



**MINUTES OF THE F&GP MEETING**  
**HELD ON TUESDAY 17 NOVEMBER 2020 AT 7PM**  
**VIA ZOOM WEBINAR AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr H Ramsay (Chairman)  
Cllr R Pullinger (Vice Chairman)  
Cllr D Albone  
Cllr I Bond  
Cllr G Fage  
Cllr M Knight  
Cllr M North  
Cllr M Russell  
Cllr F Foster (non-Committee Member)

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council  
Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council  
Ms H Calvert – Deputy Administration Manager, Biggleswade Town Council  
Mr B Catchpole – Public Realm Manager, Biggleswade Town Council  
Mr S Newton – Place Shaping Manager, Biggleswade Town Council  
Mr D Kemp – Managing Director & Principal Consultant – DCK Accounting Solutions Ltd

Members of Public – None

**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.

The Chairman reminded the non-Committee Member in attendance at this meeting that he is not able to submit proposals or vote on any matters, nor will he be able to comment without being invited to do so by the Chairman in accordance with meeting governance rules.

**1. APOLOGIES FOR ABSENCE**

None.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

**3. PUBLIC OPEN SESSION**

The Chairman advised Members of the public wishing to speak to use the “raise hand” function on screen.

None.

**4. MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received the Minutes of the Finance & General Purpose (F&GP) Meeting held on **Tuesday 15<sup>TH</sup> September 2020**.

- Cllr J Woodhead is listed as having submitted apologies, however, as a non-Committee member he should not be listed.

Subject to this change, the Minutes of the Finance & General Purpose (F&GP) Meeting held on **Tuesday 15<sup>th</sup> September 2020** were **APPROVED**.

**5. MATTERS ARISING**

Matters arising from the Minutes of the Finance & General Purpose Committee Meeting of **15<sup>th</sup> September 2020**.

None.

**6. MATTERS FOR CONSIDERATION**

None.

**7. ITEMS FOR INFORMATION**

None.

**8. PUBLIC OPEN SESSION**

The IT Administrator advised Members of the public wishing to speak to use the “raise hand” function on screen.

None.

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

9. **EXEMPT ITEMS**

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

**a. Original Estimates 2021-2022**

The Town Clerk & Chief Executive extended his thanks to the Management team for their commitment to attending the meeting, particularly as the Town Centre Operations Manager and Deputy Administration Manager were currently on annual leave.

The Town Clerk & Chief Executive advised Members that the Management team have provided significant input into this year's financial process given the difficulty posed by COVID-19, not only in terms of the loss of income but the additional expenditure in this financial year due to the Town Council's need to react to the ongoing situation and a number of internal personnel resource matters.

The Town Council is working towards efficiency savings through internal structure changes to streamline operations and maximise efficiencies. The Town Clerk & Chief Executive has scoped a number of projects that will support building capacity within the Town Council for the future by investing both in staff, training and facilities to support the Council's foundations and aims to grow income streams and opportunities for the Council to support the Community.

The Town Clerk & Chief Executive outlined three important projects that need to be addressed in the coming year: a Works Depot; replenishment of Public Realm equipment and Drove Road repairs. These have been built into the projected outturn figures.

The Town Clerk & Chief Executive and Derek Kemp have meetings dates on 25 November and 2 December with Members of the Town Council to facilitate their input into the projected estimates. Any questions Members pose in those meetings will formulate the report to be submitted to Council on 8 December 2020 and the precept numbers will be submitted to Central Bedfordshire Council in January 2021.