MINUTES OF THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING, BIDDULPH TOWN COUNCIL
TUESDAY 22 SEPTEMBER 2026, 5.30PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR.

PRESENT:

- Councillor A Lawton
- Councillor A K Harper
- Councillor D Hawley
- Councillor M A Hopkins
- Councillor J T Jones
- Councillor C M Smith
- Councillor N Yates
- Councillor W Rogers (Chair)

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Mrs Margaret Warman – Compliance and Governance Officer
- Mrs Elizabeth Davies – Finance Officer
- Ms Jodie Hancock – Events and Partnerships Officer
- Mrs Angela Williams – Administration Officer

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

29. APOLOGIES AND APPROVAL OF SUBSTITUTE MEMBERS

- Councillor C Brady
- Councillor N Eardley
- Councillor A Hart (Absent)
- Councillor K J Jackson
- Councillor C Wood (Absent)
- Councillor J Salt

30. DECLARATIONS OF INTEREST

i. Disclosable Pecuniary Interests

Nothing to declare.

ii. Other Interests

Nothing to declare.

31. MINUTES

To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 23 June 2026 (approved at the Town Council meeting on 14 July 2026)

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

32. AUDIT AND ACCOUNT MATTERS

a) To **approve** the bank reconciliations for May, June and July 2026 (attached)

Councillor Hawley noted the monthly cash flow amount; Councillor Lawton queried the payment dates for the precept.

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

b) To **receive** the receipt and payments cost centre comparison up to 16 September 2026

There was a discussion regarding the expenditure. Councillor Hawley wondered if a report could be created that compared spend at the same point each year. The Chief Officer would investigate whether the report was possible.

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

33. TO APPROVE THE REFORMING OF THE EMERGENCY PLAN AND BUSINESS CONTINUITY PLAN WORKING GROUP TO CONSIDER AMENDMENTS TO THE PLANS (THIS WILL BE A TIME-LIMITED PROJECT)

There was discussion that a working group would be beneficial to revise the plans. This would include Martyn's Law arrangements. Councillor Hawley felt a risk workshop would be beneficial. Councillor Smith requested an evening meeting towards the end of October.

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

34. POLICY REVIEW (ATTACHED)

a) To **approve** the reviewed Modern Slavery Policy

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

b) To **approve** the reviewed Procurement & Approved Suppliers Policy
Proposed by Councillor Hawley; seconded by Councillor Jones. All **agreed.**

c) To **approve** the reviewed Investment Strategy
Proposed by Councillor Hawley; seconded by Councillor Jones. All **agreed.**

d) To **approve** the reviewed Banning Policy
Proposed by Councillor Hawley; seconded by Councillor Yates. All **agreed.**

35. STANDING AGENDA ITEMS

a) To **consider** disposal of any assets, in line with the Asset Management Policy and Financial Regulations
There were no items to dispose of.

b) To **confirm** approved suppliers as part of the Procurement Policy
There were no new approved suppliers.

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

36. TO CONSIDER THE LEASE RENEWAL FOR THE STORAGE UNIT AT THE BROWN LEES INDUSTRIAL ESTATE

The lease renewal was discussed. The lease does not end until the end of January 2027.
It was agreed to make a decision by October Committee meeting. Councillors should make investigations into other possibilities before this time.

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

37. NEW ROAD CHAPEL

a) To **receive** an update on the New Road Chapel project and potential lease arrangements

It proposed by Councillor Yates to agree this in principle, subject to the site visit and potentially further discussion about the level of rent; seconded by Councillor Jones. All **agreed.**

38. TO RECEIVE A PRESENTATION ON PROGRESS WITH THE STRATEGIC PLAN

The Chief Officer presented the progress with the Strategic Plan. She noted the four pillars and the aspirations of the Town Council.

The action plan would be considered in October.

The update was **received.**

39. TO CONSIDER THE INSTALLATION OF ADDITIONAL MINING MEMORIAL BRICKS

The Chief Officer would arrange for the bricks to be counted and would prepare a draft statement.

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

Councillor Yates left the meeting at 18.57.
Councillor Harper left the meeting at 18.59.

40. TO RECEIVE AN UPDATE ON THE CARRIAGE DRIVE PROJECT- PART OF THE TRANSFORMING THE TRENT HEADWATERS SCHEME

The update was **received.**

41. QUOTATIONS

a) To **approve** the quotation for remedial tree work at the Burial Grounds

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

b) To **approve** the quotation for remedial tree work at the Town Hall

A quote received by N& J was proposed by Councillor Smith; seconded by Councillor Hawley. All **agreed.**

c) To **approve** the quotation for remedial legionella work at the Town Hall

Two quotes received by Royale were proposed by Councillor Smith; seconded by Councillor Hopkins. All **agreed.**

d) To **approve** the annual service of 2x flagpoles

A quote received by Piggots was proposed by Councillor Smith; seconded by Councillor Jones. All **agreed.**

e) To **confirm** the annual music license renewal

It was confirmed. All **agreed.**

f) To **confirm** the purchase of an additional fire extinguisher following the annual service

It was confirmed. All **agreed.**

g) To **consider** a quotation for 2x Christmas trees

A quote received by Heaton House was proposed by Councillor Jones; seconded by Councillor Hawley. All **agreed.**

h) To **approve** a quotation for CCTV at the Bus Hub

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

i) To **approve** a quotation for CCTV at Station Road

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

j) To **approve** a quotation for a replacement CCTV camera at the Town Hall

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

The meeting ended at 7:23pm.

Signed…….. Date……