

Town Council Meeting

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

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



10th May 2019

To: **Members of Kidsgrove Town Council**

Dear Councillor,

You are summoned to attend the Annual Meeting of Kidsgrove Town Council to be held at 7.00pm on Thursday 16th May 2019 (Chairman's Room).

The meeting will also include the Mayor making ceremony.

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'. The signature is written in a cursive style.

Sue Davies
Town Clerk

Business to be transacted

1. To receive nominations for and elect the Town Mayor for the civic year 2019-2020 (Mayor Making procedure to be circulated)
 2. To receive nominations for and elect the Deputy Mayor for the year 2019-2020.
 3. To receive apologies for absence
 4. To note declarations of Members' Interests
 5. To confirm and agree the following minutes of the meeting held on the 18th April 2019 (See appendix 1)
 6. To receive and note the draft minutes of Committee Meetings held since the 16th April. 2019 and the actions arising.
 - a. Environment and Allotments Committee held 16th April 2019. (To be circulated).
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- b. Finance and General Purposes Committee held 7th May 2019. (To be circulated).
 - c. Annual Town Meeting held on 11th May 2019
7. Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
8. To receive and approve a calendar of meetings for the 2019/20 Civic Year. (See appendix 2)
9. To agree Committees for the 2019/2020 civic year then for each committee to approve i) Terms of reference and Responsibilities ii) To appoint members to serve on the committee. iii) To receive nominations for and to elect a chair and vice chair
- a. Finance and General Purposes Committee
 - b. Planning, Infrastructure and Environment Committee
 - c. Environmental and Allotments Committee
 - d. Events and community Committee
 - e. Staffing Committee
10. To consider the recommendation from Finance and General Purposes to approve the Standing Orders dated May 2019 and the addendum, the Management Plan dated May 2019. (To be circulated).
11. To consider the recommendation from Finance and General Purposes to approve the Financial Regulations dated May 2019. (To be circulated).
12. To consider and approve the recommendations from Finance and General Purposes to approve the Complaints Policy dated May 2019. (To be circulated).
13. To consider and approve the recommendations from Finance and General Purposes to approve the Freedom of Information and Publication Scheme dated May 2019. (To be circulated).
14. To consider and approve the recommendations from Finance and General Purposes to approve the Communication and Social Media Policy dated May 2019. (Circulated separately)
15. Confirmation of Insurance arrangements in respect of all insurable risks. (Circulated separately)
16. To resolve to agree the following arrangements and appointments:
- a. Internal Auditor – JD Business Services
 - b. Payroll – Shire Payroll services
 - c. Health and Safety – Ellis Whittam
 - d. Solicitor and legal arrangements
17. To agree and approve Member representatives to serve on outside bodies to represent Kidsgrove Town Council:
- a. Staffordshire Parish Councils Association.
 - b. To confirm LAP representation
18. Matters Arising not covered elsewhere:
- a. Chester Road Trees – to receive an update from the Clerk.
 - b. Progression of 5-year plan and associated action plans – to note the progression and to approve the approach recommended by the working group meeting and F&GP.
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19. Bank Mandates – to agree banking arrangements and signatories for the following accounts:
 - a. Barclays (two accounts)
 - b. Unity Bank
 - c. NSI Account
 20. Review and approval of the asset register dated 31st March 2019
 21. Accounts
 - a. To receive and approve the schedule of payments made or to be made. (Circulated separately)
 - b. To receive and approve bank reconciliations dated 31st March 2019 and 30th April 2019
 - c. To receive an expenditure against budget update from the Clerk up until 31st March 2019. (Circulated separately)
 - d. To receive and approve expenditure against budget for the 2019/20 financial year up until April 2019. (Circulated separately)
 - e. To note expenditure incurred under s137 or the General Power of Competence.
 22. Bar tender: To delegate full responsibility to the Clerk, in consultation with the chair of F&GP to
 - i) Finalise the tender document taking full account of clauses agreed by F&GP
 - ii) Consider at least three quotes for solicitors costs and choose the firm to be used (thus the Council is authorising the expenditure) and
 - iii) issue the completed tender.
 23. Pension arrangements for staff – To resolve to approve both members of staff – S Davies and P Pattison – being members of the Staffordshire Pension fund in compliance with legislative requirements.
 24. GDPR Audit – Draft policies and procedures (circulated separately):
 - a. To consider and resolve to approve the Data Protection Policy subject to agreed changes.
 - b. To consider and agree the Data Retention Policy subject to agreed changes.
 - c. To consider and approve the draft Privacy Notice subject to any agreed changes.
 - d. To consider and approve the Subject Access Request (SAR) Procedure and to note the draft letters.
 - e. To consider GDPR training – an update from the Clerk.
 25. Planning applications received: To receive a list of planning applications received to which Kidsgrove Town Council are invited to consult on. To resolve to agree any comments to be submitted. (Circulated Separately).
 26. Clerk's Reports and questions to the Clerk including
 27. Future Key Agenda Items
 - a. Health and Safety Report (Ellis Whittam) and a plan of action. (To F&GP in June then to Council)
 - b. Update on the transfer of the Town Hall from NUBC and issues arising. (To F&GP in June then to Council)
 - c. Hall Hire – Review of Booking Forms and Concessions policy. (June and July Meetings)
 28. To agree the date of the next meeting – 20th June 2019, 19:00.
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Town Council

Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
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Minutes of the Meeting held on the 18th April, 2019

Chairman's Room, Victoria Hall, Kidsgrove

1819-FC8-01 Present

Cllrs Stubbs, Cartwright, Burgess, Cooper, Burnett, Dodgson, Dymond, Johnson, Jukes, H Maxfield, M Maxfield, B Owen, J Owen, Robinson, J Waring, P Waring.

Attending: Sue Davies (Clerk)

One member of the public.

1819-FC8-02 To receive apologies for absence

Apologies for absence were received from Cllr Dickens, Cllr M Maxfield and Cllr J Owen.

1819-FC8-03 To note declarations of interest

There were no declarations of interest made.

1819-FC8-04 To confirm and agree the following minutes

a) **Full Council meeting held the 28th March 2019**

The Council **resolved** to approve the minutes of the meeting held on the 28th March 2019 subject to a date correction in 1819-FC7-08.

1819-FC8-05 To receive and note the draft minutes of Committee Meetings:

a) **Finance and General Purposes Committee held 9th April 2019.**

The Council noted receipt and actions of the draft minutes of the Finance and General Purposes Committee held on 9th April 2019. Actions were noted and it

Appendix 1

was **resolved** that the Council should support item FGP/18-19/3/11/ and a letter be written to Newcastle-under-Lyme Borough Council.

1819-FC8-06 Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No members of the public were present.

1819-FC8-07 Matters arising not covered elsewhere:

- a) It was noted that a meeting has been held to discuss the progression of the five-year plan and that the Clerk is compiling the results which will be circulated around committees before review by the F & GP Committee.
- b) Parking problems around the schools – it was noted that Cllr Burnett is to use some funding from her Staffordshire county Council fund for posts around the school to try to minimise the problem.
- c) The Clerk reported that the Neighbourhood Plan meeting is still being arranged. A possibility raised was immediately prior to the next F&GP but this is to be confirmed.
- d) Chester Road trees – The clerk reported that the work will be completed on the 7th May 2019.

1819-FC8-08 **Accounts**

a) Schedule of payments to be made since the last meeting

The Clerk circulated a copy of all payments made since the 1st January that had all had councillor approval prior to being made. A bank reconciliation was also received. (See appendix 1 and 2)

b) Expenditure against budget update from the Clerk

Deferred to F&GP

c) To consider and agree virements required to the 2019/20 budget

Deferred to F&GP

d) Correspondence received from Mazars, the External Auditor.

The Council noted receipt of correspondence from Mazars, confirming the audit arrangements for the 2019/2020 financial year.

1819-FC8-09 **GDPR Audit – draft policies and procedures**

The GDPR draft policies and procedures were deferred.

1819-FC8-10 **Planning Applications Received**

The Council considered the circulated Planning Applications and no comments were raised. The Clerk was delegated to provide responses if councillors forwarded any concerns to her.

An application received that day was raised: Ravenscliff Road 16/00831/REM. It was agreed that this should be brought to the next meeting.

1819-FC8-11 **To Receive an update on arrangements for the Annual Parish Meeting.**

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The Clerk requested councillor assistance to organise the event already agreed for the 11th May 2019. Cllr Stubbs agreed to lead a team to put the event together and would send an email out regarding this matter.

Action: Cllr Stubbs

1819-FC8-12 Town Mayor's Report

Cllr Stubbs confirmed that he has sent the three letters on behalf of residents agreed at the last meeting but, to date, has had no reply.

1819-FC8-13 Clerks Report and questions to the Clerk

The Clerk informed that a chairman training course is to be held at Stafford organised by the Staffordshire Parish Association. Cllr Dodgson, Cartwright and Burgess expressed interest to attend.

A notice has been received regarding the Leisure Centre which is an asset of community value. The clerk confirmed that the notice would be posted publicly at the beginning of the following week regarding the sale.

The Clerk informed of a complaint to the fire service regarding numbers allowed in the rooms. A visit has taken place and it was apparent that the complaint related to the Chairman's room during meetings. The fire service has confirmed that, as long as everyone has unencumbered access to an exit door, the chairman's room can accommodate up to sixty.

The fire risk assessment is due for renewal and this has been scheduled.

Regarding future meetings, it was agreed to use the chairman's room whenever possible with the rearranged layout in use that evening. However, if larger numbers are expected, then the main hall should be used.

The state of the tables was raised and it was confirmed that costs will be investigated for repair. A suggestion was made that some could be shortened by slitting down the middle.

1819-FC8-14 Future Key Agenda items

- a)** Review of Financial Regulations including payment procedures. (April Meeting)
- b)** Health and Safety Report (Ellis Whittam) and a plan of action (April Meeting)
- c)** Update on the transfer of the Town Hall from NULBC and issues arising. (April meeting)
- d)** Hall Hire – Review of Booking Forms and Concessions policy. (April Meeting)

1819-FC8-15 Matters to be Considered with the Press and Public Excluded – The Council resolved to exclude the Press and Public due to the confidential nature of the business to be discussed.

1819-FC8-16 Grant Application from Kidsgrove Scouts

The recommendation from F&GP was considered. It was resolved to provide a grant of £2000 and to offer the use of the Victoria Hall free of charge for a fundraising event.

Appendix 1

1819-FC8-17 Bar Tender

Cllr Cooper and the Clerk reported that the tender is progressing.

Meeting Closed 8:00 pm

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Appendix 1

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Current Bank A/c	9	02/01/2019	160	Alpha Business Comms LTD	127.21
1	Current Bank A/c	10	04/02/2019	BACS	Payroll - January	4,835.49
1	Current Bank A/c	10	14/02/2019	163-165	Voice 2 Voice	145.58
1	Current Bank A/c	10	08/02/2019	166	GerryGraham Pantos & Producti	775.00
1	Current Bank A/c	10	08/02/2019	167/168	Kleenscape The Specialists	1,369.94
1	Current Bank A/c	10	15/02/2019	174	Netwise uk.com	899.00
1	Current Bank A/c	10	15/02/2019	171-173	L Jones JoineryLtd	288.00
1	Current Bank A/c	10	15/02/2019	170	Alison Cotterill	50.00
1	Current Bank A/c	10	15/02/2019	169	Uper-Rod drain specialists	72.00
1	Current Bank A/c	11	28/02/2019	BACS	Staffordshire Pension Fund	1,099.64
1	Current Bank A/c	11	28/02/2019	BACS	HMRC	1,296.12
1	Current Bank A/c	11	28/02/2019	BACS	Payroll - February	2,468.44
1	Current Bank A/c	11	25/02/2019	175	SLC C Enterprises Ltd	252.00
1	Current Bank A/c	11	25/02/2019	176	information Commissioners Offi	40.00
1	Current Bank A/c	10	09/01/2019	BACS	Barclays Bank	25.45
1	Current Bank A/c	12	18/03/2019	BACS	Barclays Bank	13.67
1	Current Bank A/c	12	18/03/2019	BACS	Barclays Bank	13.67
1	Current Bank A/c	11	08/03/2019	177	GerryGraham Pantos & Producti	100.00
1	Current Bank A/c	11	08/03/2019	178	Belford Bros	192.00
1	Current Bank A/c	11	08/03/2019	179	Ford Main waring Ltd	166.50
1	Current Bank A/c	11	08/03/2019	180	L Jones JoineryLtd	96.00
1	Current Bank A/c	11	08/03/2019	181 to 183	Fenn	166.75
1	Current Bank A/c	11	08/03/2019	184	SLC C Enterprises Ltd	118.80
1	Current Bank A/c	11	08/03/2019	185	SLC C Enterprises Ltd	118.80
1	Current Bank A/c	11	29/03/2019	BACS	HMRC	930.72
1	Current Bank A/c	11	29/03/2019	BACS	Staffordshire Pension Fund	1,105.79
1	Current Bank A/c	11	29/03/2019	BACS	Payroll March	2,833.84
1	Current Bank A/c	11	12/03/2019	187	Voice 2 Voice	30.60
1	Current Bank A/c	11	12/03/2019	186	Alpha Business Comms LTD	76.59
1	Current Bank A/c	11	12/03/2019	191	Alpha Business Comms LTD	114.92
1	Current Bank A/c	11	12/03/2019	188 + 189	Element Hosting Ltd	90.00
1	Current Bank A/c	11	12/03/2019	190	STC Joinery	220.00
1	Current Bank A/c	11	04/02/2019	DD	Barclays Bank	15.07
1	Current Bank A/c	12	31/03/2019	195	Newcastle Borough Council	10,500.00
1	Current Bank A/c	12	10/04/2019	202	Ford Main waring Ltd	105.62
1	Current Bank A/c	12	10/04/2019	201	Force One Security UK Ltd	288.00
1	Current Bank A/c	12	10/04/2019	200	Mazars	528.00
1	Current Bank A/c	12	10/04/2019	199	Voice 2 Voice	40.80
1	Current Bank A/c	12	10/04/2019	198	Alpha Business Comms LTD	124.15
1	Current Bank A/c	12	10/04/2019	196/197	Good News Publishing	180.00
1	Current Bank A/c	12	12/03/2019	192	Force One Security UK Ltd	798.30
1	Current Bank A/c	12	12/03/2019	193	Force One Security UK Ltd	1,918.80

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Current Bank A/c	9	28/01/2019	170.00
1	Current Bank A/c	10	07/01/2019	50.00

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Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Current Bank A/c	10	16/01/2019	90.00
1	Current Bank A/c	10	22/01/2019	100.00
1	Current Bank A/c	10	22/01/2019	160.00
1	Current Bank A/c	10	23/01/2019	88.00
1	Current Bank A/c	10	23/01/2019	350.00
1	Current Bank A/c	10	15/02/2019	50.00
1	Current Bank A/c	10	15/02/2019	50.00
1	Current Bank A/c	10	04/01/2019	500.00
1	Current Bank A/c	10	09/01/2019	6.37
1	Current Bank A/c	10	04/03/2019	385.84
1	Current Bank A/c	10	04/01/2019	135.00
2	National Savings Account	10	01/01/2019	952.62
1	Current Bank A/c	11	04/02/2019	3.77
1	Current Bank A/c	11	04/02/2019	135.00
1	Current Bank A/c	11	14/02/2019	260.00
1	Current Bank A/c	11	22/02/2019	250.00
1	Current Bank A/c	11	19/02/2019	210.00
1	Current Bank A/c	11	27/02/2019	50.00

Appendix 2

Kidsgrove Town Council
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 Staffordshire
 ST7 4EL

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2019/2020 Meeting Schedule

All Meetings at 7:00pm, Victoria Hall, unless specified otherwise

Full Council – Annual Meeting	Thursday, 16th May 2019
Events and community Committee	Monday 20 th May 2019
Staffing Committee	Thursday 23 rd May 2019 6:30pm
Environment and allotments	Thursday 23 rd May 2019 7:30pm
Planning, Infrastructure and Highways	Thursday 3 rd June 2019
F&GP Committee	Monday 10 th June 2019
Full Council – Accounts sign off	Thursday 20th June 2019
Events and Community Committee	Wednesday 3 rd July 2019
Environment and Allotments	Tuesday 9 th July 2019
Staffing Committee	Monday 15 th July 2019 6:30pm
Planning, Infrastructure and Highways	Monday 15 th July 2019 7:30pm
F&GP Committee	Tuesday 23 rd July 2019
Full Council – Essential business if required	Thursday 15th or 22nd August 2019
Environment and Allotments	Monday 2 nd September 2019
Planning, Infrastructure and Highways	Tuesday 3 rd September 2019
Events and Community Committee	Thursday 5 th September 2019
F&GP Committee	Tuesday 17 th September 2019
Full Council	Thursday 26th September 2019
Planning Infrastructure and Highways	Thursday 10 th October 2019
Environment and Allotments	Tuesday 15 th October 2019

Appendix 2

Staffing Committee (Staff appraisals)	Thursday 17 th October 6:30pm
F&GP	Thursday 17 th October 7:30pm
Events and Community Committee	Monday 21 st October 2019
Planning Infrastructure and Highways	Monday 4 th November 2019
Full Council	Thursday 21st November 2019
Events and Community	Monday 25 th November 2019
Environment and Allotments	Thursday 5 th December 2019
Planning Infrastructure and Highways	Monday 9 th December 2019
F&GP Budget	Thursday 19 th December 2019
F&GP Budget (only if required)	Monday 6 th January
Full Council	Thursday 16th January 2020 – budget
Planning Infrastructure and Highways	Monday 27 th January 2020
Environment and Allotments	Thursday 6 th February 2020
Events and Community	Thursday 11 th February 2020
F&GP Committee	Monday 24 th February 2020
Planning Infrastructure and Highways	Thursday 27 th February 2020
Staffing Committee	Monday 16 th March 2020 6:30pm
F&GP Committee	Monday 16th March 2020 7:30pm
Environment and Allotments	Monday 23rd March 2020
Full Council	Thursday 26th March 2020
Annual Town Meeting	A date in March?
Events and Community	Monday 2nd April 2020
Planning, Infrastructure and Highways	Tuesday 14th April 2020
F&GP Committee	Tuesday 21 st April 2020
Environment and Allotments	Tuesday 5 th May 2020
F&GP Committee	Tuesday 12 th May 2020
Full Council – Annual Meeting	Thursday 21st May 2020