36XX 03/25

Minutes of the meeting of the Finance & Strategy Committee held on 19th March 2025 at 18.00hrs in the Council Chamber at Shefford House, 15 High Street, Shefford, SG17 5DD or viewed using www.zoom.us

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

Town Clerk: C Quinlan (Admin Assistant)

1. **Apologies:** received from F Fitch and Cllr Paul Mackin.

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

3. **Minutes**
   The minutes of the meeting of the Committee on 19th February 2025 were agreed as a true record and signed digitally by the Chair. The Zoom recording was agreed to be deleted.

4. **Public Question Time:** none received

5. **Staffing Committee Meeting Minutes**
   The minutes of the Staffing Committee meeting held on 11th March 2025 were reviewed by the Committee.

   Recommendation to be made to the Full Council for the approval of the minutes of the Staffing Committee meeting held on 11th March 2025.

6. **Locum Clerk Employment**
   KP contacted Tammy Medley regarding employment to cover the Town Clerk's absence. It was proposed to employ TM at an agreed rate of £28 per hour for the total of one day a week, to cover meeting, agendas, minutes, and financial payments.

   It was resolved for Tammy Medley to be employed for 1 day a week, at the rate of £28 per hour, to cover the Town Clerk's absence until FF's return or until further notice.

   It was resolved for KP to investigate potential locum clerk services and/or provision for Rialtas inputting.

7. **Respite at Home Grant Application**
   A request from Respite at Home for funding/a donation of £250 to purchase standalone shelving units and containers was reviewed by the Committee.

   It was resolved to approve the donation of £250 to Respite at Home.

8. **Shefford Town Memorial Association**

The minutes of the meeting of the Shefford Town Memorial Association (STMA) Management Committee held on 29th January 2025 were received by the Committee and noted.

9. **Unity Trust Bank Mandate Signatories**
   The current signatories on the bank mandate (Cllrs Paul Mackin, Fred Wilson, Jez Perkins, Tony Dawson and the Town Clerk) were reviewed.

   Recommendation to Full Council to extend the signatories on the bank mandate to the Chairs of both Standing Committees, the Services and Environment Chair (to be confirmed at the next Committee meeting) and the Planning and Highways Chair (Cllr Lisa Hayes).

10. **Equality and Diversity Policy**
    The Council's draft Equality and Diversity Policy was reviewed by the Committee.

    It was resolved to postpone the review of the Equality and Diversity Policy until the April Finance and Strategy Committee Meeting.

11. **Dealing with Complaints Policy**
    The Council's draft Dealing with Complaints Policy was reviewed by the Committee.

    It was resolved to postpone the review of the Dealing with Complaints Policy until the April Finance and Strategy Committee Meeting.

12. **Dignity at Work Policy**
    The Council's draft Dignity at Work Policy was reviewed by the Committee.

    It was resolved to postpone the review of the Dignity at Work Policy until the April Finance and Strategy Committee Meeting.

13. **Lone Working Policy.**
    The Council's draft Lone Working Policy was reviewed by the Committee.

    It was resolved to postpone the review of the Lone Working Policy until the April Finance and Strategy Committee Meeting.

14. **UK Power Networks Cheque**
    A cheque received from UK Power Networks for the amount of £1.50 was reviewed by the Committee.

    It was resolved for the cheque to be cashed at the Post Office.

15. **Pre-Renewal Insurance Questionnaire**
    The Pre-Renewal Questionnaire for Shefford Town Council's insurance policy renewal (currently insured with Hiscox Insurance Company Limited) was reviewed by the Committee.

It was resolved for LH to contact Hiscox Insurance to remove the two wooden sheds and one container from the insurance policy.

Meeting closed 19:57hrs