

Finance and General Purposes Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL



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Minutes of the Finance and General Purposes Committee meeting held 15th January 2019, 7:00pm

FPG/18-19/3/1

Present

Cllr A Cooper (Chair), Cllr S Dymond, Cllr P Waring, Cllr A Cartwright, Cllr J Dodgson, Cllr S Bowyer

In attendance: Sue Davies, Town Clerk

Cllrs K Robinson and Cllr V Jukes attended as members of the public.

It should be noted that the chair suspended Standing Orders several times during the discussion of item 7, the budget and precept for 2019/2020, to allow Cllr Robinson to speak due to his background knowledge of some the issues under discussion.

FPG/18-19/3/2

To receive and consider apologies for absence

Apologies were received from Cllr M Stubbs

FPG/18-19/3/3

To note declarations of Member's Interests

None declared.

FPG/18-19/3/4

To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 6th December 2018 (Parts 1 and 2)

The minutes of the meeting of the Finance and General Purposes Committee meeting (Parts 1 and 2) held on the 6th December were approved and signed as an accurate record.

FPG/18-19/3/5

Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

No comments made.

Chairman's Initials.....

Matters Arising

a) Bank Signatories

Cllr Cooper updated the committee regarding the National Savings and Investments Account (NSI). Cllr Robinson is the only signatory still on the council and has requested an up to date statement. The signatories need updating.

Action: Cllr Robinson and the Clerk.

b) Stage Lighting

It was confirmed that the lighting currently in use appears adequate and no further action is required at present.

c) Kitchen

It was agreed that the kitchen update is still required as agreed at the meeting of December.

In addition, quotes are still required for the deep clean.

Action: The Clerk to write specifications and to request quotes for:

- i) The deep clean*
- ii) The kitchen improvements.*

d) Health and Safety Alerts

The Ellis Whittam Health and Safety report still requires issues resolving prioritised according to the red-light system.

Cllr A Cooper has requested a plan of the building to comply with fire regulations.

Actions:

- i. The Clerk to pursue the plan of the building.*
- ii. The Clerk to provide a report for the next meeting with a plan of action of most urgent issues identified in the Health and Safety report.*

e) Bar Licence and Contract

A meeting of those interested in forming the working party (as advised to the previous clerk) will be convened.

Action: The Clerk to arrange the first meeting of the working party.

f) Victoria Hall Hire Charges

Cllr Cartwright updated the committee and informed that the surety deposit is now being implemented when bookings are taken.

It was agreed that a clear policy is required to specify when it is appropriate to waive hall or room hire charges for community groups.

Action: The Clerk to draft a policy.

FPG/18-19/3/7 To consider the draft budget/precept for 2019/20 and to make recommendations to Full Council in relation to a final budget.

The Clerk presented a draft budget for discussion. It was noted that some invoices had been paid into the incorrect cost centres and that this is still being addressed and corrected.

It was **resolved** to recommend to Full Council that the precept chargeable per household remains unchanged from the 2017/2018 accounting year.

The budget for recommendation to Full Council was agreed (see appendix 1).

FPG/18-19/3/8 To Consider the proposed calendar of meetings for the FPG committee

The draft proposed meeting schedule was discussed and the dates of FGP meetings agreed. It was noted that a Newcastle-under-Lyme Council meeting had been scheduled for the 24th January. It was suggested that, subject to hall availability and agreement of the chairman, the date of the next Full Council meeting be moved to 28th January 2019.

FPG/18-19/3/9 To note the date of the next meeting.

The meeting concluded at 20:50pm

Chairman's Initials.....

Appendix 1

Opening Balance	£	110,559				
Comprising:	VH maintenance fund	£	33,228			
	General Reserves	£	77,331			
				*As at	Predicted	
				31/12/18	31/3/19	
Income						
		Budget 18/19	Actual*	Actual*	Budget 19/20	
Administration	Bank Interest	£ 1,200	£ 37	£ 560	£ 560	
	Precept	£ 228,177	£ 228,177	£ 228,177	£ 231,309	
	Council Tax Support Grant	£ 13,266	£ 13,266	£ 13,266	£ 13,266	
	S136 RECEIPT	£ 13,404	£ 13,404	£ 13,404	£ 6,794	
Allotments	Allotment income	-	£ 830	£ 830	£ 900	
Commercial operations	Lettings	£ 17,500	£ 15,945	£ 18,000	£ 18,500	
	Bar Franchise	£ 3,500	£ 2,040	£ 3,500	£ 3,750	
	Commercial event income		£ 235	£ 235	£ -	
Events	Town mayor's charity		£ 1,011	£ 1,011	£ 1,200	
	Other event income		£ 920	£ 1,000	£ -	
	Total Income	£ 256,047	£ 275,865	£ 279,983	£ 276,279	
Expenditure						
Administration	Advertising	£ 500	£ 295	£ 295	£ 500	See also commercial advertising
	Communication of Council business		£ 120	£ 120	£ 1,000	
	Office equipment inc ICT hardware	£ 1,000	£ 42	£ 650	£ 1,000	
	Postage	£ 400	£ 2	£ 2	£ 50	
	Stationery/external printing	£ 500	£ 446	£ 500	£ 600	
	Telephone + internet	£ 1,500	£ 1,345	£ 1,800	£ 2,000	
	ICT - software, supportinc website (not Rialtas)	£ 200	£ 1,361	£ 1,800	£ 2,000	
	website redevelopment cost	£ 2,000	£ -	£ 1,500	£ 500	
	photocopier/printer	£ 1,000	£ 453	£ 600	£ 650	
	mileage costs	£ -	£ 47	£ 47	£ 150	
	bank charges	£ -	£ 203	£ 250	£ 300	
	training staff	£ 1,000	£ -	£ 1,500	£ 3,750	See also ranger training
	training members	£ 1,000	£ 135	£ 200	£ 1,000	
	SPCA	£ 1,600	£ 1,284	£ 1,284	£ 1,300	
	Accountancy/Rialtas	£ 1,000	£ 1,615	£ 2,200	£ 750	Rialtas upgrade increased current yea

Chairman's Initials.....

Appendix 1

	Payroll company	£ -	£ -	£ 500	£ 500	
	Contingency and other costs	£ 1,000	£ 773	£ 850	£ 750	
	Payments to Crewe/Mr McQuade for support	£ -	£ 9,415	£ 9,415	£ -	
	Storage of old files	-	£ 620	£ 960	£ 1,000	
Fixed and Statutory	Business Rates	£ -	£ 7,920	£ 7,920	£ 8,500	
	Audit fees inc. GDPR	£ 1,300	£ 102	£ 1,500	£ 1,500	
	Insurance	£ 1,800	£ 3,094	£ 3,904	£ 4,200	
	Legal and professional	£ 2,000	£ -	£ -	£ 1,000	
	Bar licence	£ -	£ 203	£ 203	£ 250	
	Contingency and unexpected costs	£ -	£ 180	£ 180	£ 500	
	Legal and Health and safety		£ 3,941	£ 3,941	£ 4,000	Ellis Whittam
Staff Costs - payroll	Salaries + HMRC + pension employee	£ 39,921	£ 22,933	£ 33,000	£ 46,000	
	Staffordshire pensions	£ 11,376	£ 5,045 *	£ 6,000 *	£ 6,000	* includes employee?
Allotments	Allotment society	£ -	£ 55	£ 55	£ 75	
	Maintenance	£ -	£ 120	£ 200	£ 1,000	
	Legal and professional	£ -	£ -	£ -	£ 2,000	
	Waste disposal	£ -	£ 320	£ 350	£ 425	
	Contingency and unexpected costs	£ 5,000	£ 224	£ 230	£ 500	
Victoria hall Service Costs	Maintenance	£ -	£ 253	£ 400	£ 1,000	
	Waste disposal	£ -	£ 401	£ 500	£ 500	
	Service Charge	£ 45,000	£ 11,250	£ 20,000	£ 10,000	
	Security external contractor	£ -	£ 12,007	£ 16,000	£ 18,000	
	Victoria Hall Legal Expenses	£ 2,000	£ 290	£ 1,000	£ 2,000	
	Stage Lighting	£ -	£ 630	£ 630	£ 1,000	
	Cleaning costs	£ -	£ 3,328	£ 4,500	£ 5,000	
	Christmas Decorations	£ -	£ 100	£ 200	£ 200	
	Kitchen refurbishment	£ -	£ -	£ -	£ 10,000	
	H and S checks	£ -	£ 541	£ 750	£ 1,000	
Ranger Service	Ranger cost to NUBC	£ 35,000	£ 17,500	£ 35,000	£ 35,000	
	Ranger Training	£ -	£ 847	£ 847	£ 1,000	
	Other ranger costs (equipment etc)	£ 7,500	£ 242	£ 250	£ 1,000	
Environmental	Planters and hanging baskets around kidsgrove	£ -	£ 27	£ 200	£ 3,000	1000 per ward
	Environmental improvement around kidsgrove	£ -	£ -	£ -	£ 8,000	linked to 5 year plan + ranger
Capital Projects	Health and wellbeing projects	£ -	£ -	£ -	£ 18,000	Linked to 5 year plan
	Highways and highways safety				£ 25,000	Linked to 5 year plan
	Christmas Lights + maintenance				£ 10,000	
Mayoralty	Civic Gift	£ -	£ -	£ -	£ 100	
	Civic Regalia		£ 614	£ 614	£ 1,000	
	Concessions	£ -	£ -	£ -	£ -	
	TMC-NYE/Xmas		£ 170	£ 170	£ 200	
	Mayor's donation	£ -	£ 2,111	£ 2,500	£ 1,200	

Appendix 1

Civic Costs	Mayor's allowance		£ 1,000	£ 1,000	£ 1,000	
	Deputy Mayor's allowane		£ 250	£ 250	£ 250	
	Mayor's Function Funds		£ -		£ 500	
	Town Crier		£ 250	£ 250	£ 250	
Grants and donations	Grants and donations	£ 7,500	£ 1,200	£ 2,000	£ 10,000	
	S137		£ 250	£ 250	£ 500	
Commercial Ops expenses	Concessions					
	Kitchen equipment	£ 300			£ 500	
	Victoria Hall Redec/repairs	£ 8,000	£ 1,945	£ 1,945	£ 2,000	
	Contingency and unexpected costs	£ -	£ 43	£ 75	£ 750	
	Advertising commercial	£ -	£ 810	£ 1,080	£ 1,200	
Events	Community Pantomime	£ 2,000	£ 100	£ 2,000	£ 2,200	
	event advertsing				£ 600	
	Films - Reels on Wheels				£ 1,000	
	Other costs	£ 5,000	£ 2,024	£ 2,500	£ 3,500	this year's includes films
	Total InExpenditure/budget	<u>£ 188,397</u>	<u>£ 120,476</u>	<u>£ 176,867</u>	<u>£ 270,200.00</u>	
				Movement to reserves	£ 6,079	
				Total	£ 276,279	
	predicted balance to move to reserves at year end March 2019 :		£ 99,175			
	Reserves 2019/2020:					
	TOTAL	£ 215,813				
	Unexpected election costs	£ 10,000				
	Victoria Hall Maintenance fund	£ 55,000				
	Capital projects reserve fund	£ 60,000				
	Revenue Reserve Fund	£ 20,000				
	General Reserves	£ 70,813				

Chairman's Initials.....