

Biddulph Town Council



MEETING: Finance Strategy and Management Committee
DATE: Tuesday 26 March 2024
TIME: 5.30pm
LOCATION: Council Chamber, Town Hall.

AGENDA

82. APOLOGIES

83. DECLARATIONS OF INTEREST

- i. Disclosable Pecuniary Interests
- ii. Other Interests

84. MINUTES

To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 23 January (approved at the Town Council meeting on 13 February 2024)

85. ACCOUNTS MATTERS

- a) To **approve** the bank reconciliations for December 2023 and January 2024- all accounts (attached).
- b) To **receive** a verbal update on the Unity online banking processes following the first month of usage.

86. BUDGET

- a) To **receive** a summary of receipts and payments for 2023-24 to-date (attached)
- b) To **receive** an update on anticipated income and expenditure before year-end.

87. AUDIT

- a) To **approve** the revised Monitoring Councillors Job Description (attached)
- b) To **receive** a report following the January and March internal control visits by Councillors Hawley and Eardley.



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- c) To **consider** significant events that have occurred during 2023-24 and the Town Council's response to them
- d) To **confirm** that recommendation from the 2022-23 audit have been completed (attached).

88. ASSET MANAGEMENT

To **receive** an update on the management of assets and the inventory of purchases, and to approve the current Asset Register (presentation).

89. RESERVES

To **receive** an update on the management of reserves (presentation) and proposals for 2024-25.

90. TO RECEIVE AN UPDATE ON UK SHARED PROSPERITY FUND PROJECTS

91. TO CONSIDER A DRAFT OF THE TOWN COUNCIL FIVE YEAR STRATEGY (ATTACHED)

92. POLICIES (attached)

- a) To **approve** the reviewed Appraisal and Review Policy
- b) To **approve** the reviewed Risk Management Policy
- c) To **approve** the reviewed Flexible Working Policy
- d) To **approve** the reviewed Whistleblowing Policy
- e) To **approve** the reviewed Annual Leave & Special Leave Policy
- f) To **approve** the reviewed Protocol to Mark the Death of a Local Holder of Office
- g) To **approve** the reviewed Flag Flying Protocol
- h) To **approve** the reviewed Councillor Email & IT Use Guidance
- i) To **approve** the reviewed Councillors' Handbook
- j) To **approve** the new CCTV Policy



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STANDING AGENDA ITEMS

93.

- a) To **consider** disposal of any assets, in line with the Asset Management Policy and Financial Regulations
- b) To **consider** the sale of a trailer that is no longer required for markets
- c) To **confirm** approved suppliers as part of the Procurement Policy

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.

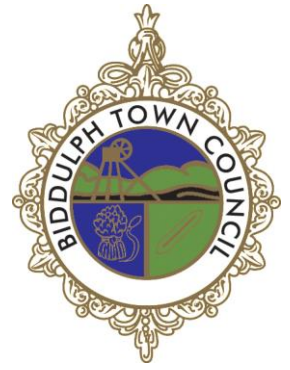
CONFIDENTIAL ITEMS

- 94. TO CONSIDER THE MANAGEMENT OF A PIECE OF LAND TO BE USED BY BIDDULPH IN BLOOM FOR A MEMORIAL GARDEN
- 95. TO APPROVE MEMORIAL TESTING QUOTATIONS FOR THE BURIAL SITES (ITEM REFERRED FROM RECREATION AND AMENITIES COMMITTEE)
- 96. TO CONSIDER MAKING A £200 DONATION TO JAMES BATEMAN MIDDLE SCHOOL TO SUPPORT READING ACTIVITIES (EMAIL ATTACHED)
- 97. TO RECEIVE AN UPDATE ON CURRENT FUNDING IN PLACE FOR THE RESTORATION OF THE MINER'S LAMPS, AND TO AGREE THE TOWN COUNCIL CONTRIBUTION
- 98. TO CONSIDER ARRANGEMENTS FOR THE LEASE OF A PHOTOCOPIER BEYOND APRIL 2024



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99. TO CONSIDER AN EMAIL (ATTACHED) IN RELATION TO THE BIDDULPH COMMUNITY OFFICER

100. TO RECEIVE AN UPDATE ON FUNDS RECEIVED FROM TOWN COUNCIL TENANTS

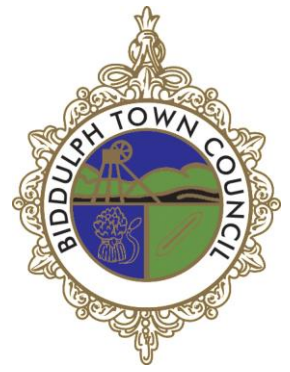
101. QUOTATIONS (to be tabled)

- a) To **approve** a quotation for:
 - i. Inspection, Testing, Servicing, Maintenance, Repair, Upgrading and Renewals and 24-hour monitoring of the Intruder Alarm, CCTV and Fire Alarm System at Biddulph Town Hall
 - ii. Inspection, Testing, Servicing, Maintenance, Repair, Upgrading and Renewals and 24-hour monitoring of the Intruder Alarm at Biddulph Grange Country Park Visitor Centre
 - iii. Inspection, Testing, Servicing, Maintenance, Repair, Upgrading and Renewals for the Door Access system at Biddulph Town Hall
- b) To **approve** a quotation for the repair of the Mayoral chain, including the creation of a display of 26 retiring shields (on the 50th anniversary of the Town Council), and refurbishment of the remaining 57 shields.
- c) To **approve** a quotation for the management of the lime trees at the Burial Grounds
- d) To **approve** a quotation for enhanced IT provision within the Town Hall and the purchase of replacement laptops due to issues extending the warranties
- e) To **approve** a quotation for remedial work following a legionella inspection at the Town Hall
- f) To **approve** a quotation for asbestos reinspection activities
- g) To **approve** a quotation for PAT testing activity across Town Council assets
- h) To **approve** a quotation for stage lighting testing and servicing within the Town Hall



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102. STAFFING

- a) To **consider** additional hours for a member of the team.
- b) To **confirm** that annual appraisals will commence at the end of April 2024

SM Haydon
Chief Officer/ Responsible Financial Officer

copy to the Mayor, the Deputy Mayor, Councillor Brady, Hart, Hawley, Holdsworth, Hopkins, Jackson, Jones, Lawton, Rogers, Salt, Smith, Wood



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