

**MINUTES OF THE FINANCE STRATEGY AND MANAGEMENT
COMMITTEE MEETING, BIDDULPH TOWN COUNCIL
TUESDAY 23 JULY 2024, 5.30PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR.**

PRESENT:

- **Mayor:**
Councillor N R Yates
- **Deputy Mayor:**
Councillor A C Lawton
- Councillor C Brady
- Councillor A K Harper
- Councillor D J Hawley
- Councillor C Wood
- Councillor K Jackson
- Councillor J Jones
- Councillor W Rogers (Chair)

Councillors Brady and Wood were in attendance but did not sign the attendance sheet.

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnerships Officer
- Mrs Angela Williams – Administrator Officer

Councillor Rogers recited the disclaimer regarding the recording of the meeting.

28. APOLOGIES

- Councillor Smith
- Councillor A H Hart
- Councillor M A Hopkins
- Councillor N Eardley
- Councillor J Salt

29. DECLARATIONS OF INTEREST

- i. Disclosable Pecuniary Interests. None.
- ii. Other Interests:

Councillor Brady declared an interest in agenda item 42 as a Board member of Citizens Advice.

Councillors Wood and Harper declared an inter in agenda item 37b.

30. MINUTES

To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 25 June 2024 (approved at the Town Council meeting on 9 July 2024). Proposed by Councillor Wood; seconded by Councillor Jones. All **agreed**.

31. ACCOUNTS MATTERS

To **approve** the bank reconciliation for May 2024- all accounts (attached). Proposed by Councillor Jones; seconded by Councillor Harper. All **agreed**.

32. TO RECEIVE AN UPDATE ON SHARED PROSPERITY FUNDING

The Chief Officer reported that the bid for solar panels at the Visitor Centre was unsuccessful, however it has been put on the reserve list.

The Town Hall frontage project was progressing. The Chief Officer would compile a list of other potential UK SPF projects, in case there is any change of additional funds.

Councillor Jackson suggested that a review is completed to enable a comparison of funds allocated across the District.

33. TO CONFIRM ARRANGEMENTS FOR THE RE-TENDERING OF THE BURIAL GROUNDS CONTRACT- CURRENTLY DUE TO END IN JULY 2025

Councillor Rogers suggested to change the commencement of a new contract to November/ December 2025, which is not the middle of a growing season.

Members were reminded that the date has fallen at this time due to a fall out of a previous contractor and immediate start of the new contract.

It was proposed that the end date of the current contract be extended to later in the year by Councillor Jones; the current contractor was doing a good job. Seconded by Councillor Jackson. All **agreed**.

34. TO CONFIRM THE PROVIDER FOR INTERPRETATION BOARDS WITHIN THE TOWN, FOLLOWING FURTHER INVESTIGATIONS.

The Chief Officer explained that following further investigation we were unable to 'test' the proposed interpretation panels. The purchase of these had been agreed in principle at the previous meeting.

It was proposed by Councillor Jones for the Chief Officer to send additional information to members when available, and purchase; seconded by Councillor Hawley. All **agreed**.

35. TO CONSIDER DEVELOPING A TOWN CENTRE SHOP/BUSINESS-WATCH PROJECT

The Chief Officer explained the 'shopwatch' project and presented a short video.

Councillor Jones questioned why the Town Council should fund the project. The Chief Officer suggested that the Town Council could facilitate an initial meeting to reach out to the businesses and shop owners, rather than provide funding.

Councillor Jackson stated that the Police should be involved in this project. The Chief Officer confirmed that the Police are keen to progress this.

Councillor Yates agreed with the project. It was proposed by Councillor Yates to support in the project in principle and for the Committee to receive further information when available; seconded by Councillor Jones. All **agreed**.

36. 2023-24 MAYORAL FUNDS:

a) To **confirm** the funds spent from the Civic Allowance.

£1449.21 had been spent from the Civic Allowance of £2535; £1085.79 remaining. Confirmed.

b) To **confirm** that remaining funds from the Civic Allowance can be transferred to the Mayor's Charity Account

It was agreed the funds could be transferred.

c) To **confirm** the final figures for the Mayor's Charity Account and the recipients.

Councillor Harper would confirm the recipients, which would be circulated to Members.

Proposed by Councillor Jones; seconded by Councillor Yates. All **agreed**.

STANDING AGENDA ITEMS

37.

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

The Chief Officer stated that there are no assets to dispose of, however a 'clear out day' is in the calendar.

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

Councillor Wood and Harper declared an interest in one of the contractors.

Proposed by Councillor Yates; seconded by Councillor Jones. All **agreed**.

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

38. TO RECEIVE A VERBAL UPDATE ON THE TOWN HALL FRONTAGE TENDERING PROCESS AND NEXT STEPS

The Chief Officer reported that the project was progressing.

39. TO APPROVE NEXT STEPS WITH REGARD TO THE BRIARSWOOD GREEN SPACE (BELLWAY REPORT ATTACHED)

It was agreed that further conversations should consider future-proofing the Town Council.

40. TO CONFIRM COSTS ASSOCIATED WITH THE INSTALLATION OF THE NEW TROUGH AT OVERTON ROAD

The Chief Officer presented a summary of the project and financial commitments to-date.

41. TO AGREE NEXT STEPS AND COSTS REGARDING THE OVER 50S RESEARCH LAUNCH

It was agreed to propose to the District Council that future over-50s work should tie in with the health and wellbeing agenda.

42. TO AGREE AN APPROACH TO PRINTING/ PHOTOCOPYING FOR PARTNERS AND MEMBERS OF THE PUBLIC

Revised costs were approved.

43. QUOTATIONS (TO BE TABLED)

- a) To **approve** a contractor to provide four new windows at the Visitor Centre (using £1500 County Councillor grant)

Proposed by Councillor Jones; seconded by Councillor Brady. All **agreed**.

- b) To **approve** a contractor for the provision and installation of a new radiator in the Town Hall (using £500 County Councillor grant)

Proposed by Councillor Brady; seconded by Councillor Yates. All agreed.

- c) To **approve** the purchase of new Christmas lights for the town centre. Cost were proposed by Councillor Hawley; seconded by Councillor Yates. All **agreed**.

- d) To **confirm** a budget cost for the solar lights to be installed on St Johns Road lanterns.

Proposed by Councillor Yates; seconded by Councillor Jones. All **agreed**.

- e) To **approve** the quotation for replacement fire extinguishers

Proposed by Councillor Jones; seconded by Councillor Harper. All **agreed**.

- f) To **approve** a quotation for the management of trees at the Butterfly Garden

The Chief Officer advised that further information would be needed. An additional survey would be completed, and advice sought about the complexities of managing this site.

Proposed by Councillor Jones; seconded by Councillor Jackson. All **agreed**.

g) Additional item- Mayor's chain

The Chief Officer had received the final costings for the Mayor's chain; it was agreed to consider this item.

Proposed by Councillor Yates; seconded by Councillor Brady. All **agreed**.

There was consideration about whether Mayoress' should receive a 'Past Mayoress' medal. This would be considered at a later date.

44. STATION ROAD

a) To consider CCTV provision in the area

Proposed by Councillor Jackson to purchase the camera; if SMDC decide to provide the cameras then they can be moved to another location. Seconded by Councillor Jones. All **agreed**.

b) To approve the content of the interpretation board

It was agreed to circulate ideas of content via email for Station Road. All **agreed**.

c) To consider enhanced planting/ clearance

All **agreed**.

d) To approve repairs to the adjacent circle lighting

Proposed by Councillor Jones; seconded by Councillor Yates. All **agreed**.

e) To receive an update on the complaint associated with this area.

It was **received**.

It was agreed to move on block b, c and d; Proposed by Councillor Harper, seconded by Councillor Brady. All **agreed**.

45. STAFFING

a) To confirm the hours for the Finance Officer

Confirmed.

b) To confirm costs for an Occupational Health provider

Confirmed.

The meeting ended at 8pm.

Signed..... Date.....