**Market Drayton Town Council**

**Minutes of a Finance and General Purposes Committee held on 7 October 2021 at 7.30pm.**

**PRESENT: Councillors: R. Aldcroft, A. Allen, T. Beckett, B. Chapman, G. Chevins, R. Hughes, T. Manton (Chairman), and I. Nellins.**

There was 1 member of the public present and 2 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 M. Erwin and M. Smith due to illness and M. Whittle due to work commitments.

**2.FG DISCLOSABLE PECUNIARY INTERESTS**

There were no disclosable pecuniary interests declared.

**3.FG PUBLIC SESSION**

No members of the public had requested to speak.

**4.FG MINUTES**

Councillor Aldcroft proposed, Councillor Chapman seconded and it was **RESOLVED** with 1 abstention:

**To confirm and agree the minutes of a meeting of the Finance and General Purposes Committee held on 19 August 2021.**

**5.FG SMALL GRANTS**

Documents were circulated prior to the meeting.

After a brief discussion:

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

**To agree to award a Small Grant application of £300 to Friends of Market Drayton Community Amateur Sports Club towards purchasing a defibrillator.**

**6.FG LIVE STREAMING OF MEETINGS**

The Chairman read out a report setting out why Council should live stream meetings and asked for approval to purchase the microphones that are currently on trial.

After a discussion members thought purchasing the digital speakers that have been on trial for live streaming meetings is the way forward; they assist in making the meetings clear for listeners and would be a real asset.

The Chairman said the system is a competitive price being an ex-demonstration unit; research has been made to ensure the costings are competitive, the system should be £8,000 new and these will cost £2,000. The Working Group have contacted local companies to quote a system but unfortunately, they are unable to match an analogue system and price.

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

**To agree to purchase the microphones to improve the live streaming of Council Meetings at a cost of £2,000.**

**7.FG RISK REGISTER**

Documents were circulated prior to the meeting.

Members agreed the additional item for suppliers on the Risk Register should be included.

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

**To agree and approve the Risk Register.**

**8.FG OUTSIDE STAFF WELFARE FACILITY**

The Clerk reported to members that she has visited the site with the owner and looked at the potential vacant adjacent unit. The Health and Safety audit has been carried out, the report will be received soon and will be presented at the next meeting for members to read through and discuss.

Councillor Hughes requested plans and pictures of the current and additional unit.

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

**To NOTE the report from the Clerk.**

**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 Allen seconded and it was **RESOLVED:**

**To agree the income and expenditure report: 1 August 2021 – 30 September 2021.**

**10.FG INFORMATION**

Members **NOTED:**

* The Chamber window has been fitted on 1 October 2021.
* The Bank manager from Handelsbanken has made the alterations on the mandate for the newly appointed bank signatories.
* Councillor Whittle has completed signing off the monthly bank reconciliations.
* The Disclosure and Barring Service (DBS) Check has commenced; the Responsible Financial Officer will contact each Councillor to go through the procedure.
* Work is ongoing regarding the production of the new Town Council website.
* A second meeting of the Police Panel has been arranged for 3 November 2021.

The meeting concluded at 7.51 pm.

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