

Market Drayton Town Council

**Minutes of a Finance and General Purposes Committee Meeting
held at The Town Hall, Frogmore Road on Thursday 23 February 2023 at 7.30pm.**

PRESENT: Councillors: R. Aldcroft, Mrs. J. Beckett, T. Beckett (Chairman), B. Chapman, M. Erwin, R. Hughes, W. Love, T. Manton, and M. Whittle.

ABSENT: Councillors: R. Bentley, I. Nellins and A. Sanderson.

In Attendance: 2 members of the public were present and 1 member 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. R. Bentley	-	Poorly
Councillor I. Nellins	-	Prior appointment
Councillor A. Sanderson	-	No reason given

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

To approve the minutes of Finance and General Purposes Committee meeting held on the 15 December 2022.

5.FG GRANTS

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

Members **NOTED** all the budget has been allocated for Small and Large Grants for this financial year.

Members considered introducing a Small Grants Application Form.

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

To adopt the Small Grants Application Form.

The Small Grant policy will be amended to reflect the adopted application form.

6.FG HONORARY TOWNSPERSON AWARD

The amended policy and nomination form were circulated prior to the meeting.

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

To adopt the amended Honorary Townsperson Policy and Nomination Form.

Councillor Whittle requested an item on another meeting to discuss the 100th Anniversary of The Royal British Legion.

7.FG STORAGE AND WELFARE FACILITY FOR OUTSIDE STAFF

- i) The Chairman reported the storage units at the Farm have now had a new roof, new electrics, and plumbing. The next stage is to provide a welfare area for the outside staff. After speaking to the staff, they suggested putting a portacabin which incorporates a kitchen, toilet, and rest area into one of the storage unit.
- ii) The Chairman and Clerk visited a company with a portacabin for sale and they felt this would be a very good solution to host the welfare facility for the outside staff. Three quotes with similar facilities have been obtained for members to discuss and consider.

After a brief discussion:

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

- **To purchase a portacabin to be used as a welfare facility for the outside staff at Holly Grove Farm.**
- **To approve and purchase Quote C at a cost of £4,680 including delivery.**
- **The funds to come out of General Reserves.**

8.FG MARKET DRAYTON SPORTS ASSOCIATION

Documents were circulated prior to the meeting.

Funding has been earmarked for the electrical work at Greenfields Sports Ground. The Clerk has obtained legal advice to see if Town Council can pay for the works; this can happen provided:

- Contracted for by the parish/town council.
- Paid for entirely from parish/town council funds.
- There is no element of contribution to the project from the Sports Association
- Council may incur the expenditure, recover the VAT, and gift the refurbishment works to the Association without restriction.
- Any contribution from the Sports Association would constitute a Vatable supply by the council and Output VAT equal to 1/6th of the contributions received would be payable to HMRC.

Members discussed Town Council commissioning the electrical work at Greenfields in line with Town Councils Financial Regulations.

Councillor Whittle proposed, Councillor Hughes seconded and it was **RESOLVED** with 5 votes for, 3 votes against and 1 abstention.

- To carry out the procurement for the upgrade of the electrics at Greenfields Sports Ground on behalf of Market Drayton Sports Association.
- To follow the legal advice for carrying out and paying for the works.
- This will be a one-off procurement carried out by the Town Council
- The gifting of the electrical works undertaken will be subject to agreement from Market Drayton Sports Association that the Town Council is not liable for any ongoing maintenance of the electrics or any electrical issues that arise after the work is complete.
- The process to be carried out in line with Town Councils Financial Regulations. As the tender Opportunity will be over £30,000 it will be advertised on Contracts Finder.
- The tenders for the works will be considered at Town Council and Town Council will be award the contract.

Councillor Hughes requested an item to be put on the next Finance and General Purposes agenda to discuss the administration of Market Drayton Sports Association.

9.FG FINANCIAL REPORT

Documents were circulated prior to the meeting.

There were no comments or questions made by members.

Councillor Manton proposed, Councillor Aldcroft seconded, and it was **RESOLVED**:
To agree the income and expenditure report 1 December 2022 – 31 January 2023.

10.FG UPDATES AND INFORMATION

The following update was **NOTED**:

- i) Financial Regulations Section 2.2; the bank reconciliations have been signed off.
- ii) The New Large Grants Policy will come into effect in the new financial year 2023/24. Applications will be accepted for 2023/24 on the basis that Town Council will not consider applications submitted annually thereafter for funding towards the same project/event; applications will only be considered every other year.

The meeting concluded at 8.30 p.m.

Signed: 

Date: 15/06/2023