44.00 no VAT
Pettifers	Misc Cleaning Products	£79.20 + VAT
Seabright & Co	External Decorating	£2980.00 + VAT
Grant Thornton	External Audit	£600.00 + VAT
Geomex	Survey of stone walls	£550.00 + VAT

e) **Contracts**

West Mercia Energy	Electric September	£176.19 + VAT
West Mercia Energy	Electric TR CP	£14.35 + VAT
West Mercia Energy	Gas September	£96.53 + VAT
Interserve	Cleaning TR CP Oct	£419.51 + VAT
K T Gooch	Stationery & Copy Charge	£90.01 + VAT
Welsh Water	Toilet Tenbury Rd	£695.40 no VAT
Brian Lane	Grass Cutting - Oct	£1120.41 + VAT
Brian Lane	Playing Field Grass Cuts	£300.00 + VAT

16/143 Report on Repairs and Renewals & Lengthsman:

16/144 Annual Governance Item:

The Fifth Statement on the Annual Governance Statement is;

“We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.”

The External Auditor considers this to mean;

The Council has *“considered the financial and other risks it faces and has dealt with them properly”*

The RFO has attached two reports which give more details regarding this item

16/145 Terms of Reference:

At the October committee meeting members discussed the Terms of Reference of the Finance & Properties Committee. These are now attached for members to make, should they wish, formal recommendation to full Council.

16/146 White Line Marking – Rowberry St Car Park:

A quotation for white line marking in the Rowberry Street Car Park has been obtained. Members are asked if they wish to proceed with the matter. There is currently £3000 + in the Repairs & Renewals budget for the car park

16/147 Survey of Stone Wall surrounding Closed Churchyard & Complex:

A structural report has now been received from Geomex Ltd with regard to the condition of the stone walls surrounding the Closed Churchyard and Complex. (A copy is attached) The report suggests there are no areas which require immediate attention; however the ATC and RFO will be devising a maintenance schedule for discussion at the next meeting. Costs will also be obtained in order to include these in the budgets for 2017/18
Members may have additional comments to make.

16/148 Tree Survey:

Following the completion of the annual tree survey members asked for cost for remedial works as follows;

- in the Closed Churchyard on the two trees, a Yew (£555.00 + VAT) and a Holly (£165.00 + VAT)
- at Kempson Players, the Maple, Hornbeam and three Field Maples.(£295.00 + VAT)

There is currently £3500 + in total in the Tree & Hedge budget, however this has been divided between several cost centres giving only £500 for Kempson Players and £450 for the Closed Churchyard, members may wish to adjust the budget headings in order to have these works completed

Members' views are sought

16/149 Bromyard Allotment Association:

Members recently asked when the Allotment Rent had last been reviewed. The RFO reports that, according to the file this was last done in February 2013.

The original Agreement is dated 1st October 2008 and paragraph 2 states

“The Association will pay to the Council, in quarterly instalments, the sum of £13.00 per allotment. The yearly rent shall be subject to review every two years”

The above figures indicate there are 10.5 allotments at Broadbridge.

Allotments in the Leominster area cost as follows

The allotments are sited off Ginhall Lane, there are plots of differing sizes and are approximately:

*full size 250 sq.yds, £100 per year
half plot 125 sq.yds, £50 per year
small or quarter plot if available on request*

However they do have the following facilities

There is a composting toilet, with rain water butt for hand washing, and mains water in tanks for watering your crops, this is metered and included in charges. The site is secured by locked gates which allotment holders access using a supplied key. There is also a community shed, greenhouse and potting shed.

Views as to a rent review are sought

16/150 2017-2018 Budget:

Following discussions at the last meeting of the Finance & Properties Committee the RFO reports that no requests for additional expenditure have been received.

Further work has now been carried out, based upon spend to date this financial year and items of expenditure which members may wish to include in the next financial year.

A spread sheet and accompanying report are attached and members' views are sought.