36XX 03/25

Minutes of the meeting of the Finance & Strategy Committee held on 21st May 2025 at 19:00hrs in the Council Chamber at Shefford House, 15 High Street, Shefford, SG17 5DD or viewed using www.zoom.us

Present: Cllr Mackin. (Chair), Cllr Pollard, Cllr Hayes, Cllr Greenwood, Cllr Wilson

Town Clerk: C Quinlan (Admin Assistant) and T Medley (locum)

1. **Apologies:** received from F Fitch and Cllr Cullerton

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

3. **Minutes**
   The minutes of the meeting of the Committee on 16th April 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. **To review Locum Clerk Employment and Admin assistant to cover the Town Clerk's absence:**
   Cllr Pollard has been in contact with BATPC regarding advertising for a locum clerk and an appropriate article for the position. Cllr Hayes commented that as chair of the Staffing Committee the appointment of a new Locum Clerk and any advertisement would need to be agreed with the Staffing Committee. TM confirmed that approval should be sought from the Staffing Committee prior to agreeing an advertisement, the staffing committee would need to agree the terms of employment.

6. **On-going Study:**
   CQ's AAT qualification has now expired, the course was not completed due to her covering the Clerk's absence and additional workload. CQ requested additional time to complete the course, it can be extended by 6mths at a cost of £95. Cllr Hayes proposed extending it by 12mths, seconded by Cllr Wilson, all agreed.

   Sally has completed her ILCA and as previously agreed by the TC she will now start her FILCA. FF will start her CILCA on her return, Clerk suggested FF would need scheduled study time.

7. **To review information on the UK Shared Prosperity Fund:**
   This is a Grant that the TC have previously submitted an application to for projects in the Town, both TM and CQ confirmed that they do not have the time available to prepare and submit the application. Cllr Pollard will look at it.

8. **To review progress made by Rialtas and the End of Year audit:**
   CQ has scanned and sent all of the invoices to Rialtas, Rialtas have now input all of the invoices to the system and have scheduled an End of Year close down which

should be completed this week. Cllr Wilson thanked Cllr Greenwood and CQ for all of their work on this.

9. **To review inputting of invoices for the current financial year**
   Cllr Greenwood has contacted Rialtas for a quote for inputting of invoices for the current financial year, month by month. The quote has been received for £330 per month, Cllr Mackin proposed the TC instruct Rialtas to carry out the work, seconded by Cllr Wilson, all agreed. Cllr Greenwood will confirm with Rialtas. CQ will upload the invoices and send them to Rialtas monthly.

10. **To review and discuss a play area repair.**
    Four new gym bike bearings and fixings are required at Bellcote at a cost of £225.00 plus vat. The seesaw at STMA has one bolt missing and one bolt has been sheared off. For it to be fixed Billy would need to remove the top and buffer mechanism from site to try and drill out the bolt. If it doesn't drill out successfully it will need a new buffer

    Cllr Mackin proposed repairs are carried out, seconded by Cllr Wilson, all agreed. TM will arrange the repair.

11. **To review the signatories on the bank mandate for the Unity Trust Bank account:**
    Cllr Mackin is chasing Unity bank regarding the changes to thew mandate, he will check if the account allows the Chair to be on the mandate?

12. **To review and discuss policies to be adopted at Full Council:**
    TM and CQ have been working through the policies, TM thanked CQ for all of the time she has spent on this. The policies have now all been emailed to all Cllrs and any requests for amendments have been requested, by Monday 26th at the latest, to ensure TM and CQ have time to make the changes. The polices need to be adopted, by majority if not all Cllrs are supportive of the policies.

Meeting closed 20.00 hrs.