

Finance and General Purposes Meeting

Kidsgrove Town Council
Victoria Hall
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Minutes of the Finance and General Purposes Committee meeting held 18th March 2019, 7:00pm, Chairman's Room, Victoria Hall

FPG/18-19/5/1

Present

Cllr A Cooper (Chair), Cllr S Dymond, Cllr M Stubbs, Cllr P Waring, Cllr A Cartwright, Cllr J Dodgson, Cllr S Bowyer
In attendance: Sue Davies, Town Clerk
Cllr V Jukes attended as a member of the public.

FPG/18-19/5/2

To receive and consider apologies for absence

No apologies were received.

FPG/18-19/5/3

To note declarations of Member's Interests

None declared.

FPG/18-19/5/4

To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 14th February 2019

It was **resolved** that the minutes of the meeting of the 14th February were approved.

FPG/18-19/5/5

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

Cllr Vic Jukes asked for permission to speak on some later items.

FPG/18-19/5/6

Matters Arising not covered elsewhere on the agenda:

a) **Five-year plan meeting**

The Clerk informed that a meeting has been arranged for the evening of the 4th April to progress the five-year plan.

b) **Unity Bank application progress**

The Clerk informed that the bank application is in but awaiting the proof of identity from one signatory.

c) **National Savings Account update from the Clerk**

The Clerk informed that the NSI account still needs the bank mandate submitting.

d) **Barclays Accounts Closure – to receive an update from the Clerk**

The Clerk informed that a request has been submitted to close the two superfluous accounts.

e) **Kitchen update – deep clean**

The Clerk informed that quotes have now been received and that the deep clean will be requested.

FPG/18-19/5/7 To receive the results of the external audit 2017/2018 and to resolve to agree any recommendations to Full Council.

The Committee received the end of 2017/18 audit report.

The External Auditor has noted that the Public Rights Period was not in accordance with the timetable in the Accounts and Audit (England) Regulations 2015. This council agreed that care will be taken to ensure that the timetable is adhered to for the 2018/19 accounts.

It was also noted that the Risk Management wasn't adequate as there was insufficient premises and fidelity cover which has now been rectified.

It was noted that the Council also needs to fully implement all internal audit recommendations. This has now been addressed through recent meetings and will continue to be monitored.

The Committee noted that the report will be put to the next Full Council meeting.

FPG/18-19/5/8 GDPR – To receive the draft GDPR review report from the Data Protection Officer, JDS Business Services and agree any comment prior to the issue of the final report.

The Committee received the GDPR audit results from JDH Business Services. It was agreed that the Clerk work to put the missing policies and procedures into place.

Action: The Clerk to progress

FPG/18-19/5/9 To receive a first draft of a revised Risk Assessment document for initial comment.

The clerk reported that this will be put to the Full Council meeting.

FPG/18-19/5/10 To receive and comment on a draft grant application policy and application form and to recommend approval to Full Council subject to any agreed changes.

The draft grant application policy and application forms were discussed and recommended for approval to Full Council subject to some agreed changes.

FPG/18-19/5/11 To receive a verbal update from the Clerk on matters relating to the Victoria Hall including:

- a) **Handover matters from Newcastle under Lyme Borough Council: To receive an update from the Clerk.**

It was agreed that the Clerk arrange a meeting with Newcastle-under-Lyme Borough Council to discuss progress. Cllr Cartwright expressed a desire to attend.

Action: The Clerk to arrange the meeting

- b) **To consider and agree any actions required regarding the door access arrangements into the bar area.**

It was agreed that the Clerk investigate the use of the side door for the bar entrance. This would probably need a new door or alterations to the existing.

Action: The Clerk to investigate the options and report back to F&GP

- c) **Repairs to tables in the Chairman's room – to consider and agree any actions required.**

It was agreed the Clerk obtain some quotes for the repair.

Action: The Clerk to progress.

- d) **To receive a report from the Clerk on the review of Health and Safety Matters by Ellis Whittam and to agree any actions recommended by the Clerk.**

Deferred

- e) **To receive and approve the Terms of Reference for the bar contract working group.**

The Committee resolved to approve the Terms of Reference for the Bar Tender/Contract working party.

FPG/18-19/5/12 Council Finances: To receive a list of payments to be made and requiring approval from the RFO.

Deferred until the Full Council.

FPG/18-19/5/13 To receive a verbal report from Cllr Cooper regarding the Dementia Friendly Initiative and to note the two sessions that have been organised at the Town Hall.

Cllr Cooper reported that two Dementia Friends sessions had been organised through the Town Council. The aim is to increase awareness in Kidsgrove and its surrounds to create a Dementia Friendly Community.

The Committee supported the initiative.

FPG/18-19/5/14 Key Future Agenda items:

- a) **Revision of booking forms and issue of guidelines.**
b) **Complaints Policy and Grievance Policy**

FPG/18-19/5/15 To note the date and time of the next meeting. 9th April 2019, 19:00

Matters to be considered with the Press and Public Excluded:

FPG/18-19/5/16 Exclusion of press and public: TO resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be

discussed.

The committee resolved to move into Part 2 – Press and Members of the Public Excluded.

FPG/18-19/5/17

Bar Contract:

- a) **To receive the minutes of the bar contract working group from the meetings of the 19th February and 5th March 2019.**

The minutes of the bar working party task group were received.

- b) **To receive and consider a report from the bar contract working group and to agree the recommendations subject to any agreed changes.**

The report was received.

FPG/18-19/5/18

Staffing matters: To receive a verbal report from the chair of the staffing committee on relevant matters to the F&GP Committee arising from the Staffing Committee meeting which immediately preceded the F&GP Committee Meeting.

The Chair of the Staffing Committee reported relevant matters from the preceding meeting.

FPG/18-19/5/19

Town Council Victoria Hall Contracts: To receive a written report from the Clerk and to agree any recommendations to full council:

- a) **Security Contract**

The Clerk gave an update and recommendation were made to be put to Full Council.

- b) **Caretaking of the Victoria Hall**

Recommendation were considered to be put to Full Council.

- c) **Cleaning Contract**

Recommendations were given to be put to Full Council.

The meeting concluded at 21:20