

**MINUTES OF THE FINANCE STRATEGY AND MANAGEMENT
COMMITTEE MEETING, BIDDULPH TOWN COUNCIL
TUESDAY 26 JULY 2022, 5.30PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

PRESENT:

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| • Deputy Mayor: | • Councillor K J Jackson |
| • Councillor C Perkin | • Councillor J T Jones |
| • Councillor C Brady | • Councillor A J McLoughlin |
| • Councillor J Davies | • Councillor W Rogers |
| • Councillor D A Hall (Chair) | • Councillor J Salt |
| • Councillor K Harper | • Councillor N R Yates |
| • Councillor A H Hart | |

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnerships Officer
- Mrs Margaret Warman – Compliance and Governance Officer
- Councillor A Lawton
- Councillor C M Smith

28. APOLOGIES

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| • The Mayor – Councillor J Garvey | • Councillor D J Hawley |
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29. DECLARATIONS OF INTEREST

- i. Disclosable Pecuniary Interests: Councillor Rogers declared an interest in the Classic Vehicle Show.
- ii. Other Interests: None.

30. MINUTES

- a) The Minutes of the Finance Strategy and Management Committee meeting held on 28 June 2022 (approved at the Town Council meeting on 12 July 2022) were confirmed. Proposed by Councillor Harper; seconded by Councillor Yates.
- b) The Notes of the Emergency Plan Working Group meeting held on 7 July 2022 were received. Proposed by Councillor Harper; seconded by Councillor Hart.

31. POLICIES

a) To approve the reviewed Civic Allowance Policy

The Chief Officer advised every Mayor's situation will be different with regard to the payment of tax; each should seek their own advice. It was agreed Mayor's need to be aware.

Proposed by Councillor Jones; seconded by Councillor Hart and agreed.

b) To approve the reviewed Procurement and Approved Suppliers Policy

There was consideration of whether contracts could be split to be more appealing to smaller businesses.

Proposed by Councillor Harper; seconded by Councillor Hart and agreed.

32. ITEM REFERRED FROM TOWN AND COMMUNITY

COMMITTEE: FUNDING FOR A TOWN CAFÉ SCHEME

The Chief Officer explained about the proposed 'heating and eating' scheme and that a £15k grant request had been submitted to the Co-op to support the project. Additional grant funding was also being sought. The Town and Community Committee had raised their concerns about whether contingency funds could be available from ear marked reserves, if grant funding wasn't received.

Up to £10k was proposed by Councillor Salt from ear marked reserves projects; seconded by Councillor Yates and agreed.

33. TO CONFIRM THAT EXTERNAL AUDIT PAPERWORK HAS BEEN COMPLETED AND THE PERIOD OF THE EXERCISE OF PUBLIC RIGHTS COMMENCED ON 30 JUNE 2022 UNTIL 10 AUGUST 2022

Proposed by Councillor Harper; seconded by Councillor Hart and agreed.

34. BANKING REPORTS

a) To receive a budget monitoring report for April to June 2022

b) To receive bank reconciliations for April and May 2022

The Chief Officer thanked the Compliance and Governance Officer for picking up finance responsibilities in the absence of a Finance Officer.

Proposed by Councillor Harper; seconded by Councillor Hart and agreed.

35.STANDING AGENDA ITEMS

- a) To **consider** disposal of any assets, in line with the Asset Management Policy and Financial Regulations. None.
- b) To **confirm** approved suppliers as part of the Procurement Policy. The Chief Officer requested Councillors support in finding a 'handy person'.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, the Council is to determine which items, if any, should be taken with the public excluded.

CONFIDENTIAL ITEMS

36.QUOTATIONS

- a) To **approve** quotations to support significant civic events:
 - i. Town Centre bunting
 - ii. A new Town Hall Flag
 - iii. A new Town Hall Flag Pole
- b) To approve an IT solution to allow Council Chamber meetings to be broadcast online and for remote access to be possible.
- c) To approve the purchase/installation of new IT:
 - i. Two new phones for new staff members
 - ii. Network point installation in Room 1 (first floor) and Room 2 (ground floor)

Councillors Rogers and Davies left the meeting.

- d) To approve the purchase of Classic Vehicle Show merchandise:
 - i. T-shirts
 - ii. Keyrings
- e) To approve a quotation for the 2023 calendar

- f) To approve quotations for the printing of Albert Memorial and Jubilee Souvenir Booklets

All quotations were considered and agreement was reached in line with the Financial Regulations.

37.TO CONFIRM THE DISTRICT COUNCIL PROCESS FOR THE COUNCILLOR VACANCY

The Chief Officer advised Councillor Sheldon's position has to be advertised and SMDC were looking to do that from 1 August.

38.TO RECEIVE A VERBAL UPDATE ON THE MINING LANTERNS

Councillors were advised that work is ongoing to determine the next course of action.

39.TO CONSIDER COMPLIANCE AND MAINTENANCE ACTIVITY ACROSS THE TOWN COUNCIL ASSETS

Quotes will be sourced from other companies to ensure appropriate comparisons.

40.TO CONSIDER THE PROPOSAL IN RELATION TO FREE TRAVEL ON THE 93 BUS

There was discussion about the logistics of this project.

Councillor Yates proposed this item was deferred to seek further clarification and explore possible alternatives, which could then be discussed back within the Transport Working Group. Seconded by Councillor Jackson and agreed.

The meeting ended at 7.27pm

Signed..... Date.....