4 February 2022

**To:** All members

Councillor T. Manton (Chairman), Councillor B. Chapman (Vice Chairman).

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a **Finance & General Purposes Committee** Meeting will take place at **7.30pm on Thursday 10 February 2022.**

The meeting is open to the Press and Public.

Members of the press and public will also be able to listen to the meeting by right clicking on the link below, then opening the hyperlink. When the link opens, if you do not have Microsoft teams click on ‘watch on web’ then click on ‘join anonymously’.

<https://bit.ly/3Gqnreb>

The above link will be live at 7.00 pm on the 10 February 2022.

Yours sincerely

Text, letter

Description automatically generated

Sue Thomas

Town Clerk

**The meeting will be recorded and live streamed.**

**AGENDA**

**1.FG APOLOGIES**

To receive apologies for absence.

**2.FG DISCLOSABLE PECUNIARY INTERESTS**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the meeting prior to the commencement of the debate.

**3.FG PUBLIC SESSION**

Members of the public are invited to question the Council on local issues, provided they indicate their intention to do so to the Town Clerk by NOON on the day before the meeting.

Questions may be answered during this session or deferred for further advice. The Chairman will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public session at the Chairman’s discretion).

Standing Orders will be suspended for up to fifteen minutes during the public session.

**4.FG MINUTES**

To agree the minutes of a Finance and General Purposes Committee on 18 November 2021 and an Extraordinary Finance and General Purposes Committee held on 2 December 2021 (attached).

**5.FG GRANTS**

Small Grants

1. Due to unprecedented times from Covid19, there has been a demand in small grants.

There is £400 remaining in the small grants budget.

To consider moving some money out of large grants into small grants to be able to fulfil the small grants demand if needed for the remainder of this financial year.

1. To consider the following small grant applications:

* Market Drayton Mencap and Gateway Club
* Market Drayton Community Amateur Sports Club
* Market Drayton Traders CIC

See Appendix FG96 (attached).

Large Grants

No applications have been received.

There is £11,000 remaining in budget

**6.FG NEW POLICY**

To consider and agree the new policy:

1. Guidance on the Roles of Mayor and Deputy Mayor

See Appendix FG97 attached

**7.FG REVIEW OF POLICIES**

To consider reviewing and adopting:

1. Retention of Documents and Records Policy - (No changes)

See Appendix FG98 attached

1. Health and Safety Policy – (Changes highlighted in red)

See Appendix FG99 attached

1. Code of Conduct – (New updated model)

See Appendix FG100 attached

1. Risk Management Strategy Policy – (No Changes)

See Appendix FG101 attached

**8.FG** **FINANCIAL REPORT**

To agree the income and expenditure report:

1 November 2021 – 31 January 2022.

See Appendix FG102 (attached).

**9.FG UPDATES AND INFORMATION**

* Disclosure and Barring Service (DBS) – All checks have been completed.
* Chamber Alterations – Quotes have been asked for insulating the ceiling; we are waiting for the quotes to come back.
* Town Councils Website – The new website is in its final stages and will be launched shortly.
* Storage and Welfare Facility for Outside Staff – The owner of Holly Farm is making the appropriate alterations to the building prior to Town Council obtaining costs for the necessary works to complete the facility.