



To: Members of Uttoxeter Town Council's Finance and General Purposes Committee

Dear Councillor,

NOTICE IS HEREBY GIVEN that a virtual meeting of the Town Council's **Finance and General Purposes Committee** will be held by Zoom (on line platform (<https://zoom.us/>)), commencing at **5.00 pm on Tuesday, 23 February 2021** as in accordance with NALC L01-20 Regulation 5(2) of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (which came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021 (<http://www.legislation.gov.uk/ukxi/2020/392/part/2/made>)) and Members are hereby summoned to attend for the purposes of transacting the following business.

The meeting will be open to the public and the press (Zoom link below as advertised on Council's Website) unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Please join the meeting via <https://zoom.us/join> - The Zoom Meeting ID is **996 2464 6351**. Members and Residents without computer access can participate within the meeting by telephoning 0131 460 1196 and by entering the Meeting ID.

Signed*T L Jeffery*.....

T L Jeffery
Town Clerk

17 February 2021

To: Councillors S McGarry (Chair), C Sylvester (Vice-Chair), M Crutchley, D Goodfellow, P Hudson, Z Krupski, C Green (ex-officio).

Copy to: T Crutchley, J Fitchett, H Headech, K Hudson, P Lancaster, K Smith, L Sylvester, M A Trenery, M Williams.

AGENDA

1. **CHAIR'S WELCOME**

The Chair to provide a brief on the fire procedure, provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and the use of mobile phones during the meeting.

2. **APOLOGIES FOR ABSENCE**

(a) To report receipt of approved apologies for absence.

(b) To minute the names of Councillors who are absent and apologies have not been received.

3. **PUBLIC PARTICIPATION**

In accordance with Standing Order 3(e-g), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

4. **DECLARATIONS OF INTEREST**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

5. **DRAFT PROCUREMENT POLICY**

As Recommended by Committee at its meeting held on 26 January 2021 that:

- (i) The Clerk liaise further with Council's Internal Auditor with respect to the Draft Procurement Policy together with updating of the Financial Regulations to enable the RFO/Office Manager to make BACS payments where possible.*
- (ii) The Clerk liaise with Councillor Fitchett with respect to feedback received from Council's Internal Auditor.*
- (iii) Committee Members be urged to email the Clerk with their comments as soon as possible.*
- (iv) Include the updated Draft Procurement Policy for consideration by Committee at its meeting scheduled to take place on 23 February 2021.*

To report that a response is awaited from Council's Internal Auditor therefore no further action has taken place.

6. **TOWN HALL CLOCK**

To report receipt of an update from Les Kirk advising Council that the repairs to the Town Hall Clock have been further delayed and will continue to be delayed due to the latest lockdown. He wished to assure Council that the repairs will be carried out as soon as the repairs/lift hire can be carried out safely and as in accordance with Government Guidance.

7. **PAINTING AT THE TOWN HALL**

- (a) External Painting – To report that the Clerk is currently continuing to seek quotations for the painting of the exterior of the Town Hall (quote 1 – part paint and quote 2 – all frontage). Committee comments are sought.
- (b) Internal Painting – Committee is advised that a number of painters and decorators have been approached to seek quotations for the interior painting within the Town Hall in readiness for reopening the Town Hall.

To report receipt of a quotation for part painting of the Town Hall (Reception office, first foyer, second foyer including woodwork and radiators and part of Ballroom) in the sum of £4,300 including materials. The Clerk to report.

8. **CLEANING PROVISIONS FOR THE TOWN HALL – ASSOCIATED COSTS**

- (a) To report that, in readiness for reopening the Town Hall costings have been obtained for the provision of deep cleaning and additional Covid cleaning of the Town Hall. Committee is advised that a number of Cleaning Companies were contacted however, one quote has been received. Committee is asked to give consideration to the only quotation received in the sum of £953 (deep clean of foyers 1 and 2, foyer toilets, stairs and landing, corridors to Alan Dean Suite toilets, Ballroom kitchen inc, specialist appliance cleaning (not extraction units), Ballroom inc chandeliers and balcony including floor mop, bar area and toilets (exc. Behind the bar), Alan Dean Suite including chandeliers and office toilets) and frontage litterpick. The Mayor and the Clerk to report. Committee instruction is sought.
- (b) Committee is asked to give consideration to the Cleaning requirements going forward including frequency.
- (c) Committee is advised that further quotations have been received for carpet cleaning, upholstery cleaning (foyers 1 and 2 to toilets - £95, Bar - £75, stairs, landing ADS, corridors to toilets - £95, cleaning 200 chairs - £85, cleaning of bar stools and 30 chairs - £45). Committee instruction is sought.
- (d) Committee is asked to give consideration to costs received for an additional Covid-19 touch point clean at £32 per area. Note: foyers 1 and 2 and foyer toilets are classed as one area. Committee instruction is sought.

9. **BALLROOM KITCHEN**

Committee is:

- (a) Advised that the current fridge freezer located within the Ballroom kitchen is not in full working order. The Mayor and the Clerk to report receipt of quotations for the replacement of the fridge freezer within the Ballroom kitchen. Committee instruction is sought.
- (b) To consider a quotation for the repair to the Ballroom kitchen flooring in the sum of £592.68 plus vat or replacement in the sum of £2,177.28. Committee instruction is sought. Committee is informed that no other quotations have been obtained at this stage.
- (c) To report receipt of a quotation from Polaris to service the extraction and fresh air fans plus interlock system and replace filters within the Ballroom kitchen in the sum of £195 plus vat. Committee is informed that Polaris service the kitchen equipment currently. Committee instruction is sought.

10. **REPAIRS / REPLACEMENT FLOORING – ALAN DEAN SUITE KITCHEN/TOILETS**

To report receipt of quotations for the following repairs / replacement hard standing cleanable flooring:

- (a) Alan Dean Suite Kitchen
- (b) Alan Dean Suite Toilets

11. **INSURANCE – PROPERTY VALUATIONS**

To report that as part of the Council's Insurance renewal process, Zurich is seeking valuations of the Town Hall and Carter Street properties. Committee is asked to give consideration to seeking the above-mentioned valuations and to consider seeking valuations for all other Council owned properties for Asset Register purposes. Committee instruction is sought.

12. **RECEIPT ALTERNATIVES**

To report that Council's Internal Auditor is providing the Clerk with information on alternative receipt processes. Upon receipt, this matter will be included for due consideration by Committee.

13. **ROYAL BANK OF SCOTLAND - UTC BANK ACCOUNTS INCLUDING BUSINESS BANKING SWITCH SCHEME**

As recommended by Committee at its meeting held on 26 January 2021 that:

- (i) *The Chair of F&GP and the Clerk be authorised to liaise with the Co-op Bank with respect to accepting their offer of a Business Directplus Current Account (£4,000 cashback for switching, 30 months free everyday banking), which was the closest link to something local, for the Council's Current Account, to be reviewed in 24 months.*
- (ii) *The Chair of F&GP and the Clerk seek/ensure where possible, that Council obtains free banking services.*

- (a) To report that the Clerk/RFO registered Council's Interest with the Co-operative Bank on 16 February 2021. The Clerk to provide Committee with an update.
- (b) To report receipt of an email from Council's Internal Auditor dated 16 February 2021 expressing caution to Committee for switching to Co-operative Bank. Committee is advised that he is aware of a number of Council's who have withdrawn from Co-operative Bank due to poor service for banking and customer care.
- (c) The Clerk/RFO would like to progress opening a Leek United Account and Lloyds Account. Committee instruction is sought.
- (d) To report that the Clerk/RFO emailed the Royal Bank of Scotland, Council's current provider to ascertain what incentives they had available to Council for remaining with them for its Current Account including potential free banking for all Council's other accounts. The Clerk/RFO to provide Committee with an update.

14. **BT CONTRACTS – TELEPHONE AND BROADBAND UPDATE**

As recommended by Committee at its meeting held on 26 January 2021, the Chair of F&GP and the Clerk provide Committee with a breakdown of proposals for consideration by Committee at its next meeting.

Committee is informed that the Chair of F&GP and the Clerk are reviewing all Contracts with BT and a number of other providers with respect to the current provisions and future provisions for the Town Hall including telephone, broadband and telephone equipment.

15. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the above Act it is requested that the public and press are not present due to the confidential nature of the business to be transacted and are asked to withdraw.
16. **RECONFIGURATION OF OFFICES FOR TOWN COUNCIL STAFF**
17. **QUOTATIONS FOR REPLACEMENT FLOORING WITHIN THE TOWN HALL FOYERS**
18. **LONG-TERM BUSINESS PLAN AND MARKETING PLAN**
19. **VENTILATION WORKS TO THE TOWN HALL BASEMENT/CELLAR AREA**
20. **KIOSK (CONDUIT) WORKS**