



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON
TUESDAY 01st JULY 2025 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE COMMENCING AT
7.00PM**

PRESENT:

Cllr. D Strachan (Chairman)
Cllr. I Agnew (Deputy Chairman)
Cllr. M Foster
Cllr. M North
Cllr. D Albone (Ex-officio Member)

Mr P Tarrant – Town Clerk & Chief Executive
Mr E Bour – Head of Finance & Deputy RFO
Miss A Green – Committee Clerk

Members of the Public – 0

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 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

- a. Cllr. M Knight, Cllr. C Thomas, Cllr. J Woodhead, Cllr. M Russell.

2. DECLARATIONS OF INTEREST

- a. **Disclosable Pecuniary interests in any agenda item:**

None.

- b. **Non-Pecuniary interests in any agenda item:**

None.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

4. PUBLIC OPEN SESSION

- a. No members of the public were present, either online or in person.

5. INVITED SPEAKER

There were no invited speakers.

6. **MEMBERS' QUESTIONS**

- a. None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 18th March 2025.

8. **MATTERS ARISING**

There were no matters arising from the minutes of the previous meeting.

9. **ITEMS FOR CONSIDERATION**

a. **Risk Management Policy**

The Head of Finance & Deputy RFO outlined the report to Members.

The Head of Finance informed Members that Officers had reviewed the policy and concluded that no changes were necessary.

Risk registers by theme and work area containing live register profiles and mitigations are available on SharePoint and can be viewed by Members.

The Town Clerk & Chief Executive added that internal and external auditors had also reviewed and signed off the Council's risk management policy.

Members **RESOLVED** to authorise Officers to publish the Risk Management Policy on the Town Council website, with a review of the policy to be undertaken by Officers in July 2026.

10. **ITEMS FOR INFORMATION**

a. **Financial Regulations Review**

The Head of Finance & Deputy RFO presented the report to Members.

It was explained that the 2025 version of the Town Council's Financial Regulations would closely follow the NALC template, with appropriate local amendments incorporated.

The draft document has been uploaded to SharePoint for Members to review and provide feedback over a one-month period.

The final version of the document will be presented at the Finance & General Purposes (F&GP) meeting on Tuesday, 16th September 2025, with a recommendation to Full Council in October 2025.

Members thanked Officers for the report.

Members **RESOLVED** to note the report and agreed that the co-produced document, (Suggested New Financial Regulation), be shared with the Finance and General Purposes Committee at its meeting on 16th September 2025, for the Committee to recommend its adoption by the Town Council on 14th October 2025.

b. **Annual Governance and Accountability Return (AGAR) 2024/25**

Members **NOTED** the update.

c. **Bank Reconciliation**

Members **NOTED** the update.

d. **Bank Signatory Update**

The Head of Finance and Deputy RFO updated Members on the progress of adding the new bank signatories.

He explained that one member has full access; the second is pending.

Members **NOTED** the update and requested Officers remind the outstanding Member to complete the process promptly.

11. **PUBLIC OPEN SESSION**

- a. No members of the public were present, either online or in person.

It was **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

12. **EXEMPT**

a. **Exempt minutes of the Finance & General Purposes Committee Meeting held on Tuesday 18th March 2025**

Subject to Members amendments, the minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee Meeting held on Tuesday 18th March 2025.

b. **Assets Overview Report**

Members discussed the report by the Head of Governance & Strategic Partnerships and **AGREED** that updated reports to go to future F&GP committee meetings until all land registrations have been completed.

The Chairman closed the meeting at **7:15pm**