

Biddulph Town Council



MEETING: Finance Strategy and Management Committee
DATE: Tuesday 15 June 2021
TIME: 5.30pm
LOCATION: **Main Hall, Town Hall**

Please note, this is the first face-to-face meeting since the start of the Coronavirus Pandemic. This is a **necessary** meeting; priority will be given to those Councillors with voting rights. A separate note is available to advise what you can expect at this meeting.

AGENDA

1. ELECTION OF A CHAIR AND DEPUTY CHAIR

2. DECLARATIONS OF INTEREST

- i) Disclosable Pecuniary Interests
- ii) Other Interests

3. APOLOGIES

4. MINUTES

- a) To **confirm** the Minutes of the meeting held on 27 April 2021 (approved at the Annual Meeting of the Town Council on 4 May 2021)
- b) To **receive** the Notes from the Emergency Planning Working Group meeting held on 13 May 2021

5. TO NOTE THAT BANK RECONCILIATIONS FOR APRIL, MAY AND JUNE 2021 WILL BE PRESENTED AT THE JULY FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING (FOLLOWING CONCLUSION OF 2020-21 END-OF-YEAR ACTIVITIES)

AUDIT

6. TO RECEIVE A COPY OF THE JOINT PANEL ON ACCOUNTABILITY AND GOVERNANCE PRACTITIONERS' GUIDE (MARCH 2021)- ATTACHED



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7. a) TO RECEIVE THE INTERNAL CONTROL MONITORING REPORT COMPLETED BY COUNCILLORS PERKIN AND HAWLEY (ATTACHED)
b) TO CONSIDER PROGRESSION OF RECOMMENDATIONS, PARTICULARLY IN RELATION TO:
- ONLINE BANKING OPTIONS
 - COUNCILLOR TOWN COUNCIL EMAIL ADDRESSES
8. TO NOTE THAT THE INTERNAL AUDIT HAS BEEN COMPLETED (ITEMS TO BE COLLECTED ON 11 JUNE 2021)
QUERIES HAVE BEEN ANSWERED AND INITIAL FEEDBACK IS:
- The Council's governance arrangements are documented clearly in their Policies and Risk management strategies.
 - Future financial commitments are identified & managed through the budget process & reserves are adequate.
 - Records presented for audit are in good order & referenced clearly.
- FORMAL REPORT TO BE SENT BY EMAIL, WHEN RECEIVED.
9. TO RECEIVE THE DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 PART 3 (ATTACHED). THIS WILL BE FORMALLY APPROVED AT THE TOWN COUNCIL MEETING ON 22 JUNE 2021.

GENERAL ISSUES

10. TO APPROVE THE PRINCIPLES IDENTIFIED IN THE SERVICE LEVEL AGREEMENT FOR THE WELCOME BACK FUNDING
Documents received from the District Council and Town Council proposals are attached.
11. TO RECEIVE MANAGEMENT INFORMATION IN RELATION TO THE RECEPTION CUSTOMER SERVICE PROVISION
May 2021 draft attached; please note this is 'early days' with this provision and with reporting processes.
12. TO RECEIVE A DRAFT COPY OF THE 2020-21 ACTION PLAN REVIEW (ATTACHED)



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13. TO CONSIDER PRIORITIES FOR THE 2021-22 ACTION PLAN; A DRAFT TO BE PRESENTED AT THE JULY MEETING
14. TO RECEIVE AN UPDATE ON A CHANGING PLACES BID AND USAGE OF THE OLD WHARF ROAD TOILET BLOCK.
15. TO CONSIDER WHETHER THE TOWN COUNCIL SHOULD COMPLETE AN APPLICATION FOR THE LOCAL COUNCIL AWARD SCHEME: [Local Council Award Scheme \(nalc.gov.uk\)](http://nalc.gov.uk)
16. TO APPROVE THAT A CLASSIC CAR EVENT WILL TAKE PLACE ON SUNDAY 12 SEPTEMBER, SUBJECT TO ANY RELEVANT RESTRICTIONS IN PLACE AT THE TIME

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

17. BIDDULPH GRANGE COUNTRY PARK VISITOR CENTRE

To note that interviews were completed on 24 and 25 May following consideration of Expression of Interest documents (previously shared with all Councillors). Interviews were undertaken by Councillors Jackson and Jones, Sue Fletcher and the Chief Officer. A partner has been selected.

- a) Councillor Jones to advise about the selected party; recommendation to be approved.

To approve the following principles:

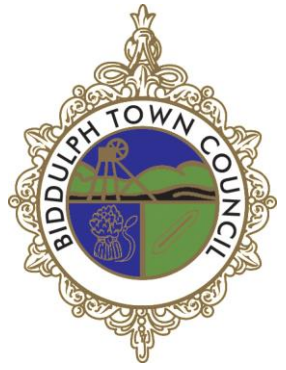
- b) The Chief Officer will liaise with the District Council and Charlton's Solicitors to enter a legal arrangement with regard to the license/ lease. It is anticipated that there will be no rental income for the 2021-22 financial year from the café manager.
- c) All phase 1 work will be complete by the end of July, with a view to handing over the café area in August, to open on Bank Holiday weekend.



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- d) The Town Council will purchase appropriate kitchen equipment, as required, to ensure that the kitchen can be fully functioning. A full audit will be completed w/c 21 June, with an update being provided at the July Finance Strategy and Management Committee meeting.

TENDERS AND QUOTATIONS

18. Tenders have been requested for the following areas of work:

- Drainage at Biddulph Grange Country Park Visitor Centre
- Grass cutting and maintenance at Springfield Road
- Lengthsman Scheme

Specifications are attached; responses are to be received by 14 June 2021. These have been sent directly to existing contractors and advertised on biddulph.co.uk and on Facebook.

- a) **To approve a contractor to complete drainage activities at the Biddulph Grange Country Park Visitor Centre**
- b) **To approve a contractor to complete grass cutting and maintenance at Springfield Road**
- c) **To approve a contractor to undertake a Lengthsman Scheme**

Quotations have been requested for the following areas of work. Approval is sought for each item of expenditure (details to be provided at the Committee meeting):

- d) **Town Hall Kitchen upgrades (report attached)**
- e) **Biddulph Grange Country Park Visitor Centre ceiling:**
Approx.: 60 sq. metres of lay-in grid suspended ceiling using aluminium grid with 600mmx600mm fibre boards topped with bagged insulation. Lights also to be included. Shadow batten to perimeter.
- f) **Town Hall quotations- access control and CCTV**
- g) **Town Hall quotations- gas servicing**
- h) **Town Hall quotations- air conditioning**



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ONGOING LEGAL ARRANGEMENTS

19. The Chief Officer to provide updates in relation to:
- a) Aldi bus route, including access to Staffordshire County Council land.
 - b) Purchase of Sainsbury's land at Station Road
 - c) Development of leases with tenants within the Town Hall.

20. GENERAL ISSUES

- a) To receive the email from Councillor Sheldon in relation to Biddulph in Bloom funding (attached)
- b) To receive a verbal update from the Chief Officer in relation to the AMEY High Street Options Appraisal work.
- c) To gauge Councillors' views on the purchase of allotment sites within the town; the Chief Officer to advise about potential opportunities.

21. STAFFING

- a) To note that a resignation has been received from a caretaker.
- b) To consider recommendations from the Chief Officer in relation to future recruitment
- c) To note that all staff have been completing online learning modules, resulting in reviews of working practices.

PLEASE NOTE, the next meeting of the Finance Strategy and Management Committee will take place on **THURSDAY 17 JUNE, 5.30pm.**

This meeting will consider revised policies and grant applications received.

SM Haydon
Chief Officer/ Responsible Financial Officer

copy to: the Mayor, the Deputy Mayor, Councillor Brady, Hall, Harper, Hart, Hawley, Jackson, McLoughlin, Perkin, Rogers, Salt, Sheldon MBE, Yates



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