

Market Drayton Town Council

**Minutes of a Finance and General Purposes Committee Meeting
held at The Town Hall, Frogmore Road on Thursday 13 October 2022 at 7.30pm.**

PRESENT: Councillors: R. Aldcroft, T. Beckett (Chairman), Mrs J. Beckett, B. Chapman, T. Manton, I. Nellins, N. Roberts and M. Whittle.

ABSENT: Councillors: M. Erwin and R. Hughes.

1 member of the public were present and 0 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 R Hughes – Prior arrangement

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 Whittle proposed, Councillor Manton seconded and it was **RESOLVED** with 1 abstention:

To approve the minutes of Finance and General Purposes Committee meeting held on the 1 September 2022.

5.FG GRANTS

i. Small Grants

Documents were circulated prior to the meeting.

Councillor Aldcroft proposed, Councillor Roberts seconded and it was **RESOLVED:**

To award Market Drayton Canal Volunteer Group, a grant of £300 to help purchase equipment, paint, and some light tools to maintain the canal tow path between bridges 61 and 64.

ii. Large Grants

It was **NOTED** that the large grant scheme is closed as the budget has been allocated.

6.FG POLICIES

Documents were circulated prior to the meeting.

ii. Vehicle Activated Signs Policy

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

To approve the Vehicle Activated Signs Policy.

ii. Risk Register

Councillor Manton proposed, Councillor Aldcroft seconded and it was **RESOLVED:**

To approve the Risk Register with the recommended alterations to Petty Cash.

7.FG MAYORAL ALLOWANCE

The recommendation from the auditor were tabled at the meeting.

It was discussed that the Internal Auditor has recommended a full audit trail of the mayoral allowance; previously the allowance was paid straight into the Mayors account upon election, however it is recommended that the payments should either be paid monthly through sage payroll or payments made upon receipts.

The current Mayor has been asked to submit receipts and complete a spreadsheet detailing all costs incurred whilst attending events. To date the Mayor has been issued £500 to cover his costs; there are some payments outstanding that are awaiting receipts.

Members considered the payment process of the Mayoral allowance in accordance with the recommendation from the Internal Auditor.

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

To pay the Mayor an upfront allowance of £500 upon election; future payments of £500, up to a total of £2,225, to be paid on submission of receipts/records detailing expenditure of the previous allowance payment.

Any remaining Mayoral Allowance left at the end of the Civic year to be donated to the Mayors Charity of choice.

A discussion was had regarding the Deputy Mayors Allowance.

If the Mayor is unable to attend a function the Deputy Mayor may be asked to attend; the ticket will be paid for out of the Mayoral allowance. The £250 within budget is available for the Deputy Mayor to claim petrol etc.

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

To pay the Deputy Mayor an upfront allowance of £75 upon election; future payments up to a total of £250 to be made on submission of receipts/records of expenditure of the previous payment.

8.FG RELOCATION AND INSTALLATION OF A NEW DATA CABINET

Documents were circulated prior to the meeting.

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

To accept the quote for relocating and installing a new data cabinet to house all cables and equipment required for the data network and backup system at the Town Hall at a cost of £867.34.

9.FG FINANCIAL REPORT

Documents were circulated prior to the meeting.

There were no comments or questions made by members.

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

To agree the income and expenditure report 1 August 2022 – 30 September 2022.

10.FG UPDATES AND INFORMATION

The following updates were **NOTED:**

Town Hall

- The new boiler has now been installed; work was carried out very efficiently and in a timely manner, the heating system now works well.
- The decoration of the Chamber has been complete; work again was carried out very efficiently.

Handelsbanken

- A new bank manager will be in post from the 17 October 2022; we are liaising with the current bank manager to ensure a smooth handover is achieved.
- Anti-money laundering exercise: the bank has reviewed the Town Councils procedures and have confirmed there are no resulting questions or concerns.
- Monthly Management Fee: when Town Council opened the corporate banking account in July 2014 a monthly Account Management Fee was included in the account tariff. These fees have stayed the same since the account was opened, £0 a month and £10 a month respectively.
These fees have been reviewed; from 28 November 2022 the Monthly Management Fee will be increased to £25 a month.

Petty Cash

- The Internal audit is being completed remotely; the petty cash is checked by another member of staff at the end of each month.

