**36XX 07/25**

**Minutes of the meeting of the Finance & Strategy Committee held on 16th July 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, Cllr King, Cllr Hayes, Cllr Greenwood, Cllr Culleton

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

1 Resident

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

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

3. **Minutes**
   The minutes of the meeting of the Committee on 18th June 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:** Member of the public requested information regarding the Clerk's return, her six months full pay will expire at the end of August. The resident is concerned for the financial impact on the precept if the Clerk is continued to be paid and a Locum employed. Cllr Greenwood confirmed that the Staffing committee are due to meet on 17/7/25 to discuss the return-to-work policy and STC will be looking at an Insurance claim to recover the costs. TM confirmed she has been in contact with Shefford accountancy regarding the full pay expiry date and how we plan a phased return to work.

5. **To review progress made by Rialtas and the End of year audit:**
   CQ, TM and Sally worked on the year end, TM has completed the AGAR and supporting documents which have now been submitted to Mazars, the External auditors. Cllrs thanked the staff.

   CQ and Sally have been assisting Rialtas with the inputting of invoices, there have been some queries, and another session may be required to complete all invoices. Cllr Greenwood has obtained two quotes from Rialtas:

   1. 3 months of inputting £889 +vat
   2. Inputting to the end of the financial year £2,568 + vat

   TM suggested that FF may wish to take over the inputting and finances as soon as she comes back.

   Cllr Greenwood proposed that STC instruct Rialtas for three months and then decide on any further services upon FF return, seconded by Cllr Cullerton, all agreed.

6. **VJ Day:**
   Wreaths and flags have now been obtained, CQ will speak to G+R to see how they should be put up. The service on Friday will be a similar format to Remembrance Day and will include a Proclamation. There will be white lights on the front of the building during hours of darkness and electric candles in the windows. Les will do the sound system and Cllr Mackin will speak to Roni to firm arrangements. The Youth team will also participate.

   The Sunday activities will be held at the STMA 2-6pm. The History group, indoor train set, RBL will all be present. Lydia will be singing for an hour. There will be dancing, ice cream, fish and chips, cupcakes, classic cars and steam engines. Cllr Cullerton will speak to the STMA regarding parking on the grass. Outside games will be arranged by Lydia and Cllr King.

   An advert has been agreed and will be used on social media.

7. **Prosperity fund:**
   It was agreed to focus on:
   Christmas lights
   Old Bridge way
   2 Way radios
   Beacon
   Flagpole
   CCTV

   Revenue:
   22nd August activity day
   Graffiti area
   Shefford has got talent.
   Christmas grotto
   Band/food VJ Day

   TM will check if a donation could be made to Wander bus for the purchase of their new bus?

**Meeting closed 19.58 hrs.**