

## Didcot Town Council

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# Finance and General Purposes Committee

28<sup>th</sup> March 2022 at 7.30pm  
All Saints Room, Didcot Civic Hall



## Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

### Present:

Councillor J Moody (Chair)  
Councillor P Siggers (Vice Chair)  
Councillor D Chandran  
Councillor A Thompson  
Councillor D Rouane (sub for Councillor V Haval)

**Officer:** Mrs J Wheeler – Town Clerk

**Present:** 2 members of the public

After public participation, Cllr M Khan stayed for the remainder of the meeting.

### 166. Apologies

Apologies were received from Cllr A Sandiford; Cllr V Haval and Cllr A Dearlove.

### 167. Declarations of interests

There were no declarations of interest.

### 168. To approve the Minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> February 2022

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to approve the minutes as an accurate record. There were no amendments.

### 169. Questions on the minutes as to the progress of any item

Cllr A Thompson was given an up-date on the Fleet Meadow Community Centre which DTC is in the process of taking over the day to day organisation.

## Public Participation

It was proposed by Cllr J Moody and seconded by Cllr P Siggers to suspend standing orders to allow the members of the public who were attending in support of their grant applications to speak.

Mocky Khan spoke as a trustee of the King Alfred Drive Community Centre and their grant application for £3,936. The money was needed to buy a de-fibrillator and to upgrade the disabled toilets.

Amanda Collins then spoke on behalf of a grant application from Riverside Counselling Services which run from the Civic Hall for Didcot residents. Riverside have experienced a large increase in clients since the pandemic. Their use of the rooms at the Civic Hall has increased with the demand and access to grants is difficult. They are requesting a grant of £2,500 towards future room hire.

Standing orders were reinstated.

### **170. To consider two grant applications**

It was proposed by Cllr D Chandran and seconded by Cllr P Siggers and RESOLVED to approve the grant of £3,936 to the King Alfred Drive Community Centre for a de-fib and improvements to the disabled toilet.

It was proposed by Cllr P Siggers and seconded by Cllr A Thompson and RESOLVED to approve a grant of £2,500 to Riverside Counselling towards the cost of room hire.

### **171. To review the financial reports for February 2022**

The Chair paged through the figures which were noted by the Committee.

### **172. To note a report on the handling of cash from the bar; reception and petty cash sums within the office**

In response to the comments in the internal auditor's report regarding the recording on cash – the Town Clerk made a series of recommendations for the consideration of the Committee.

**Petty Cash Box:** The petty cash box has a small sum available for occasional use: for change or for the purchase of small items for immediate use.

- The box remains in the safe with a book to record purchase along with a receipt if possible.
- If there is no receipt, a pad of petty cash tickets can be completed.
- The Town Clerk to discuss with DCK how to show this appropriately in the Town Council accounts.
- Topping up the petty cash is to be confirmed (but this will be a very rare event as most small purchases are by the card).
- The sum held in the petty cash box at the time of the meeting was £134.60.

The Town Clerk/RFO will ask a selection of staff to check the box regularly and record their findings in the book for perusal by the internal auditor.

**Reception and Civic Hall bar takings and floats:** The Omega ledger records the following floats: Reception/DTC office £150; Civic Hall float £250 and a further Civic Hall bar float of £600. This is £1000 in total. More work is needed to ensure that daily cashing up and recording of monies is carried out. The Town Clerk is meeting with staff to discuss the best way to do this.

**Civic events takings:** This has been made more difficult by limited use of the Mayor's Dinner account not allowing staff to make payments direct from this account. A meeting will be held to discuss the best way to record the various sources of income and expenditure.

**173. To note the progress report on items not on this agenda.**

The progress report was noted by the Committee. The item on the franking machine and the petty cash amendments will be added.

**174. Exclusion of the press and public**

**RESOLVED:** pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**175. To review the quotes for Tender Management Services for the tendering and award of contract for the new Pavilion at Edmonds Park**

The two quotes were considered and it was resolved to enter the whole project onto the Contracts Finder website. The two companies would be informed and this would ensure that our Financial regulations are complied with on this major project.

It was agreed that we needed to engage the consultant to begin the BREEAM work as soon as possible if the "Excellent" aspiration was to be achieved. It was proposed by Cllr J Moody and seconded by Cllr P Siggers and **RESOLVED TO RECOMMEND** to award this work to Ian Bacon of Blewburton Ltd.

Meeting closed at 8.30pm

Signed \_\_\_\_\_ Chair      Date \_\_\_\_\_