Minutes of the meeting of the Finance & Strategy Committee held on 20th November 2024 at 18.00hrs using www.zoom.us

Present: Cllrs Tony Dawson (Chair), Ken Pollard, Fred Wilson, Paul Mackin, Lisa Hayes and Mark Greenwood.

Town Clerk: F Fitch and C Quinlan (Admin Assistant)

1. **Apologies:** received from Cllr Jez Perkins. KP left the meeting early at 18:30hrs.

2. **Declarations of interest:** none declared.

3. **Minutes**
   The minutes of the meeting of the Committee on 16th October 2024 were agreed as a true record and signed digitally by the Chair. The Zoom recording was agreed to be deleted.

4. **Public Question Time:** no questions received.

5. **Bank Reconciliations**
   The bank reconciliations for October 2024 were reviewed by TD prior to the meeting and approved. The petty cash was also counted by TD prior to the meeting and approved.

6. **IT**
   It was reported that the Admin Support's Central Processing Unit (CPU) is out of date and so slow to process/respond that it is now almost unusable. A quotation for a replacement CPU was reviewed by the Committee.

   Options for reconfiguring the Council Chamber to allow for a better training and meeting environment are being investigated. Following consultation with the Council's IT specialist to identify what is achievable, proposals will be presented, together with costings, to the Committee to review.

   It was resolved by Delegated Powers to raise an order to IT Doctor (West Anglia) Ltd for the supply and installation/configuration of a replacement CPU for the Admin Support, which will be funded by releasing funds from the Earmarked Reserve "IT/Website" Fund.

7. **STMA**
   The minutes of the meeting of the Shefford Town Memorial Association (STMA) Management Committee held on 23rd October 2024 were received by the Committee and noted.

8. **Broom South Liaison Group**
   The minutes of the meeting of the Broom South Liaison Group Meeting held on 24th September 2024 were received by the Committee and noted.

9. Food Fairness Grant Scheme

Notification was received and noted by the Committee from Central Bedfordshire Council about their Food Fairness Grant Scheme, which launched on Wednesday 30th October.

10. British Regional Transport Association

The minutes of the meeting of the British Regional Transport Association held on 30th October 2024 were received by the Committee and noted.

11. December Meeting Dates

The December 2024 meeting dates and times were reviewed by the Committee.

Recommendation by Delegated Powers to be made to Full Council for the dates for the December 2024 committee meetings to be held as follows: -

- ***Planning and Highways Committee meeting (via Zoom) - Wednesday 4th December at 16:00hrs***
- ***Services and Environment Committee meeting (via Zoom) - Wednesday 4th December at 18:00hrs***
- ***Draft Budget Review meeting (Hybrid - all Councillors invited) - Monday 9th December at 18:30hrs***
- ***Finance and Strategy Committee meeting (via Zoom) - Wednesday 11th December at 18:00hrs***
- ***Full Council meeting (Hybrid) – Wednesday 18th December at 18:00hrs***

12. Risk Assessment Review

The programme for producing the Risk Assessment Review for 2024/2025 was reviewed by the Committee, including: the requirement that Councillors are obliged by legislations to carry out the Review; which Members will join a panel to carry out the Review; and the presentation of the report on the Review to the Committee by their March meeting, for recommendation to the Full Council by the 31st March 2025.

It was resolved by Delegated Powers for MG, FW and LH to join the panel to carry out the Review, with MG leading on the project. Cllrs Christine Culleton and Danny Cummins will be invited by MG to also join the Review panel.

Meeting closed at 18:40hrs