

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD AT 8.00PM ON MONDAY 12<sup>TH</sup> MAY 2025 AT CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr P Oakes

Cllrs: M Beanland, D Belcher, S Lees and M Sewart

Officers in attendance: Haf Barlow (Town Clerk), Kate McDowell (Deputy Clerk)

102. To note if anyone attending or present at the Committee meeting declares that they are making, or intends to make, an audio recording and/or film the meeting.

The Deputy Clerk confirmed that the meeting is recorded for the purpose of minute taking and the recording is deleted when draft minutes are agreed. There were no other declarations of a recording at the meeting.

103. Questions from members of the public

There were no members of the public present.

104. Apologies for absence

Cllrs L Clarke, T Swatridge

105. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests.

106. To approve the minutes of the previous meeting held on 24<sup>th</sup> February 2025

**RESOLVED: That the minutes of the 24<sup>th</sup> February 2025 are an accurate record and are approved (NC)**

107. To receive and consider the action log for 2024-2025

**RESOLVED: That the action log for 2024-2025 is received (NC)**

108. To receive and consider the statement of accounts for the Financial Year 2024-2025

Members reviewed the statement of accounts. It was noted that a clear internal audit had been received after the papers had been issued to the Committee. It was noted that the internal audit results were received today, and the Chair thanked the Clerk and Deputy for their efforts in achieving a clean Audit Report.

**RESOLVED: That the statements of accounts for the Financial Year 2024 – 2025 is received and will be put forward to Full Town Council (NC)**

109. To receive and consider the Annual Governance and Accountability Return 2024-2025 and recommend responses for section 1 to Town Council

The members reviewed the report prepared by the Clerk on responses to section 1 of the Annual Governance and Accountability Return advised. Following discussion, the Committee agreed to recommend to Town Council a 'yes' response to all the questions in section 1.

**RESOLVED: That the Annual Governance and Accountability Return 2024- 2025 is received. That the Finance and General Purposes Committee recommend 'yes' responses to all questions on section 1 of the Annual Governance and Accountability Return (NC)**

110. To receive the list of direct debits and for the Chair, Vice Chair and one other Councillor to sign the list for payment for 2025 - 2026

Members discussed the list and payments.

**RESOLVED: That the list of direct debits for payment for 2025-2026 were received and approved by the Chair, Vice Chair and all other Councillors (NC)**

111. To approve the bank mandate for 2025- 2026

The Clerk confirmed that paperwork had been completed to remove a retired signatory from the bank mandate for Cambridge and Nationwide and there were no current plans to replace them.

**RESOLVED: That the bank mandate for 2025-2026 is approved (NC)**

112. To note that the Chair has verified the bank reconciliation for February, March 2025

**RESOLVED: the Chair has verified the bank reconciliations for February and March 2025 is noted (NC)**

113. To receive the payment schedules for February, March as verified by the Chairman

Members discussed the payments.

**RESOLVED: That the Chair verifies the payment schedules for February, movements of £58,032.46 and a transfer of £ 50,000.00 from deposit to current account. That the Chair verifies payment schedules for March totaling £158,802.82 and a movement of £50,000.00 from deposit to current account. (NC)**

114. To receive and consider the response from Cheshire Pension fund regarding the cost of purchasing ill health liability insurance.

The Deputy Clerk gave an overview of the response, after substantial research and questioning it was assumed that there would be no cost to proceed with the purchase of this insurance and the costs would be negated. However, it transpires there is a premium of £4,186.56 per annum. Members discussed if they wanted to go ahead to insure against any potential future cost from Cheshire Pension Fund in the event of a member of staff retiring due to ill health.

Cllr Beanland declared an interest in this item and withdrew from the discussion.

The Clerk confirmed this could be reviewed at any point in the future.

**RESOLVED: That the Clerk reviews, annually at Budget setting time if the age profile of staff has reduced enough for the Committee to reconsider discussing if the Ill Health Liability Insurance is worth purchasing. (5 for, 1 abstention)**

115. To note the response from Link in relation to a cash hub in Poynton.

The Deputy Clerk advised members that the deadline for a decision from Link is not yet due.

**RESOLVED: That the response from Link in relation to a cash hub in Poynton is noted and the decision awaited. (NC)**

116. To receive and consider a letter regarding the CCTV service level agreement for Poynton and to agree whether to continue with the CCTV service

Members considered the letter.

**RESOLVED: That the letter regarding the CCTV service level agreement for Poynton is received. That the Town Council continues with the CCTV service for the next three years at a fixed cost of £10,674 pa (N/C)**

117. To consider the request from the Twinning Association to fund planting the planters on London Road South.

The Clerk confirmed the Twinning Association (TAP) look after two planters outside Aldi. The planting costs have up to date been funded by donations from Aldi. This funding has now been withdrawn. Some years TAP do not use all their annual budget and in these years the budget will be used for the planting. However, other years they would be looking for no more than £200.

**RESOLVED: That the request from the Twinning Association to fund planting the planters on London Road South through the TAP budget or Community Infrastructure Levy (CIL) money is approved. (NC)**

118. To receive and consider the ITG condition report for computing hardware and to agree a schedule of replacement.

Members considered the report and agreed that funds should be set aside to replace existing hardware and this should be included in the budget. Three computers currently need replacing as a matter of urgency. In addition, a tablet would be a useful addition to allow Town Council staff to access Teams. Some staff are currently having to use their own devices to access Teams.

**RESOLVED: That the Town Council use rolling capital to immediately replace 3 computers, and others as and when required. Quotes to be obtained from ITG and approved. That the Town Council increase the rolling capital fund contribution each year by the cost of four computers (NC)**

119. To consider purchasing a tablet for staff use for Teams and presentations at a cost approximately £250 - £300

The Clerk confirmed that a tablet would be a useful addition to allow Town Council staff to access Teams. Some staff are currently having to use their own devices to access Teams. Members suggested rather than purchasing a basic cheaper option, a tablet with a better spec should be purchased so that it can be casted on to the Chamber monitor and office 360 utilised.

**RESOLVED: That the Committee approves the purchase of a new tablet up to the value of £1,000. The Clerk should liaise with ITG to secure the most appropriate model which will last 3-4 years. If the cost exceeds £1000 then the matter should be returned to the Committee for further consideration (NC)**

120. To consider funding an IRECORD species list for Poynton to support a biodiversity audit for the Town

The Clerk advised that the Town Council is proposing to carry out a biodiversity audit to gain a biodiversity baseline for the Town. IRECORD hold the biodiversity information for Cheshire East the cost is £220.50

**RESOLVED: That the Town Council fund an IRECORD species list for Poynton at a cost of £220.50 (NC)**

121. To receive a report from the Clerk on the Town Council's telephones and broadband contract.

The Clerk advised members of the cost of replacing the Town Council's aging telephone system. Three quotes have been requested. Our existing provider Adaptive Comms have given us a price with a £278.16 pa reduction on the current costs. ITG, the Town Council's internet provider and a third company were also approached, and they have both confirmed that they are unable to match the price provided by Adaptive Comms.

**RESOLVED: That the Town Council stay with the existing supplier Adaptive Comms and upgrades the telephone and broadband hardware and software as recommended (NC)**

122. To consider the purchase of additional planters at a cost of £419 +V A T and delivery costs.

Members considered where the additional planters will be situated, it was agreed that Cllr Lees would meet with Chris Oakes to discuss the location of new planters. It will cost £75 per planter to supply plants.

**RESOLVED: That the Committee defer the decision to purchase additional planters for the Town until Cllr Lees and the Operations Manager Chris Oakes have reviewed the street scene to determine how many are required and then take the request to the Town Council meeting 19<sup>th</sup> May 2025 (NC)**

123. To receive and consider the report from the Deputy Clerk on HR and H&S services and to agree a supplier.

Members discussed the report and detail behind why Citation was the recommended company.

**RESOLVED: That**

- 1) the combined Employment Law, HR and Health & Safety services with Worknest is not renewed on the 7th September 2025 Town Council enter into a 60-month contract with Citation for HR Services
- 2) That the Town Council enters into a 60-month contract with Citation at a cost of £3,588 pa plus vat (NC)

124. Communication Messages

- CCTV monitoring contribution

Meeting end time: 9.15pm

Signed.....

Dated.....