

# Finance and General Purposes Meeting

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

### FPG/18-19/6/1 Present

Cllr A Cooper (Chair), Cllr S Dymond, Cllr M Stubbs, Cllr A Cartwright, Cllr S Bowyer  
In attendance: Sue Davies, Town Clerk

### FPG/18-19/6/2 To receive and consider apologies for absence

Cllr Waring and Cllr Dodgson both send apologies.

### FPG/18-19/6/3 To note declarations of Member's Interests

None

### FPG/18-19/6/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 9<sup>th</sup> April 2019

It was **resolved** that the minutes of the meeting of the 9<sup>th</sup> April were approved.

### FPG/18-19/6/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

None.

### FPG/18-19/6/6 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 31<sup>st</sup> March statement and changing the mandate.

**FPG/18-19/6/7**

**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/18-19/6/8**

**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/18-19/6/9**

**Asset Register Review**

Deferred

**FPG/18-19/6/10**

**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/18-19/6/11**      **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/18-19/6/12**      **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/18-19/6/13**      **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/18-19/6/14**      **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/18-19/6/15**      **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/18-19/6/16**      **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/18-19/6/17**      **To note the date and time of the next meeting: To be arranged**

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

**FPG/18-19/6/18**      **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/18-19/6/19**      **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