

## **MINUTES OF THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING HELD ON 23 NOVEMBER 2021**

### **PRESENT**

- Deputy Mayor - Councillor Garvey
- Councillor Brady
- Councillor Davies
- Councillor Hall
- Councillor Harper
- Councillor Jackson
- Councillor Perkin
- Councillor Rogers
- Councillor Salt
- Councillor Yates

### **69. APOLOGIES**

Apologies were received from Councillor Hawley, Councillor Sheldon and Councillor Rushton.

### **70. DECLARATIONS OF INTERESTS**

- a) Disclosable pecuniary interests and dispensations:** None declared.
- b) Other interests:** Councillor Hawley declared in interest in item 74. Councillor Jackson declared an interest in Friends of BRIC and Biddulph Youth and Community Zone.

### **71. MINUTES**

- a)** The Minutes of the Finance Strategy and Management meeting held on 28 September 2021 (and approved at the Town Council meeting on 12 October 2021) were confirmed. Councillor Davies asked for confirmation of the cleaning costs for the Visitor Centre.
- b)** The Notes of the Emergency Planning Working Group meeting held on 23 September 2021 were received.
- c)** The Notes of the IT Working Group meeting held on 11 November 2021 were received.

## **72. RECONCILIATIONS FOR SEPTEMBER AND OCTOBER 2021**

The following reconciliation documents were received for

- Current Account / Reserve Account
- Petty Cash
- Credit Card
- CCLA

Moved by Councillor Perkin, seconded by Councillor Harper; all in favour.

## **GENERAL ISSUES**

### **73. TO RECEIVE A LETTER IN RELATION TO THE BIDDULPH SIGNS AND TO AGREE A RESPONSE**

Councillor Rogers noted that both a repair and ongoing maintenance costs were requested. Councillor Salt moved to include the repair and maintenance costs in the 2022-23 budgets. Seconded by Councillor Perkin, all voted in favour.

### **74. TO RECEIVE A LETTER FROM BIDDULPH ROTARY AND TO AGREE A RESPONSE**

Councillor Hall handed over the item for Councillor Perkin to Chair due to a declaration of interest. Councillor Harper proposed to award a grant, Councillor Jackson proposed a figure of £50. Councillor Harper asked if a grant application was needed, Councillor Perkin said that the grant scheme could be used, but it is not a necessity. Councillor Harper said he would prefer to see the award go through this process in the future. Councillor Jackson said that he felt the grant scheme was superfluous for a low level donation. Councillor Garvey seconded Councillor Jackson's proposal to grant £50, all in favour.

### **75. TO RECEIVE THE RECENT MONITORING INFORMATION FOR RECEPTION SERVICES AT BIDDULPH TOWN HALL (Three months data attached)**

Councillor Garvey moved to receive, Councillor Perkin seconded. All in favour.

### **76. TO RECEIVE THE REVIEWED 2021-22 ACTION PLAN (ATTACHED)**

The Chief Officer gave a brief verbal update on the 2021-22 action plan. A lot of work has progressed the aim of enhancing partnerships, particularly in

regard to dementia work with both Woodhouse Academy and Dementia Friendly Cinema.

Opening the Hideaway Café has been a significant achievement and Health and Safety in the Town Council managed assets has been improving.

Councillor Davies suggested that tree planting should be included in the progress achieved under implementing actions from the Environment Climate Change Working Group. He also asked about plans for a garden event next year.

Councillor Davies noted that the Arts Forum are currently giving out grants.

All Councillors voted to receive the action plan.

## **77. STANDING AGENDA ITEMS**

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

The Chief Officer said that 57 chairs are in poor condition and need to be disposed of following a chair audit.

Councillor Yates proposed that the chairs be dismantled to separate out different components for recycling and scrap collection.

Councillor Harper noted that as a health and safety issue, it must be addressed.

Seconded by Councillor Harper, all in favour.

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

It was noted that John Green (electrician), Ian Jukes (Groundworks) and Biddulph Glass (Glazier) have all submitted paperwork which has satisfied officers; they have met the requirements of the Approved Suppliers Policy.

Councillor Perkin agreed to review that requirements are met as an item to the internal control process.

All Councillors voted to add the above suppliers to Approved Suppliers List.

*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**

### **78. TENDERS AND QUOTATIONS**

It was agreed to purchase replacement plastic chairs, two mobile phones, ID devices, two mini fridges for tenants use, three gazebos and a Performing Rights Society (PRS) license; to install a cooker and to approve the repair of a water heater and emergency lights.

It was agreed to approve a quotation for a trial detached youth work scheme.

It was agreed to continue to use garage storage.

It was agreed to approve a quotation for tree survey recommendations at the Town and Woodhouse Burial Grounds.

### **79. TO RECEIVE AN UPDATE ON TOWN HALL AND VISITOR CENTRE LEASES, AND TO AGREE NEXT STEPS**

All voted in favour to request a variation to the Town Council's lease of the Town Hall.

### **80. VISITOR CENTRE**

The Chief Officer gave a breakdown of expenditure to date at the Visitor Centre. Councillors voted to receive the expenditure. Rental payment for tenants beyond April 2022 was considered. A list of improvements for the workshop, a quotation for drainage and a quotation for a recycling bin were approved.

### **81. TO NOTE THAT THE CHIEF OFFICER HAS COMPLETED A REVIEW MEETING WITH MOORLAND CONTRACT CLEANING, WHO ARE CURRENTLY RESPONSIBLE FOR THE VISITOR CENTRE AND WHARF ROAD TOILET CLEANING. OTHER SERVICES ARE AVAILABLE, SHOULD THE TOWN COUNCIL NEED THEM.**

The Chief Officer gave an update which was noted.

**82. TO CONSIDER AND APPROVE THE PURCHASE OF A COMMUNITY BUILDING**

The potential purchase of a community building was discussed. All voted in favour.

**83. TO APPROVE A PROCESS FOR PROCEEDING WITH DISCUSSIONS THAT THE TOWN COUNCIL BECOMES A TRUSTEE OF BIDDULPH IN BLOOM.**

It was agreed Biddulph Town Council becomes a corporate trustee of Biddulph in Bloom.

**84. TO APPROVE A CHANGE OF USE FOR THE FRIENDS OF BRIC GRANT ALLOCATION (LETTER ATTACHED)**

The change was approved.

**85. STAFFING**

- a) It was agreed any additional staff requirements would be included within the 2022-23 budget.
- b) Christmas working hours were approved.

The meeting closed at 7.43pm

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