



**MINUTES OF THE F&GP MEETING**  
**HELD ON TUESDAY 16 JANUARY 2018 AT 7PM**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

- Cllr H Ramsay (Chair)
- Cllr D Strachan (Vice Chair)
- Cllr D Albone
- Cllr I Bond
- Cllr M North
  
- Mr R McGregor Town Clerk, Biggleswade Town Council
- Mrs H Hammond Administrator
- Mr D Kemp Accountant, DCK Accounting Solutions
- Mr M Davies Invited Speaker, CCLA Investment Management Ltd
  
- Staff – 2
- Members of Public - 0

**16/0101**      **1.    APOLOGIES**  
Cllr M Russell  
Cllr S Patel

**ABSENT**  
Cllr F Foster  
Cllr M North

**16/0102**      **2.    DECLARATION OF INTERESTS**

16/0102.1      **a.**    Disclosable Pecuniary Interests in any agenda item – re: 7b, Cllr I Bond, Grant Applications, Biggleswade History Society.

16/0102.2      **b.**    Non-pecuniary interests in any agenda item – none

**16/0103**      **3.    PUBLIC OPEN SESSION**

There were no Members of Public present and therefore no questions.

**16/0104**      **4.    MINUTES AND RECOMMENDATIONS OF MEETINGS**

16/0104.1      **a.**    Members received and approved the Minutes of the Finance & General Purpose (F&GP) Meeting held on 21 November 2017, subject to the following change:  
p3, 21/1106.3 (c) should have the duplicate ‘Approve’ removed from the sentence.

16/0105 5. **MATTERS ARISING**

16/0105.1 a. Re: p2, 21/1106.1 (a), Cllr D Strachan asked if the changes had been reviewed by the Accountant. The Town Clerk explained that the Accountant had reviewed the document in a working group, taking into consideration the comments made in the 21 November F&GP meeting. The resulting version of the 'Financial Regulations' document was due to be presented in 7(d) of this meeting.

16/0106 6. **INVITED SPEAKER**

Mark Davies from CCLA Investment Management Ltd, spoke to Members about the Public Sector Deposit Fund (PSDF). CCLA (Churches, Charities and Local Authorities) manage investments on behalf of charities, religious organisations and the public sector and it is part owned by LAMET (the Local Authorities' Mutual Investment Trust), which was established to promote the management of funds for local authorities.

In mitigating future financial risks following the 2008 Icelandic banking crisis, the Public Sector Deposit Fund was established in May 2011. As a cash management fund, it balances the following three requirements:

- Security: PSDF is a AAA Fitch-rated fund, using only Sterling cash deposits in AAA-rated banks
- Liquidity: The fund offers same-day cash withdrawal (dealing deadline is 11.30am). Many clients use it for day-to-day cash-flow.
- Yield: The fund attracts a current yield of around 0.4% (figure taken at day end, and varies daily)

The fees for the account were currently 0.08% with a minimum balance of £25,000.

At present the Council's approximate £800K precept is not covered by the Financial Services Compensation Scheme (FSCS) and so Members were keen to hear about the PSDF which offered a seemingly lower-risk, more secure option for managing the Council's finances.

Members asked a number of questions, about the scheme and around an alternative product CCLA offered – the Local Authorities' Property Fund. Mr Davies pointed out that this was a riskier option requiring a longer-term view and with initial fees higher, this was not an option he would recommend that a council of BTC's size would opt for.

Mr Kemp added that the PSDP is treated as cash for accounting purposes.

For further information, please see: <https://www.ccla.co.uk/investment-solutions/fund/the-public-sector-deposit-fund>

It was **RECOMMENDED** to that this item will go on the next Council agenda for discussion, and in the meantime the Town Clerk will send the PSDF link to Members.

21/1107 7. **ITEMS FOR CONSIDERATION**

21/1107.1 a. **Budgets 2018 – 2019**

Following the resolutions resulting from the Personnel meeting held on 9 January, Members discussed the minor change in the staff budget, balanced out by the use of some of the surplus. However this slight budget allocation change did not affect the overall 2018-2019 precept, which remained the same.

Members **RECOMMENDED** that Council approved the 2018-2019 budgets.

21/1107.2 b. **Grants and Sponsorship**

21/11/07.2i i. Members considered the applications for Community Grants, by looking at the schedule provided with the agenda. The outcome of the review is documented below. It was **RESOLVED** to approve a schedule of grants, a copy of which is attached to these minutes.

Most requests were granted, with the following exceptions:

- Members decided to consider the BRCC application request as a separate agenda item on the next council meeting, as it did not fall within the scope of the grant applications.
- It was not possible to discuss the £10,000 request made by Biggleswade Scout Group for a replacement roof, as the amount requested was over the £10,000 threshold for discussion at the meeting.
- The 'Carers in Bedfordshire' request was rejected as the charity was not Biggleswade-based.
- The St Andrew's Church request rejected as Members felt that the Council were already providing assistance in the form of grounds maintenance work.
- Two requests were removed for consideration under s106 monies instead
  - Biggleswade Town Cricket Club:  
The Deputy Town Clerk was asked by Members to see if there was s106 money available for 'outdoor sports'
  - Biggleswade Community Safety Group (BCSG):  
Members requested that the Town Clerk /Deputy Town Clerk spoke to PC Bob Meadows and Amanda Cawthorne (of BCSG)
- Biggleswade Town Youth Football Club's request for a £1300 grant was lowered to £1000, to cover costs towards the purchase of a defibrillator.
- The Biggleswade ATC Squadron's grant was upped to £1000 (from £800) to match the £1000 request made by Biggleswade Sea Cadets.

- 21/11/07.2ii ii. Members considered the invitation from Biggleswade Town Cricket Club to sponsor match balls, as in previous years. Members **RESOLVED** that Council approve this request, with the Town Clerk checking how many balls had been sponsored the previous year, and matching that this year.
- 21/1107.3 c. **Salaries Bank Account**
- Members considered a proposal for a separate bank account for the payment of salaries, and **RECOMMENDED** following the recommendations given in the report, namely:
1. To open a separate bank account with Lloyds Bank for the payment of staff salaries, maintaining a balance of £25,000 credited by automatic imprest from the Current Account.
  2. For payment of staff salaries to be authorised by any one of the following officers of the Town Council: Town Clerk, Deputy Town Clerk, Office Manager, up to a maximum of £25,000 per month and the total salary payment to be reported monthly.
- 21/1107.4 d. **Financial Regulations**
- Following the F&GP meeting of 21 November 2017, the Financial Regulations were reviewed in a work group with the Town Council's account, Derek Kemp. Members considered and **RECOMMENDED** to Town Council to adopt the attached draft amended Financial Regulations, subject to a final amendment made by Cllr D Strachan:
- p9, item 6.8, remove the bracketed words '(principally salaries).
- 21/1108 8. **ITEMS FOR INFORMATION**
- There were no items for information.
- 21/1109 9. **PUBLIC OPEN SESSION**
- There were no questions from Members of the Public.
- 21/1110 10. **EXEMPT ITEMS**
- There were no Exempt Items
- Meeting closed at 8.30pm.

<b>Grant Applications 2018.</b>				
<b>Organisation</b>	<b>Grant Required</b>	<b>What the Grant is required for</b>	<b>Award</b>	<b>Comment</b>
<b>BRCC</b>	£11,250	To extend the work of the Community Agent for another year	Defer	Council to review
<b>Biggleswade Scout Group</b>	£10,000	Replacement roof for scout hut	Defer	Further consideration needed
<b>Carers In Bedfordshire</b>	£3,500	To support various carers groups such as carers choir and walking group	Nil	
<b>Biggleswade and Sandy Gateway Club</b>	£500	To continue to provide activities for members	£500	
<b>St. Andrews Church, Biggleswade</b>	£1,000	To help towards the restoration of the pipe organ	Nil	Existing ongoing grounds maintenance commitment
<b>Biggleswade Town Cricket Club</b>	£3,000	Renovation of the wicket and refurbishment of the scoreboard	Nil	Seek S106 Funding
<b>Biggleswade History Society</b>	£750	To conclude the WW1 project and to replace copying equipment	£750	
<b>Biggles FM</b>	£1,850	To help with the running costs of the station	£1,850	
<b>Biggleswade ATC Squadron (2065)</b>	£800	Adventure training equipment such as tents	£1,000	
<b>Keech Hospice Care</b>	£1,000	To cover the running costs of the childrens hospice	£1,000	
<b>East Beds Community Bus Service (Ivel Sprinter)</b>	£500	To help with the running costs of the service	£500	
<b>Magpas Air Ambulance</b>	£460	To purchase medical equipment	£460	
<b>Biggleswade Sea Cadets</b>	£1,000	To purchase new chairs	£1,000	
<b>Biggleswade Town Youth Football Club</b>	£1,300	To purchase a defibrillator	£1,000	
<b>Revitalise Respite Holidays</b>	£708	To provide a respite break for 2 disabled people and their carers	£708	
<b>Autism Bedfordshire</b>	£500	To support the Biggleswade Wanted Fun Youth Group	£500	
<b>Biggleswade Good Neighbours</b>	£450	Printing costs, insurance and mobile phone costs	£450	
<b>Biggleswade Sports</b>	£470	To cover the expenses of sports meetings	£470	
<b>Biggleswade First Aid Club</b>	£370	To run first aid courses	£370	
<b>The Avenue (Autism)</b>	£400	To run workshops for girls with autism	£400	
<b>Biggleswade Amateur Theatrical Society</b>	£500	To cover the costs of running a family pantomime	£500	
<b>Ivel Flix</b>	£250	To hire hall and cover insurance and film licences	£250	
<b>Biggleswade Community Safety Group</b>	£2,880	To purchase a Speed Indicator Device (£2400 + VAT)	Nil	Seek S106 Funding
<b>Biggleswade Railway Embankment Ctee</b>	£50	To purchase bulbs and costs of keeping strimmer going	£50	
<b>The Mayflower Centre</b>	£1,200	For hire of the hall, refreshments, transport and board games (£1000 to £1200)	£1,200	
<b>The Need Project</b>	£500	To provide food, furniture and clothing to those in need	£500	
<b>Total</b>	<b>£45,188</b>		<b>£13,458</b>	

Grants to be awarded under the General Power of Competence