



To: Members of Utttoxeter Town Council's Finance and General Purposes Committee

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Town Council's **Finance and General Purposes Committee** will be held in the Alan Dean Suite, Utttoxeter Town Hall commencing at **5.30pm on Tuesday, 28 April 2026** and Members are hereby summoned to attend for the purposes of transacting the following business.

The meeting will be open to the public and the press unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Any members of the public wishing to attend the meeting are encouraged to contact the Clerk 24 hours prior to the meeting to register their attendance within the meeting room for either addressing Council under Public Participation or wishing to attend within the public gallery.

SignedT L Jeffery.....

T L Jeffery
Town Clerk

22 April 2026

To: Councillors R Hawkins (Chair), S Page (Vice-Chair), D Boot, B Houlihan, Z Krupski, A Noyes, C Sylvester, A Mansfield (ex-officio)

Copy to: T Ashby, J Glandfield, D Holland, A Johnstone, P Krupski, C Lancaster, L Sylvester, C Wain

AGENDA

1. **CHAIR'S WELCOME**

The Chair to provide a welcome to the Meeting and a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council has Signed up to the Civility and Respect Pledge, the use of mobile phones during the meeting and the evacuation procedure in the event of a fire.

2. **APOLOGIES FOR ABSENCE**

- (a) To report receipt of approved apologies for absence.
- (b) To minute the names of Councillors who are absent and apologies have not been received.

3. **PUBLIC PARTICIPATION**

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

4. **DECLARATIONS OF INTEREST**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

5. **WIDGIT SYMBOLS FOR INCLUSION AND ACCESSIBILITY WITHIN UTTOXETER TOWN HALL**

- (a) To report Representatives from Widgit Symbols will be in attendance to provide Committee with a presentation on Widgit.
- (b) Councillor Johnstone provide Committee with an update on the system used by St Mary's First School.

Committee instruction is sought.

6. **PETTY CASH**

Councillor Houlihan requested that this matter be included within the Agenda and requests that Committee give further consideration the current and future procedure for management and governance of its petty cash.

Committee is advised that the current process is carried out as in accordance with current Financial Regulations, as agreed with Council's Internal Auditor and reviewed and adopted by Council on 9 September 2025 as below:

10. Petty Cash

10.1 The RFO shall maintain a petty cash [float] of [£200] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment, maximum expenditure per transaction is £25.*
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.*
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.*

Due to the closure of the local Natwest Bank in June 2025, the Clerk/RFO will replenish the petty cash float as and when required, sum due to be reimbursed to the Clerk/RFO

Committee instruction is sought.

7. **TOWN HALL REPAIRS AND MAINTENANCE**

Committee is advised that at the time the Agenda was issued, a start date was awaited from Council's Architect and Greenheart Construction Ltd. The Clerk to provide an update if available.

8. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

9. **DESIGNATED PREMISES SUPERVISOR (DPS) PROVISIONS FOR UTTOXETER TOWN HALL UPDATE**

10. **32 CARTER STREET**