

# Town Council Meeting

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

Tel: 01782 782254  
www.kidsgrovetowncouncil.gov.uk



9<sup>th</sup> August 2019

To: **Members of Kidsgrove Town Council**

Dear Councillor,

You are summoned to attend a Meeting of Kidsgrove Town Council to be held at **7.00pm** on **Thursday 15<sup>th</sup> August 2019** (Chairman's Room).

Yours sincerely,

Sue Davies  
Town Clerk

## **Business to be transacted**

1. To receive apologies for absence.
2. To note declarations of Members' Interests.
3. Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
4. To confirm and resolve to agree the minutes of the meetings held on:
  - a. Council meeting of the 20<sup>th</sup> June 2019. (See appendix 1)
  - b. Extraordinary meeting held on the 30<sup>th</sup> July 2019. (See appendix 2)
5. To receive and note the draft minutes of meetings of Committees held since the meeting of the 20<sup>th</sup> May 2019.
  - a. Events and Community – Monday 20<sup>th</sup> May 2019 – 19:00 (See appendix 3)
  - b. Events and Community – Monday 5<sup>th</sup> August 2019 – 19:30 (See appendix 4)
  - c. Staffing committee – Thursday 23<sup>rd</sup> May 2019 – 18:30 (See appendix 5)
  - d. Planning Infrastructure and Highways – Thursday 23<sup>rd</sup> May 2019 – 19:30 (See appendix 6)
  - e. Planning Infrastructure and Highways – Monday 15<sup>th</sup> July 2019 - 19:30 (See appendix 7)
  - f. Environment and Allotments Committee – Thursday 23<sup>rd</sup> May 2019 – 19:30pm (See appendix 8)
  - g. Environment and allotments Committee – Tuesday 9<sup>th</sup> July 2019 – 19:00 (See appendix 9)

- h. Finance and General Purposes Committee - Tuesday 23<sup>rd</sup> July 2019 – 19:00pm (See appendix 10)
6. Matters arising not covered elsewhere: None urgent business deferred until September.
7. Finances: To approve payments required. (See appendix 11)
8. VAT: To receive the VAT report received from Mr Steve Parkinson. To resolve to agree any actions required. (See appendix 12)
9. Mayor's Charity Account: To receive a report from the Clerk, Cllr Cooper and Cllr Waring and resolve to approve the recommendations therein. (See appendix 13)
10. To resolve to delegate to the Clerk the return of surety payments on hall bookings which have been paid into the bank account without recourse to the council or F&GP for approval.
11. Neighbourhood Planning:
  - a. To resolve to develop a Neighbourhood Plan for Kidsgrove Parish in accordance with Neighbourhood Planning (General Regulations) 2012.
  - b. To resolve to apply to Newcastle Under Lyme Borough Council for the area designation. (See appendix 14).
  - c. To resolve to fully delegate to the Planning, Infrastructure and Highways Committee the management of the Neighbourhood Planning process on the proviso that updates are provided to each Full Council Meeting. (See appendix 15)
  - d. To resolve to create a budget line for Neighbourhood Planning by taking £1000 from general reserves to cover initial costs until grant money is available.
  - e. To authorise expenditure for the purposes of appointing a consultant to assist with the Neighbourhood Plan on the condition that some or all of the cost will be offset by the grant funding available.
  - f. To delegate to the Planning, Infrastructure and Highways Committee to choose and contract a consultant.
12. Grant Application: To Consider a grant application and resolve to approve or otherwise from Father Hudson's (See appendix 16).
13. Remembrance Day:
  - a. To consider and resolve to approve a recommendation from F&GP for the Town Council to fund the sound equipment for the Remembrance Day Service in the Memorial Gardens on the condition the sound equipment remains the property of the Town Council. (See appendix 17 and separately circulated information).
  - b. To consider other arrangements for Remembrance Day.
14. Victoria Hall Issues
  - a. To consider a request for weekly hall usage for youth provision. (See appendix 18)
  - b. To consider a request by North Staffs Carers Association. (See appendix 19)
  - c. To consider a request for free hall usage for an event on the 9<sup>th</sup> November:  
'We have the hall booked on the above date. It is a Charity 1940s evening non-profit event raising funds For Help for Heroes. Can we have the hire of the Hall for free please,'
15. To consider the Safer Communities Funding opportunity. (See appendix 20).
16. Civic Service: To resolve or otherwise to reintroduce the Civic Service and to agree that the date

each year be set by Council upon recommendation from the Mayor, but that the Mayor should choose and arrange the venue.

17. To consider Planning Applications received – To be circulated.
18. LAP feedback – To receive LAP feedback from the appointed representatives of both Kidsgrove (Cllr J Waring) and Talke and Butt Lane (Cllr Robinson).
19. SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.

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

20. 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.
21. Staffing Issues (Report circulated separately)
22. Town Ranger Issues (Report circulated separately)

# Town Council

## Minutes of Meeting

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### Minutes of the Meeting held on the 20<sup>th</sup> June, 2019

#### Chairman's Room, Victoria Hall, Kidsgrove

**1819-FC8-01** Present

Cllrs Cartwright, Stubbs, Burgess, Cooper, Burnett, Dodgson, Dymond, Jukes, H Maxfield, J Owen, Robinson, J Waring, P Waring, E Wareham-Jones, L Dillon

Attending: Sue Davies (Clerk)

**1819-FC8-02** To receive apologies for absence

Apologies for absence were received from Cllr Dillon, Cllr M Maxfield, Cllr K Johnson, Cllr B Owen and Cllr C Dickens.

**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 16<sup>th</sup> May 2019**

The Council **resolved** to approve the minutes of the meeting held on the 16<sup>th</sup> May 2019.

**1819-FC8-05** To receive and note the draft minutes of Committee Meetings held since 16<sup>th</sup> May:

a) **Events and Community – Monday 20<sup>th</sup> May 2019.**

Deferred

Appendix 1

**b) Staffing Committee – Thursday 23<sup>rd</sup> May 2019.**

Deferred

**c) Planning Infrastructure and Highways – Thursday 23<sup>rd</sup> May 2019.**

Deferred

**d) Finance and General Purposes Committee – Monday 10<sup>th</sup> June 2019.**

Deferred

**e) Annual Town Meeting held on 11<sup>th</sup> May 2019.**

Deferred

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

None

**1819-FC8-07** Matters arising not covered elsewhere:

**a)** To note the five-year plan will be brought back to next Full Council meeting in September.

**1819-FC8-08** To approve the recommendations from the Planning, Highways and Infrastructure Committee regarding the Membership of that Committee and to note and verify the listed Committee members.

The Council resolved to approve the amended membership of the Planning, Infrastructure and Highways Committee. The membership of all the committees was noted.

**1819-FC8-09** To review and resolve to approve the asset register dated 31<sup>st</sup> March 2019 and to approve the Clerk's recommendation that the asset register undergoes a thorough review to be brought back to Council by October 2019.

The Council resolved to agree to approve the asset register and to approve the Clerk's recommendation that the asset register undergoes a more thorough review which may require a restating on the asset value stated in the 2019/20 return.

To resolve to approve the recommendation from the F & GP Committee that items under £100 can be omitted at the Clerk's discretion provided there is not a legislative requirement that states otherwise.

The Council resolved to approve the recommendation from the F&GP Committee that items under £100 be omitted at the Clerk's discretion provided there is not a legislative requirement that states otherwise.

- a) To receive the results of the 2019-2020 Internal Audit and to note any actions arising.

The Council received the results of the internal audit and resolved that all issues outstanding and raised be standing items and the F&GP Committee for the foreseeable future until such time that it can reported to Full Council that they are resolved. Some issues such as lack of councillor checks on the accounts and

- b) To receive a report from the Clerk concerning the Council VAT reclaims relating to the VAT exempt business activities. The note the Clerk's use of emergency powers to commission the services of a VAT consultant (Parkinson Partnership) to assist in advising the Council.

The Council received a report from the clerk to inform that she had used emergency powers to enlist the services of Mr Steve Parkinson of Parkinson Partnership to review the previous four years' VAT reclaims in relation to goods paid out on the Victoria Hall and the apportionment of Council/community and business activities. The Mayor and also Chair of F&GP had supported the decision.

- c) To receive and note the revised end of year balance sheet (from those reported at the last Full Council Meeting) based on the receipt of a late and significant invoice from Newcastle-under-Lyme Borough Council.

The Council received the end of year balance sheet. The Clerk noted that the figures may be need correcting if the any VAT liability is identified.

- d) To consider, compete and resolve to approve the Annual Governance Statement dated 31<sup>st</sup> March 2019.

The Council considered the Annual Governance Statement. The Clerk raised each criterion one by one. The Council raised the following points:

- The Council didn't feel it could answer 'yes' to having an adequate system of internal control (item 2) and agreed a note to be added that a system has now been put into place.
- It was agreed to answer number 4 with 'no' as due to reasons beyond the council's control, the first 30 days of July could not be included.
- The Council resolved to answer a 'no' to having addressed all points raised from previous audits.
- The Council resolved to answer a 'yes' to having met legislative requirements but that a note be added to inform a VAT consultant has been contracted to establish any VAT liability.

- e) To receive and resolve to approve the Accounting Statement dated 31<sup>st</sup> March 2019.

## Appendix 1

The Council resolved to approve the Accounting Statement dated 31<sup>st</sup> March 2019.

- f) To note the period for the exercise of public rights – Monday 24<sup>th</sup> June 2019 to Friday 2<sup>nd</sup> August 2019

The Council noted the period for the exercise of public rights.

### 1819-FC8-11 Other Accounting Items

- a) To receive and resolve to approve the schedule of payments made or to be made.

The Council resolved to approve the schedule of payments presented.

- b) To receive and approve bank reconciliations dated 31<sup>st</sup> May 2019

The Council received and approved the bank reconciliation dated 31<sup>st</sup> May 2019.

- c) To receive an expenditure against budget update from the Clerk up until 31<sup>st</sup> May 2019.

The Council received the expenditure against budget dated 31<sup>st</sup> May 2019.

- d) To resolve to approve the transfer of £100,000 from the Barclay's Account into the Unity Bank Account.

The Council resolved that £100,000.00 be transferred from the Barclay's Account to the Unity Account.

### 1819-FC8-12 GDPR Audit – Draft policies and procedures:

- a) To consider and to approve the recommendation from the F&GP Committee to resolve to approve the Data Retention Policy dated June 2019 subject to agreed changes.

The Council resolved to approve the recommendation by F&GP to approve the Data Retention Policy dated June 2019.

- b) To consider and to approve the recommendation from the F&GP Committee to resolve to approve the Privacy Notice dated June 2019 subject to agreed changes.

The Council resolved to approve the recommendation by F&GP to approve the Privacy Notice dated June 2019.

### 1819-FC8-13 **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.**

The Council resolved to approve the planning application relating to the interpretation boards applied for by Go Kidsgrove. Cllr Waring declared an interest. The Council resolved to support the application.

## Appendix 1

The Council considered other circulated Planning Applications and no comments were raised.

**1819-FC8-14** To consider the Staffordshire County Council consultation – Statement of Community Involvement -and to agree a Town Council response.

It was resolved that a comment be made that Staffordshire County Council could improve communication with Town and Parish Councils especially regarding plans for land usage.

**1819-FC8-15** **To note the arrangements for this year’s Party in the Park and to request Councillor assistance, both before and on the day.**

Cllr Dymond informed that marshals are needed for the day and councillor volunteers are needed.

**1819-FC8-16** **LAP feedback – To receive LAP feedback from the appointed representatives of both Kidsgrove (Cllr J Waring) and Talke and Butt Lane (Cllr Robinson).**

Cllr Waring and Cllr Robinson provided updates from the Kidsgrove and Talke/Butt Lane LAP groups respectively.

Kidsgrove would like to increase attendance from residents. It has been reported that there are planned changes to the policing. The My Staffs App was promoted. Priorities were listed.

Talke and Butt Lane are also working with the illegal money lending team along with Kidsgrove. Mini motor-bikes area problem and there has been a piece in the sentinel. The Father Hudson’s Social Isolation project at Crown Bank allotments was described.

Cllr Dymond stressed that residents must be encouraged to report all incidents.

*Action: The Clerk was asked to write to the police to provide some feedback to the Town Council.*

**1819-FC8-17** **SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.**

Cllr Burgess has supplied minutes and provided an update.

**1819-FC8-18** **Clerks Report and questions to the Clerk**

Cllr Waring raised about the asbestos on the allotments. This will be addressed at the Environment and Allotments Committee.

**1819-FC8-19** 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 NULBC and issues arising. (To F & GP in June then to Council))

Appendix 1

- c) Hall Hire – Review of Booking Forms and Concessions policy. (June and July meetings)

**1819-FC8-20** To agree the date of the next meeting: To be arranged

**1819-FC8-21** 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-FC8-22** To note that the Staffing Committee has conducted an end of probation appraisal of the Clerk and to consider and resolve to agree the recommendation from the Staffing Committee that the Clerk pass her six-month probation.

The Council resolved that the clerk has passed her probation period.

**1819-FC8-23** To consider and agree the recommendation of the Staffing Committee to recruit a second administration assistant.

The Council resolved to approve the recruitment of an administration assistant.

**1819-FC8-24** Bar Contract: To receive an update on the bar tender.

The Council received an update from the Clerk and Cllr Cooper.

**Meeting Closed 21:05 pm**

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### Minutes of the Extraordinary Meeting held on the 30<sup>th</sup> July, 2019, 7:00pm Chairman's Room, Victoria Hall, Kidsgrove

**1819-FC8-25** Present

Cllrs A Cartwright (chair), A Cooper, P Waring, H Maxfield, J Waring, M Maxfield, S Burgess, K Johnson, G Burnett, J Dodgson, V Jukes, B Owen, L Dillon.

Attending: Sue Davies (Clerk)

**1819-FC8-26** To receive apologies for absence

Apologies for absence were received from Cllr Dickens, Cllr M Stubbs; Cllr Kyle Robinson; Cllr M Maxfield.

**1819-FC8-27** To note declarations of interest

There were no declarations of interest made.

**1819-FC8-28** Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No public present.

**1819-FC8-29** 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-FC8-30** Caretaker Recruitment

The Committee considered the applications received for the position of caretaker and heard a report from the interviewing panel. The Council resolved to appoint Mr Christopher Austin to the post to work 30 hours a month.

**1819-FC8-31** Contract for Caretaker

## Appendix 2

The draft contract of employment for the caretaker was considered and, subject to some agreed changes, the council **resolved** to approve it.

**Meeting Closed XXXX pm**

## Events and Community Committee

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### Minutes of the Events and Community Committee Meeting held 20<sup>th</sup> May 2019, 7:00pm, Chairman's Room, Victoria Hall

**EC/18-19/2/1** Present

Cllr S Dymond, Cllr A Cartwright, Cllr J Waring, Cllr K Robinson, Cllr B Owen, Cllr J Owen  
Non-Councillor Members: Josephine Locke  
In attendance: Sue Davies, Town Clerk

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

Apologies were received from Cllr M Maxfield, Cllr C Dickens and Mr W Ritchie

**EC/18-19/2/3** To note declarations of Member's Interests

None declared.

**EC/18-19/2/4** To approve the minutes of the meeting held on the 14<sup>th</sup> March 2019

The minutes of the meeting held on the 14<sup>th</sup> March 2019 were approved by those present.

**EC/18-19/2/5** Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

No comments made.

**EC/18-19/2/6** Members of the Committee.

- a. To note the councillor membership of the committee subsequent to the Annual Meeting of the 16<sup>th</sup> May 2019.

Chair – Cllr Dymond  
Vice-chair – Cllr Cartwright  
Cllr Sandra Bowyer  
Cllr Sylvia Burgess

## Appendix 3

Cllr Gill Burnett  
Cllr Cressida Dickens  
Cllr John Dodgson  
Cllr Kevin Johnson  
Cllr Jason Owen  
Cllr Brian Owen  
Cllr Helena Maxfield  
Cllr Mary Maxfield  
Cllr Kyle Robinson  
Cllr Jill Waring  
Cllr Paul Waring

- b. To resolve to affirm members of the public who are co-opted onto the committee.

The following nominations were received and seconded:

Josephine Locke – Go Kidsgrove

W Richings – Rotary Club

R Stephenson Evans – Tesco Community

It was resolved to agree to co-opt all three nominations as members of the Committee.

**EC/18-19/2/7** Matters arising from the meeting of the 14<sup>th</sup> March 2019 not covered elsewhere on the agenda.

The Clerk reported that her and Cllr J Waring had met, and a draft questionnaire is being compiled and will be available for comment at the next meeting.

A calendar of events is being compiled and events are also now being put onto the website.

**EC/18-19/2/8** To receive a progress report and agree further actions for the arrangements for Queen Victoria's Tea Party to be held on the 26<sup>th</sup> May 2019.

J Locke updated the committee on the progress of arrangements for the Queen Victoria's 200<sup>th</sup> birthday party.

Go Kidsgrove will be handling the finances for the event with any surplus being contributed to the Mayor's Charity. It was noted that a risk assessment for the event will be required. It is anticipated that there may be 60 to 70 attendees.

The following councillors agreed to assist J Locke: Cllr Dymond, Cllr Robinson, Cllr J Waring and Cllr Cartwright.

**EC/18-19/2/9** To receive a progress report and agree further actions for the arrangements for the Party in the Park 2019.

The following points were raised:

- A plan of the park is required for the day.
- C Riley at NULBC needs contacting regarding the fair.
- The fire engine to lead the procession needs arranging.
- Air Squadron 435 at Newcastle to be contacted to request if they can participate in the parade. Cllr Dymond is arranging the advertising banners which will be free of charge.

## Appendix 3

- The security needs to be booked and arranged.
- The portaloos need arranging – four toilets.
- Six towns radio will be contacted to request if they can attend.
- Schools had shown little interest in the poster competition.
- Cllr Dymond is arranging the pensioners tea-party.
- Mr R Evans is arranging the dog show.
- Cllr Dymond agreed to contact the Salvation Army Tea Bus to ask if they can attend this year.

### EC/18-19/2/1

To receive a progress report and agree further actions for the Christmas Market and Light Switch on including a progress report on Christmas Light provision.

#### a) Christmas Lights

Regarding the planned lights on Butt Lane, the following points were raised:

- The infrastructure needs investigating to support the lights.
- The traders needs consulting
- A quote for the costs is required.

It was agreed that lights for the top end of Market Street should also be considered.

It was noted that the tree on Butt Lane needs new lights It was agreed the switch on of this tree shouldn't coincide with the switch on in Kidsgrove and Friday night (22<sup>nd</sup> November) was suggested.

#### b) Other Matters

The timing of the parade at the Kidsgrove switch on was discussed with the following proposed:

The parade start at the Church at 16:20 to reach the town Hall at 5:00pm. Lanterns were suggested. The market and events in King Street would start at 5:50pm.

It was proposed that the market in the Victoria Hall start around 11:00am and finish at 16:30 to 17:00. It was agreed that entertainment be considered.

Food stalls will need arranging and a template poster is required.

### EC/18-19/2/2

To consider Markets – Indoor and Artisan – and to receive any updates

#### a) Outdoor Market

Deferred

#### b) Indoor Markets

Deferred

#### c) Barge Markets

Deferred

### EC/18-19/2/3

D Day 75<sup>th</sup> Anniversary – To receive an update from Cllr Dymond.

### Appendix 3

The British Legion has organised a BBQ in the Remembrance Garden on Saturday, 29<sup>th</sup> June. This is Armed Forces Weekend and needs promoting.

**EC/18-19/2/4** Barn Dance or Pie and Peas Supper

A date of the 12<sup>th</sup> October has been proposed. It was agreed to contact the Moody Food Ceili Band to investigate costs. The possibility of asking for donations of Wrights Pies should be explored.

*Action: Cllr Dymond, Cllr Robinson and Cllr J Waring.*

**EC/18-19/2/5** Children in Need Event – To receive an update from Cllr M Maxfield.

Deferred

**EC/18-19/2/1** Reels on Wheels – to receive an update

The Clerk updated on the film shown on over the Easter holidays. Attendance had been disappointing, and it was agreed that future showings should start later for a film start at 6:00pm.

The idea of putting on a classic film to appeal to more mature residents was suggested.

*Action: The Clerk to ask the pensioner group who use the hall if they would enjoy a classic movie afternoon and to enquire about a children's film in the summer. It was suggested that the event is more suited to the winter months.*

**EC/18-19/2/2** To consider Events Planning :

a) 5-year plan and project plans

The Committee considered the five-year plan in relation to events projects. The Clerk agreed to update the plan.

b) To consider any recommendations to Full Council regarding the Events and Community Budget.

It was agreed to recommend the following budget breakdown to Full Council:

£3500 have been allocated to 'Other Costs' for Events. From this, it is envisaged that £1000 will be spent on Party in the Park, £500 on the New Year's Eve Event, £1000 on a Christmas event leaving £1000 for other events.

**EC/18-19/2/3** To consider and agree potential further events (suggested at the last meeting or raised since) for 2019 or subsequent years.

Boxing Night

Cllr J Waring – item deferred

- a. Regular markets
- b. 'Kingsgrove by the sea'
- c. 80s night
- d. Wrestling and Boxing Nights
- e. Comedy night
- f. Quiz night in Amanda's Mayor Charity Year
- g. Gin Festival

### Appendix 3

- h. 80s night
- i. Boxing Night.
- j. Children's 2k race/Park Run
- k. Interschools sports day

**EC/18-19/2/4**      Date of Next Meeting

Wednesday 3<sup>rd</sup> July 2019 19:00.

The meeting concluded at 20:20

Appendix 4

To be circulated prior to the meeting.

Appendix 5

To be circulated prior to the meeting.

## Planning, Infrastructure and Highways Committee

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### Minutes of the Planning, Infrastructure and Highways Committee Meeting held 23<sup>rd</sup> May 2019, 7:00pm, Chairman's Room, Victoria Hall

**EC/18-19/2/5** Present

Cllr M Stubbs (chair), Cllr S Dymond, Cllr P Waring, Cllr Cooper, Cllr K Robinson, Cllr J Owen  
In attendance: Sue Davies, Town Clerk

**EC/18-19/2/6** To receive and consider apologies for absence

Cllr J Dodgson, Cllr H Maxfield and Cllr G Burnett had sent apologies.

**EC/18-19/2/7** To note declarations of Member's Interests

None declared.

**EC/18-19/2/8** To receive and agree the minutes of the meeting held on the 11<sup>th</sup> March 2019

The Minutes of the meeting held on the 11<sup>th</sup> March were agreed by all present to be an accurate record of the meeting.

**EC/18-19/2/9** Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No public present.

**EC/18-19/2/10** To consider any matters arising from the minutes of the meeting of the 11<sup>th</sup> March not considered elsewhere on the agenda.

a) Gully Problems behind the Victoria Hall - an update.

The Clerk reported that this issue is still to be pursued and the item was deferred.

b) Request for visits to speak to the Committee:

- i) Highways England
- ii) Staffordshire County Council
- iii) Air Quality – environmental officer

These can be arranged now the new committee is in place. It was requested that Mr Guy Benson, Newcastle-under-Lyme Planning, be added to the list.

*Action: The Clerk to progress.*

**EC/18-19/2/11** Further to the Annual Meeting, to discuss and agree a revised Committee Membership for recommendation to Full Council.

The Committee membership was discussed, and the following names put forward for recommendation to Full Council:

- Cllr M Stubbs – Chair
- Cllr Dodgson – Vice-chair
- Cllr G Burnett
- Cllr A Cartwright
- Cllr A Cooper
- Cllr S Dymond
- Cllr H Maxfield
- Cllr K Robinson
- Cllr P Waring

**EC/18-19/2/12** To consider the 5-year plan in relation to projects assigned to the Committee.

The Committee reviewed the 5-year plan and agreed some of the detail to its projects. The Clerk informed that these will be incorporated into the plan to be brought back to the next Committee meeting and also fed into F&GP.

**EC/18-19/2/13** To consider the budget in relation to the Committee’s projects and areas of responsibility.

No budget amendments were made at this time.

**EC/18-19/2/14** To discuss how to initiate a Neighbourhood Plan and to agree any required actions.

The following actions were agreed:

- To determine the process for area designation
- To consider the process of informing the public and requesting volunteers via free papers and using the internet.
- To consider presentations to the public.

*Action: The Clerk to determine the area designation process.*

**EC/18-19/2/15** To note planning applications received and to agree responses.

See appendix 1.

*Action: The Clerk to submit responses.*

**EC/18-19/2/16** Speedwatch Activities – to discuss rolling this out to other areas of Kidsgrove and, if agreed, how this may be implemented.

There are discussions ongoing to setup the scheme in Talke and Butt Lane. Progress will be fed back to the next meeting.

**EC/18-19/2/17** To consider a request from the PCSU that the Town Council purchase a mobile SID unit for deployment around the Parish and, if agreed, to make recommendations to Full Council.

It was resolved that the PCSO be invited to attend a meeting to discuss and that the Clerk obtain some quotes for mobile SIDS.

**EC/18-19/2/18** To note and highways matters arising to be considered by the Committee at future meetings.

None raised.

**EC/18-19/2/19** Future Agenda Items.

Map of the Town  
Noticeboards  
Welcome blocks to the town – maintenance  
HGVs reversing issues – invite business owner  
Parking outside schools.

**EC/18-19/2/20** To agree the date and time of the next meeting.

Monday, 15<sup>th</sup> July 2019.

The meeting concluded at 20:30

**19/00257/FUL Land adjacent to 17, Church Lane, Mow Cop**

Proposed dwelling in garden

Comments deadline 5<sup>th</sup> June 2019

The Committee resolved to make no comment.

**19/00075/CN03 – Aldi, Liverpool Rd – Application for approval of the noise impact assessment (condition 3 of 19/00075FUL)**

Comments deadline 6<sup>th</sup> June 2019

The Committee resolved to make no comment.

**19/00341/FUL 114, Mow Cop Road, Mow Cop Erection of replacement building**

Erection of replacement dwelling.

Comments deadline 1<sup>st</sup> June 2019

The Committee resolved to make no comment.

**To receive updates:**

**18/00889/FUL Kimberley Developments Ltd and Kidsgrove Working Men’s Club  
4, Meadows Road, Kidsgrove, Stoke-on-Trent**

Change of use from Warehouse (Class B8) and taxi base (sui generis) to a Working Men’s Club (use class D2) including external alterations and partial demolition of flat roof annexe.

Approved at Committee on the 21<sup>st</sup> May 2019

**18/00916/FUL Application for major development Kidsgrove Working Man’s Club,  
Hardingswood Road, Kidsgrove. Lidl Uk GMBH and Kimberley Developments Ltd.**

Approved at Committee on the 21<sup>st</sup> May 2019.

**Appeals**

**18/000987/ADV – Robert Coates Plant Sales Ltd, Congleton Road, Butt Lane**

Erection of 5m totem sign, 3.5m welcome totem sign, 4 tray (facia) signs, height banner, best seller menu board, single sided menu board, banner sign, directional signage and parking signage.

CLlr Robinson is due to attend the appeal.

## Planning, Infrastructure and Highways Committee

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



Tel: 01782 782254

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

### Minutes of the Planning, Infrastructure and Highways Committee Meeting held 15<sup>th</sup> July 2019, 7:00pm, Chairman's Room, Victoria Hall

- EC/18-19/2/21** Present
- Cllr M Stubbs (chair), Cllr J Dodgson, Cllr S Dymond, Cllr P Waring, Cllr A Cooper, Cllr K Robinson, Cllr J Burnett  
In attendance: Sue Davies, Town Clerk  
Cllr V Jukes, a non-committee member, attended as a member of the public.
- EC/18-19/2/22** To receive and consider apologies for absence
- Apologies were received from Cllr Cartwright.
- EC/18-19/2/23** To note declarations of Member's Interests
- None declared.
- EC/18-19/2/24** To receive and agree the minutes of the meeting held on the 23<sup>rd</sup> May 2019
- The Minutes of the meeting held on the 23<sup>rd</sup> May were agreed by all present to be an accurate record of the meeting.
- EC/18-19/2/25** Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
- No comments made
- EC/18-19/2/26** To consider any matters arising from the minutes of the meeting of the 23<sup>rd</sup> May not considered elsewhere on the agenda.
- a) Gully Problems behind the Victoria Hall - an update.

Chair of Meeting: .....

No update at present.

b) Request for visits to speak to the Committee:

- i) Highways England
- ii) Staffordshire County Council
- iii) Air Quality – environmental officer
- iv) Guy Benson – Newcastle under Lyme Planning

The Clerk is arranging visits from the relevant parties at future meetings.

*Action: The Clerk to progress.*

**EC/18-19/2/27**

To receive a budget update from the Clerk/RFO in relation to the Committee’s projects.

The Clerk circulated the current budget relevant to the committee. (See appendix 1).

The £25,000 allocated to Highways and Highways Safety is available and the committee agreed that this need allocating to specific projects.

It was noted that there is currently no budget for Neighbourhood Planning to supplement grants.

**EC/18-19/2/28**

To receive an updated copy of the 5-year plan and to make any further observations prior to its progression to F & GP.

It was agreed that each committee member consider the committee’s projects in the plan, submit ideas and forward to the Clerk by the end of July so that thoughts can be collated into the next draft.

It was agreed that the investigation into noticeboard replacement should progress with an item on the next agenda.

Legislation around CCTV provision needs investigating.

*Action: All councillors to add to plan and send to the clerk by the end of July, Councillors to obtain photographs of the noticeboards in their wards.*

*The Clerk to obtain prices and styles of potential replacements to the noticeboards.*

*The Clerk to look at CCTV legislation for the next meeting and also to talk to Cllr J Waring.*

**EC/18-19/2/29**

To discuss progress and to agree any further actions in relation to the Neighbourhood Plan.

The Committee agreed that the visit by a consultant to speak to members earlier in the evening had been very informative. The consultant has been involved with several plans locally.

After discussion the following actions were agreed:

1. To arrange a visit from a second consultant (Urban Vision), and to receive a third quote, as per the financial regulations for the services of a consultant.
2. To formally write to Newcastle Borough Council to inform of Kidsgrove Town Council's plan to progress a Neighbourhood Plan.
3. For the Clerk to submit the area designation request to Newcastle-under-Lyme Borough Council based on the Parish boundary.
4. To start to form a steering group for the Neighbourhood Plan which should consist of both councillors and members of the public with relevant skills.
5. To submit a press release to the Sentinel to advertise and promote the initiative.
6. A first questionnaire will be required. This should be an initial task of the steering group. The Clerk was asked to identify good examples of questionnaires used elsewhere and to circulate to the committee. It was noted that questions should be tailored to the Parish.
7. To investigate funding processes from Locality.
8. To submit a request to F&GP to consider support funding prior to agreement by Full Council.

It was noted that in progressing a plan, identifying landowners may be difficult.

Prior to the Committee voting on these actions, Cllr Robinson requested a named vote. This became unnecessary as the committee resolved unanimously to approve the agreed actions.

The Clerk noted that there should be ratification at the next Full Council meeting but that actions could progress in the meantime as there was no irreversible financial commitment or council position involved.

Cllr Dymond noted a potential interest as her partner owns land. The Clerk informed that no declaration was required unless the piece of land became relevant to the plan.

**Resolved: All the agreed actions were unanimously approved.**

*Action: The Clerk to progress the actions.*

**EC/18-19/2/30**

To note planning applications received and to agree responses.

Planning applications received since the Full Council meeting of the 20<sup>th</sup> June were circulated. (Appendix 2)

**Resolved: The Committee have no comment to make on the applications.**

*Action: The Clerk to submit responses.*

**EC/18-19/2/31**

To consider a request from Cllr Robinson that the Committee recommend in principal to Full Council the funding of a school crossing patrol in Congleton Road but with costs to be bought back to committee prior to final agreement.

Cllr Robinson presented the request he has received from St Saviour's C of E Academy (letter in appendix 3) for the Town Council to assist in providing a school crossing patrol on the A34. The estimated costs are £3500 to £4000 a year. Cllr Burnett confirmed that the County Council provide a person and offer training, uniform and lollipop if a Town or Parish council offer to fund one.

Cllr Cooper informed that Castle School, Mow Cop, has also lost their crossing patrol.

**Resolved: That the Clerk write to Staffordshire County Council to discuss options prior to further consideration.**

*Action: The Clerk to progress the issue.*

**EC/18-19/2/32**

Speedwatch Activities: -

- a) To consider rolling out Speedwatch activities to other areas of Kidsgrove.

Cllr Robinson informed that a Speed Watch group has been started in the Talke and Butt Lane area. Training and Health and Safety provision need to be put into place. Cllr Robinson requested that advice from the experienced Mow Cop and Newchapel group would be very welcome.

- b) To consider a request in principal from Cllrs Dodgson and Jukes that the Council fund signs at the entrances to the Parish informing that they are entering a speed-watch area.

The Committee considered the request from Cllrs Dodgson and Jukes. Cllr Dodgson informed that a representative from Staffordshire County Council has visited to enable authorisation of some sites at the entrances to with exception of a site under the responsibility of Highways England (bottom of Red Street). Costs are currently being confirmed but is expected to total approximately £300 to £350 per sign including registration and installation.

**Resolved: The Committee resolved to recommend approval to Full Council subject to confirmation of the costs and permissions.**

*Action: The Clerk to assist Cllr Jukes and Dodgson prepare a report to Full Council.*

**EC/18-19/2/33**

SID Provision

- a) To receive an update on the request from the PCSOs that the Town Council purchase a mobile SID unit for deployment around the Parish and to make any necessary recommendations to Full Council if required.

This item was deferred until the return of PCSO Stepney, who made the original request, to duty.

- b) To receive and consider a request from Cllrs Dodgson and Jukes that the Council commit to providing SIDs throughout the Parish on sites that have been agreed

and approved by Staffordshire County Council as part of the five-year plan.

It was noted that item is already included in the 5-year plan.

Cllr Dodgson informed of a meeting on the 26<sup>th</sup> July with Safer Roads Partnership at 6:30pm (location to be confirmed). Committee members could attend to learn more about the support this organisation offers.

It was agreed that the provision of more SIDS should remain on the plan, and investigations into costs could be pursued, but that a plan needs to be put in place. It was further agreed to concentrate on putting the community speedwatch signage into place first.

**EC/18-19/2/34** To consider the state of Mow Cop Road, adjacent to Woodside Cottages and any actions that the Council could take to assist in remedying the situation.

The Council considered a request from residents to help with the state of the path/unadopted road adjacent to Woodside Cottages, Mow Cop. It was noted that this is part of footpath number 114. Requests of help to other bodies have not been positive.

It was agreed that the clerk request quotes for the supply of planning and rolling and to bring the quotes back to the committee.

*Action: The Clerk to progress the action.*

**EC/18-19/2/35** To note any other highways matters arising to be considered by the Committee at future meetings.

The state of the road adjacent to the Town Hall was raised as there are some significant potholes. The Clerk was requested to write to Newcastle under Lyme Borough Council to initiate discussions and to place on the next agenda as an item.

**EC/18-19/2/36** Future Key Agenda Items.

- Map of the Town
- Noticeboards
- Welcome blocks to the town – maintenance
- HGV reversing problem by school
- Parking outside schools

**EC/18-19/2/37** To agree the date and time of the next meeting: 19:30, Tuesday, 3<sup>rd</sup> September, 2019

The meeting concluded at 21:00



## Budget Update Planning Infrastructure and Highways

15<sup>th</sup> July 2019:

<b>116</b>	<b><u>Highways and Highways Safety</u></b>											
4500	Highways and highways Safety	0	0	0	0	25,000	0	25,000	0	0	0	0
	Overhead Expenditure	0	0	0	0	25,000	0	25,000	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			(25,000)		(25,000)	0	0		

### Neighbourhood Planning:

No budget allocated



# Planning Applications to Consider

## Planning, Infrastructure and Highways Committee – 15<sup>th</sup> July 2019

### **19/00480/FUL Land adjacent to 20, Lincoln Road, Kidsgrove, ST7 1HA**

Proposed removal of prefabricated garage, construction of new semi-detached dwellings

Consultation deadline – 14 July 2019

### **19/00463/OUT 50 and 52 High Street Harriseahead, Kidsgrove**

Single dwelling house

Consultation deadline – 29<sup>th</sup> July 2019

### **19/00493/FUL 13a The Avenue Kidsgrove Stoke-on-Trent**

Retention of 1 bedsit and 3 flats (amendment to 16/00493/FUL)

Comments deadline 30<sup>th</sup> July 2019

### **19/00443/FUL 36, Harriseahead Lane**

First floor rear extension with balcony

Comments deadline 17<sup>th</sup> July 2019



**St Saviour's**  
C of E Academy



# St Saviour's C of E Academy

Stoke on Trent Staffordshire ST7 1LW

Telephone: (01782) 433300

Website: [www.stsaviours.academy](http://www.stsaviours.academy)

Email: [office@stsaviours.academy](mailto:office@stsaviours.academy)

Principal: Miss Lynn Davis

*"Believe. Grow. Achieve with Christ"*

Councillor K Robinson  
88 Newchapel Road  
Kidsgrove  
Staffordshire  
ST7 4RT

11<sup>th</sup> March 2019

Dear Councillor Robinson

Re: Pedestrian Crossing outside of St Saviour's School

Further to our previous conversations, parental concerns and your representation to the media last year regarding the crossing outside of school, we are still experiencing considerable problems with traffic flow and conformity to the pedestrian lights. The consequences of this are ongoing parental complaints where there have been unacceptable near misses and the wellbeing and safekeeping of our children is paramount.

Please would you reconsider the position going forward and on our behalf ask the Kidsgrove Town Council to fund a replacement lollipop person on the crossing to alleviate our concerns and ensure the safety of our school community?

We look forward to hearing from you in the near future.

Yours sincerely

Lynn Davis  
Principal

## Environment and Allotments Committee

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



Tel: 01782 782254

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

### Minutes of the Environment and Allotments Committee Meeting held 3<sup>rd</sup> June 2019, 7:00pm, Chairman's Room, Victoria Hall

**EC/18-19/2/38 Present**

Cllr K Robinson, Cllr S Dymond, Cllr A Cooper, Cllr J Waring, Cllr H Maxfield, Mr Blaze, Mr Plimbley

In attendance: Sue Davies, Town Clerk

**EC/18-19/2/39 To receive and consider apologies for absence**

Mr Mark Jones (Ranger)

**EC/18-19/2/40 To note declarations of Member's Interests**

None declared.

**EC/18-19/2/41 To note the Committee membership subsequent to the Annual Meeting and to confirm the allotment representative members.**

At the Town Council Annual Meeting, the Environment of Allotment Committee members were agreed as follows:

Cllr Kyle Robinson – Chair  
Cllr Cressida Dickens – Vice-Chair  
Cllr Sylvia Dymond  
Cllr Sylvia Burgess  
Cllr Gill Burnett  
Cllr Angela Cooper  
Cllr Kevin Johnson  
Cllr Helena Maxfield  
Cllr Brian Owen  
Cllr Jason Owen  
Cllr Jill Waring  
Cllr Paul Waring

## Appendix 8

Cllr Cartwright – ex officio

The committee resolved that the allotment representatives remain as:

Mr Plimbley and Mr Blaze

**EC/18-19/2/42 To receive and confirm the minutes of the meeting held on the 16<sup>th</sup> April 2019.**

It was noted that Cllr Dymond was not present. Subject to that one change, the minutes were approved.

**EC/18-19/2/43** Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No public present

**EC/18-19/2/44 Matters arising not covered elsewhere**

- a) Chester Road – Tree felling – an update.

It was noted that the trees have now been ground down to ground level. The residents are now planning to start planting the area.

- b) Waste bins on King Street which are currently not emptied by NULBC

Deferred.

**EC/18-19/2/45 Allotments update:**

- a) To receive an update on and agree any actions on matters relating to the Crown Bank allotments
  - i) Mr Blaze informed that it would be beneficial to have running water on the Crown Bank site to allow people to wash hands, especially with Father Hudson using the site. It was noted that there could be quite a high cost implication, especially if the water was made available for allotment use too. Mr Blaze agreed to discuss with tenants.
  - ii) The Father Hudson session wasn't as well attended as had been hoped. Two raised beds have been built.
  - iii) The next Committee meeting will be held on the 9<sup>th</sup> June, 2:00pm. The AGM is planned for the 5<sup>th</sup> August.
- b) To receive an update on and agree any actions on matters relating to the Lamb Street Allotments
  - i) The Lamb Street Allotments are also looking at installing water
  - ii) Asbestos is a problem from the old sheds. The Clerk agreed to contact the firm who cleared the asbestos two years ago. It was queried whose responsibility the issue is.
  - iii) The land slippage problem may not be as urgent as originally thought.

- iv) The grass cutting and hedge cutting have made access to the site difficult for those with any mobility problem. Cllr Maxfield agreed to pursue this with Newcastle Borough Council.
- v) There has been no progress with the land transfer. The Clerk will chase up the meeting with Jackie Phillips of Newcastle-under-Lyme Borough Council.

**EC/18-19/2/46 Ranger Update**

The Clerk updated on the Ranger activities. The planters have now been planted up. The vegetable boxes at the Galley Centre are progressing and involvement from Community Groups needs initiating.

The Clerk informed that the trailer training for the ranger is being organised which will increase efficiency by allowing him to more easily bring equipment from Newcastle-under-Lyme Borough Council. The cost is £280.00 + VAT with a £115 test fee. If further practice is needed the cost would be £140.00 + VAT. The Committee approved the expenditure.

**EC/18-19/2/47 Five Year Plan:**

The 5-year plan and budget were considered in respect of projects relating to the Committee's responsibilities. Various suggestions were made:

- Baskets on Congleton Road (quotes required)
- Baskets at the barriers at the Rookery (quotes required)
- Footpaths to be a priority – including asking if a Staffordshire County Council representative will visit the Council.
- The Clerk agreed to investigate the planting by the Memorial Garden (in the road).

**EC/18-19/2/48 Play Areas and Greenspaces**

It was agreed that Councillors survey the parks in their wards and bring back details to the next meeting. The Clerk agreed to commence a proforma report to which the details could be added. Cllr Cooper agreed to produce a parks and greenspaces specific plan for comment.

**EC/18-19/2/49 Future Agenda Items**

Footpaths

**EC/18-19/2/50** Date of Next Meeting: Tuesday 9<sup>th</sup> July 2019

## Environment and Allotments Committee

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



Tel: 01782 782254

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

### Minutes of the Environment and Allotments Committee Meeting held 9<sup>th</sup> July 2019, 7:00pm, Chairman's Room, Victoria Hall

**EC/18-19/2/51** Present

Cllr K Robinson, Cllr S Dymond, Cllr A Cooper, Cllr G Burnett, Cllr H Maxfield, Mr Blaze, Mr Plimbley.

In attendance: Sue Davies, Town Clerk

Cllr John Dodgson attended as a non-committee member.

A representative of Lamb Street Allotments attending as a member of the public

**EC/18-19/2/52** To receive and consider apologies for absence

Cllr P Waring, Cllr J Waring, Cllr C Dickens, Cllr A Cartwright.

**EC/18-19/2/53** To note declarations of Member's Interests

None declared

**EC/18-19/2/54** To receive and confirm the minutes of the meeting held on the 3<sup>rd</sup> June 2019.

The minutes of the meeting on the 3<sup>rd</sup> June were approved by those present.

**EC/18-19/2/55** Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

Cllr John Dodgson addressed the committee to ask that the committee consider recommending to Council the protection of the Parish's Green Spaces through bodies such as the Playing Fields Trust. Cllr Robinson thanked Cllr Dodgson and iterated that such matters should be considered as part of the Neighbourhood Plan.

**EC/18-19/2/56** Matters arising not covered elsewhere

- a) Waste bins on King Street which are currently not emptied by NULBC

The Clerk updated that Newcastle-under-Lyme Borough Council (NULBC) has informed that they have offered to re-site the bin if the landowner first removes it from the anchor. The Clerk was asked to write to the landowner.

*Action: The Clerk to write to the landowner*

**EC/18-19/2/57**

Allotments update:

- a) To review the draft contract between Kidsgrove Town Council and the Lamb Street Allotments for self-management of the allotment site.

The draft contract had previously been circulated. The Clerk informed that she has been in contact with the solicitor who drafted the contract the previous year and it has been verified that it has not been signed off. The solicitor has informed that the Town Council are required to complete the land transfer first. This needs to be pursued with J Phillips, NULBC, and a meeting has been arranged for 11<sup>th</sup> July 2019.

It was noted that there is still asbestos in some of the old buildings on site and that transfer of ownership may include the grass bank and hedge and that the Town Council have no provision for large scale hedge and grass cutting.

- b) To consider Issues around the removal of the asbestos waste on both sites.

The Clerk informed that she has been in touch with NULBC who have agreed, as a one-off, to remove the bagged-up asbestos waste from both sites as a good-will gesture whilst the transfer of the land to the Town Council is being negotiated.

- c) To receive an update on and agree any actions on matters relating to the Crown Bank allotments

**i) Water provision.**

The provision of water is still being investigated and priced up. Some allotment holders are less keen as they have homes that back onto the sites and talks are continuing. NULBC have advised contacting other sites who have had similar issues to share information. It was noted that sites in Newcastle have water provided by NULBC.

*Action: The Clerk to make arrangements for communication with other sites.*

**ii) Mares Tail**

The Mares Tail issue needs urgent attention. Mr Blaze will supply the Clerk with his quotes to enable her to progress the issue.

**iii) Date of Next Committee Meeting**

The AGM is planned for the 5<sup>th</sup> August 2019.

**iv) Father Hudson**

A further Father Hudson Day is organised for 19<sup>th</sup> August 2019 (provisional). A follow-up meeting from the first session is to be held on the 15<sup>th</sup> July at 11:00am.

**v) Negotiation with Aspire regarding the Drive**

It was agreed that the proposal needs to be taken to Full Council for approval.

*Action: Cllr Robinson and the Clerk.*

- d) To receive an update on and agree any actions on matters relating to the Lamb Street Allotments from the Chair of the Allotment Committee, Mr Plimbley

**i) Water Installation**

The costs for water on Lamb Street is higher than anticipated and the Allotment Committee is hoping to discuss with the town Council. The transfer and lease will need to be agreed to establish responsibilities.

**ii) Green Site Decision**

The Allotment Committee and plot holders have made a decision that going forward, the site will be environmentally friendly with no harmful pesticides and herbicides used.

**iii) Asbestos used in the old sheds**

It should be noted that at some point in the future, there will be a cost for removing the asbestos used in the sheds from site.

**iv) Rubbish Issue – a Complaint**

It was raised from the Council that there has been a complaint of rubbish on a roof on the allotment site being unsightly.

**EC/18-19/2/58** Ranger Update

The Clerk updated on the Ranger activities:

- The Galley Centre Community Vegetable Garden is planted up and growing.
- The Ranger is hoping to reinstate his planting with schools now the Town Council has put in place its own paperwork
- The Ranger is still working with Kidsgrove Care Solutions
- The shed alarm project will continue in the autumn which is a peak time for shed thefts.
- The ranger has attended Thursfield Ladies Group on the 8<sup>th</sup> July in the evening to talk about his role in the community.

**EC/18-19/2/59** Play Areas and Greenspace:

- a) To receive and consider a request from Cllrs Dodgson and Jukes that the Council commit to protecting the Parish's open spaces from future sale and

development. To make a recommendation to Full Council if required.

Further to Cllr Dodgson's report in the public speaking, it was agreed that consideration be given to protecting areas both via the Neighbourhood Plan and through the ongoing Greenspaces Project.

- b) To receive reports from Members and to discuss and agree actions to progress the survey and report.

Councillor surveys have commenced in each ward. The following points were raised:

- It might be more effective for the Council to focus on one park each year.
- Footfall will need considering.
- Parks require more advertising.
- There is a lack of signage.
- Some Greenspaces are completely overgrown with no provision.
- Public consultation must be considered.
- The committee should look at good models from elsewhere in the community.
- Some Greenspaces are quite isolated for children's use.
- Demographics have changed over time and needs may be different in some areas with potential for Greenspaces to be adapted for the elderly.
- The Council should be imaginative and think 'outside the box'. There are further options than traditional parks.
- Funding may be available through grants.

It was agreed that a small working party be put together with the remit:

*To review and consider the Parish's Greenspaces and to compile a report with draft recommendations to be brought back to the Council.*

Cllrs Cooper, Maxfield, Dymond and Robinson volunteered to be members of the working party. The Clerk agreed to contact absent members to give them an opportunity to contribute.

*Cllr Burnett left the meeting at 20:00*

**EC/18-19/2/60** Footpaths – To receive an update and agree any actions required

The Clerk has found the footpath map but is trying to get an updated one in better condition. The footpath officer at Stafford County Council has been contacted and it was agreed to invite him to come and talk to the Council. The Clerk was asked to find out if there is a schedule for path clearance work.

Issues with various paths were raised:

- Footpath 114 – potholes
- Beech Drive to Bishop's Snicket

Appendix 9

**EC/18-19/2/61** Five year-plan and Budget Update

Deferred

**EC/18-19/2/62** Clerk's Items

The Clerk informed that the Kidsgrove Ranger would be assisting (up to two days) with the preparation of the Borough wide Britain in Bloom prior to judging next week. Councillors present agreed that two days assistance was fair and adequate.

**EC/18-19/2/63** Future Agenda Items

- To consider a Town Council Environmental Policy
- To consider ways of reducing single use plastics in the town
- Woodlands Trust – arrange a meeting
- Community Orchard schemes

**EC/18-19/2/64** Date of Next Meeting: Monday 2<sup>nd</sup> September 2019

# Finance and General Purposes Meeting

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



Tel: 01782 782254

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

## Minutes of the Finance and General Purposes Committee meeting held on the 23<sup>rd</sup> July 2019, 7:00pm, Chairman's Room, Victoria Hall

**EC/18-19/2/65** Present

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

**EC/18-19/2/66** To receive and consider apologies for absence

Apologies had been received from Cllr A Cooper.

**EC/18-19/2/67** To note declarations of Member's Interests

None

**EC/18-19/2/68** 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 with the following correction:

Cllr Bowyer had sent her apologies and was accidentally recorded as being present.

**EC/18-19/2/69** Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

None.

**EC/18-19/2/70** Matters Arising not covered elsewhere on the agenda:

a) Update on the Bank Account Mandates

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

Cllr Dickens is continuing to progress plans for a Dementia Café in the town and a potential venue has been found. It is planned that further training will be offered.

c) Update on the Defibrillator Project

The Clerk is writing a policy and the defibrillator mapping exercise is ongoing. It was noted that the Mow Cop group have been donated two defibrillators.

d) Outstanding Policies

The Clerk informs that she intends to write a list of outstanding policies to bring to the next meeting.

**EC/18-19/2/71**

Victoria Hall Issues

a) To consider a request for weekly hall usage for youth provision.

The Committee considered the request received and **resolved** that the item be deferred for consideration by Full Council on the 15<sup>th</sup> August.

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.

The committee **resolved** that the bar contract holders be requested to pay £500 for the hall usage and make a donation to the Mayor's charity. The committee also resolved that the hall should only be out of operation from the Wednesday until the Monday. It was noted that councillors will be required to help at the festival to minimise the staff costs to the bar contract holders.

**EC/18-19/2/72**

Grant Application: To receive a grant application from Thursfield Community Centre under the small grants scheme.

A grant application from Thursfield Community Centre to help with redecoration costs was considered. The committee **resolved** to approve the application.

*Action: The Clerk to progress the application.*

**EC/18-19/2/73**

Request to the Town Council to fund the sound equipment for the Remembrance Day Service in the Memorial Gardens.

The Committee considered the request. It was **resolved** that:

1. A recommendation be made to Full Council to agree the purchase in principal and to agree a budgeted sum with delegation to F&GP for further consideration and the purchase.
2. Further information on quality and costs be obtained.
3. That any purchase would result in a system owned by the Town Council for use at their events (including events put on in partnership with others).
4. A scheme whereby the equipment could be loaned by other community groups, perhaps by the payment of a surety fee, would be considered once the purchase is made.

*Action: The Clerk and Cllr Waring agreed to pursue information on systems available.*

**EC/18-19/2/74**

Council Finances:

- a) To receive and resolve to approve the schedule of payments.

The Committee **resolved** to approve the schedule of payments (appendix 1) and further payments brought to the meeting (appendix 2).

- b) To receive a verbal report from the Clerk on the progress of the VAT consultant.

The clerk informed that the report is almost complete and is awaiting sign off.

- c) To consider a request from the Town Crier to provide a small budget for the repair of the Town Crier outfit.

The Committee agreed that the Clerk request further information regarding costs.

- d) To receive a budget update reflective of the quarter 1 position and to agree any virements.

The Committee received the Q1 report and agreed that no virements are required at this time. (Appendix 3)

**EC/18-19/2/75**

Audit Issues Arising

The Clerk updated the Committee and informed that she is compiling a list of audit issues arising. Of note – the VAT issue is currently being resolved and the NSI account needs urgent attention.

**EC/18-19/2/76**

Five-Year Plan

- a) Kidsgrove Plan.

The committee considered the Kidsgrove Plan produced by Newcastle-under-Lyme Borough Council in 2016-17. It was agreed that some elements of this report may be of use in producing the current plan, but more emphasis should be given to examples of good practice produced by other councils.

*Action: The Clerk to initiate the report*

- b) To consider and review F&GP projects further

Deferred.

**EC/18-19/2/77**

To consider DBS checks for all staff employed by the Town Council

The Committee **resolved** that all Town Council staff should be DBS checked.

**EC/18-19/2/78**

Clerk and Chair's Reports.

The Clerk wished it to be minuted that she wished to thank the administration assistant for her hard work the previous week assisting with hall events and also to Cllr Dodgson for his support at a large funeral wake the previous Wednesday.

**EC/18-19/2/79**

Key future Agenda items:

## Appendix 10

- Revision of booking forms and issue of guidelines
- Victoria Hall Health and Safety including the fire risk assessment.
- Victoria Hall booking forms.
- Data Protection Officer Provision
- Email Provision

**EC/18-19/2/80** To note the date and time of the next meeting: 17<sup>th</sup> September 2019

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

**EC/18-19/2/81** 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.

**EC/18-19/2/82** Security Contract Considerations:

The Committee considered a quote for services received. It was **resolved** that CBI Security Ltd be contracted on a trial basis for forthcoming events.

**EC/18-19/2/83** 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.

The Clerk updated the Committee on the progress.

The meeting concluded at 20:58

Appendix 11

To be circulated





Sue Davies  
Clerk & RFO  
Kidsgrove Town Council  
Town Hall  
Liverpool Road  
Kidsgrove  
ST7 4EH

**The Parkinson Partnership LLP**  
**International House**  
**Southampton International Business Park**  
**George Curl Way**  
**Southampton**  
**SO18 2RZ**

[steve@parkinsonpartnership.uk](mailto:steve@parkinsonpartnership.uk)  
[www.parkinsonpartnership.uk](http://www.parkinsonpartnership.uk)  
Telephone 023 8218 2318

31 July 2019

Dear Sue

#### **VAT Non-business/exemption Analysis 2015-2019**

We have undertaken a review of the council's exempt VAT on purchases, to establish whether the strict threshold for full VAT recovery has been exceeded. Early indications suggested a significant risk that VAT had been overclaimed – based on the information provided to The Parkinson Partnership LLP during 2018 by Steve McQuade, former interim Clerk.

We have now reviewed the information that you provided regarding the council's income and expenditure, and analysis of the council's usage of Victoria Hall. Thank you for taking the time to provide all this information, and our discussions which led to new avenues of enquiry. We have concluded that Kidsgrove Town Council (KTC) is not required to repay VAT to HMRC in respect of its exempt business activities.

#### **Background**

1. As explained in our report dated 19 January 2018, the hiring out of Victoria Hall is classed as an exempt business activity for VAT purposes. This means that VAT on associated costs can only be recovered if the annual total is under £7,500 per year. The council is obliged to carry out an annual calculation to determine the value of such exempt VAT.
2. Because Victoria Hall has a variety of uses, some of which are non-business with a right to recover VAT, the council needs to use a reasonable method to apportion costs between the different activities. We recommended a 2-step method based on floor area and usage, which we have used in the analyses attached to this report at Appendix A, together with the addition of a reasonable estimate of 5% of the VAT on overheads.

The Parkinson Partnership is a Limited Liability Partnership registered in England & Wales, number OC401821, Registered Office: International House, Southampton International Business Park, George Curl Way, Southampton SO18 2RZ  
Members: Steve Parkinson FMAAT MInstLM, Cordelia Parkinson

### **Prior Correspondence with HMRC**

3. KTC has suggested that a pre-existing agreement with HMRC, dating from 2007/8, permits the council to use a highly advantageous method of apportionment based on income. We take the view that there is no realistic expectation that HMRC would accept that this method is valid, particularly since HMRC withdrew the misdirection extra-statutory concession which formerly committed it to disregarding the consequences of any mistaken rulings that it was responsible for.

### **New Information**

4. Since we last looked at these figures (in summer 2018), we have suggested and you have identified two areas in which the proportion of VAT attributable to non-business activities could be reasonably increased. These are the number of hours that space in Victoria Hall was occupied for non-business purposes, and the floor area used for non-business purposes in view of changes over the years to the layout.
5. We have factored additional non-business usage into our calculations, but have not explored further the benefit of making amendments based on changes to the layout. This additional work was unnecessary given that the figures already indicate that KTC does not have to repay VAT.
6. During 2018/19 KTC outsourced security and cleaning services, rather than employing its own staff. This had the unfortunate effect of increasing the value of exempt VAT incurred in 2018/19, although this practice has now ended.
7. Newcastle-under-Lyme Borough Council (NBC) has now transferred the management of Victoria Hall to KTC. As a result, the service charge has ceased, significantly reducing the likelihood that KTC will exceed the £7,500 VAT threshold in future.

### **Other points**

8. The so-called 4-year cap means that HMRC cannot normally require a council to correct errors arising more than 4 years ago. Our full analysis has therefore been restricted to the four financial years 2015 – 2019.
9. The bulk of exempt VAT is incurred on the service charge from NBC. We considered whether we could argue that this charge is not related to rental (the reason it was being charged at 20% VAT), however each recharge of services when taken individually is actually standard-rated for VAT purposes anyway. There was no benefit in pursuing this line of enquiry.
10. We consider that invoice N202385730 from NBC dated 1 May 2019 for additional service charges for 2017–2019, should be treated as falling into the 2019/20 VAT calculation. This is because it relates to a continuous supply of services, where the tax point falls in the current year. This is important because the inclusion of that cost would have taken KTC over the £7,500 threshold in 2018/19.

## Methodology

11. For the years 2017/18 and 2018/19 we have incorporated new information about additional non-business usage of the mixed-use areas.
12. We have not been provided with access to the full accounting records for the 4 years under review, but instead have been provided with information as follows:
  - 2016/17 Information is based on the VAT 126 reclaim forms (no.s 18 and 19)
  - 2017/18 Information is based on a cash book plus copies of invoices
  - 2018/19 Information is based on a purchase ledger plus copies of invoices
13. Our advice in this report and the attached figures is strictly dependent on the completeness of the information provided to us.
14. When you look in detail at Appendix A you may find items where you disagree with our analysis (e.g. items that you feel are not related to exempt activities). Bear in mind that our work is based on the principle of prudence, and despite this we have concluded that the council is entitled to full recovery of VAT.

## Conclusion

15. Our calculations indicate that KTC has exceeded the VAT partial exemption de minimis threshold (see para 1) during one of the four years reviewed, 2016/17. Following changes to the council's management of Victoria Hall, which has reduced the amount of exempt VAT incurred by the council, we do not anticipate that the limit will be exceeded in future years unless significant new expenditure (e.g. refurbishment) is undertaken.
16. Fortunately, we also conclude that KTC can treat 2016/17 as an occasional breach of the de minimis limits, and that over a 7-year period, the average exempt VAT is significantly under £7,500. This concession by HMRC is explained at VAT Notice 749 section 8.5.
17. Our calculations are set out at Appendix A and we recommend that the council retains this record for at least four years from the date of this letter.
18. As a consequence, KTC has not over-claimed VAT and does not need to make repayment to HMRC.
19. Finally, we did notice VAT reclaims relating to ticketed events which are a taxable business activity. We have no information suggesting that taxable turnover from these events exceeds the effective annual VAT registration threshold of £6,000. KTC cannot reclaim VAT on any costs relating to these business activities. KTC may need to register if the annual value of these taxable supplies exceeds £6,000 at any time. Guidance is at VAT Notice 749 section 3.

**Disclaimer**

20. This advice covers the situation based on the information that the council has provided, but The Parkinson Partnership LLP cannot accept responsibility for any errors or omissions on the council's part in providing that information.

21. This advice is provided exclusively for Kidsgrove Town Council and The Parkinson Partnership LLP accepts no liability towards any other party that may access or use this information as a result of it being disclosed by the council.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Parkinson', written in a cursive style.

Steve Parkinson  
The Parkinson Partnership LLP

# Kidsgrove Town Council

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



Tel: 01782 782254

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

<b>Report to F&amp;GP Committee</b>	<b>Report Number FC-19/20-01</b>
<b>Date of meeting</b>	<b>15/8/2019</b>
<b>Agenda Item Number</b>	<b>x</b>
<b>Authors</b>	<b>Sue Davies - Clerk Cllrs A Cooper and P Waring</b>

## Town Council Assistance to Mayor's Charity Events

### Background

An important aspect of the role of Mayor is their efforts to support chosen charities and to raise money.

It is very important that the whole Council support the Mayor in the role and that he/she is provided with support from the Town Council as a body, from officer support as well as individual councillors volunteering time to help.

### Kidsgrove Town Council currently operate three types of event:

#### 1. Civic Events

Civic Events include the Mayor Making, Remembrance Parade and Civic Service (on the agenda separately to be re-introduced). Civic Events have a budget line assigned and are not directly associated with fund raising for the Mayor's charity.

#### 2. Town Council Community Events

These are put on and funded by the Town Council to the benefit of the community free of charge. Party in the Park and the children's film days fall into this category. There is a budget line for Town Council events.

It may be that any income from town council events, such as that raised from the stalls booking places at Party in the Park, be donated to the Mayor's Charity at the Council's or a delegated committee's discretion.

Free entry results in the events being inclusive and open to all.

Should Town Council events ever have ticketed entry in the future, this would be classed as business activity and, if the event was held in the Victoria Hall, have an impact on the Town Council's VAT reclaim on all costs associated with running the Victoria Hall. In addition, business income of £5000 (net) or more would result in the Council needing to become VAT registered.

### 3. **Mayor's Charity Events**

Part of the role of the Mayor is to raise funds for their chosen charities. These events should be organised and funded by the Mayor. The Mayor should work with the office, and the RFO should keep thorough records to ensure transparency and accountability of the Mayor's charity fund.

It should be noted that there can be a significant financial outlay associated with these fund-raising events. The Mayor's allowance covers the cost and expenses associated with the Mayor's role and is insufficient to be used as a source of funds for covering the advance cost of these events.

The Town Council has a Barclay's bank account which holds the Mayor's funds. The money currently in the account is the residual amount from the previous Mayor's term and arrangements have now been made to pay this out to his chosen charities.

**The Council is asked to consider and to resolve to approve the following recommendations:**

#### **Recommendations:**

##### **Recommendation 1**

That the Town Council donate a one-off payment to the Mayor's Charity Fund of £1000 from general reserves. This will act as a float and will allow the Mayor to have a source of funds to arrange their events. The Mayor, with the help of officers and the Events and Community Committee, needs to ensure that the income from their events exceeds the costs such that the £1000 float is maintained at the end of their term. All money in excess of the £1000 will be paid out to the Mayor's charities.

##### **Recommendation 2**

That the Clerk/RFO works with the Mayor to keep detailed accounts, separate from those of the Town Council, and retains the paperwork associated with the Mayor's charity money. (This provides accountability and protects the Mayor from accusations of any financial wrongdoing.)

##### **Recommendation 3**

That the Council allocate officer time sufficient to support the Mayor in the keeping of these accounts and in fulfilling their Civic duties (letter writing, mayor's diary etc) including work supporting their chosen charities.

##### **Recommendation 4**

That the Mayor be offered free use of the Victoria Hall up to four occasions during their term, including the support of staff.

### **Neighbourhood Planning:**

The council are asked to delegate to the Planning, Infrastructure and Highways Committee the management of the Neighbourhood Plan Process including:

- Application to Locality for Neighbourhood Planning Funding.
- Consideration and appointment of a consultant – (Financial Regulations state that Committee's can approve expenditure up to £2000. For the purposes of Neighbourhood Planning, the Council is asked to authorise the expenditure up to £10,000 spread over the duration of the plan for the consultant on the condition that the Locality Grant Funding (£9000 minimum) is appropriately applied for to offset some or all of the costs.
- To put the process in place and to manage the process.
- To put a steering group in place and to approve the Terms of Reference.
- To co-ordinate and produce a draft plan for approval by Full Council.

## Kidsgrove Town Council

Kidsgrove Town Council  
 Victoria Hall  
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 Kidsgrove  
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 ST7 4EL

Tel: 01782 782254  
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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:	FATHER HUDSON'S SOCIETY		
Address of Organisation:	WELLESLEY HOUSE, WELLESLEY STREET, SHELTON,		
	STOKE-ON-TRENT	Postcode:	ST1 4NF
Name of Applicant:	ROB KELLETT		
Position:	MEN'S OUTREACH WORKER		
Telephone Number:	07587 034299 / 01782 269990		
Email address:	robkellett@fatherhudsons.org.uk		
Facebook:	YoungatHeartHudson	Twitter:	N/A

### About your organisation

Type of organisation:	<input checked="" type="checkbox"/> Charitable Organisation / Unregistered Community Group / Club / Society *delete as appropriate
	Other (please state): _____
	Registered Number: _____
	Do you have a constitution or governing document? <input checked="" type="radio"/> Yes <input type="radio"/> No (*)

(\*) ATTACHED IS A BRIEF HISTORY OF OUR ORGANISATION, OUR MISSION & A LITTLE PARAGRAPH ABOUT CLIENTS.



Appendix 17 – Sound Equipment Request

When was your organisation founded? **1902**  
 Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary? **(56) MEMBERS OF OUR KIDSGROVE YOUNG AT HEART GROUP.**

What does your organisation do?  
**OUR MISSION IS TO OFFER SERVICES WITHOUT DISCRIMINATION OR FAVOUR TO ANYONE IN NEED IN OUR AREA TO IMPROVE THEIR QUALITY OF LIFE.**

**WE ARE A CHARITY WHICH SEEKS TO BREAK DOWN SOCIAL ISOLATION AND LONELINESS IN FOLKS AGED 55 & ABOVE.**

Who do you work with?

Children under 16

Young people under 25

Older people over 55

People of minority ethnic origin

Disabled people

Women

Other (please state)

Details of Grant Requested

Title or Brief Description of your Request for Funding?

**TO SET UP A REGULAR MEN'S ALLOTMENT GROUP.**

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

**THE ALLOTMENTS ARE BASED AT CROWN BANK IN TALKER PITS, ALTHOUGH INITIALLY WE'RE HAVING AN "ALLOTMENT OPEN DAY" (PLEASE SEE ATTACHED POSTER) OUR INTENTION IS TO ESTABLISH A REGULAR MEN'S ALLOTMENT GROUP HERE. WE'RE SEEKING TO WORK CLOSELY IN TANDEM WITH THE CROWN BANK ALLOTMENT ASSOCIATION & KYLE ROBINSON WHO HAVE GIVEN US TREMENDOUS SUPPORT.**

## Appendix 17 – Sound Equipment Request

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

AS THE POSTER STATES WE'RE LOOKING FOR LOCAL PEOPLE TO HELP GROW VEGETABLES FOR LOCAL OLDER PEOPLE & COMMUNITY GROUPS. ALSO WE WANT TO HAVE A HEAVY EMPHASIS ON THE SOCIAL ASPECT & READILY RECOGNISE THAT FOLKS WITH NO PREVIOUS EXPERIENCE OF GARDENING ARE EXTREMELY WELCOME

Why is this project needed?

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

ALTHOUGH I HAVEN'T GOT ACCURATE FIGURES OF LONELINESS & SOCIAL ISOLATION IN THE KIDSGROVE LOCALITY, (PLEASE SEE ATTACHED MAP) I HEAVILY SUSPECT THAT IT'S VERY HIGH. WE AS AN ORGANISATION SEEK TO BE AS INNOVATE AS WE CAN TO MEET THESE CHALLENGES HEAD ON.

### Project Costs and Finances

How much will your overall project cost?

VERY DIFFICULT TO SPECIFY, HOWEVER WE WANT TO MAKE RAISED BEDS & SOIL.

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

£499

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

I'M WELL AWARE THAT KYLE ROBINSON HAS VERY KINDLY SECURED SOME MONEY FROM THE LAP RECENTLY. THIS IS THE FIRST APPLICATION FOR FUNDING THAT I'VE SUBMITTED, PLEASE LET ME KNOW IF YOU REQUIRE ADDITIONAL INFORMATION.

## Appendix 17 – Sound Equipment Request

Have you previously applied grant funding from Kidsgrove Town Council?

~~Yes~~

No

If Yes, when did you apply?

N/A

If you were successful, please briefly tell us about the project which was funded

N/A

### 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:

*Rob Kellett*

Date:

1/7/2019

### 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



Men's Outreach Project  
Unit 8,  
Wellesley House  
Wellesley Street  
Stoke on Trent  
ST1 4NF

01782 269990  
01675 434000  
Enquiries at [fatherhudsons.org.uk](http://fatherhudsons.org.uk)

We are delighted to welcome you as a client here at Father Hudson's Care Men's Outreach Project.

### **Father Hudson's Care History – Where it all began**

- Father Hudson's Care was established in 1902 as the Birmingham Diocesan Rescue Society for the protection of homeless and friendless Catholic children, led by Father George Vincent Hudson.
- A network of children's homes was established in Birmingham and Coleshill
- Work with children grew into adoption in the 1940's and fostering in the 1980's.
- Father Hudson's Society began to also support others in need, growing to what it is today: providing residential care for older people with dementia, supported living and a day centre for adults with disabilities, providing support workers in schools, fostering services and working with those who are marginalised, deprived and in need in the community.

### **Our Mission**

Is to offer services without discrimination or favour to anyone in need in our area to improve their quality of life.

### **Clients**

There are so many important ways in which you can be part of the Men's Outreach Project be it attending one of our friendly social groups or gardening club. Whether you take part be for an hour, a day or more, our project can really make a difference. You will meet likeminded people like yourself who are friendly and welcoming. You will meet volunteers and staff that are very helpful and supportive and you will be treated with respect and dignity at all times. We welcome you to our project and we hope you have a very enjoyable time. Thank You





## Can you help your community thrive?

**We're looking for people to help grow vegetables for local older people and community groups. Can you help?**

To find out more, join our **allotment open day**. We'll be clearing beds, planting vegetables and doing general maintenance. Tools will be provided.

**Monday 19 August between 10am and 4pm at Crown Bank Allotments, Kingsley Road, Talke Pits, Stoke-on-Trent ST7 1QZ.**

The men's allotment group is run by Young at Heart, part of Father Hudson's Care, in partnership with Crown Bank Allotments. Funded by the Masonic Charitable Foundation. For more information contact Young at Heart on 01782 269990.





## 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 horizontal line underneath.

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

**Agenda Item 14a**

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.

Hi,

Lovely to meet and talk to yourself this afternoon. As discussed we are after a room space to use for the first saturday (10:30-12:00) of every month or the first wednesday evening (18:00-19:30) of every month. Dates are as follows 4th or 7th SEP, 2nd or 5th OCT, 30th OCT or 2nd NOV, 27th or 30th NOV. This is all we have planned up until Christmas. As we discussed are trying to get the best possible price in order for our young carers to take full advantage of funding we may receive. If you could discuss at the next council meeting and get back in touch that would be greatly appreciated from all of us at NSC Young Carers Team.

Thank you

--

**Kind Regards,**

<https://www.carersfirst.com/copy-of-young-carers-1>