



**MINUTES OF THE F&GP MEETING**  
**HELD ON TUESDAY 16 JULY 2019 AT 7PM**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr H Ramsay	Chairman
Cllr D Albone	Vice Chairman
Cllr I Bond	
Cllr G Fage	
Cllr F Foster	
Cllr M Russell	
Mrs J Durn	Meeting Administrator
Mr S Newton	BTC TCOM

Members of Public – None

**16/0701**

- 1. APOLOGIES**  
Cllr M North

**ABSENT**  
None

**16/0702**

- 2. DECLARATION OF INTERESTS**

16/0702.1  
16/0702.2

- a.** Disclosable Pecuniary Interests in any agenda item – none  
**b.** Non-pecuniary interests in any agenda item – none

**16/0703**

- 3. PUBLIC OPEN SESSION**

There were no Members of Public present.

**16/0704**

- 4. MINUTES AND RECOMMENDATIONS OF MEETINGS**

16/0704.1

- a.** Members received and approved the Minutes of the Finance & General Purpose (F&GP) Meeting held on 20 November 2018. Following a slight amendment to item 2b, to add Cllr F Foster.

**16/0705**

- 5. MATTERS ARISING**

Cllr G Fage: Page 2, item7b: Grants and Sponsorship “*It was requested that discussion and decision on the Biggleswade Community Agent Grant be deferred to the next F&GP Meeting Agenda, where it will be considered for SLA (Service Level Agreement)*”

This item has been omitted from the F&GP Agenda; Cllr Fage asked if it can be placed on the next Town Council meeting Agenda. This will be put forward to the Town Clerk.

16/0706 6. **ITEMS FOR CONSIDERATION**

16/0706.1 a. **Bank Mandate**

It was **RESOLVED** that following the retirement of Cllr B Briars, Cllr F Foster will be an authorized signatory.

The recent unexpected situation of the long-term absences two BTC Officers highlighted the problems arising when authorizing bank signatories were unavailable; it was agreed that Members look at the Bank Mandate and the F&GP Terms of Reference in order to understand the process, and to ensure that the standing orders cover any revised/proposed arrangement, and are covered in the Risk Assessment.

The issue of the Town Council using a bank debit card for minor purchases with a suggested limit of £300 was discussed and concerns were raised that the issuing of a debit card for minor purchases did not appear to be within the Regulations of Parish Councils. It was pointed out that business accounts can now be opened through Amazon and other online suppliers. It was agreed to ask the Accountant, Derek Kemp, to attend a meeting to give us his view on this and advise us on the procedures that would need to be put in place, together with suggested signatories. A proposal could then be put forward for consideration by the F&GP Committee.

16/0706.2 b. **BTC Website and Social Media Output**

Cllr F Foster has put forward a proposal to undertake a complete overview of the whole process surrounding the Website. This will allow us to monitor the output, design and efficiency of not only the BTC website, but also all the Council's media platforms including Facebook and Twitter and all public email communications.

The associated equipment could be assessed and when appropriate, recommendations regarding the upgrading or purchasing of capital items could be made to the Committee.

It was **RESOLVED** that an F&GP Working Group (WG) be set up to discuss the requirements and the management of the information on the website. Several Committee members showed an interest in joining this WG and it was suggested that Victoria Crockett, an office administrator, with extensive IT knowledge and experience in 'building web sites', should also be a member of the WG. WG meeting arrangements to be discussed with its members outside this meeting.

16/0706.3 c. **Fees for 2020/2021**

This will be brought forward for discussion at the meeting on 19<sup>th</sup> November 2019.

**16/0707**      **7.      ITEMS FOR INFORMATION**

16/0707.1      **a.      Pension Policy Consultation**

Cllr Russell explained the Consultation and this information was **NOTED**.

**16/0708**      **8.      PUBLIC OPEN SESSION**

There were no questions from Members of the Public.

**16/0709**      **9.      EXEMPT ITEMS**

There were no Exempt Items

Date of next meeting: 19<sup>th</sup> November 2019.