

3. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_1E1ODs20Tq-1Gij0XRkkrA

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

4. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and approve the minutes of the Finance & General Purposes meeting held on **Tuesday 3rd March 2020**.

5. MATTERS ARISING

- a. Minutes of the Finance and General Purposes meeting held on **Tuesday 3rd March 2020**.

6. ITEMS FOR CONSIDERATION

a. Asset Register

To receive an oral update from the Town Clerk Peter Tarrant.

b. Members IT Tablets

To receive an oral update from the Town Clerk Peter Tarrant.

c. Leasing a Workshop Facility

To receive an oral update from the Town Clerk Peter Tarrant.

d. Orchard Community Centre

To receive an oral update from the Town Clerk Peter Tarrant.

e. Drove Road Chapel

To receive an oral update from the Town Clerk Peter Tarrant.

f. Financial Regulations

To receive an oral update from the Town Clerk Peter Tarrant.

7. ITEMS FOR INFORMATION - N/A

8. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

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Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

9. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

10a. (Rose Lane Car Park)

10b. (Contracts Database)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



MINUTES OF THE F&GP MEETING
HELD ON TUESDAY 3rd MARCH 2020 AT 7PM
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr H Ramsay (Chair)
Cllr D Albone (Vice Chair)
Cllr I Bond
Cllr G Fage (arrived 7:22pm)
Cllr M Russell
Cllr M North
Cllr F Foster

Mr Philip Truppin BTC Acting Clerk
Mrs A Dennis Meeting Administrator

Members of Public – 3

03/0301 1. **APOLOGIES**

Cllr J Woodward, Cllr F Foster

ABSENT

None

03/0302 2. **DECLARATION OF INTERESTS**

03/0302.1 **a.** Disclosable Pecuniary Interests in any agenda Item 6a Grants – Biggleswade History Society- Cllr I Bond

03/0302.2 **b.** Non-pecuniary interests in any agenda Item 6a Grants – Royal Air Force Air Cadets - Cllr M Russell

03/0303 3. **PUBLIC OPEN SESSION**

Member of public – Helen Kingerley to support the application for Item 6a Grants Biggleswade Scout Group as she gave a back ground of how the Scouts started and have helped to develop 250 scout members as well as how they have raised money from fundraising to replace the roof of the Scout house some of which was a grant from Windfarm Fund. They are now in desperate need to raise the funds to replace the windows.

03/0304 4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- 03/0304.1 a. Members received and approved the Minutes of the Finance & General Purpose (F&GP) Meeting held on Tuesday 21st January 2020.

03/0305 5. **MATTERS ARISING**

Members requested a progress update of the issuing of a pre-paid debit card to the Office Manager. The Acting Clerk advised that this has not yet been actioned as the Office Manager has been on holiday.

Members requested a progress update of the purchase of a timer and the use of a microphone during meetings has not yet been actioned and requested that the Acting Clerk attend to this.

Members requested that the Rose Lane lease be an item on the next Council Agenda.

03/0306 6. **ITEMS FOR CONSIDERATION**

03/0306.1 a. **Grants and Sponsorships 2020/21- D**

After much discussion Council **RECOMMENDED** that BRCC Community Agent should now be budgeted separately and not from the Grants fund. The case for the Agent had been proved and that a service level agreement should be done.

Council **RECOMMENDED** that the BRCC Community Agent application be discussed at the next Council Meeting 10th March 2020.

The Acting Clerk advised that the annual budget should be set at the Precept for the BRCC annual grant application.

Council **RECOMMENDED** that British Legion application re: Memorial bench in the area of the Market Square should be awarded. However, Council would like this discussed in detail at the next Council Meeting.

Of the grant applications, namely St Andrews Lower School FTGA was in excess of £2,000 and not awarded. Council **RECOMMENDED** that they be advised to speak to Central Bedfordshire Councillor S Watkins about applying for S106 funding.

The grants amount as **RESOLVED** to be awarded are reflected on the list of applications (attached).

03/0307

7. **ITEMS FOR INFORMATION**

a. **Budget Report**

Council reviewed the budget reports i) Detailed Income and Expenditure based on actual budget heading 31st January 2020 and ii) Detailed Income and Expenditure based on projected budget heading 31st January 2020.

Councillors found that the new layout of the reports using the Cost codes as well as Committee headings would be clearer if presented on a combined report.

The Acting Clerk said that the reports are a work in progress and that he would welcome comments for Councillors regarding which information would be most useful.

Councillor G Fage requested it to be minuted that the Chairman and Vice Chairman of each Committee have a separate meeting with the Acting Clerk to discuss types of reports and the information as required.

It was **RECOMMENDED** to Council that each Committee Chair and Vice Chair monitor its budget at each of its meetings. Each Chair of the Committee to email the Acting Clerk with suggestions of what reports of expenditure and explanations, therefore.

It was **RESOLVED** that the Acting Clerk meet with DCK Derek Kemp to discuss how reports can be put in a format which will be better understood.

It was **RESOLVED** that a report on current staff Training and projected training courses should be updated for the Personnel Committee. This will ensure that requests for Staff training, statutory training and mandatory training can be budgeted for at the next precept meeting.

03/0308

8. **PUBLIC OPEN SESSION**

Member of public – Helen Kingerley thanked the Council for granting the Biggleswade Scout Group for granting the application for 2020/21 and was extremely grateful for this decision. The metal framed windows and glazing on the windows on the Scout House will be able to be repaired and glazed.

Member of public – Leigh Wood from Node wanted to say that Node and BTC had a good relationship and that he has been in discussion with the Acting Clerk with regards to the fees and service which they provide to BTC and that he would welcome a formal meeting with the Town Councillors.

9. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(10a Proposed Workshop and Store)
(10b Management of Payroll)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

DRAFT