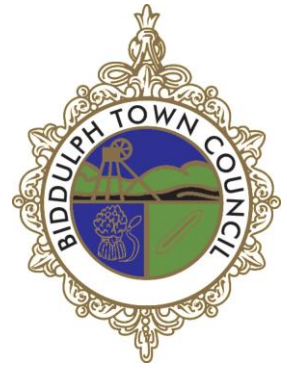


# Biddulph Town Council



**MEETING:** Finance Strategy and Management Committee  
**DATE:** Tuesday 27 July 2021  
**TIME:** 6.45pm  
**LOCATION:** Please note, this will be a **face-to-face** meeting in the Town Hall.

## AGENDA

### 26. APOLOGIES

### 27. DECLARATIONS OF INTEREST

- i) Disclosable Pecuniary Interests
- ii) Other Interests

### 28. MINUTES

- a) To **confirm** the Minutes of the meeting held on 15 June 2021 (approved at the Town Council meeting on 22 June 2021)
- b) To **confirm** the Minutes of the meeting held on 17 June 2021 (approved at the Town Council meeting on 22 June 2021)

## FINANCE

### 29. TO RECEIVE RECONCILIATIONS FOR APRIL, MAY AND JUNE 2021 - DOCUMENTS ATTACHED FOR:

- Current Account/ Reserve Account
- Petty Cash
- Credit Card
- CCLA

### 30. TO RECEIVE YEAR-TO-DATE INCOME AND EXPENDITURE INFORMATION (ATTACHED)



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# Biddulph Town Council



- 31. COUNCILLORS TO RECEIVE THE DRAFT THREE-YEAR FORECAST DOCUMENT AND PROVIDE FURTHER FEEDBACK (ATTACHED)**
- 32. TO RECEIVE THE CURRENT ASSET REGISTER, UPDATED 31 MARCH 2021 (ATTACHED)**
- 33. TO CONSIDER A PROCESS FOR DISPOSAL OF ASSETS, WHICH WILL BE ADDED TO THE ASSET MANAGEMENT POLICY. THE FINANCIAL REGULATIONS STATE:**

*14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.*

**IT IS PROPOSED THAT THERE SHOULD BE A STANDING AGENDA ITEM FOR EACH FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING TO APPROVE DISPOSAL OF ANY ASSETS; A REPORT WILL BE PREPARED BY THE CHIEF OFFICER.**

- 34. TO CONFIRM THAT THE BALANCE FOR THE MAYORAL ACCOUNT FOR 2020-21 IS £5215.82; THIS WILL BE GIVEN TO CARDIAC RISK IN THE YOUNG (CRY)**
- 35. TO RECEIVE AN UPDATE ON CCTV CONSIDERATIONS WITHIN THE TOWN HALL**
- 36. TO AGREE A BUDGET FOR CHRISTMAS LIGHTS ENHANCEMENTS, AND THE LOCATION OF NEW LIGHTS**
- 37. TO NOTE THAT WELCOME BACK FUNDING HAS BEEN ALLOCATED TO BIDDULPH AND TO CONSIDER IMPLEMENTATION OF PROPOSED ACTIONS THROUGHOUT THE SUMMER MONTHS (ORIGINAL PROPOSAL ATTACHED) TO MEET THESE REQUIREMENTS**

**Please note, the draft Service Level Agreement was agreed at the 15 June Finance Strategy and Management Committee meeting; this will be signed when received from Staffordshire Moorlands District Council.**



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# Biddulph Town Council



## IT AND COMMUNICATIONS

### **38. TO CONFIRM THAT THE IT WORKING GROUP WILL MEET DURING SUMMER 2021 TO CONSIDER:**

- Virtual meeting capability in the Council Chamber
- Management of virtual meetings, including retention of recordings
- Provision of email addresses and laptops for Town Councillors in order to ensure GDPR compliance

## POLICIES

### **39. TO CONFIRM THE REVISED POLICIES (ATTACHED):**

- Partnerships Protocol
- Child and Vulnerable Adult Protection Policy
- Disciplinary and Grievance Policy
- Flexible Working Policy
- Publication Scheme and Guidance
- Information Management and Data Protection Policy (policy to follow)
- General Privacy Notice (document to follow)

## GENERAL ISSUES

### **40. TO RECEIVE AN UPDATE ON THE 'CONWAY ROAD GREEN' WORKING GROUP MEETINGS AND TO AGREE THAT AN INVOICE WILL BE SENT TO STAFFORDSHIRE COUNTY COUNCIL TO COVER THE ADMINISTRATIVE COSTS ASSOCIATED WITH THIS GROUP**

### **41. TO APPROVE THE OBJECTIVES SET OUT IN THE 2021-22 ACTION PLAN, PROVIDING FEEDBACK BEFORE ADOPTION BY TOWN COUNCIL (DOCUMENT TO BE SENT SEPARATELY)**



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# Biddulph Town Council



## CONFIDENTIAL ITEMS

*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.*

### **42. TO NOTE THAT THE FIRST ATTEMPT TO RECRUIT A PART-TIME CARETAKER ROLE HAS BEEN UNSUCCESSFUL. TO CONSIDER:**

- a) Advertising in the Chronicle
- b) Arrangements in the interim until a suitable candidate is recruited.

## APPROVAL OF QUOTATIONS (all financial information to be tabled)

### **43. TOWN HALL IMPROVEMENTS**

- a) To agree new flooring in the bar and annexe
- b) To approve a provider for new blinds in the Town Hall and annexe areas

### **44. TO APPROVE A CONTRACTOR FOR THE PROVISION OF A BIN AT THE VISITOR CENTRE**

### **45. TO AGREE THAT ADDITIONAL FUNDS WILL NEED TO BE ALLOCATED FOR PLANTING AT THE DORSET DRIVE POCKET PARK OVER THE SUMMER.**

The original sum allocated for the provision of a bench and wetland/ tree planting was estimated to be £3000. These will be sourced from local providers.

### **46. TO CONFIRM THAT THE TOWN COUNCIL WILL CONTINUE WITH THE RETAINED HR SUPPORT PROVIDED BY MYERS AND CO FOR A FURTHER YEAR.**

### **47. TO RECEIVE A VERBAL UPDATE ON TENANT LEASES AND SERVICE CHARGES WITHIN THE TOWN HALL**

### **48. TO CONSIDER REPAIRS AND MAINTENANCE OF THE FOUNTAINS AT STATION ROAD**

*SM Haydon*

*Chief Officer/ Responsible Financial Officer*

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



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