

Finance and General Purposes

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

5th June 2019

To: **Members of the Finance and General Purposes Committee**

Dear Councillor,

You are summoned to attend the first meeting of Kidsgrove Town Council Finance and General Purposes Committee to be held at 7.00pm on Monday 10th June 2019 (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 apologies for absence
2. To note declarations of Members' Interests
3. To receive and confirm the minutes of the meeting held on the 7th May 2019. (See 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 chairman).

5. Matters arising not covered elsewhere:
 - a. Update on the bank account mandates.
 - b. Update on Dementia Plan.
 - c. Update on Defibrillator Plan.
6. Council Finance (Reports circulated separately)
 - a. To note councillor checks on the accounts during the 2018/19 financial year.
 - b. To receive a report from the Clerk regarding the Council's asset register update.
 - c. To receive and resolve to approve the schedule of payments.
 - a. To receive a report from the Clerk regarding the Council's VAT reclaim on exempt business activity. To receive a report from the Clerk/RFO on the first two months of the 2019/20 financial year and to resolve to recommend to full council any virements required.
 - b. To receive a report from the Clerk on the end of year accounts for 2018/19.
7. Five-Year Plan – To review the five-year plan including the input of the other committees. To consider and review F&GP projects further. (Circulated separately).
8. Policy updates: To receive and review the following policies and to recommend approval to Full Council subject to agreed changes. (Circulated separately)
 - a. Data Retention Policy.
 - b. Privacy Notices
 - c. Subject Access Request (SAR) procedures and associated draft documents.
 - d. Social Media and Communication Policy.
9. To consider the Council's need for the continued use of a data protection Officer and to make a recommendation to Full Council. (Report circulated separately).
10. Future Key Agenda Items
 - a. Victoria Hall Fire Risk Assessment
 - b. Victoria Hall Health and Safety
 - c. Victoria Hall booking forms.
11. To agree the date and time of the next meeting: Tuesday, 23rd July.

Matters to be considered with the Press and Public Excluded:

12. 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.
13. 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)

Finance and General Purposes Meeting

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Minutes of the Finance and General Purposes Committee meeting held 7th May 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 A Cartwright, Cllr S Bowyer

In attendance: Sue Davies, Town Clerk

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

Cllr Waring and Cllr Dodgson both send apologies.

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

None

FPG/18-19/3/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 9th April 2019

It was **resolved** that the minutes of the meeting of the 9th April 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) Unity Bank Application progress: to receive an update from the Clerk
The Clerk updated that the Unity Bank Account is almost set-up.

b) National Savings Account update from the Clerk

The Clerk noted that Cllr Robinson needs to assist with requesting the 31st March statement and changing the mandate.

FPG/18-19/3/7

Calendar of Meetings

The Committee received a calendar of meetings from the Clerk for the forthcoming civic year. The schedule was recommended for approval at Full Council.

FPG/18-19/3/8

Council Finances:

a) To receive and approve payments

Deferred

b) To receive a quarter 4 summary of accounts for 2018/19 from the RFO.

Deferred

FPG/18-19/3/9

Asset Register Review

Deferred

FPG/18-19/3/10

Policies

a) Financial Regulations

The Committee considered the amended financial regulations dated May 2019 and, with some agreed changes, **resolved** to recommend approval to Full Council.

b) Standing Orders

The Committee considered the amended standing orders dated May 2019 which had been brought in line with the NALC revised template 2018 and, with some agreed changes, **resolved** to recommend approval to Full Council.

c) Management Plan

The Committee considered the management plan supplement to standing orders dated May 2019 and **resolved** to recommend approval to Full Council.

d) Complaints Policy

The Committee considered the complaints policy dated May 2019 and **resolved** to recommend approval to Full Council.

e) Freedom of Information

The Committee considered the complaints policy dated May 2019 and **resolved** to recommend approval to Full Council.

f) Communications and Social Media Policy

The Committee considered the Communication and Social Media Policy dated May 2019. It was agreed that some clauses need further consideration and the Clerk agreed to produce a second draft.

Action: The Clerk

FPG/18-19/3/11 GDPR Policies – To receive and review the following policies relating to GPPR and to recommend approval to Full Council subject to agreed changes.

a) Data Protection Policy

Deferred

b) Data Retention Policy

Deferred

c) Privacy Notices

Deferred

d) Subject Access Request (SAR) procedure and associated draft documents.

Deferred

FPG/18-19/3/12 Five Year Plan

The Committee considered the draft Five-Year plan action table. The Clerk outlined the results from the recent working group meeting and the proposed strategy. It was agreed to recommend to Full Council that the Five-Year Plan consist of a written document and an action plan. It was further agreed that more detailed action plans be written for specific projects. It was noted that such plans are fluid and will evolve. It was further agreed that all Members should have the option of putting their name forward for involvement in Council projects organised through such action plans.

FPG/18-19/3/13 Dementia Project

A draft plan prepared by the Clerk and Cllr Cooper was circulated. The Committee agreed to recommend the plan for approval at Full Council.

FPG/18-19/3/14 Defibrillator Plan

A draft plan prepared by the Clerk and Cllr Cooper was circulated. The Committee agreed to recommend the plan for approval at Full Council.

FPG/18-19/3/15 Victoria Hall Issues

The Clerk updated the Council concerning the recent Fire Assessment Survey and the identified actions. It was agreed that this should be a future agenda item for a detailed review and along with Health and Safety in general.

FPG/18-19/3/16 Key future Agenda items:

a) Revision of booking forms and issue of guidelines

b) Victoria Hall Health and Safety including the fire risk assessment.

FPG/18-19/3/17 To note the date and time of the next meeting: Monday 10th June 2019

Matters to be considered with the Press and Public Excluded:

FPG/18-19/3/18 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/18-19/3/19 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 on the progress. It was resolved that the Clerk complete the tender process in consultation with Cllr Cooper.

The meeting concluded at 20:55