

Finance and General Purposes Meeting

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



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www.kidsgrovetowncouncil.gov.uk

Minutes of the Finance and General Purposes Committee meeting held on the 17th September 2019, 7:00pm, Chairman's Room, Victoria Hall

- FPG/19-20/3/1 **Present**
- Cllr A Cooper, Cllr S Dymond, Cllr A Cartwright, Cllr S Bowyer, Cllr P Waring, Cllr Dodgson, Cllr M Stubbs
In attendance: Sue Davies, Town Clerk
- FPG/19-20/3/2 **To receive and consider apologies for absence**
- Apologies had been received from Cllr S Bowyer.
- FPG/19-20/3/3 **To note declarations of Member's Interests**
- None
- FPG/19-20/3/4 **To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 23rd July 2019**
- It was **resolved** that the minutes of the meeting of the 23rd July be approved.
- FPG/19-20/3/5 **Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**
- None.
- FPG/19-20/3/6 **Matters Arising not covered elsewhere on the agenda:**
- a) Update on the Bank Account Mandates**
- The Clerk reported that the bank account mandate changes are still progressing.

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b) Update on the sound equipment purchase

The Clerk reported that she is progressing the purchase of the speakers.

FPG/19-20/3/7

Council Finance

a) To receive and resolve to approve the schedule of payments (circulated separately)

The committee approved the schedule of payments. (See appendix 1)

b) To receive a budget update and bank reconciliation. (Circulated separately)

Deferred to Full Council.

c) To consider the Ellis Whittam offer of a reduced contract if a five-year term contract is taken out.

The Committee resolved to remain on the original contract.

FPG/19-20/3/8

Victoria Hall Issues:

a) To receive the notes of a meeting between the Clerk and NULBC officers and to agree any actions required.

The Clerk updated the committee regarding a recent meeting with Newcastle-under-Lyme Borough Council.

b) To consider the booking pack and conditions currently utilised by the Council prior to the Clerk producing a draft revision for consideration.

The booking pack conditions were discussed especially around concessions.

Action: The clerk to progress and to bring draft booking pack to a future meeting.

c) To consider a booking concessions policy

It was agreed that this would be produced in conjunction with the above.

d) To note that Ellis Whittam are attending Kidsgrove Town Council on the 7th October for the Annual Health and Safety Inspection.

The Clerk updated the Committee.

e) To consider a request for a concession for a March charity event – Cancer Research

The committee agreed to offer a 20% discount.

FPG/19-20/3/9

Internal Audit: To receive a list of the issues with actions for review and to note this will be a standing item until all the issues are resolved. (Circulated separately)

The internal audit issues outstanding was reviewed. Those still requiring work were highlighted with actions. (See appendix 2)

- FPG/19-20/3/10 **Policies: To receive, consider and agree a list of key policies required with a proposed timetable.**
- Deferred
- FPG/19-20/3/11 **Dementia Project – To receive an update from Cllr Cooper and to review the project plan.**
- The progress with the Dementia Project was discussed. There is an aim to provide more training sessions and to set up a Dementia Friendly Café.
- FPG/19-20/3/12 **Defibrillator Project:**
- a) To receive an update from Cllr Cooper and the Clerk, including the mapping exercise, and to review and update the May 2019 plan.**
- Cllr Cooper provided an update to the Committee.
- b) To consider a first draft policy regarding defibrillator provision in the community. (To be circulated)**
- Deferred
- c) To agree to recommend to Full Council a budget provision for defibrillators from the Health and Safety Fund.**
- It was **resolved** to recommend to Full Council that a specific budget line be set up for defibrillator provision from the general Health and Safety budget line. A sum of £10,000 was proposed.
- d) To resolve to agree that the Town Council purchase two exterior wall cabinets subject to relevant permissions and to delegate to the Clerk the purchase (subject to advice from First Start and the West Midlands Ambulance service and a maximum net cost of £600 per cabinet)**
- i. Victoria Hall for the council owned defibrillator.**
- ii. Birchenwood (Cllr Cooper to report)**
- The committee agreed that there is a benefit to providing these two cabinets. The Clerk agreed to investigate the costs.
- FPG/19-20/3/13 **Five-Year Plan – To review the plan and make recommendations. (Circulated separately)**
- The circulated five-year plan was discussed. It was agreed that all councillors need to consider the committee's items in readiness for an update the following month.
- FPG/19-20/3/14 **Clerk and Chair's Reports.**
- FPG/19-20/3/15 **Key future Agenda items:**

- Data protection Officer Provision
- Email Provision
- Id cards

FPG/19-20/3/16 **To note the date and time of the next meeting: Tuesday 17th October 2019**

Matters to be considered with the Press and Public Excluded:

FPG/19-20/3/17 **Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.**

The committee resolved to move into Part 2 – Press and Members of the Public Excluded.

FPG/19-20/3/18 **To consider the need for the death of a senior figure policy.**

It was agreed that this should be a future agenda item.

FPG/19-20/3/19 **Victoria Hall update.**

ClIr Cooper and the Clerk updated the Committee regarding a recent meeting with Newcastle-under-Lyme Borough Council.

FPG/19-20/3/20 **Bar tender update.**

There is no update to report at present.

The meeting concluded at 9:00pm

Appendix 1

Retrospective Payments for Approval – F&GP 17th September 2019

17/09/2019		Kidsgrove Town Council 2019/20								Page 45		
15:33		PURCHASE DAYBOOK								User: SED		
Creditors for Month No 5			Order by Invoices Entered					Invoices entered by PP Posted by SED				
Nominal Ledger Analysis												
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	
22/07/2019	10371	292	FORCE 1	FORCE01	157.50	31.50	189.00	4093	109	157.50	Security we 21/07/19	
12/07/2019	10295	293	FORCE 1	FORCE01	202.50	40.50	243.00	4093	109	202.50	Security w/e 09/06	
30/06/2019	3193	294	1ST TIME CLEAN	1ST CLEAN	380.00	76.00	456.00	4094	109	380.00	Kitchen deep clean 10/06/19	
01/07/2019	S3165A	295	ALLOTMENT SOCIETY	ALLOTMENT	55.00	11.00	66.00	4300	107	55.00	Affiliation Fees Aug 19	
31/07/2019	333	296	PARKINSON PARTNER	PARKINSON	300.00	0.00	300.00	4054	104	300.00	VAT Partial exemption Calc	
19/07/2019	4529	297	GARRY THOMPSON	GARRY THOM	308.00	61.60	369.60	4009	101	134.00	KTC logo polo shirts & set-up	
								4102	110	174.00	Ranger logo polo shirts	
26/07/2019	00665	298	LA LOCKS	LA01	154.00	0.00	154.00	4032	109	154.00	Replacement Locks and keys	
24/06/2019	06179	299	L JONES JOINERY LTD	LJJ01	80.00	16.00	96.00	4018	101	80.00	Storage 23/05 - 19/06	
25/07/2019	06203	300	L JONES JOINERY LTD	LJJ01	80.00	16.00	96.00	4018	101	80.00	Storage 20/06-17/07	
17/06/2019	86972	301	ALPHA	ALPH01	101.75	20.35	122.10	4010	101	101.75	Period ending 31/05 tel & Int	
31/07/2019	57905	302	V2V	V2V01	29.82	5.96	35.78	4010	101	29.82	Ranger Mobile July	
02/08/2019	KLE-139	303	KLEENScape	KLS01	540.00	108.00	648.00	4094	109	540.00	Cleaning Services July 2019	
02/07/2019	KLE-113	304	KLEENScape	KLS01	800.58	160.12	960.70	4094	109	800.58	Cleaning Services June 2019	
12/07/2019	1321	305	ELEMENT HOSTING	EH01	105.00	0.00	105.00	4011	101	105.00	Exchange mailbox renewal	
TOTAL INVOICES					<u>3,294.15</u>	<u>547.03</u>	<u>3,841.18</u>			<u>3,294.15</u>		
VAT ANALYSIS CODE S @ 20.00%					2,735.15	547.03	3,282.18					
VAT ANALYSIS CODE Z @ 0.00%					559.00	0.00	559.00					
TOTALS					<u>3,294.15</u>	<u>547.03</u>	<u>3,841.18</u>					

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Internal Audit Issues Progression

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Version 1 Dated September 2019

Issues picked out that were not deemed implemented by the internal auditor in 2018/19

Issue	Resolution	Comments
VAT – No partial Exemption Calculations	<ul style="list-style-type: none">• Use of a consultant to examine previous years.• On-going analysis	Complete – no liability found Ongoing. The six-month analysis to be brought to the October F&GP
Payment authorisation by two members	RFO to introduce an improved system	Payments are now authorised by two councillors signing the invoice.

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Appendix 2

		<p>Email authorisation used only in an emergency and, if so, email to be printed off and kept with the invoice.</p> <p>Payment schedules authorised at either F&GP or Full Council, retrospective only when deemed necessary by the Clerk/RFO.</p>
Committees without Terms of Reference	The Clerk was in the process at putting these in place at the time of the internal audit.	Terms of reference now in place for all committees.
Hall Security – increase of charge with no evidence.	<p>A different security firm, cheaper is now used.</p> <p>In readiness for the 2020/21 financial year, three quotes should be sought in early 2020.</p>	
Bar commission – a payment with no supporting paperwork. No till receipt checks.	<p>All bar commission payments now have supporting paperwork (although scant in details).</p> <p>The bar tender is about to take place.</p>	The contract winner will be expected to comply with the financial requirements of the Council. This will be stipulated in the contract.
Hall Hire invoices not in sequential order		Now remedied
Hall Hire – concession policy required as currently no consistency and no Council approval on record.	The policy is currently being worked on by the Clerk/RFO	Aim to have approval at October's Full Council
NSI Account	End of Year bank statements	Addressed

Appendix 2

No evidence of member checks of online payment controls	Unity Bank online banking now being used with triple authorisation.	
Supplier bank details	These are now included with the invoices that councillors authorise	
Councillor checks on payments	Two councillors now assigned. Cllr H Maxfield is performing an audit on the 18 th Sept. The results will be recorded and fed back to Full Council on the 26 th .	

Completed and Resolved Issues arising

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