

Market Drayton Town Council

**Minutes of a Finance and General Purposes Committee Meeting
held at The Town Hall, Frogmore Road on Thursday 10 February 2022 at 7.30pm.**

PRESENT: Councillors: B. Chapman, M. Erwin, T. Manton (Chairman), I. Nellins, and M. Whittle.

ABSENT: Councillors: R. Aldcroft, A. Allen, T. Beckett, Mrs J. Beckett, G. Chevins, and R. Hughes.

1 member of the public were present and 2 members of the public listening to the meeting via Teams.

In Attendance: Sue Thomas, Town Clerk and Kate Harvey, Assistant Clerk.

1.FG APOLOGIES

Members **NOTED** the following apologies:

Councillor Aldcroft	-	Prior Arrangement
Councillor Allen	-	Prior Arrangement
Councillor Beckett	-	Prior Arrangement
Councillor Mrs T. Beckett	-	Prior Arrangement
Councillor Hughes	-	Illness

2.FG DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of interest.

3.FG PUBLIC SESSION

No members of the public had expressed a wish to speak at the meeting.

4.FG MINUTES

Councillor Chapman proposed, Councillor Nellins seconded and it was **RESOLVED:**

To approve the minutes of a Finance and General Purposes Committee meeting on 18 November 2021

To approve the minutes of an Extraordinary Finance and General Purposes Committee meeting held on 2 December 2021.

5.FG GRANTS

Small Grants

- i) Due to unprecedented times from Covid 19, there has been a demand in small grants this financial year. There is £400 remaining in the small grants budget;

members were asked to consider transferring some money from large grants to the small grants budget to be able to fulfil the applications received.

Councillor Nellins proposed, Councillor Whittle seconded and it was **RESOLVED:**

To transfer £500 from the Large Grants budget to go into the Small Grants budget this financial year to fulfil the demand in small grant applications.

II) Members considered the following small grant applications previously circulated:

- Market Drayton Mencap and Gateway Club

Councillor Whittle proposed, Councillor Nellins seconded and it was **RESOLVED:**

To agree to award a Small Grant of £300 to Market Drayton Mencap and Gateway Club to help them expand their range of activities.

- Market Drayton Community Amateur Sports Club

Councillor Chapman proposed, Councillor Nellins seconded and it was **RESOLVED:**

To agree to award a Small Grant of £300 to Market Drayton Community Amateur Sports Club to help support the club.

- Market Drayton Traders CIC

Councillor Chapman proposed, Councillor Nellins seconded and it was **RESOLVED:**

To agree to award a Small Grant of £300 to Market Drayton Traders CIC to help them purchase flags to put up around the town for St. George's day.

Large Grants

Members **NOTED** there has been no large grants received and there is now £10,500 in budget.

6.FG NEW POLICY

Documents were circulated prior to the meeting.

Members agreed the policy is a good addition; there is no mention of the Mayors designate and wanted this included into the policy.

Councillor Whittle proposed, Councillor Chapman seconded and it was **RSOLVED:**

To agree the new Guidance of the Roles of Mayor and Deputy Mayor policy with the addition of mentioning the Mayor designate.

7.FG **REVIEW OF POLICIES**

Documents were circulated prior to the meeting.

- i) Retention of Documents and Records Policy.

Members were made aware there are no changes to this policy, just the review date.

Councillor Chapman proposed, Councillor Nellins seconded and it was **RESOLVED:**

To adopt the Retention of Documents and Records Policy.

- ii) Health and Safety Policy.

Members were made aware there are some changes to the responsibility section and is highlighted in red.

Councillor Chapman proposed, Councillor Nellins seconded and it was **RESOLVED:**

To adopt the Health and Safety Policy.

- iii) Code of Conduct Policy.

Members were made aware this policy was an updated model and has been adopted by Shropshire Council.

Councillor Chapman proposed, Councillor Nellins seconded and it was **RESOLVED:**

To adopt the Code of Conduct Policy.

- iv) Risk Management Strategy Policy.

Members were made aware there are no changes to this policy, just the review date.

Councillor Whittle proposed, Councillor Chapman seconded and it was **RESOLVED:**

To adopt the Risk Management Strategy Policy.

8.FG **FINANCIAL REPORT**

Documents were circulated prior to the meeting.

There were no comments made by members.

Councillor Nellins proposed, Councillor Whittle seconded and it was
RESOLVED:

To agree the income and expenditure report from:

1 November 2021 – 31 January 2022.

9.FG

UPDATES AND INFORMATION

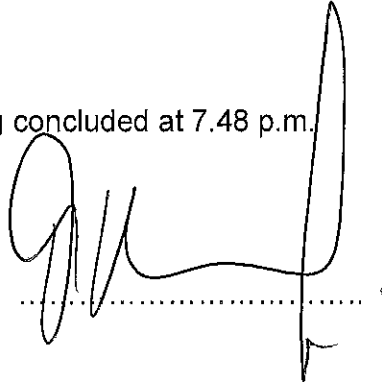
Members **NOTED** the following updates:

- 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.

Councillor Whittle made members aware the secretary of the Penzance Twinning Association has recently passed away; he wanted to show his appreciation of his hard work and dedication he showed within Market Drayton, he will be a sad loss.

The meeting concluded at 7.48 p.m.

Signed:



Date:

24/03/22

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