

Market Drayton Town Council

**Minutes of a Finance and General Purposes Committee Meeting
held at The Town Hall, Frogmore Road on Thursday 24 March 2022 at 7.35pm.**

PRESENT: Councillors: A. Allen, Mrs. J. Beckett, T. Beckett, G. Chevins, T. Manton (Chairman), I. Nellins, and M. Whittle.

ABSENT: Councillors: R. Aldcroft, B. Chapman, M. Erwin, and R. Hughes.

1 member of the public were present and 3 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	-	Illness
Councillor Chapman	-	Private matter
Councillor Erwin	-	Private matter
Councillor Hughes	-	Pre-arranged appointment

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 J. Beckett seconded and it was **RESOLVED with 1 abstention:**

To approve the minutes of a Finance and General Purposes Committee meeting on 10 February 2022.

5.FG GRANTS

Small Grants

- i) Members **NOTED** no small grants have been received and the budget has been spent in this financial year.

Large Grants

Documents were circulated prior to the meeting.

- ii) Members considered the large grant application received from Market Drayton Tennis Club requesting £5000 to help toward upgrading the LED flood lights.

Members discussed due to the delays in the re-location of Greenfields there has been minimum spend on the upkeep of this facility. As the potential move may not be for a further few years members were keen to ensure the facility remains open and financial support given.

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

To agree to support Market Drayton Tennis Club with a Large Grant of £5,000 towards upgrading the LED flood lights.

6.FG NEW POLICY

Documents were circulated prior to the meeting.

As there has not been a co-option for several years; members agreed a policy is needed to set out the procedure for co-option.

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

To agree the new Co-option Policy.

7.FG CHAMBER ALTERATIONS

Documents were circulated prior to the meeting.

At a previous meeting members discussed reducing the height of the Chamber ceiling and insulating it to improve the acoustics and to reduce utility bills.

Quotes have been obtained including additional works for a new fire door and windows for members to consider.

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

To agree the following Chamber alterations:

- **A suspended ceiling.**
- **Insulation Option 2; standard 200mm loft roll in a fire-retardant bag.**
- **Electrical works to put new LED module panels in and alterations to emergency lighting.**
- **Additional works: A new white PVC door with panic bar release and side panel, UPVC window with no openers to replace the noticeboard window and a UPVC window with one opener at the bottom of the stairs leading to the Clerks offices.**
- **Total cost for the works is £9,802 Plus Vat.**
- **Allocation of the funds will be from the Town Hall maintenance budget; the underspend in this financial year will be Earmarked and used for payment.**

The quote set out that this cost did not include decoration, flooring, removing/installing the projector screen or additional works that may be needed once the works started.

8.FG HEALTH AND SAFETY

Documents were circulated prior to the meeting.

Members had three quotes for Health and Safety Consultancy Services to consider. Members were made aware that only one quote included training as part of the package.

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

To go with Option C Health and Safety Consultancy for 60 months at a cost of £1,608 with the training courses included.

9.FG FINANCIAL REPORT

Documents were circulated prior to the meeting.

There were no comments made by members.

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

To agree the income and expenditure report from:

1 February 2022 – 28 February 2022.

10.FG UPDATES AND INFORMATION

Members **NOTED** the following updates:

- Town Councils Website – The new website is ready for its official launch.
- Storage and Welfare Facility for outside staff – The additional unit becomes available at the end of March, after which time works will commence on the necessary alterations.
- Financial Regulations Section 2.2; the bank reconciliations have been signed off.
- The end of year close down of accounts will be completed virtually again this year; the scheduled date is 25 April 2022.

The meeting concluded at 7.55 p.m.

Signed: Date:

Initial: 