

**MINUTES OF THE FINANCE STRATEGY AND MANAGEMENT
COMMITTEE MEETING, BIDDULPH TOWN COUNCIL
TUESDAY 24 SEPTEMBER 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 N Eardley
- Councillor D J Hawley
- Councillor Holdsworth
(approved substitute for
Councillor Hart)
- Councillor M A Hopkins
- Councillor K Jackson
- Councillor J Jones
- Councillor J Salt (5.36pm)
- Councillor W Rogers (Chair)

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnerships Officer
- Mrs Angela Williams – Administrator Officer
- Mrs Elizabeth Davies (Prev. Norton) – Finance Officer

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

46. APOLOGIES AND AGREED SUBSTITUTES

- Councillor Smith
- Councillor A H Hart (Sub is Councillor Holdsworth)
- Councillor A K Harper
- Councillor C Wood

47. DECLARATIONS OF INTEREST

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

48. MINUTES

To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 23 July 2024 (approved at the Town Council meeting on 10 September 2024)

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

49. ACCOUNTS AND AUDIT MATTERS

- a) To **approve** the bank reconciliations for June and July 2024- all accounts (attached).

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

- b) To **receive** an updated income and expenditure breakdown (attached)

Proposed by Councillor Harper; seconded by Councillor Hawley. **Received**.

- c) To **approve** the external audit report and recommendations for 2023-24 (received via Email)

The outcome of the external audit was considered; there were no recommendations. The Chief Officer gave thanks to the team. Proposed by Councillor Harper; seconded by Councillor Hawley. All **agreed**.

- d) To **approve** a change to the mandate of the CCLA account.

Councillor Rogers stated that due to a change in council, it was suggested that the mandate be changed from Derek Hall and Kevin Jackson to Wayne Rogers and Chris Wood as Authorised Persons and to add the Finance Officer - Elizabeth Davies (prev. Norton)

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

50. TO RECEIVE AN UPDATE ON SHARED PROSPERITY FUNDING

The Chief Officer noted that the claim will now be processed for the Station Road project and confirmed that acceptance of £1629.29 towards an event to be spent by January 2025.

Councillor Jackson requested a breakdown of funds received and what is expected up to date in relation to the shared prosperity funding.

51. TO APPROVE AN AMENDMENT TO THE FINANCIAL REGULATIONS TO ENSURE THAT STATUTORY TESTING CAN BE APPROVED OUTSIDE OF MEETINGS, IF NECESSARY (ATTACHED)

Councillor Rogers stated that there have been alterations to the Financial Regulations to accommodate statutory testing to ensure Town Council assets are correctly managed.

Councillor Jackson requested a figure for the statutory amounts; the expected spend per year. The Chief Officer confirmed that this could be provided.

Councillor Salt agreed but amended the proposed wording to add that the Chair and Deputy Chair of the Finance Strategy and Management Committee should be added as part of the approval process.

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

STANDING AGENDA ITEMS

52.

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

The Chief Officer confirmed that after the following items require disposal following a 'clear out' of the Town Hall.

- 3x fridges
- 2x Microwaves
- Oven
- Mixing desk and PA
- Soiled Council Chamber chair

Councillor Salt proposed to disposal of all assets; seconded by Councillor Brady. All **agreed**.

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

Proposed by Councillor Jones; seconded by Councillor Harper. 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

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

The Chief Officer provided an update; there was consideration about tenders and necessary contractors.

54. TO APPROVE NEXT STEPS WITH REGARD TO THE BRIARSWOOD GREEN SPACE

It was proposed by Councillor Jones to estimate the expenditure for the annual spend, and to make the bridge robust, also 'future proofing'; seconded by Councillor Yates. **Agreed.**

55. TO RECEIVE A VERBAL UPDATE ON A RURAL HOUSING PROJECT

The Chief Officer reported that Support Staffordshire has a new officer in post, who supports groups to develop housing projects in rural areas.

56. TO CONSIDER THE USE OF A SYSTEM TO GENERATE AGENDAS AND REPORTS- CONGRESSO

The Chief Officer stated that the team are currently looking at a free trial to be able to generate agendas and reports.

57. QUOTATIONS (TO BE TABLED)

- a) To **confirm** the quotation for an asbestos management survey at Biddulph Grange Country Park Visitor Centre; this activity has already been completed.

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

- b) To approve** a quotation for the legionella control risk assessments (all sites)

HSL Compliance was proposed by Councillor Salt; seconded by Councillor Jones. All **agreed.**

- c) To approve** a quotation for tree work at the burial grounds

Wain Marsh was proposed by Councillor Harper; seconded by Councillor Jones. All **agreed.**

- d) To approve** a quotation for tree work at the Butterfly Garden

N&J were proposed by Councillor Salt; seconded by Councillor Jones. All **agreed.**

- e) To approve** the purchase of waymakers and stickers for the Trent Valley Way

The Chief Officer tabled the estimate for discs and stickers.

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

58. STAFFING

- a) To confirm** a change of job description and salary level for the Compliance and Governance Officer following benchmarking and support from Staffordshire Moorlands District Council.

Confirmed.

- b) To confirm** recommendations from an Occupational Health report.

Confirmed.

The meeting ended at 6.39pm.

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