

Market Drayton Town Council

**Minutes of a Finance and General Purposes Committee Meeting
held at The Town Hall, Frogmore Road on Thursday 7 September 2023 at 7.30pm.**

PRESENT: Councillors: R. Aldcroft, T. Beckett, M. Erwin, W. Love, T. Manton (Chairman), and I. Nellins.

ABSENT: Councillors: Mrs. J. Beckett, B. Chapman, G. Groves, R. Hughes, and A. Sanderson.

In Attendance: 4 members of the public were present and 0 members of the public listening to the meeting via Teams.

Clerks: Sue Thomas, Town Clerk and Kate Harvey, Assistant Clerk.

1.FG APOLOGIES

Members **NOTED** the following apologies:

Councillor Chapman	-	Prior appointment
Councillor Groves	-	Prior appointment
Councillor Hughes	-	Prior appointment

2.FG DISCLOSABLE PECUNIARY INTERESTS

- i. No disclosable interests were declared.
- ii. There were no applications for Dispensations under s33 of the Localism Act 2011 received.

3.FG PUBLIC SESSION

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

4.FG MINUTES

Councillor T. Beckett proposed, Councillor Erwin seconded and it was **RESOLVED** with 1 abstention:

To approve the minutes of Finance and General Purposes Committee meeting held on 15 June 2023.

5.FG GRANTS

i. Small Grants

A Small Grant Application Form was circulated prior to the meeting.

The Chairman said there is currently £1,300 remaining in budget.

After a brief discussion:

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

To award a small grant of £300 to:

- **Market Drayton Community Amateur Sports Club.**

i. Large Grants

Members **NOTED** there were no Large Grant requests received.

6.FG NEW POLICIES

New policies were circulated prior to the meeting.

Members considered the new policies.

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

To adopt the following new policies:

- **Lone Working Policy**
- **Data Protection Policy**
- **Subject Access Policy and Subject Access Request Form**

7.FG UPDATED POLICIES

Updated policies were circulated prior to the meeting.

Members considered the amended policies.

Councillor Aldcroft proposed, Councillor T. Beckett seconded and it was **RESOLVED:**

To accept the updated policies:

- The Retention of Documents & Records Policy
- Privacy Policy
- Social Media Management Policy

8.FG FINANCIAL REPORT

Documents were circulated prior to the meeting.

There were no comments or questions made by members.

Councillor T. Manton proposed, Councillor Erwin seconded, and it was **RESOLVED:**

To agree the income and expenditure report for 1 June 2023 – 31 August 2023.

9.FG UPDATES AND INFORMATION

The following update was **NOTED:**

- i) Financial Regulations Section 2.2; the bank reconciliations have been signed off.
- ii) The large grant recipient has returned the unspent funds of £4,112.

- iii) In the process of updating the Town Hall telephone system to include the Cemetery to move over to fibre with an approximate annual saving of £3,000.
- iv) Town Council have two Public Works Loans; one has now matured the second matures in March 2027 with an outstanding balance of £16,000.

The meeting concluded at 7.40 p.m.

Signed: 

Date: 02/11/2023