

Biddulph Town Council



MEETING: Finance Strategy and Management Committee
DATE: Tuesday 26 April 2022
TIME: 5.30pm
LOCATION: Council Chamber, Town Hall.

AGENDA

140. APOLOGIES

141. DECLARATIONS OF INTEREST

- i) Disclosable Pecuniary Interests
- ii) Other Interests

142. MINUTES

- a) To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 22 March 2022 (approved at the Town Council meeting on 12 April 2022)
- b) To **receive** the Notes of the Asset Management Working Group meeting held on 12 April 2022

143. RECONCILIATIONS FOR MARCH 2022

To **receive** the following documents (attached):

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

144. 2021-22 AUDIT ARRANGEMENTS

- a) To **receive** the internal control report completed by Councillors Perkin and Hawley on 23 March 2022 (attached)



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- b) To **note** that the internal audit will be completed on Thursday 28 April 2022
- c) To **note** that the Rialtas finance system close-down will be completed on 31 May 2022
- d) To **note** that the external audit documentation has been received; the deadline for submission of the required files is 30 June 2022

145. RISK MANAGEMENT

Risk management is considered regularly by this Town Council.

On 8 February 2022, Councillors considered insurance requirements, based on the perceived level of risk.

On 22 March 2022, the revised Risk Management Policy was approved.

To **receive** the attached risk management spreadsheet, detailing medium/ high-level risk and to consider controls required to mitigate this risk.

146. NEW PROTOCOLS AND PROCEDURES

- i) To **approve** the following documents (attached):
 - a) Protocol to Mark the Death of a Local Holder of Office
 - b) Flag Flying Protocol
 - c) Mayoral Handbook 2022-23
 - d) Councillors Handbook 2022-23
- ii) To **approve** the format of a 'Who Stands for Council' document

147. TO APPROVE THE ATTACHED RESERVES POLICY

148. ITEM REQUESTED BY COUNCILLOR PERKIN AND COUNCILLOR HAWLEY

Statement: To review the effectiveness of standing order 3e to 3h inclusive. This is around public participation and time allowed.

From: As we do not appear to adhere to this currently, we as a council need to examine if it needs alteration. If we have rules we should adhere to them.



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To **agree** an appropriate response, which will be incorporated (as necessary) into the revised Standing Orders for consideration in May 2022.

149. GRANTS

To **approve** the attached grant form guidance, for 2022-23.

STANDING AGENDA ITEMS

150.

- a) To **consider** disposal of any assets, in line with the Asset Management Policy and Financial Regulations
- b) To **confirm** approved suppliers as part of the Procurement Policy

151. PRACTITIONERS GUIDE

To **receive** a copy of the Joint Panel on Accountability and Governance Practitioners' Guide March 2022.

152. ENERGY COSTS

To **receive** a tabled document about energy costs for Town Council buildings and to **consider** potential fixed-term deals.

153. FUNDING BIDS

To **receive** a verbal update on funding received by the Town Council.



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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

154. STAFFING

- a) To approve tabled information in relation to additional remuneration for weekend and bank holiday work.
- b) To receive the resignation of the Finance and Administration Officer; end date 11 May 2022.
- c) To approve the informal recruitment 'interview' process for the new role of Compliance and Governance Officer.

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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