**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 andKate Harvey, Assistant Clerk.

**1.FG APOLOGIES**

 Members **NOTED t**he 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 a 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**

1. 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.**
1. 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**:

1. Financial Regulations Section 2.2; the bank reconciliations have been signed off.
2. The large grant recipient has returned the unspent funds of £4,112.
3. 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.

1. 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: …………………………….