

# Finance and General Purposes

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



Tel: 01782 782254

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

17<sup>th</sup> July 2019

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

Dear Councillor,

You are summoned to attend a meeting of Kidsgrove Town Council Finance and General Purposes Committee to be held at 7.15pm on Tuesday 23<sup>rd</sup> July 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 10<sup>th</sup> June 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.
  - d. Outstanding Policies.
6. Victoria Hall Issues:
  - a. To consider a request for weekly hall usage for youth provision. (See appendix 2)
  - b. To consider and resolve to agree the financial arrangements for the Beer and Gin Festival to be held on the 23<sup>rd</sup> and 24<sup>th</sup> August.
7. Grant Application: To receive a grant application from Thursfield Community Centre under the small grants scheme. (See appendix 3)
8. Request for the Town Council to fund the sound equipment for the Remembrance Day Service in the Memorial Gardens. (See appendix 4 and separately circulated information).
9. Council Finance
  - a. To receive and resolve to approve the schedule of payments. (Circulated separately)
  - b. To receive a verbal report on the progress of the VAT consultant from the Clerk.
  - c. To consider a request from the Town Crier to provide a small budget for the repair of the Town Crier outfit.
  - d. To receive a budget update reflective of the Quarter 1 position and to agree any virements. (Circulated separately)
10. Internal Audit: To receive a list of the issues with actions for review and to note this will be a standing item until all issues are resolved. (Circulated separately)
11. Five-Year Plan
  - a. To revisit the Kidsgrove Plan, produced in 2016, and consider using as a start to the main 5-year plan document with appropriate updates. (Circulated Separately)
  - b. To consider and review F&GP projects further. (Circulated separately).
12. To consider the need for DBS checks for all staff employed by the Town Council.
13. Clerk's and Chair's Reports
14. Future Key Agenda Items
  - a. Victoria Hall Fire Risk Assessment
  - b. Victoria Hall Health and Safety
  - c. Victoria Hall booking forms.
  - d. Data protection Officer Provision
  - e. Email provision
15. To agree the date and time of the next meeting: Tuesday, 17<sup>th</sup> September, 2019

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

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.
17. Security Contract Considerations (To be circulated)
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)

# Finance and General Purposes Meeting

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
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## Minutes of the Finance and General Purposes Committee meeting held 10<sup>th</sup> June 2019, 7:00pm, Chairman's Room, Victoria Hall

**FPG/18-19/3/1** Present

Cllr A Cooper (Chair), Cllr S Dymond, Cllr A Cartwright, Cllr S Bowyer, Cllr P Waring, Cllr Dodgson  
In attendance: Sue Davies, Town Clerk

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

Apologies had been received from Cllr Stubbs.

**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 10<sup>th</sup> June 2019

It was **resolved** that the minutes of the meeting of the 10<sup>th</sup> June be 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) Update on the Bank Account Mandates

The Clerk updated that the Unity Bank Account is set-up. The NSI Account mandate still needs to be updated along with a request for the balance as at 31<sup>st</sup> March 2019.

b) Update on the Dementia Plan

## Appendix 1

Cllr Dickens is progressing plans for a Dementia Café in the town. Maple Court are keen to be involved and have offered facilities. They have also offered defibrillator training.

c) Update on the Defibrillator Project

The Royal Oak now have a defibrillator in place.

The Clerk was asked to draft a policy to guide assistance from the Town Council for those fund-raising for a defibrillator.

The defibrillator mapping exercise is ongoing.

### FPG/18-19/3/7

#### Council Finances:

a) To note councillor checks on the accounts during the 2018/19 financial year.

The Clerk informed that councillor checks during 2018/19 had taken place but hadn't been recorded. A system was being put in place to ensure councillor checks were documented and reported to Council correctly.

b) To receive a report from the Clerk regarding the Council's asset register update.

Deferred

c) To receive and resolve to approve the schedule of payments

The Committee resolved to approve the schedule of payments.

d) To receive a Verbal Report from the Clerk regarding the Council's VAT on Business Exempt Activities

The Clerk updated the Council on the ongoing work by a consultant to calculate the Council's VAT applicable to exempt business activities.

e) To receive a Report from the Clerk on the first two months of the 2019/20 Financial Year and to recommend to Full Council any Virements required.

The Clerk presented a summary of the accounts to date. There were no virements recommended at this time.

f) To receive a Report from the Clerk on the End of Year Accounts for 2018/19.

The Clerk presented the financial position as at 31<sup>st</sup> March 2019. A report would be compiled for presentation to Full Council.

### FPG/18-19/3/8

#### Five-Year Plan

The draft 5-year plan project list (version1) was circulated for comment. It was agreed to circulate around committees further to add the detail required.

### FPG/18-19/3/9

#### Policy Updates

a) Data Retention Policy

The Committee considered the Data Retention Policy and **resolved** to recommend approval to Full Council.

b) Privacy Notice

The Committee considered the draft Privacy Notice and **resolved** to recommend approval to Full Council.

## Appendix 1

- c) Subject Access Request Policy  
Deferred.
- d) Communications and Social Media Policy  
The amended draft is deferred.

*Action: The Clerk*

**FPG/18-19/3/10** To consider the Council's need for the continued use of a Data Protection Officer and to consider the offer from Staffordshire County Council.

The Committee generally felt that the use of a Data Protection Officer is beneficial given the Council's extensive work in the Community. The Clerk was asked to compare the services of offer and to bring a report back to Council.

**FPG/18-19/3/11** Key future Agenda items:

- Revision of booking forms and issue of guidelines
- Victoria Hall Health and Safety including the fire risk assessment.
- Victoria Hall booking forms.

**FPG/18-19/3/12** To note the date and time of the next meeting: 23<sup>rd</sup> July 2019

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

**FPG/18-19/3/13** 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/18-19/3/14** 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.

The meeting concluded at 20:55

## Appendix 2

### **Agenda Item 6a**

A request has been made by Ian Atherton to use the hall for his Kidsgrove youth club. They have lost their slot at the Salvation Army.

The hall would be required for two evening every Tuesday evening. They have equipment which they would want to keep on site: a folding table tennis table, a folding pool table and a filing cabinet.

Current concessions in the hall are the Kidsgrove Bowling group and pensioner group who each pay £3 per hour. In addition, Kidsgrove bowlers pay £11 per week to store their equipment (in the back porch) plus a cupboard behind the stage.

## Kidsgrove Town Council

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## Kidsgrove Town Council

### SMALL GRANT APPLICATION FORM

Small grants are defined as being those where money requested under 500 pounds.  
 The information contained on this form will help us process your application. Guidelines on the Kidsgrove Town Council Small Grants Scheme are available on the Town Council Website or on request from the Clerk to the Council.  
 We highly recommend that you read the available guidance documentation.

#### Contact Details

Name of Organisation:	Thursfield Community Centre		
Address of Organisation:	Chapel Lane, Harriseahead		
	Stoke-on-Trent	Postcode:	
Name of Applicant:	Mrs. Margaret Cope		
Position:	chairperson/trustee		
Telephone Number:	01782 519942		
Email address:	-		
Facebook:	-	Twitter:	

#### About your organisation

Type of organisation:	Charitable <del>Organisation</del> / Unregistered Community Group / <del>Club</del> / <del>Society</del> *delete as appropriate Other (please state): _____ Registered Number: _____ Do you have a constitution or governing document? Yes / <del>No</del>
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Appendix 3

When was your organisation founded?	1965
Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary?	All residents of 5 Kidsgrove wards

What does your organisation do?

Provides a venue for clubs, classes, young people's groups, party venue and provides a polling station for elections.

Who do you work with? All organisations

Children under 16 <input checked="" type="checkbox"/>	Young people under 25 <input checked="" type="checkbox"/>	Older people over 55 <input type="checkbox"/>
People of minority ethnic origin <input type="checkbox"/>	Disabled people <input checked="" type="checkbox"/>	Women <input checked="" type="checkbox"/>
Other (please state)		

Details of Grant Requested

Title or Brief Description of your Request for Funding?

Redecoration of hall, kitchen, entrance hall and toilets.

Details of the Project, Work or Equipment for which Funding is requested?

See attached estimate

How will your project benefit the local community within the Kidsgrove town boundary?

Provides a venue for numerous activities

Why is this project needed?

Approximately how many people within the Kidsgrove town boundary will benefit from the project?

The project is needed to ensure that the centre is nicely decorated and appealing to hirees and available for all Kidsgrove town boundary residents

### Project Costs and Finances

How much will your overall project cost?

£1400-00

How much are you requesting as a grant from Kidsgrove Town Council?

£499-00

Who else have you approached for funding for this project? If applicable, have the applications been successful?

The Trustees have agreed to pay the balance of £900 from Centre funds

## Appendix 3

Have you previously applied grant funding from Kidsgrove Town Council?	Yes	No
If Yes, when did you apply?		
If you were successful, please briefly tell us about the project which was funded		

### Declaration

I am authorised to make this application on behalf of the above organisation.

I certify that the information contained in this application is correct.

If the information in the application changes, I will inform Kidsgrove Town Council as soon as possible.

I give permission for Kidsgrove Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

I have read and agree to the Conditions contained within the Council's Community Grants Policy.

Signed: 	Date: 14-07-19
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### Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

- Quotations or other evidence of cost for any purchases for purchases over 100 pounds.

(Note – Other information may be requested)

Please send your completed application to:-

The Town Clerk  
Kidsgrove Town Council  
Town Hall  
Liverpool Road  
Kidsgrove  
Stoke-on-Trent  
ST7 4EL

Email: [townclerk@kidsgrovetowncouncil.gov.uk](mailto:townclerk@kidsgrovetowncouncil.gov.uk)

Tel: 01782 782254

Please ensure you keep a copy of this application form for your records

## GLYN JONES PAINTER & DECORATOR

1 ST THOMAS STREET  
MOW COP  
STOKE ON TRENT  
STAFFS  
ST7 4LU

01782 512694

07966529304

QUOTE

DATE

STRIP WALLPAPER PAPER CEILING PAPER WALLS

UNDERCOAT / SATINWOOD/ GLOSS WOODWORK

REPAINT WALLS/ REPAINT CEILING

CROSS LINE WALLS/ CROSS LINE CEILING

RESTAIN/VARNISH WOODWORK

REPAINT FLOOR

LOUNGE KITCHEN STUDY BEDROOM BATHROOM W/C

HALL/LANDING/STAIRS DINEINGROOM

ROOMS TO BE AS EMPTY AS POSSIBLE

EXTRA WORK £10 PER HOUR LABOUR ONLY

CASH OR BANK TRANSFER ON DATE OF COMPLETION

PAINT DEPOSIT MAY BE REQUIRED

Repaint Thursfield community  
Centre,  
Hall / Kitchen / 3 WCs / entrance lobby  
bar room's  
Lab / paint, £1400



## St Thomas' Church Parochial Church Council

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

June 12<sup>th</sup> 2019

Dear Town Council,

I am writing to you to ask the Town Council to take on responsibility for providing the sound at the annual Remembrance Day Service in the Memorial Gardens. The event isn't a service organised by St Thomas Church, but rather a town event led by the community for the community. As such, I strongly believe that the Town Council, as the principle town wide community body, should take responsibility for enabling this event to happen.

In previous years we have relied on volunteers to provide the sound. This has not been sufficiently reliable. On two occasions we relied on a system installed on a mini-bus. One year, the mini-bus broke down and was not available, and the radio mic failed after a few seconds the following year. Another year, the promised electricity supply failed to materialise, meaning we had to trail an extension lead across the main road – far from ideal and probably illegal. Last year, the promised sound system simply did not turn up, meaning church members had to cobble a system together with less than half an hour to go. We had old speakers balanced on a stack of Gopak tables. None of this seems suitable or respectable for such an important event. Failing sound done on the cheap does not give the impression of solemnity or gratitude that the event warrants.

I am not an expert in sound systems. But it seems to me that the council could either engage someone to provide the sound for the event, or alternatively purchase a portable battery operated PA system – which would remove the need for an electricity supply. I've been recommended the Chiayo Challenger system. I'm told the manufacturer says it is suitable for up to 800sq metres. I have attached an information sheet for your interest. The sound company we deal with can supply it for £720 plus VAT.

Please can I urge the Council to purchase this or similar equipment, and the Council will be able to work with the church in providing this important community event, so that together we can give Remembrance Day the dignity it deserves.

Yours sincerely

A handwritten signature in black ink that reads "Iain Baker". The signature is written in a cursive style with a long horizontal stroke underneath.

St Thomas' Vicarage, 12 The Avenue, Kidsgrove, Stoke-on-Trent, ST7 1AG  
iain.baker@btinternet.com • 01782 772895 • www.stthomaskidsgrove.co.uk

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