**Market Drayton Town Council**

**Minutes of a Finance and General Purposes Committee held on 18 November 2021 at 7.30pm.**

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

There was 2 members of the public present and 6 members listening via Teams.

**Present:** **Town Clerk and Assistant Clerk.**

The Chairman announced the meeting was being recorded and live streamed.

**1.FG APOLOGIES**

Apologies were received and accepted from Councillor Aldcroft due to a Shropshire Council meeting, Councillor Allen due to illness, Councillors J., and T. Beckett due to a prior arrangement and Councillor Chevins due to work commitments.

**2.FG DISCLOSABLE PECUNIARY INTERESTS**

Councillor Chapman declared a non-pecuniary interest in item 5.FG ii and will abstain from the vote.

**3.FG PUBLIC SESSION**

 No members of the public had requested to speak.

**4.FG MINUTES**

Councillor Chapman proposed, Councillor Hughes seconded and it was **RESOLVED** with two abstentions:

**To confirm and agree the minutes of a meeting of the Finance and General Purposes Committee held on 7 October 2021.**

**5.FG GRANTS**

Small Grants

Documents were circulated prior to the meeting.

1. Market Drayton Community Enterprise

 The Chairman said the Group are asking for a small grant to help pay for events that fall in next year’s financial budget. Due to the small grants policy stating ‘*All applications will be considered at a Finance and General Purposes Committee meeting within the financial year’* this application does not fulfil the requirements and should be considered in the next financial year.

 After a brief discussion:

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

 **To agree to look at Market Drayton Community Enterprise request for a small grant to help them with holding events in the next financial year.**

1. JAYS (Just About You Support) Bereavement Group

 Councillor Hughes proposed, Councillor Erwin seconded and it was **RESOLVED** with one abstention:

 **To agree to award a Small Grant of £300 to JAYS (Just About You Support) Bereavement Group to help towards running the group.**

Large Grants

Members **NOTED** no Large Grant applications have been received and there is £11,000 remaining in the budget.

**6.FG CHAMBER ALTERATIONS**

 The Chairman said there has been several previous meetings held regarding installing a steel supported false ceiling within the Chamber; due to Covid the works have not progress and he asked if members still think it is appropriate to do the alterations.

 Councillor Whittle said the works were not needed; it has been identified by the staff that they do not require the extra storage space, although lowering the ceiling would help make a saving on the utility bills.

 Councillor Hughes suggested getting quotes for insulating the Chamber ceiling.

 Councillor Chapman said the alterations were only discussed because a local organisation was proposing to take over the building; this is not happening now so the Chamber should remain the same.

 Councillor Smith said the ceiling is too high causing a lot of echoing when a meeting is held; he is still getting a lot of complaints regarding the sound quality of the recordings.

 The Chairman confirmed he has listened to the recordings and they are clear; he advised members to ensure they turn their microphone on when talking which will help the sound quality.

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

**To agree to take no further action on the steel supported false ceiling in the Chamber and creating a storeroom above with access to this from the Assistants Clerks office.**

After a short discussion:

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

**To get quotes on the Chamber ceiling installing a:**

1. **insulated suspended ceiling**
2. **The ceiling to be insulated**

 **Costings to be taken to the next committee meeting to discuss further.**

**7.FG REVIEW OF POLICIES**

Documents were circulated prior to the meeting.

The Chairman said he would like members to consider these policies; in the future they will be considered at the annual Council meeting.

1. Financial Regulations

The Chairman said no alterations have been made to the Financial Regulations.

1. Standing Orders

The Chairman said there have been a few minor changes made; all highlighted in red for you to see:

Page 11 Section 5 - Ordinary Council Meetings j viii

 ‘Review and adoption of appropriate standing orders and financial regulations. To be added to ensure the policies are adopted at the Annual Council meeting.

Page 12 Section 8 - Voting on Appointments b

 ‘Appendix A – Duties and Responsibilities of the Mayor and Deputy Mayor’. To remove the wording because the document has not been approved.

Page 20 Section 18 - Financial Controls and Procurement f and g

 The figures have been increased and updated so they are in line with current SALC regulations.

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

**To agree and adopt the Financial Regulations and Standing Orders with the recommended alterations.**

**8.FG WEBSITE**

The Chairman said a new Town Council website has been designed; members have been emailed a link to it and he put it on the projector in the meeting.

 The website has been updated, it looks more modern, it is easier to navigate around and is mobile friendly. He asked if members had any comments they would like to make.

 Councillor Nellins said it was a vast improvement.

 Councillor Chapman also liked the new website and asked if the administration staff would have full access to keep it updated.

 The Chairman said all relevant training will be offered to staff and he encouraged members to send relevant information to the staff to ensure the website is kept informative and up to date.

 Councillor Whittle said it is important to advertise the new Town Council website.

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

 **To accept and proceed with the new Town Council website and to go live on or around 1 December 2021.**

 **To advertise the new website by putting a press release in the Shropshire Star, on the Town Councils Facebook page and on The Drayton Crier Facebook page.**

**9.FG FINANCIAL REPORT**

Documents were circulated prior to the meeting.

The Chairman asked if there were any comments members would like to make.

There were no comments made.

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

**To agree the income and expenditure report: 1 October 2021 – 31 October 2021.**

**10.FG UPDATES AND INFORMATION**

Members **NOTED:**

* The Clerk has now been set up on the bank account; all necessary cards have been generated.
* The Disclosure and Barring Service (DBS) Checks are ongoing.

**11.FG EXCLUSION OF PUBLIC AND PRESS**

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

 **that in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of exempt information relating to establishment and contractual matters as defined in Part 1 of Schedule 12A, Local Government Act 1972, and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be temporarily excluded from the meeting and they are instructed to withdraw.**

 Two members of the public left the Chamber.

**12.FG STORAGE AND WELFARE FACILITY FOR OUTSIDE STAFF**

Documents were circulated prior to the meeting.

The Chairman said the Health a Safety report has been completed on the storage unit and it is perfectly adequate and safe.

A discussion was had comparing other locations and costs that could be rented for the storage and welfare facility for the outside staff.

The Clerk said she had a meeting with the landlord regarding the report and a discussion was had regarding the works.

Councillor Chapman proposed, Councillor Hughes seconded and it was **RESOLVED** with one vote against:

* **To continue to rent the unit at Holy Farm.**
* **To rent a second unit at Holly Farm.**
* **Town Council to pay for the internal alterations including the installation of the kitchen**
* **To finalise a rental agreement with appropriate ‘get out’ clauses.**

Councillor Chapman proposed, Councillor Hughes seconded and it was **RESOLVED** with one abstention:

* **For the cost of internal works to come back to the next meeting and to come out of General Reserves.**

The meeting concluded at 8.14 pm.

Chairman ……………………………. Date …………………………….