

Town Council Meeting

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

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



27th September 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 3rd October 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 15th August 2019. (See appendix 1)
5. To receive and note the draft minutes of meetings of Committees held since the meeting of the 15th August 2019 (plus one staffing committee not presented at the meeting of the 15th August). (Minute pack circulated separately)
 - a. Staffing committee – Thursday 23rd May 2019 – 18:30
 - b. Planning Infrastructure and Highways – Tuesday 3rd September – 19:00
 - c. Events and Community – Thursday 5th September 2019 – 19:30
 - d. Environment and Allotments Committee – Monday 9th September 2019 – 19:00
 - e. Finance and General Purposes Committee - Tuesday 17th September 2019 – 19:00pm
6. Matters arising not covered elsewhere:
 - a. Safer Communities Funding Opportunity – an update

7. Finances:
 - a. To receive an in-house audit report from Cllr H Maxfield and to note any recommendations. (See appendix 2)
 - b. To approve payments required. (To be circulated as a Finance Pack)
 - c. To approve a donation of £250, recommended by the Events and Community Committee, to the Aspire/Tesco Community Toy appeal to be launched on the 15th November.
 - d. To receive a budget update and bank reconciliation from the Clerk/RFO and to agree any recommended virements. (To be circulated as a Finance Pack)
8. Audit 2018/2019: To receive the results of the external audit of the 2018/2019 accounts and to note that the conclusion. (See appendix 3)
9. Grant Application: To Consider a grant application and resolve to approve or otherwise. (See appendix 4)
10. Youth Provision in Kidsgrove: To receive a report to Council and to resolve to approve the recommendation therein. (See appendix 5)
11. Crown Bank Allotments: To receive a report to Council and to resolve to approve the recommendations therein. (See appendix 6)
12. Community Speed Watch Report: To receive a report regarding Community Speed Watch signs at the entrance to the village and to consider and approve the recommendation of the Planning, Infrastructure and Highways Committee. (To be circulated)
13. Kidsgrove Town Council Records and Archived Materials: Item from Cllr J Waring
14. Victoria Hall Issues
 - a. To approve the recommendation of the Events and Community Committee to waive the agreed £500 hall hire for the beer festival.
 - b. To consider requests for concessions for hall hire. (See appendix 7)
 - i) 1940s Society
 - ii) St Thomas' Church
 - iii) Charity Black Tie Events

Note: If members have questions they would like put to the applicants, please contact the office who will make the request.
 - c. To receive a report from the Clerk on operational issues and to approve the recommendations of the Clerk and F and GP Committee.
 - d. To consider quotes received for the repair of the roof over the refreshments room window and to agree which quote to accept.
15. Neighbourhood Planning: To receive a verbal update.
16. To consider Planning Applications received – Summary to be circulated.
17. LAP feedback – To receive LAP feedback from the appointed representatives of both Kidsgrove (Cllr J Waring) and Talke and Butt Lane (Cllr Robinson) and to receive correspondence related to LAP support received by the Clerk (See appendix 8).
18. SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.
19. Civic Service: To receive a report from the Town Mayor and to agree the date of the Civic Service.

20. To receive a verbal report on the Remembrance Day arrangements for 2019 including the road closure, the purchase of a speaker system and an offer of a male voice choir to be included as part of the day (Cllr H Maxfield).
21. Town Mayor's and Clerk's Items and Reports
22. Date of next meeting: Thursday 21st November

Town Council Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
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Minutes of the Meeting held on the 15th August, 2019 Chairman's Room, Victoria Hall, Kidsgrove

1920-FC3-01 Present

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

Attending: Sue Davies (Clerk)

Five members of the public were also in attendance.

1920-FC3-02 To receive apologies for absence

Apologies for absence were received from Cllr C Dickens, Cllr J Waring, L Dillon, S Burgess and M Maxfield.

1920-FC3-03 To note declarations of interest

Cllr Burnett declared an interest in agenda item 14c due to being treasurer of the 1940s charity.

Cllrs Robinson and Dymond declared an interest in agenda item number 12 (Father Hudson application) due to being involved with the project referred to in the application.

The Clerk informed that none of these non-pecuniary interests necessitated needing to leave the room but that the involved members shouldn't vote on the items declared.

1920-FC3-04 Public Participation

A resident attended who informed that he is the Conservative Party parliamentary candidate for Stoke-on-Trent North and raised the following issues:

- He firstly passed on a congratulation to the Town Council, especially Cllr Robinson and others directly involved, for the work on the Reginald Mitchel Garden in Butt Lane.
- Secondly, the resident informed that he has been in contact with Newcastle-under-Lyme Borough Council to ask for an online survey on antisocial behaviour in Clough Hall Park open to all residents in Kidsgrove and Talke and that the request has been approved by the portfolio holder, Cllr J Waring. Town Council support for the questionnaire was requested.
- Thirdly, the CCTV in need of potential upgrading and possibly connecting to the control centre was raised. It was asked if the Town Council would consider part funding the CCTV upgrade costs with Newcastle Borough Council.

The Clerk noted that since these aren't agenda items, they cannot be discussed further at the meeting but will be passed to the relevant committees.

Cllr Robinson requested, and was granted, permission to speak from the Mayor. Cllr Robinson stated that he feels the survey would be welcomed as any measures to encourage Newcastle-under-Lyme Borough Council to take action to improve the situation was of value. Cllr Robinson further noted that to that he feels there has been some comments by elected members that the ongoing work in the park is 'scaremongering' but that he feels there are some serious issues to be resolved.

Cllr Robinson also wanted to make it known that he has already raised the issue of the Town Council assisting to provide CCTV with the Clerk for inclusion in the next Environment and Allotments Committee Agenda. He also stated that he believes Newcastle-under-Lyme should also provide funding.

Cllr Robinson thanked the resident for his comments.

Representatives from the British Legion were present. It was requested that improved joint action between the British Legion and the Town Council could occur this year, especially relating to the road closure. The Mayor and the Clerk agreed to attend the next British Legion meeting. The British Legion agreed to pass the details onto the Clerk.

1920-FC3-05 To confirm and agree the following minutes

a) Full Council meeting held the 20th June 2019

The Council **resolved** to approve the minutes of the meeting held on the 20th June 2019 subject to one typing correction highlighted by Cllr Cooper.

b) Extraordinary Meeting held on the 30th July 2019

The council **resolved** to approve the minutes of the extraordinary meeting held on the 30th July 2019 subject to the addition of Cllr Bowyer to the list of attendees.

- 1920-FC3-06 To receive and note the draft minutes of Committee Meetings held since 16th May:**
- a) **Events and Community – Monday 20th May 2019.**
The Council received and noted the minutes.
 - b) **Events and Community - Monday 5th August 2019**
Deferred
 - c) **Staffing Committee – Thursday 23rd May 2019.**
Deferred
 - d) **Planning Infrastructure and Highways – Thursday 23rd May 2019.**
The Council received and noted the minutes.
 - e) **Planning Infrastructure and Highways – Monday 15th July 2019.**
The Council received and noted the minutes.
 - f) **Environment and Allotments Committee – Thursday 23rd May 2019**
The Council received and noted the minutes.
 - g) **Environment and Allotments Committee – Tuesday 9th July 2019**
The Council received and noted the minutes.
 - h) **Finance and General Purposes Committee – Tuesday 23rd July 2019.**
The Council received and noted the minutes.
- 1920-FC3-07 Matters arising not covered elsewhere:**
- None urgent business deferred until September.
- 1920-FC3-08 Finance: To approve the payments required.**
- The Council resolved to approve the payments required. (Appendix 1)
- 1920-FC3-09 VAT: To receive the VAT report received from Mr Steve Parkinson. To resolve to agree any actions required.**
- The council received the report from the VAT consultant dated 31st July 2019.
- The Clerk summarised the results of the report which concludes that there is no VAT liability owing from the previous four years. One year exceeded the £7500 limit for reclaim on VAT exempt business activities: (2016/2017) but it can be claimed that this was a one off and that a seven-year average will be under the limit.

The Clerk informed that the Council must consider in advance the VAT implications of its activities in the future and that a running log will be kept showing the VAT situation for a given year.

It was noted that prompt billing from Newcastle-under-Lyme Borough Council would help the situation in the future so that large unexpected bills don't arrive relating to a previous financial year.

Town Council Officers were thanked for the hard work and extensive time taken to work with the consultant to resolve the issue.

1920-FC3-10 Mayor's Charity Account

The council considered a report to Council relating to the Mayor's Charity and events relating to this.

The Council **resolved** that:

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

1920-FC3-11 Surety Payments

The Council **resolved** to delegate to the Clerk the return of surety payments after events in the Victoria Hall and once she has established that there is no reason why such surety payment shouldn't be returned. The delegation will allow the Clerk to authorise the return and arrange for the payment to be processed without recourse to Council or Committee.

1920-FC3-12 Neighbourhood Planning

The Council **resolved**:

1. To develop a Neighbourhood Plan for Kidsgrove Parish in accordance with Neighbourhood Planning (General Regulations) 2012.
2. To apply to Newcastle-under-Lyme Borough Council for the area designation based on the parish boundary.
3. To fully delegate to Planning, Infrastructure and Highways Committee the management of the Neighbourhood Planning Process up on the proviso that

updates are provided to each Full Council meeting and subject to approval of the produced draft plan by Full Council.

4. To create a budget line for Neighbourhood Planning by taking £1000 from general reserves to cover initial costs until such time grant money is available.
5. To authorise expenditure for the purpose of appointing a consultant to assist with Neighbourhood Planning on the condition that some or all of the costs will be offset by the grant funding available from Locality.
6. To delegate to the Planning Infrastructure and Highways committee the choice and appointment of a consultant subsequent to the visit by two to the Town Council.

1920-FC3-13 Grant Application:

The Council received an application to the small grants scheme from the Father Hudson Charity and **resolved** to approve the grant of £499.00. It was noted that the wording implying 'men only' should not be used and the Clerk informed that the Father Hudson Group had already altered this.

1920-FC3-14 Remembrance Day Arrangements

- a) **To consider and approve a recommendation from the F&GP Committee for the Town Council to fund the sound equipment for the Remembrance Day Service in the Memorial Gardens on the condition that the sound equipment remains the property of the Town Council.**

Cllr Waring and Cllr Cooper updated the Council. Various options were discussed but it was agreed the purchase would need to be portable to be able to be used in different locations.

The Clerk raised that there is not currently a budget line for this expenditure.

The Council **resolved** to move £1500 into a budget line for the purpose of buying the equipment and to delegate to the F&GP Committee the purchase.

Action: The Clerk and Cllr P Waring to research the options.

- b) **To consider other arrangements for Remembrance Day.**

The need for the road closure to be arranged was highlighted. Cllr Robinson raised that the wreath needed to be organised.

Action: The Clerk and Cllr Dymond to progress.

1920-FC3-15 Victoria Hall Issues

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

A request to use the hall for a weekly youth club was considered. The applicant was hoping for free usage and also requires storage space. The request has already been considered by the F&GP Committee who decided the decision should be made by Full Council.

The Council **resolved** that the Victoria Hall wasn't a suitable venue but that the group should be supported. The Mayor reminded that the group is one of her

charities and also, the Council agreed that a grant application to help with costs at an alternative venue could be submitted.

b) To consider a request by North Staffordshire Carers Association

The request by North Staffordshire Carers Association for a free meeting room usage on a weekly basis was considered.

The Council **resolved** that the group be offered a rate of £3 an hour for the Wednesday evening based on the rate of concessions currently received by other groups.

c) To consider a request for free hall usage for an event on the 9th November for the Charity 1040's

The Mayor informed that she has been asked if further information can be supplied. The request for the concession was deferred to allow the request for further information. The Clerk asked to be informed what further information was required.

1920-FC3-16 To consider the Safer Communities Funding opportunity

The Council considered the funding opportunity. A Community Event was suggested. The Clerk was asked to investigate the possibility of a jobs fair/youth conference for young people. The event could also include an adult leaning session.

Action: The clerk to investigate.

1920-FC3-17 Civic Service: To resolve or otherwise to reintroduce the Civic Service and to agree the date each year be set by Council upon recommendation from the Mayor, but that the Mayor should choose and arrange the venue.

The Council **resolved** to approve the recommendation. The Mayor agreed to progress the arrangements and to come back to the next Full Council with a proposed date.

Action: The Mayor and the office to progress.

1920-FC3-18 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.

Consideration of received applications was deferred.

Cllr Robinson informed that he has been approached as a county councillor relating to some issues with the Lidl application. Cllr H Maxfield reported that Newcastle-under-Lyme Borough Council Planning have given an extension to allow the \$106 monies to be paid.

1920-FC3-19 Lap Feedback: To receive feedback from the appointed representatives of both Kidsgrove (Cllr J Waring) and Talke and Butt Lane (Cllr Robinson).

Cllr Robinson provided an update on the Talke and Butt Lane LAP:

The issues in Clough Hall Park had been discussed. Due to police response, incidents have reduced. Staffordshire The Mural unveiling in Butt Lane has taken place. Alongside Sharon Battiste (Aspire Housing), a health event is being arranged.

Cllr Cooper provided an update on the Kidsgrove LAP in the absence of Cllr J Waring:

Newcastle-under-Lyme Borough Council updated the LAP Group: There are currently four grass cutters in the area and the schedule is a little behind; the bins on Kings Street were raised; weed killer spraying is to commence over the next couple of weeks in some of the green spaces. The PCSO had informed on some issues including that there are now six police serving Kidsgrove. There was notice from St James that there is to be a breakfast event at the hub to encourage networking. The Chair of the LAP had brought up about defibrillator mapping and Cllr Cooper had informed that the Town Council is already doing this.

Cllr G Burnett informed that the gully cleaners have recently been out in the Parish. Cllr H Maxfield informed of the site on which crimes can be posted. The clerk said she would put the link onto the website.

1920-FC3-20 SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.

Cllr Burgess has sent apologies, so the matter was deferred.

1920-FC3-21 Future Key Agenda items

- a) Health and Safety Report (Ellis Whittam) and a plan of action
- b) Update on the transfer of the Town Hall from NULBC and issues arising.
- c) Hall Hire – Review of Booking Forms and Concessions policy.

1920-FC3-22 To agree the date of the next meeting: Thursday 26th September 2019

1920-FC3-23 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.

1920-FC3-24 Staffing Issues.

The Clerk updated the Council that the caretaker is now in place. A job advert has still to be put together for a further admin.

1920-FC3-25 Town Ranger Issues.

The Clerk updated the Council on the Ranger training agreed through the Environment and Allotments Committee. It was agreed that the Town Council could not fund further trailer training and testing but would reimburse a passed test if Newcastle Borough Council paid 50% of the cost.

It was also raised that residents should go through the office to request jobs and not contact the Ranger directly. The council also requested that a log of the work

of the Ranger should be kept for both Health and Safety reasons and to ensure work was enhancing and not replacing the work of Newcastle-Borough-Council. The Clerk was also asked to add further information onto the website to clarify the process.

Meeting Closed 20:45 pm

Appendix 1 – Payment schedule

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User: SED

Kingsgrove Town Council 2018/20
PURCHASE DAYBOOK

Order by Invoices Entered

Creditors for Month No 4

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C Centre	Amount	Analysis Description
15/05/2019	3406	285	JDH	JDH01	1,200.00	240.00	1,440.00	4050 104	1,200.00	Data Protection Services 15/19
05/06/2019	3306	286	SHRES PAY SERVICES	SPSLTD	17.50	0.00	17.50	4022 101	17.50	Payroll May
05/07/2019	3431	287	SHRES PAY SERVICES	SPSLTD	17.50	0.00	17.50	4022 101	17.50	Payroll Services June 19
01/04/2019	11687	288	MICROSHADE	MIC01	163.20	32.64	195.84	4011 101	163.20	Accounts hosted application Q1
03/06/2019	KLE-78	288	KLEINSCAPE	KLS01	538.69	107.74	646.43	4094 109	538.69	Clearing Services May 2019
03/06/2019	10261	290	FORCE 1	FORCE01	300.00	60.00	360.00	4063 109	300.00	Security wls 20/19
11/07/2019	42831	291	RH TRAFFIC	RH01	345.00	60.00	414.00	4602 114	345.00	RH Traffic Management
TOTAL INVOICES					2,581.89	509.38	3,091.27		2,581.89	
VAT ANALYSIS CODE S @ 20.00%					2,546.89	509.38	3,056.27			
VAT ANALYSIS CODE Z @ 0.00%					35.00	0.00	35.00			
TOTALS					2,581.89	509.38	3,091.27			

Graham
15/8/19

Inhouse Audit Report Sheet	
Date of audit	18.09.19
Members Present	Councillor Helena Maxfield, Sue Davies (Town Clerk)
Topics Covered	Overview of systems: Purchasing Invoicing Emergency Powers Feedback to Council Contracts
Comments	<ol style="list-style-type: none"> 1. Reading through the Financial Regulations (May 2019) the key message is accountability! 2. (4.1) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: • the council for all items over £2,000 • a duly delegated committee of the council for items over £500; or • the Clerk for any items below £500. The Clerk should confer with either the Mayor of the Council or chair of Finance and General Purposes for any item over £250. • The Clerk may also incur expenditure in other instances if and when specifically delegated by the Council, or committees if below £1000. Such authority is to be evidenced by a minute reference. 3. (4.2) No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council 4. (4.5) In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1500. The Clerk shall report such action to the chairman as soon as possible and to the members of the Finance and General Purposes Committee as soon as practicable thereafter by email. The Clerk will keep a log of all instances of such emergency powers which will include a justification as to need and the councillors who were conferred with.

5. (4.8) The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.
6. (5.3) All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
7. (5.4) The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance and General Purposes Committee meeting. Invoices will be initialled by two Members at the meeting after checking they accurately reflect the schedule presented to Finance and General Purposes Committee or the council.
8. (6.1) The council will make safe and efficient arrangements for the making of its payment.
9. (11.1 b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 (ex VAT) or more, the council shall comply with the relevant requirements of the Regulations

Recommendations	<ol style="list-style-type: none"> 1. Budget setting is fixed and any amendments to this MUST go through full council. 2. (4.1) All expenditure must follow procedure and authorisation from the Town Clerk, as stated above. 3. (4.2) Non-Budgeted expenditure MUST go through full council. 4. (4.5) An emergency powers log needs to be set up in order to comply with this. 5. (4.8) At least quarterly, council should have a full update of expenditure against budget. 6. (5.3) As a matter of good practice, all invoices will have a Kidsgrove Town Council payment slip attached. This will keep track of the order and payment stages. 7. (5.4) Invoice payments will be input by Kidsgrove Town Clerk, or the Administration Assistant, to Unity Bank. Two FG&P members will be notified that payments require authorisation. The designated members MUST check that sort codes and account numbers match the invoice documentation. 8. (6.1) Once payment is authorised, the payment slip MUST be signed and dated by both members. Town Clerk to put a system into place that streamlines this in order to prevent additional workloads or late payment dates. 9. (11.1 b) Any service contract that exceeds £25,000 (ex VAT) MUST go out to proper tender process (procurement procedures). The yearly amount must be taken into account and not the monthly costs (Contracts may not be disaggregated) ** <p>** The Ranger contract is £35,000 and was not awarded in accordance with The Public Contracts Regulations 2015 (“the Regulations”) however, there is only one source for this service at present. Should we be undergoing a ‘put to tender’ process for a renewal contract or do we waive financial regulations in this instance? Needs to be noted and authorised with a minute reference that this contract, in its current form, exceeds the £25,000 stipulation for transparency. Justify or review? <i>(11.1 d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.</i></p>
Signatures	Councillor Helena Maxfield
Date	24.09.19

Clerk's Notes:

Most of the items in the recommendations are already in place with the system set-up by the Clerk/RFO. The following needs implementing or approving:

- Recommendation 4 – Clerk's emergency powers log to be set-up.
- Councillors must ensure that they are confident the account number and sort-code are that of the supplier and have been input correctly when authorising payments. The Clerk to ensure that the Unity Bank list of supplier details is available when checking invoices.
- When reviewing the Ranger Contract, the Council must adhere to the tender process as laid down in the Financial regulations or clearly minute a justification for not doing.



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25 September 2019

Dear Ms Davies

Completion of the audit for the year ended 31 March 2019

We have completed our audit for the year ended 31 March 2019 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

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We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.icabregister.org.uk under reference number C001139651.

VAT number: 639 6396 73





Minor scope for improvement in 2019/20

No minor issues identified.

Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Mazars Green Policy

Protection of the environment in which we live and operate is part of Mazars' values and principles and we consider it to be sound business practice. One of our impact areas is to reduce our consumption of paper per staff member by 5% year on year.

In order to help us to achieve this, we will only be returning a hard copy of your AGAR to the council on request. Please email us no later than 31 October 2019 if you require a hard copy of your AGAR otherwise we will securely dispose of it.

Yours sincerely

A handwritten signature in blue ink that reads 'Cameron Waddell'.

Cameron Waddell
Partner

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

Kidsgrove Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			<input checked="" type="checkbox"/> See internal audit reports.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		<input checked="" type="checkbox"/> N/A no petty cash held.	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> except for issue ① in internal audit reports.
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			<input checked="" type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable <input checked="" type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable <input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 07/02/2019 and 11/6/2019
 Name of person who carried out the internal audit: JDM BUSINESS SERVICES LTD
 Signature of person who carried out the internal audit: [Signature] Date: 16/6/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Kidsgrove Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/2019

and recorded as minute reference:

1920-FC2-10d

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman *A Cartwright*

Clerk *S Dawes*

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.kidsgrovetowncouncil.gov.uk

Section 2 – Accounting Statements 2018/19 for

Kidsgrove Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	93596	110559	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	120424	228177	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	55233	53497	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	59689	37503	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	99004	155946	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	110559	198784	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	99910	234803	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	394,927	401,500	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

S Dawes

Date

20/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

20/06/2019

as recorded in minute reference:

1920-FC2-10B

Signed by Chairman of the meeting where the Accounting Statements were approved

A Cartwright

REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Kidsgrove Town Council**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council has not fully implemented recommendations made in 2017/18 internal and external audit reports because it needs more time to respond to significant issues that were not reported until 13 March 2019. The Council has correctly answered no to the relevant assertion in the 2018/19 Annual Governance Statement. In future, the Council should ensure that appropriate action in response to audit recommendations is taken within a reasonable time.

In undertaking the review of the 2017/18 Annual Return it came to our attention that the Council had not met the requirements of the Accounts and Audit (England) Regulations 2015 in providing electors with a period of 30 working days, including the first 10 working days of July, to inspect the accounts. The Council correctly answered no to the relevant assertion in the 2018/19 Annual Governance Statement and has complied with the regulations in 2019.

The 2018/19 internal audit report identified significant weaknesses in internal control and governance relating to invoice authorisation and accounting for VAT. A tax consultant is investigating the potential VAT liability and new controls are in place for 2019/20. The Council has correctly answered no to the relevant assertions in its annual governance statement. The Council should ensure that the recommendations in the internal audit report are implemented and consider answering no to assertion 2 of the 2019/20 annual governance statement if these weaknesses remained for a significant part of the 2019/20 financial year. The Council did not initially include a bank reconciliation in the Annual Governance and Accountability Return submission for audit review. A balance sheet was provided with 'bank reconciliation' in the title but an actual bank reconciliation wasn't provided until after the deadline specified in our guidance. The bank reconciliation is a key management control and in future the Council should ensure that it is prepared as part of the Annual Governance and Accountability Return submission.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

Not applicable

External Auditor Name **Mazars LLP, Durham, DH1 5TS**

External Auditor Signature **Mazars LLP** Date **24 September 2019**

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

(NAME): Kidsgrove Town Council

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2019

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
<p>1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2019 has been concluded.</p> <p>2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:</p>	<p>(a) Delete as appropriate</p>
<p>(b) <u>Sue Davies (Town clerk)</u> <u>Victoria Hall, Liverpool Rd,</u> <u>Kidsgrove.</u> <u>Tel 01782 782254</u> <u>Email TownClerk@kidsgrove</u> <u>towncouncil.gov.uk.</u></p>	<p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p>
<p>2. Copies will be provided to any local government elector on payment of £.1 __ (c) for each copy of the Annual Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Sue Davies</u> <u>(Clerk/RFO)</u></p>	<p>(d) Insert name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>30th September</u> <u>2019</u></p>	<p>(e) Insert date of placing of the notice</p>



Our Ref: JillyL/34352

Douglas Macmillan Hospice

Barlaston Road, Stoke-on-Trent, ST3 3NZ

(01782) call: 344 300 fax: 344 301



10/7/2019

The Town Clerk
Kidsgrove Town Council
Town Hall
Liverpool Road
Kidsgrove
STOKE ON TRENT
ST7 4EL

Dear Town Clerk,

My name is Jilly and I am the Trust and Philanthropic Fundraiser at Dougie Mac working as part of a busy team to try to secure funding each year to support adults facing life-limiting illnesses in our local community.

Did you know?

Our geographic area covers approximately 300 square miles with a population of over 500,000 (Stoke-on-Trent and North Staffordshire CCG). We receive care referrals from just outside Market Drayton in the east across to Denstone in the west; Rushton Spencer in the north to Stone in the south.

Brief outline of our aims and activities at Douglas Macmillan Hospice:

Our aim is to maintain and to continue to respond to the increasing needs of patients in Stoke-on-Trent and North Staffordshire by **delivering exceptional professional care** to people approaching end of life. We aim to offer excellent value for money for all our funding sources and we aspire to deepen access to our care services for local people equally, regardless of inherent socioeconomic factors.

Please find enclosed an application to Kidsgrove Town Council for a Small Grant to help support the work of the Dougie Mac, so we can continue with the core services for which we are already so well-known and respected?

Thank you so much for your kind consideration, which I hope will be presented on our behalf at your next meeting. We would also be happy to send a representative to give a short presentation to your members to inform more about what we do at Dougie Mac. Please get in touch to enquire about our availability.

I look forward to hearing from you.

Jilly Lawton (Miss)
Trust and Philanthropic Fundraiser, Douglas Macmillan Hospice
Email: trustsadmin@dmhospice.org.uk
Tel: 01782-344308



www.dmhospice.org.uk



[/DougieMacHospice](https://www.instagram.com/DougieMacHospice)



[/DougieMacStoke](https://twitter.com/DougieMacStoke)



[/DMHospice](https://www.facebook.com/DMHospice)

Registered Charity No: 1071613 Company No: 03615904 VAT Reg No: 255 0238 25

Kidsgrove Town Council

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

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



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:	Douglas Macmillan Hospice		
Address of Organisation:	Barlaston Road, Stoke-on-Trent		
		Postcode:	ST3 3NZ
Name of Applicant:	Jilly Lawton		
Position:	Trust and Philanthropic Fundraiser		
Telephone Number:	01782 344308		
Email address:	trustsadmin@dmhospice.org.uk		
Facebook:	@dmhospice	Twitter:	https://twitter.com/DougieMacStoke

About your organisation

Type of organisation:	Charitable Organisation / Unregistered Community Group / Club / Society *delete as appropriate
	Other (please state): _____
	Registered Number: <u>1071613</u>
	Do you have a constitution or governing document? Yes / No Answerable to Trustees

Appendix 4 – Grant Application

When was your organisation founded?	1973
Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary?	Please see explanation note 'A' below

What does your organisation do?

Dougie Mac, as colloquially known, is a 33 bed facility open 365 days of the year, 24 hours a day. Our aim is to maintain and continue to respond to the increasing needs of patients in Stoke-on-Trent and North Staffordshire by delivering exceptional professional care to people approaching end of life. We aim to offer excellent value for money for all our funding sources and we aspire to extend access to our care services for local people equally, regardless of inherent socioeconomic factors.

Our core activities revolve around delivering the 'bespoke' care and the funding of the 'bespoke' care. We operate multiple fundraising income streams (shops, lottery etc) to facilitate a holistic approach for Inpatients, Outpatients, Day Therapy Patients, Hospice at Home, Bereavement Services and Living Well Services to name just a few. One service we are looking to deepen is increasing support for those living with Dementia, through our vital Admiral Nurse service.

"The most fulfilling aspect is supporting some truly inspirational people; not only those with a diagnosis of Dementia but also those who dedicate each day and night to caring for their loved one" Becky (Admiral Nurse).

Hearing a diagnosis of Dementia is frightening and bewildering for all involved - Admiral Nurses work as much with the carer as they do with the patient, to help reduce stress and improve well-being. Dementia is reported to be the 5th biggest killer worldwide (World Health Organization 2019)

Who do you work with?		
Children under 16 <input checked="" type="checkbox"/>	Young people under 25 <input checked="" type="checkbox"/>	Older people over 55 <input checked="" type="checkbox"/>
People of minority ethnic origin <input checked="" type="checkbox"/>	Disabled people <input checked="" type="checkbox"/>	Women <input checked="" type="checkbox"/>
Other (please state)	All people in Stoke-on-Trent and North Staffordshire	

Details of Grant Requested

Title or Brief Description of your Request for Funding?
Admiral Nurses - Specialist Dementia Care

Details of the Project, Work or Equipment for which Funding is requested?
<p>Dougie Mac faces a significant challenge as we deal with more and more complex health care issues. The health of our community is generally worse than the England average with premature mortality (deaths under the age of 75) from the three major killers - cancer, circulatory and respiratory disease, all significantly higher compared with other areas.</p> <p>Imagine these diseases when also combined with a Dementia diagnosis (known as multi-morbidity)? Dougie Mac is the only hospice in the UK to have 2 Admiral Nurses. The benefits of having these highly professional and skilled Nurses are clear and our success is measurable. We have so far enabled 224 families (2017/18) and people living with Dementia to be supported with services they may not have otherwise accessed. Later this year funding for our second Admiral Nurse will not be supported. All of our work is measurable by statistics and reports are filed quarterly. This project has no end date as we believe the impact we will have on our community is immense.</p> <p>Can Kidsgrove Town Council consider an award to help us keep this service available to all those in need, the most vulnerable people in our community?</p>

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

Explanation note 'A':

We receive care referrals from just outside Market Drayton in the east across to Denstone in the west; Rushton Spencer in the north to Stone in the south. This is our heartland and it covers approximately 300 square miles with a total population of 500,000 residents.

Kidsgrove has a population of 23,756 (2011 census) and in the past 4 years we have received an incredible £134,000 from 'In Memory Of' (IMO) donations from residents in and around this community, indicating that they have been directly affected by loss in their lives and have felt compelled to offer thanks to Dougie Mac by way of a personal donation.

We are also very grateful to the town of Kidsgrove for loyally supporting our 2 charity shops which are located on Market Street, where we have had a presence since 2012. We employ 4 members of staff and facilitate volunteering opportunities for around 50 residents.

The majority of the work done by our Admiral Nurse service is out in people's own homes with help, support and guidance.

"As soon as I met Wendy (Admiral Nurse), everything just fell into place" Wife of current Dementia patient.

Why is this project needed?

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

In the last 5 years we have had a 65% increase in the number of patients on the Dementia Register (NHS Stoke-on-Trent CCG).

Dementia is a syndrome in which there is deterioration in memory, thinking, behaviour and the ability to perform everyday activities. Although Dementia affects older people, it is not a normal part of ageing.

There are gaps locally in service provision; lack of advice on advance care planning, lack of recognition of end of life phase (by other clinical professionals, such as GPs), unnecessary and costly admissions to hospital at end of life, lack of expert support, lack of understanding where a patient is on the disease trajectory and so on.

We are very proud of our Admiral Nurse strategy here at Dougie Mac and intend to deepen this service. We have been fortunate to have support from Dementia UK and have taken part in collaborative development with other care service providers (such as care homes) and freely share and promote our experiences and knowledge with others.

Many Parishes and Towns such as Kidsgrove are helping to improve awareness within their local community and have used support from Dementia UK or Alzheimer's Society to spread the word. The NHS will not be able to keep up with the rate of growth of this Disease, putting even more strain on local resources.

Project Costs and Finances

How much will your overall project cost?

It costs £12 million to run all services for our community every year

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

£250

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

We apply for and receive grants from local and national organisations throughout the year. We have recently been successful in receiving awards from 5 local Parish Councils and these range in value from £50 - £200.

During this same period we have received grants totalling £4500 from Philanthropic Groups such as Rotary Clubs and Freemasons.

Additionally we have received over £300,000 from larger Trusts.

Appendix 4 – Grant Application

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: 10/09/2019
---	------------------

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

Tel: 01782 782254

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

Kidsgrove Town Council

Kidsgrove Town Council
Victoria Hall
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www.kidsgrovetowncouncil.gov.uk

Report to F&GP Committee	Report Number FC 19/20-4
Date of meeting	26/9/19 – postponed to 3/10/19
Agenda Item Number	10
Authors	Item requests by Cllrs J Waring and S Dymond

Youth Provision in Kidsgrove

Cllr J Waring:

Councillor Waring, Portfolio Holder for Community and Safety at Newcastle Borough called a meeting of all Borough Councillors representing Kidsgrove Wards on Wednesday 11th September 2019 at the Victoria Hall, Kidsgrove. The purpose of the meeting was primarily to discuss anti-social behaviour (ASB) in Clough Hall Park with wider inference to Kidsgrove in general.

The outcome of the meeting was to seek an agenda item at full council in order to explore the notion of providing a 'Community Liaison Officer' to work in and around Kidsgrove during peak ASB episodes.

The council may wish to consider forming a Working Group and bring together expertise from Newcastle and Staffordshire Council Partnerships to establish the most effective course of action.

Cllr S Dymond:

Following on from the meeting chaired by Robin Wiles on 11/09/19.

I would like to propose to the council that a working party be set up which could include representatives from our two local secondary schools, Ian Atherton as a local youth engagement worker and any other appropriate local contacts that would engage to firstly try to find out what the youth in our community wants.

We have pockets of ASB locally and after an incident in Butt lane recently I asked why you would think it acceptable to destroy things and the answer we are bored was related, on pushing further as to what they wanted locally they said no one asks us.

I feel as a local Town Council it's something we can engage with and work on.

Recommendation from the Clerk:

That Kidsgrove Town Council resolve to form a working party consisting of Town Councillors and representatives from other relevant as a matter of urgency and to agree membership. The remit of the working party bodies will be to consider and explore various means of improving youth provision including the financial impact of any proposals. The working party will report back to Council on the 21st November.

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Report to Full Council	Report Number FC-19/20-05
Date of meeting	26/09/2019
Agenda Item Number	11
Authors	Councillor Kyle Robinson

Crown Bank Allotments - Access

Background

Kidsgrove Town Council has been contacted by Aspire Housing regarding access to Crown Bank Allotments off Kingsley Road. Aspire Housing own a small strip of land which is the main access to Crown Bank allotments. Aspire Housing would like the Town Council to consider entering into a 99-year lease agreement on a peppercorn rate basis where both sides cover their own legal fees. The lease would allow access to the allotments but for no other use.

As part of the agreement, Kidsgrove Town Council would have responsibility for all the boundaries and will have the liability and responsibility for the maintenance of the land. The land is already well maintained and properties either side of this strip of land have well-established boundaries in terms of hedges or new fencing. All liability for the land will be with Kidsgrove Town Council and appropriate insurance will need to be taken out by the authority. Once in place, the insurance policy would need to be confirmed to the Landlord.

Aspire Housing are carrying out this process across the Borough to indemnify the organisation against any loss or injury. Aspire Housing do not use this strip of land at any time.

It is identified that the front entrance to the land in question may need some remedy works in the near future, specifically to a small section of wall. A request has previously been made to Aspire to have this small section of wall replaced. The organisation has no intention to replace this section of wall and should the council

take on a lease, it would be council responsibility to replace the wall. As the wall is a small section, the cost is likely to be minimal. The council may be able to fund these works through monies budgeted for allotment maintenance.

Crown Bank Allotment Association would like this matter to be resolved between Kidsgrove Town Council and Aspire Housing. It is generally agreed that a lease would be the best option.

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

Recommendations:

- 1. Agree to a 99-year lease in principle.**
- 2. The Town Clerk to appoint a solicitor to act on behalf of Kidsgrove Town Council.**
- 3. The Town Clerk to bring back any recommendations from our solicitor to the Full Council for final approval.**

Concession Requests

The Council has three concession requests to approve or otherwise. When evaluating these, the following points should be considered:

1. The costs for a weekend evening hall hire is currently £250.
2. The cost of running the Victoria Hall to the Council should be considered. The Council has heating costs, electricity, security costs (also needed to fulfil Health and Safety), extra cleaning costs and staffing costs (Clerk, admin and caretaker) associated with all events. Two security staff for four hours currently costs £100.
3. The value of the Victoria Hall as a community asset to Kidsgrove should be weighed against costs.
4. The Council has an outstanding internal audit action to improve its consistency and to put a clear policy in place to deal with concessions.
5. The Clerk is writing a draft concession policy for consideration and there has already been discussion at F&GP regarding the contents. F&GP has suggested that the policy offer 20% discount for charities, and non-profit making organisations (which would include charity fund raiser events). A further proposal suggests a further discount for Kidsgrove Parish based groups or groups where there is a significant benefit to Kidsgrove Parish (as opposed to groups benefiting a wider area where the Kidsgrove benefit would be diluted). Note – This policy is not yet operative and will be approved at Full Council prior to implementation.

Appendix 7 – Concession Requests

Request 1: 1940 Society (deferred from the meeting of the 14th August)

Hi,

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?

Many Thanks

Request 2: St Thomas', Kidsgrove



Iain Baker
Vicar

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Stoke on Trent
ST7 4EL

September 9th 2019

Dear Town Council,

I'm writing to request a discount for the cost of booking the Victoria Hall for the event "Kidsgrove does Christmas" on December 15th 2019.

We organise "Kidsgrove does Christmas" as a community event to give the people of Kidsgrove some Christmas cheer. Last year the town hall was full in what people said was a joyful and jolly event! Children from local schools and the community choir sang – and we had some fun with a DIY nativity play. The event is free to anyone who would like to come along.

As a church, we bear the cost for this event. We provide tea and coffee, and in the past Tesco have provided mince pies. We would be grateful of any discount you can offer us as we serve Kidsgrove together in this way.

Yours sincerely,

A handwritten signature in blue ink that reads 'Iain Baker'. The signature is written in a cursive style and is underlined with a long, sweeping stroke.

Iain Baker
Vicar

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

Appendix 7 – Concession Requests

Request 3 – The Greatest Showman Charity Event

Note – Full payment of £250 received for hall hire from a sponsor. The request is for hall usage for rehearsals.

Concession requirement for consideration
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Background To The Event – “This Is Us” inspired by the musical “The Greatest Showman”

On Saturday December 7th we intended on holding a charity event in aid of North Staffs Mind, British Heart Foundation and nominated local Kidsgrove causes. The event is a “black tie” cabaret event featuring local artists from the area, a disco and 9 local ladies who will be trying to replicate the successful recent ITV dance show “Full Monty Ladies Night” presented by Ashley Banjo and Colleen Nolan, both incidentally are also supporting the event. The girls who are aged between 25 and 69 years, from size 6 to size 26 have been in training in the dance studio in Tunstall for over 4 weeks now.

Every single participant is giving their time up for free, including the dancers, the singers, the DJ, Defy Gravity dance studio Tunstall, along with event organisers, who all have received community awards in the past. These volunteers include myself Dave Waterhouse, Jemma Chadwick, Diane Lowe of (Tommy Lowe Boxing) and Julie Jukes to name a few. We are proud of our community and we have always driven to support our home town and its people. The night is centred around 9 very special ladies who have overcome their own battles in life and they have come through, hence the “This Is Us” theme from the movie The Greatest Showman.

We have fantastic raffle/auction prizes, including holidays to Turkey and Bulgaria and aim to raise over £10,000. Donations keep coming in and we want to make it a night to remember for the people of Kidsgrove. Tickets should be going on sale on Saturday 28th September and we expect to sell out within 24hrs. As I have said the event is a “black tie” event.

What Are The Team Looking For ?

The girls are currently training courtesy of Defy Gravity Tunstall 2 days a week and have been for over 4 weeks now and all is going well. The next stage is for the team to get used to the Town Hall environment, firstly the stage and hall layout. The stage is the most important element to our plan. As of today 26th September the team have only 75 days to get the routine right. To achieve this we had hoped that we would be allowed access for 1hr rehearsal session either in the early evenings when there was no activity, BUT when the Tap room was open, in addition to a Saturday or Sunday morning for 1 hr, maybe on the Saturday or Sunday “if” there was no event taking place. We had hoped that the £250 fee for the 7th Dec would have been waived, but we now have a sponsor Arriva Trains, who have agreed to pay this and payment should be received, if not already this week.

The teams issue is that we simply can't afford to pay the £15 hr or £20 hr for rehearsals, given that it is a charity event. We really don't want to move the event to Crewe Hall, or even Stoke Moat House, we are Kidsgrove people and we strongly believe that this is where this event belongs...in the heart of our community.

We acknowledge that there are Health and Safety implications, but my background is Events and Construction, so fully understand that we will need to provide Risk and Method Statements, disclaimers etc. This is not an issue, after all we have provided these for over 10 years for events at Kidsgrove Athletic, Kidsgrove WMC, Clough Hall Hotel and The Masonic without a single incident.

Subject: 7th December

Appendix 7 – Concession Requests

Hi Sue Just to let you know that we will be happy to provide the necessary security team (qualified of course) for the event on the 7th Dec. We are just awaiting confirmation from our contacts to confirm names.

I will keep you fully in the loop and thanks again for your time.....it really is appreciated.

[Classification: NULBC **UNCLASSIFIED**]

Dear All

As you may be aware the Newcastle Partnership has been working to review the approach to locality working in the Borough and the role of the Locality Action Partnerships (LAPs) to assist in the delivery.

Locality working is a way to work innovatively to make best use of the assets we have in our local area. Through the Newcastle Partnership, we are bringing people together - from individual residents, the voluntary sector and businesses, to councillors and public sector bodies - with the aim of delivering shared objectives to achieve the best possible outcomes for our community. We share resources and enable new ideas to develop, making full use of the physical and human assets, financial resources and the community spirit that thrives within our localities.

The review highlights that locality working and the LAPs have already facilitated considerable partnership working, which has achieved external funding and the successful delivery of a number of projects over the last few years. The Partnership unanimously agree that LAPs should continue to be supported, but believe that this should not be unconditional. Partners want to see clear objectives being delivered to address local issues, however it is recognised that each LAP area has different issues, priorities and challenges and there are opportunities to replicate successes achieved and lessons learned between the LAPs. Partners have recognised that statutory resources available to support the LAPs are becoming increasingly difficult to sustain.

After 11 years with the Borough Council, Irene Lee, LAP Co-ordinator has decided to retire from the authority at the end of October, in order to spend more time with her family. Irene will aim to work closely with the LAP Chairs to ensure that meetings and venues are scheduled for the next 12 months, Action Plans are up to date and a full handover is given to each group.

The Council is currently undertaking a considerable change programme and as such it has been decided that the LAP Co-ordinator role, which provides administrative support to the LAPs, will not be replaced. The Council intends to offer strategic support to the Chairs of the LAPs, from Senior Council Officers. The aim being to assist with further development and help to encourage each LAP to develop at their own pace, giving the opportunity to work together and create their own alliances as appropriate.

A number of approaches are being made to partners in the localities to seek contributions and assistance for the LAPs to assist with the future administration and support further development and if you are in a position to offer support, we would be keen to discuss this with you at your convenience, so please don't hesitate to contact me.

Inevitably over the next few months, changes to the LAPs are to be expected but with a continued commitment from partners and sustained strong community Leadership, the LAPs are expected to continue to develop and thrive, adjusting to local variances and challenges with a focus on the delivery of proactive solutions and outcomes for our residents.

Kind regards
Sarah