



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 6TH SEPTEMBER 2022 AT THE OFFICES
OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 6:30PM**



PRESENT:

Cllr R. Pullinger (Chairman)
Cllr M. Foster (Vice Chair)
Cllr D. Albone
Cllr I. Bond
Cllr G. Fage
Cllr M. Knight
Cllr M. Russell
Cllr D. Strachan

Mr P. Tarrant – Town Clerk & Chief Executive
Mr I. Lord – Place Shaping Manager
Mr R. Youngs – Finance Manager
Ms H. Calvert – Administration & HR Manager
Mrs A. Dennis – Administrator

Members of the Public – 9

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllr M North.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

Item 9a Cllr I. Bond, Item 9a Cllr D. Strachan.

b. Disclosable Non-pecuniary interests in any agenda item

Item 9a, No 6 Grant application Cllr M. Russell.
Item 9a, Cllr Strahan, Cllr Bond.

3. CHAIRMAN'S ANNOUNCEMENTS

None.

4. **PUBLIC OPEN SESSION**

There were nine members of the public.

The following members of the public offered contextual background to support their grant applications:

- Jackie Bouton & Rhiannon Barrow gave an update on the grant application for the Community Garden.
- Andy Skilton gave an update on the Biggleswade Living Streets grant application and the benefits of active travel on public health.
- Pierre Guilcher gave an update on the grant application for NHS Trust First Responders.
- Anna Stolfi gave up update on the grant application for the Biggleswade Arts Collective CIC.

5. **INVITED SPEAKER**

None.

6. **MEMBER'S QUESTIONS**

Cllr G. Fage asked why the previous minutes of Finance and General Purposes Committee Meeting held on the 5th July 2022 were omitted on the agenda. The Chairman advised these would be brought to the next meeting.

Cllr D. Strachan asked if there were any matters arising from the minutes of F&GP held on the 5th July 2022 to consider. The Town Clerk & Chief Executive confirmed that there were no matters to consider.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Cllr M. Foster was recorded as absent without apologies. This is incorrect, he gave apologies to Cllr G. Fage.

Subject to the above change the Minutes were **APPROVED** as an accurate record of the Meeting from 26th July 2022.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Grants 2022/2023**

This is the first tranche of grants for 2022/2023.

Members commented:

- No 7 The Royal British Legion – It was agreed that this grant is deferred to the next round of grant applications. It was agreed that Officers clarify where the bench will be located and that the RBL are invited to submit an application with greater detail.
- No 8 should be titled Ivel Sprinter not Ivel Flix.

Grant Applications Awarded 2022-2023 (Tranche 1)				
	Previous applicants	Grants Requested 2022/2023	Grants Awarded 2022/2023	Comments
1	Biggleswade Crab Lane (Railway Embankment)	£60	£60	Awarded
2	Biggleswade First Aid Club	£380	£380	Awarded
3	Biggleswade Sports	£400	£400	Awarded
4	For Men To Talk Community Interest Company	£500	£0	Refused. Re-apply in 12 months
5	Carers in Bedfordshire	£600	£600	Awarded
6	Biggleswade ATC Squadron (Royal Air Force Air Cadets)	£876	£876	Awarded
7	The Royal British Legion Biggleswade Branch	£750	£0	Defer to next round
8	Ivel Sprinter	£500	£500	Awarded
	Sub Total	£4,066	£2,816	
	New Applications 2022/2023	Grants Requested 2022/2023	Grants Awarded 2022/2023	Comments
1	Country Days Ltd	£1,000	£0	Refused
2	Autism Bedfordshire	£2,000	£500	Awarded
3	Music 24	£2,000	£500	Awarded
4	The Parish of St Andrew's Biggleswade	£450	£200	Awarded
5	Biggleswade Living Streets	£1,000	£500	Awarded
6	Wellbeing in Biggleswade	£900	£450	Awarded
7	Biggleswade Arts Collective CIC	£2,000	£2,000	Awarded
8	Biggleswade Community Garden	£2,000	£0	Defer to next round
9	Vibrance-Sound Experience	£500	£0	Refused
10	NHS Trust First Responders	£2,560	£2,560	Recommended to Council - Restricted use to Biggleswade
	Sub Total	£14,410	£6,710	
	Overall Total	£18,476	£9,526	
	Grant Budget		£32,767	
	4261 - Community Agent		£12,000	
	Budget Available		£20,767	
	Approved or Recommended for Approval 1st Tranche F&GP 06092022		£9,526	
	Balance for 2nd Tranche of Grants		£11,241	

b. **Christmas Offer Budget**

It was **RESOLVED** to accept the recommendation.

10. **ITEMS FOR INFORMATION**

a. **Finance Review**

Members observed that some actions in the report still refer to moving towards cashless payments for parking. These references should be removed as per the resolution of the Finance Review Report.

A number of items need to be prioritised and these include:

- The acquisition of a card machine for the office.
- Allotment and football pitch payments moving to direct debit billing.

The Finance Manager will update the Finance Review timetable accordingly and will further reflect upon sequencing.

Subject to Members observations, it was **RESOLVED** to accept this report.

b. **Unity Trust Bank**

The necessary security measures will be put in place in consultation with Members.

The report was **NOTED**.

c. **Cost Reduction and Efficiency Review**

Members requested details of the Utility contracts for the next F&GP Meeting and the consequent impact of the international volatile market.

The Chairman clarified that the target of £25,000 related to cost reductions and not revenue maximisation.

The report was **NOTED**.

d. **Original Estimate Planning Cycle 2023/2024 Financial Year**

The report was **NOTED**.

e. **Finance and General Purposes Committee 2022/23 Work Plan**

The report was **NOTED**.

11. **PUBLIC OPEN SESSION**

Mr Desmond Ball asked Members if the Town Council could improve the access to Franklins Play area as it is currently not possible for residents with disabled scooters or buggies to access the area.

Officers are exploring ways to improve accessibility to Franklins Recreational area and further significant improvements will be made as a consequence of the PWLB investment.

No other members of the public wished to speak.

12.

EXEMPT ITEMS

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.

- (13a. CCTV Funding)
- (13b. Orchard Update)

13. **EXEMPT ITEMS**

a. **CCTV Funding**

Members **NOTED** this report.

b. **ORCHARD UPDATE**

Members **NOTED** this report.

The meeting was closed at 20:24 pm