

**MINUTES OF THE FINANCE STRATEGY AND MANAGEMENT
COMMITTEE MEETING, BIDDULPH TOWN COUNCIL
TUESDAY 22 OCTOBER 2024, 5.30PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR.**

PRESENT:

- **Deputy Mayor:**
Councillor A C Lawton
- Councillor N Eardley
- Councillor A K Harper
- Councillor Holdsworth (approved substitute for Councillor Hawley)
- Councillor M A Hopkins (5.45pm)
- Councillor K Jackson
- Councillor J Jones
- Councillor C Wood
- Councillor Smith
- Councillor W Rogers (Chair)

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Mrs Margaret Warman – Compliance and Governance Officer
- 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.

59. APOLOGIES AND AGREED SUBSTITUTES

- Councillor A H Hart
- Councillor D J Hawley (Substitute is Councillor Holdsworth)
- Councillor J Salt
- Councillor C Brady
- Councillor N R Yates

60. DECLARATIONS OF INTEREST

- i. Disclosable Pecuniary Interests.

None.

- ii. Other Interests:

Councillor Lawton declared an interest as a member of the Historical Society.

61. TO RECEIVE A PRESENTATION FROM PRISM IN RELATION TO CYBER ESSENTIALS

The Chief Officer gave apologies on behalf of Mr Tom Southern from Prism and gave a brief description on his behalf in regard to cyber essentials:

- Cyber Essentials (CE) is a Government backed Certification (backed by the national Cyber Security centre)

Why is it important?

- It is important as it can help protect you from different malicious attacks, by ensuring you have a modern infrastructure. That is safe and secure.

Why do you need this?

- Cyber Essentials is a self-assessment questionnaire of your IT systems – Prism can help with this.
- Cyber Essentials + (CE+) is an audit of all your technical systems completed by Prism.
- Having CE+ will bring confidence to staff, Councillors and also the wider community of Biddulph; it means information and data is safe and secure and you are following best practice guidance of working with people's data. You are holding yourself responsible and ensure you are meeting a standard that means you shouldn't face any sort of cyber-attack or breach.
- This is updated annually to reflect changes in technology and new threats. Each year, this certification needs to be completed again as there are new ways and threats that are consistently being invented. As such the benchmark changes each year as to what is required to Pass.
- Offers an insurance policy of up to £20,000 to recover from breaches, giving peace of mind. It can also reduce insurance premiums for cyber security.
- It's great for branding, having this on your email signature could help you win new contracts inside the Town Hall, for example, High street banks using your safe, secure space. Regulated industries will feel more secure using a CE+ approved workspace.

It was proposed by Councillor Wood to request a presentation from Prism and see a formal quote; seconded by Councillor Jones. All **agreed**.

62. MINUTES

To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 24 September 2024 (approved at the Town Council meeting on 8 October 2024)

The minutes were **confirmed**.

63. ACCOUNTS MATTERS

To **approve** the bank reconciliation for August 2024- all accounts (attached).

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

64. POLICIES

To approve the following policies (attached):

a) Health and Safety and Wellbeing at Work Policy

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

Councillor Hopkins entered the meeting at 5.45pm

b) Investment Strategy

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

c) Procurement and Approved Suppliers Policy

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

d) Severe Winter Weather Management Policy

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

e) Accessibility Statement

The Chief Officer explained that the new accessibility standard came into effect in October 2024, the statement has been updated with the most recent guidance.

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

STANDING AGENDA ITEMS

65.

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

There was nothing to consider.

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

There were no suppliers to confirm.

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

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

The Chief Officer reported that there had been some delays with the architect. It had been suggested that the architect team could present to the working group in early November; the tender will go out at the end of that week.

It was suggested that an additional Town Council meeting be held in December to agree the contractor.

The update was **received**.

67. TO RECEIVE AN UPDATE ON LEASE DOCUMENTS RECEIVED FROM STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

The Chief Officer reported that a draft lease had been received for the Visitor Centre and stated that the solicitors at Charlton have submitted some initial queries and suggestions.

It was **agreed** to request that the solicitor acts on behalf of the Town Council and completes necessary due diligence.

68. TO RECEIVE A PRESENTATION ON TOWN HALL AND BUS HUB INCOME AND EXPENDITURE AND AGREE NEXT STEPS

The Chief Officer gave a presentation in relation to the Town Hall and Bus Hub income and expenditure.

Councillor Eardley requested that the Chief Officer circulate the presentation.

Councillor Wood proposed to digest the numbers and create a working group to discuss further and come up with some solutions; seconded by Councillor Jones. All agreed.

Councillors Wood, Jackson, Harper, Eardley, Hawley and Rogers agreed to form the working group.

69. TO CONSIDER PREDICTED EXPENDITURE IN RELATION TO THE BIDDULPH WORKS TOGETHER PROJECT

The Chief Officer reported that this is the third year that £10,000 has been allocated for the Biddulph Works Together project from earmarked reserves. Some projects continued beyond April 2024 meaning there has already been It was agreed to proceed with this expenditure, proposed by Councillor Jackson; seconded by Councillor Harper. All **agreed**.

70. QUOTATIONS (TO BE TABLED)

a) To **approve** a quotation for interpretation panels

The quotation from Earth Anchor for the recycled panel was agreed. Proposed by Councillor Jones; seconded by Councillor Jackson. All **agreed**.

b) To **confirm** the service of the automatic doors for the Town Hall has been scheduled (£150 exc VAT)

It was **confirmed**.

c) To **approve** expenditure in relation to the Christmas Lights switch-on event(s):

i. **Lasers/ special effects**

It was agreed to not pursue the quotation.

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

ii. Tree costs

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

iii. A town centre elf trail

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

iv. Biddulph Moor activities

Activities would be in at the green and the Rose and Crown. All **agreed**.

v. Window dressing at the Town Hall

Options would be considered.

vi. Bus Hub window coverage

Funding has been sought for posters in the windows of the bus hub, promoting Biddulph events.

d) To approve a quotation for the service of air conditioning

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

e) To approve a quotation for painting the ceilings in the toilets at the Visitor Centre

Ceilings to be painted with fire retardant paint.

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

f) To approve a quotation for the repair of a boiler at the Town Hall

The tabled quote was approved. Proposed by Councillor Smith; seconded by Councillor Holdsworth. It was **agreed**. 1 voted against.

g) To approve a quotation for remedial work on the lift(s)

To be considered in November 2024.

h) To approve a quotation for a standalone CCTV system at Station Road

Proposed by Councillor Jones; seconded by Councillor Jackson. It was **agreed**.

i) To **consider** a quotation for a replacement radiator in the Town Hall
Proposed by Councillor Jackson to accept the quote; seconded by Councillor Hopkins.
3 votes for.

Proposed by Councillor Jones to clean up instead and decline the quote; seconded by
Councillor Harper. 4 voted for.
It was **agreed**.

j) To **approve** a quotation for emergency lighting remedial work
The quotation from Moorlec was approved. Proposed by Councillor Holdsworth;
seconded by Councillor Eardley. It was **agreed**

k) To **approve** a quotation for the installation of a replacement CCTV
camera at the Town Hall
Proposed by Councillor Holdsworth to not go ahead with the quote; seconded by
Councillor Harper. All **agreed**.

71. TO CONSIDER AN APPROACH TO THE INSTALLATION OF A REPLACEMENT FIRE ALARM SYSTEM

It was discussed to defer the work until further discussion has taken place in relation
to the building maintenance, but to keep on the radar.

The meeting ended at 7.43pm.

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