Market Drayton Town Council

Minutes of a Finance and General Purposes Committee Meeting held in the Council Chamber, 18 Frogmore Road, Market Drayton on Thursday 3rd September 2026 at 7.30pm.

PRESENT: Councillors: R. Adcock, R. Aldcroft, A. Cartwright, P. Glover, G. Groves, T. Manton (Chairman), and I. Sharp.

ABSENT: Councillors: Mrs. J. Beckett, T. Beckett, J. Blandford, R. Hughes, and I. Nellins

In Attendance: 0 member of the public were present and 2 members of the public listening to the meeting via Teams.

Clerk: Sue Thomas, Town Clerk

The Clerk opened the meeting as the Chairman and Vice Chairman were not in attendance, she requested nominations for a Chairman at this meeting.

Councillor Aldcroft proposed, Councillor Adcock seconded, to nominate Councillor Manton as Chairman.

As there were no more nominations:

It was **RESOLVED** that:

Councillor Manton was duly elected Chairman for this meeting.

Councillor Manton conducted the meeting.

1.FG APOLOGIES

Members **NOTED** the following apologies:

Councillor Mrs. J. Beckett	-	Prior Arrangement
Councillor T. Beckett	-	Prior Arrangement
Councillor J. Blandford	-	Prior Arrangement
Councillor R. Hughes	-	Prior Arrangement
Councillor I Nellins	-	Prior Arrangement

2.FG DISCLOSABLE PECUNIARY INTERESTS

i. There were no Pecuniary Interests 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 requested to speak.

4.FG MINUTES

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

To approve the minutes of Finance and General Purposes Committee meeting held on the 18 June 2026.

5.FG EXTERNAL AUDITOR'S REPORT AND CERTIFICATE 2025/26

Councillor Sharpe proposed, Councillor Cartwright seconded and it was RESOLVED:

i. **To agree and approve the External Auditor's Report and Certificate 2025/2026.**

ii. **To NOTE the matters drawn to the Town Councils attention as set out on the document.**

Councillor Manton thanked the Assistant Clerk and Clerk for their hard work relating to the audit.

It is a strategy requirement to publish the Notice of conclusion of audit along with the certified Annual Governance and Accountability Return.

Councillor Manton proposed, Councillor Aldcroft seconded and it was RESOLVED:

iii. **To agree a length of time the notice is to be published will be 14 days.**

6.FG INTERNAL AUDITORS

Auditing Solutions Ltd have been the Town Councils auditors since 2012.

Councillor Cartwright proposed, Councillor Adcock seconded and it was **RESOLVED:**

i. **To reappointing Auditing Solutions Ltd as Internal Auditors. At the next renewal quotes to be obtained to ensure value for money.**

To The Practitioners' Guide 2025 states:

4.9 Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.

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

ii. **To confirm the independence of the appointed Internal Auditor; Auditing Solutions Ltd.**

7.FG CHRISTMAS DECORATIONS

Members considered purchasing a new decoration for Christmas 2026 as set out in Appendix FG060.

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

To purchase a new Christmas Decoration from Merlin Lighting at a cost of £4,650.

The purchase cost to be from budget. Delivery and installation costs to be taken from General Reserves.

8.FG POLICIES

Councillor Sharpe proposed, Councillor Glover seconded and it was RESOLVED:

i. To agree and adopt the updated Health and Safety policy as set out in Appendix FG061A.

Councillor Adcock proposed, Councillor Glover seconded and it was RESOLVED:

ii. To agree and adopt the Data Protection Complaints Policy as set out in Appendix FG061B.

9.FG TOWN HALL

Members discussed the reception area's temperature, agreeing that it becomes uncomfortably hot in the summer and cold in the winter. They also discussed the single-glazed, side door and surrounding glass poses a security risk and causes significant heat loss.

Councillor Groves asked if CiL could be used to fund improvements to the Town Hall.

Councillor Groves proposed, Councillor Adcock seconded and it was **RESOLVED:**

i. **To obtain quotes for the installation a new side entrance door and glass surround.**
ii. **To obtain quotes for the installation of an air conditioning/heating unit in the reception area.**
iii. **To obtain quotes for the installation of heat reflective/privacy film on the reception windows.**

Quotes to be brought back to a future meeting, when budget will be allocated accordingly.

iv. **To install a new carpet in reception. The cost to be offset against the income generated from the hire of the chamber.**

10.FG FINANCIAL REPORT

The Financial document was circulated to members prior to the meeting as set out in Appendix FG062.

No questions were raised.

Councillor Cartwright proposed, Councillor Sharpe seconded and it was **RESOLVED:**

To agree the income and expenditure report for 1 June 2026 – 31 July 2026 as set out in Appendix FG062.

11.FG UPDATES AND INFORMATION

The following updates were **NOTED:**

i. The national pay award for 2026/27 has now been agreed at 3.3% with effect from 1st April 2026. This award will be implemented and back pay calculated accordingly.

ii. Financial Regulations Section 2.6; the monthly bank reconciliations have been signed off.

12.FG EXCLUSION OF PUBLIC PRESS

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

That in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of exempt information relating to establishment and contractual matters as defined in Part 1 of Schedule 12A, Local Government Act 1972, and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be temporarily excluded from the meeting and they are instructed to withdraw.

The Teams live streaming was stopped and ended.

13.FG SMALL GRANTS APPLICATIONS

Members consider the grant applications as set out in Appendix FG063.

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

To award a small grant of £500 to Lingen Davies Cancer Support
To award a small grant of £500 to the Community Resource

14.FG THE PHOENIX CENTRE

The notes from the working group were **NOTED.**

The meeting concluded at 8.09 p.m.

Signed: T Bedo ..... Date: 29/10/26 .....