

Finance and General Purposes

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

3 November 2019

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

Dear Councillor,

You are summoned to attend a meeting of Kidsgrove Town Council Finance and General Purposes Committee to be held at 7.30pm on Tuesday 7th November 2019 (Chairman's Room).

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies
Town Clerk

Business to be transacted

1. To receive apologies for absence
2. To note declarations of Members' Interests
3. To receive and confirm the minutes of the meeting held on the 17th September 2019. (See appendix 1)
4. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. (No individual to speak for more than 2 minutes without the permission of the chairman).

5. Matters arising not covered elsewhere:
 - a. Update on the bank account mandates.

- b. Sound equipment Purchase – to receive and update
 - c. To note the revised date of the Ellis Whittam visit to the 27th November 2019.
 - d. Victoria Hall booking packs – deferred to the next meeting.
 - e. Dementia friendly project – to receive a verbal update.
6. Council Finance
- a. To receive and resolve to approve the schedule of payments. (Circulated separately)
 - b. To receive bank reconciliations and the statement of accounts dated 31st October 2019. (Circulated separately)
 - c. To receive an update on ‘in-house’ audits.
7. Five-Year Plan – To review the plan and make recommendations. (Circulated separately)
8. Budget 2019/2020 - To receive and discuss the first draft of the budget proposal for 2019/2020 (already reviewed by each committee). (Circulated separately)
9. Grant Applications - To receive and consider grant applications (To be circulated)
- a. Staffordshire clubs for young People.
 - b. Butt Lane White Start Football Club
10. Defibrillator Mapping Project –
- a. To receive an update on the purchase of two cabinets (Town Hall and Birchenwood).
 - b. To receive an update on other matters.
11. Kidsgrove Youth provision – to receive and agree the Terms of Reference for the working party agreed by full Council to consider youth provision in the Parish.
12. Internal Audit: To receive a list of the issues with actions for review (standing item). (Circulated separately)
13. Policies:
- a. To receive and agree the recommend to full council to approve an asset management policy. (Circulated separately)
 - b. To receive and agree to recommend to Full Council a recording of meetings policy. (Circulated separately)
14. Victoria Hall Issues:
- a. To receive quotes on the repair of the roof and resolve to agree the recommended contractor.
 - b. To receive a general update on Victoria Hall matters from the clerk and to agree any actions.
15. Clerk’s and Chair’s Reports
16. Future Key Agenda Items

- a. Data protection Officer Provision
- b. Email provision
- c. Quality Council Awards
- d. Death of a Senior figure Policy
- e. Identity cards

To agree the date and time of the next meeting: Tuesday, 19th December 2019.

Matters to be considered with the Press and Public Excluded:

- 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.
- 18. Bar tender update.