



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

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Town Council's **Finance and General Purposes Committee** will be held in the Ballroom, Uttoxeter Town Hall commencing at **5.30pm on Tuesday, 25 May 2021** 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 unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Members of the public wishing to attend the meeting are urged to contact the Clerk 24 hours prior to the meeting to pre-book a socially distanced place within the meeting room for addressing Council under Public Participation and for attending within the public gallery. Please note that as in accordance with current Government Guidance, this will be restricted to six members of the public from different households.

Signed T L Jeffery

T L Jeffery
Town Clerk

19 May 2021

To: Councillors S McGarry (Chair), C Sylvester (Vice-Chair), M Crutchley, D Goodfellow, P Hudson, Z Krupski. *Vacancy*, H Headech (ex-officio)
Copy to: T Crutchley, K Hudson, P Lancaster, K Smith, L Sylvester, M A Trener, 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-h), 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. **TOWN HALL ALARM SYSTEM**

To report that, as emailed Members, Chubb Fire and Security have offered the Council a 3-year Contract at £669 plus vat per annum commencing from 7 June 2021. Chubb have advised that a new Contract will be required to be signed. Committee instruction is sought.

6. **KIOSK REFURBISHMENT AND LANTERN**

The Clerk to provide Committee with an update if available on the refurbishment of the kiosk and the lantern.

7. **TELEPHONE SYSTEM/BROADBAND PROVISIONS**

To report that a response is currently awaited one Contractor and an update will be included for consideration by Committee at its next meeting.

8. **MILLENNIUM MONUMENT UPDATE**

To report the following:

- (a) Nettlebank has confirmed that it will be progressing the Council's order for the plaque replacements in due course.
- (b) Mr S Smith confirmed on 12 May 2021 that he would fund the shortfall for the replacement plaques. The Clerk to provide Committee with an update.

9. **TOWN HALL CLOCK**

Following the recent repairs to the Town Hall Clock carried out by Les Kirk Clocks, the Clerk has been informed that the light on the clock has been switched off as there is little point having the clock permanently internally illuminated during the summer.

Committee is asked to give consideration to connecting a photo electric cell to a 24-hour time clock as this would make best use of electricity and prolong lamp life (suggested timer to run from 06:00 to 09:00 and then 15:00 to midnight).

The Clerk to provide Committee with an update on costings if available. Committee instruction is sought.

10. **POTENTIAL OFFICE SPACE FOR HIRE**

Committee is asked to give consideration to the hire charges for the potential office/hot desking/meeting room for hire (currently the Office Manager's office). Committee instruction is sought.

11. **COUNCIL BANK ACCOUNTS – ADDITIONAL ACCOUNTS INFORMATION**

Committee is informed that now the appointments have been made for the new Mayor and Deputy Mayor, discussion on progressing the additional bank accounts will commence.

12. **VENTILATION WORKS TO THE TOWN HALL BASEMENT/CELLAR AREA**

The Clerk to provide Committee with an update on the above mentioned from Council's Architect if available.

13. **HIGH STREET BOLLARD**

To report that SCC repaired the bollard on 5 May 2021 however later in the evening there was electrical signalling issues. Committee is informed that the bollard remains in the lowered position at this time.

14. **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.

15. **RECEIPT ALTERNATIVES**

16. **19A HIGH STREET**

17. TOWN HALL – EXTERIOR PAINTING QUOTES

18. LONG-TERM BUSINESS PLAN AND MARKETING PLAN FOR THE TOWN HALL INCLUDING EVENTS