

Biddulph Town Council



MEETING: Finance Strategy and Management Committee
DATE: Tuesday 24 May 2022
TIME: 5.30pm
LOCATION: Council Chamber, Town Hall.

AGENDA

1. ELECTION OF A CHAIR AND DEPUTY CHAIR
2. APOLOGIES
3. DECLARATIONS OF INTEREST
 - i. Disclosable Pecuniary Interests
 - ii. Other Interests
4. MINUTES
 - a) To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 26 April 2022 (approved at the Town Council meeting on 10 May 2022)
 - b) To **receive** the Notes of the IT Working Group meeting held on 17 May 2022
5. TO CONSIDER AND APPROVE THE APRIL 2022 VERSION OF THE ASSET REGISTER (ATTACHED)
6. TO CONSIDER RECOMMENDATIONS FROM THE INTERNAL AUDITOR (REPORT ATTACHED):
 - a) *Fidelity guarantee should be at least £5,000,000, not the current £1,000,000. This should not have any significant impact on the renewal cost.*
 - b) *I notice you are currently using the HMRC toolkit which is limited to 9 members of staff. Councillors allowances should be paid through payroll if it is a direct payment. It can be through the ledger if it expenses (with a receipt). I recommend either*



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purchasing a new payroll package or, for a similar cost buy into a payroll service provider. They will have all the latest information and although you will have to inform them of changes in hours, I suspect will save you time.

- c) It is good practice to regularly present the bank statements with the bank reconciliations for Councillors to observe and sign, as per your Financial Regulations.*
- d) Part of the internal audit requires me to see your Exercise of Public Right Notice, I recommend leaving this on your website until the internal audit has taken place.*

7. TO CONSIDER REPAIRS REQUIRED TO THE MAYORAL CHAIN 'DONGLE'

8. TO RECEIVE AN UPDATE IN RELATION TO THE BIERUN UKRAINIAN PROJECT AND POSSIBLE COSTS

9. TO CONSIDER PRIORITIES FOR THE 2022-23 ACTION PLAN

10. TO NOTE RECOMMENDATIONS AND ACTIONS FROM THE LOCAL COUNCIL AWARD SCHEME FEEDBACK AND TO CONSIDER THE DEVELOPMENT OF AN OVERARCHING BUSINESS PLAN

11. TO APPROVE THE PURCHASE OF NEW TABLES FOR THE TOWN HALL (COSTS TO BE TABLED)

12. TO APPROVE A PROCESS OF ENSURING COMPLIANCE ACTIVITY TAKES PLACE WITHIN TOWN COUNCIL BUILDINGS.

STANDING AGENDA ITEMS

13.

- 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

PTO

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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

14. TO APPROVE A RECRUITMENT PROCESS FOR THE FINANCE AND ADMINISTRATION OFFICER ROLE AND THE TEAM STRUCTURE

15. TO APPROVE THAT BACS PAYMENTS WILL BE ESTABLISHED FOR ADDITIONAL PENSION CONTRIBUTIONS

16. TO APPROVE ADDITIONAL PAYMENTS FOR STAFF FOR WEEKEND AND BANK HOLIDAY WORK

17. TO RECEIVE AN UPDATE IN RELATION TO THE BIDDULPH IN BLOOM MANAGEMENT

SM Haydon
Chief Officer/ Responsible Financial Officer

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



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