

## Finance and General Purposes Committee Meeting

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

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



1 May 2019

To: Members of the F&GP Committee of Kidsgrove Town Council

Dear Councillor,

You are summoned to attend the meeting of Kidsgrove Town Council, Finance and General Purposes Committee to be held at 7.00pm on Tuesday 7<sup>th</sup> May, at Kidsgrove Town Council (Chairman's Room).

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies  
Town Clerk

### Business to be transacted

- 1) To receive and consider apologies for absence
- 2) To note declarations of Members' Interests
- 3) To consider and approve the minutes of the meeting of 9<sup>th</sup> April 2019 (Appendix 1).
- 4) Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. (No individual to speak for more than 2 minutes without the permission of the chair.)

- 5) Matters arising not covered elsewhere on the agenda:
  - a. Unity Bank application progress: to receive an update from the Clerk
  - b. National Savings Account update from the Clerk
- 6) Calendar of Meetings: To receive and review a calendar of meetings for 2018/19 and to recommend approval to Full Council subject to any agreed changes. (Circulated separately)

- 7) Council Finances:
  - a. To receive and approve payments. (To be circulated)
  - b. To receive a quarter 4 summary of accounts for 2018/19 from the Clerk RFO. (To be circulated).
- 8) Asset register review – To receive and review a draft revised asset register and to resolve to recommend approval to full council subject to any agreed changes. (Circulated separately)
- 9) Policies (other than GDPR):
  - a. Financial Regulations: To receive and review a draft revised financial regulation and recommend for approval at Full Council subject to any agreed changes. (Circulated separately)
  - b. Standing Orders: To review the standing orders and to recommend any changes prior to approval by Full Council. (Circulated separately)
  - c. Management Plan (annex to Standing Orders): To receive and review a draft management plan including the terms of reference for committees and committee responsibilities and to recommend approval to full council subject to any agreed changes. (Circulated separately)
  - d. Complaints Policy: To receive a draft complaints policy and to recommend for approval at Full Council subject to any agreed changes. (Circulated separately)
  - e. Freedom of Information and Publication Scheme: To receive a draft complaints policy and to recommend for approval at Full Council subject to any agreed changes. (Circulated separately)
  - f. Communication and Social Media Policy: : To receive a draft communication and social media policy and to recommend for approval at Full Council subject to any agreed changes. (Circulated separately)
- 10) GDPR Policies: To receive and review the following policies relating to GDPR and to recommend approval to Full Council subject to any agreed changes:
  - a. Data protection Policy
  - b. Data Retention Policy
  - c. Privacy Notices
  - d. Subject Access Request (SAR) procedure and associated draft letters.
- 11) Five Year Plan: To receive a report from the Clerk regarding progress on the Five-year plan and to consider and review F&GP projects, (Circulated separately)
- 12) Dementia Project – to consider and resolve to approve an action plan for the Dementia Project subject to agreed changes (Circulated separately)
- 13) Defibrillator Project – to consider and resolve to approve an action plan for the Defibrillator project subject to agreed changes (Circulated separately)
- 14) Victoria Hall Issues: To receive a report from the Clerk, including any actions required subsequent to the recent Fire Assessment Survey, and other matters arising from the last meeting.
- 15) Key Future Agenda items:

Revision of booking forms and issue of guidelines.

## Financial Regulations

16) To agree the date and time of the next meeting: To be arranged.

### **Matters to be considered with the Press and Public Excluded:**

17) 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.

18) Bar Contract: To note the draft tender document for approval subject to agreed changes. To receive quotes for the use of a solicitor and to resolve to authorise the expenditure. (Circulated separately)

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## Minutes of the Finance and General Purposes Committee meeting held 9<sup>th</sup> April 2019, 7:00pm, Chairman's Room, Victoria Hall

**FPG/18-19/3/1** 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 and two members of the Scout Group attended as members of the public.

**FPG/18-19/3/2** To receive and consider apologies for absence

No apologies were received.

**FPG/18-19/3/3** To note declarations of Member's Interests

Cllr Dodgson declared an interest in item 9b.

**FPG/18-19/3/4** To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 18<sup>th</sup> March 2019

It was **resolved** that the minutes of the meeting of the 18<sup>th</sup> March were approved.

**FPG/18-19/3/5** Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

None.

**FPG/18-19/3/6** Matters Arising not covered elsewhere on the agenda:

**a) Dementia Friendly Initiative**

Cllr A Cooper introduced the initiative and informed that two training sessions have been arranged. It was confirmed that Kidsgrove Town Council residents would be given priority.

**b) Unity Bank application progress**

The Unity Bank application is awaiting all the information to be able to progress the application.

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

An end of financial year statement needs requesting. The Clerk will arrange this with Cllr Robinson.

*Action: The Clerk and Cllr Robinson*

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

The Barclays unused accounts have now been closed but the Clerk reported that unfortunately Barclays has stopped her authorisation code at the same time in error. A new card is currently being awaited.

**e) Victoria Hall – an update on outstanding matters**

The Clerk reported that the fire brigade were checking hall and room capacities after an anonymous complaint and a visit was being organised.

**FPG/18-19/3/7**

Council Finances: To receive and approve payments

Deferred

**FPG/18-19/3/8**

Payroll company: To receive a verbal report from the Clerk/RFO regarding the payroll company and to resolve to agree the contract for 2019/20

The Clerk asked for the Payroll to be moved to Shire Payroll Services who had offered a cheaper quote for the current financial year and had a proven record working with other Parish and Town Councils in the region. Problems have been experienced with the current provider.

**Resolved:** The Committee resolved to approve the move to Shire.

**FPG/18-19/3/9**

Asset register review – To receive a verbal report from the Clerk and to agree the approach to be taken with the asset register review.

The Clerk informed that the asset register requires updating to reflect the situation on the 31<sup>st</sup> March 2019.

The Committee agreed a recommendation to Full Council that a #100 cut of limit for items to be included but that discretion should be shown by the Clerk and the limit should only apply to such items as routine office equipment.

The revised Asset register will be brought to the next F&GP for comment.

**FPG/18-19/3/10**

Grant applications

**a. To review the grant application received from Kidsgrove Scouts and to agree a recommendation to full Council.**

The Committee reviewed the grant application received from Kidsgrove Scouts and asked questions of representatives attending the meeting. Further discussion was deferred to the Part 2 (Press and Members of the Public Excluded) part of the meeting.

**b. To review a grant application from Newchapel residents Association**

**and to resolve to approve the application, or otherwise.**

The application received from Newchapel Resident's Association was considered to supply materials to rebuild and repair planters that the Community Group own. In addition, the application includes the cost of plants for the containers.

It was felt that a break down of the cost and estimates should be provided.

**Resolved:** To approve the application in principle subject to the correct paperwork being forwarded to the Clerk.

**FPG/18-19/3/11** Members Item – Cllr Cooper – NULBC announcement regarding funding for parks and town centre clean up.

The lack of consultation regarding this funding was considered.

**Resolved:** To temporarily suspend Standing Orders to allow Cllr Jukes to speak on the matter.

Standing Orders were resumed.

**Resolved:** To recommend to Full Council that the Town Council write a letter to Newcastle-under-Lyme Borough Council regarding the lack of consultation with the Town and Council and Members.

**FPG/18-19/3/12** Key future Agenda items:

- a) **Revision of booking forms and issue of guidelines**
- b) **Financial Regulations**

**FPG/18-19/3/13** To note the date and time of the next meeting: To be arranged

#### **Matters to be considered with the Press and Public Excluded:**

**FPG/18-19/3/14** 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/18-19/3/15** Bar Contract: To receive a draft tender document for approval subject to agreed changes. If available by the meeting, to receive quotes for the use of a solicitor and to resolve to authorise the expenditure.

Cllr Cooper updated the Committee who reviewed a draft tender document.

**Resolved:** That the Clerk and Cllr Cooper complete and finalise the tender document together and progress the legal advice (after acquiring three quotes) required.

**FPG/18-19/3/16** Grant Application from the Scouts

The Committee considered the application and **resolved** a recommendation to make to Full Council.

The meeting concluded at 20:55