

Biddulph Town Council



MEETING: Finance Strategy and Management Committee
DATE: Tuesday 28 March 2023
TIME: 5.30pm
LOCATION: Council Chamber, Town Hall.

AGENDA

97. APOLOGIES

98. DECLARATIONS OF INTEREST

- i. Disclosable Pecuniary Interests
- ii. Other Interests

99. MINUTES

To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 24 January (approved at the Town Council meeting on 14 February 2023)

100. BANK MATTERS

- a) To **approve** the bank reconciliations for January 2023 and February 2023- all accounts (to follow)
- b) To **receive** an update on existing direct debit arrangements (to be tabled).

101. BUDGET

- a) To **receive** income and expenditure information to-date (attached)
- b) To **receive** an update on anticipated income before year-end.

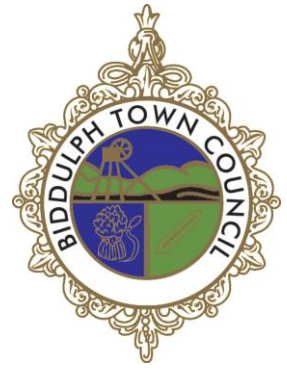
102. AUDIT

- a) To **receive** a report following the 9 March 2023 internal control visit by Councillor Perkin (attached).
- b) To **consider** significant events that have occurred during 2022-23 and the Town Council's response to them



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire
Moorlands ST8 6AR
Tel: 01782 498480
e: office@biddulph-tc.gov.uk
www.biddulph.co.uk

Biddulph Town Council



c) To **confirm** that recommendation from the 2021-22 audit have been completed.

103. To **receive** an update on funding for Coronation activities

104. To **note** that a report will be provided to the April Finance Strategy and Management Committee in relation to pension provision.

105. ASSET MANAGEMENT

The reviewed and amended Asset Management Policy was adopted in July 2022.

Following migration of information to Scribe, Assets have now been recorded on Scribe and linked to purchases.

Councillors to **receive** a presentation of this, and the approach to managing assets, both as part of the audit process and through an inventory of all items purchased.

The Asset Register to be **approved**.

106. POLICIES (attached)

a) To **approve** the reviewed Reserves Policy (to follow)

b) To **approve** the reviewed Protocol to Mark the Death of a Local Holder of Office Policy

c) To **approve** the reviewed Flag Flying Protocol

d) To **approve** the reviewed Sickness, Absence & Well-being Policy

e) To **approve** the reviewed Annual Leave & Special Leave Policy

f) To **approve** the reviewed Drug & Alcohol Policy

g) To **approve** the reviewed Harassment & Bullying Policy

h) To **approve** the reviewed Carers Policy

STANDING AGENDA ITEMS

107.

a) To **consider** disposal of any assets, in line with the Asset Management Policy and Financial Regulations

Two vacuum cleaners to be disposed of following a noise assessment.

b) To **confirm** approved suppliers as part of the Procurement Policy



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire
Moorlands ST8 6AR
Tel: 01782 498480
e: office@biddulph-tc.gov.uk
www.biddulph.co.uk

Biddulph Town Council



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

108. QUOTATIONS (to be tabled)

- a) To **approve** a provider for sanitary bins across the Town Council buildings
- b) To **consider** photocopier provision
- c) To **approve** a quotation for mental health training.
- d) To **confirm** imminent maintenance activities within the Town Hall.

109. TO CONFIRM THAT A NEW TENANT WILL TAKE ON A LEASE FOR ROOM C IN THE TOWN HALL

110. STAFFING ISSUES

- a) To **receive** an update on the role of the Compliance and Governance Officer and to **agree** continuation of this role.
- b) To **note** that staff appraisals will commence in April 2023.

SM Haydon
Chief Officer/ Responsible Financial Officer

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



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire
Moorlands ST8 6AR
Tel: 01782 498480
e: office@biddulph-tc.gov.uk
www.biddulph.co.uk