

# Finance and General Purposes Meeting

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



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## Minutes of the Finance and General Purposes Committee meeting held on the 7<sup>th</sup> November 2019, 7:30pm, Chairman's Room, Victoria Hall

- FPG/19-20/3/1      **Present**
- Cllr A Cooper, Cllr S Dymond, Cllr A Cartwright, Cllr P Waring, Cllr Dodgson, Cllr S Bowyer  
In attendance: Sue Davies, Town Clerk
- FPG/19-20/3/2      **To receive and consider apologies for absence**
- Apologies had been received from Cllr M Stubbs.
- 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 17<sup>th</sup> September 2019**
- It was **resolved** that the minutes of the meeting of the 17<sup>th</sup> September be approved with one correction: to remove Cllr Bowyer from the list of those present as she had sent apologies.
- 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.

**b) Update on the sound equipment purchase**

The Clerk reported that herself and Cllr Cooper had sourced some wireless, Bluetooth speakers and that they were being collected the following day.

**c) Ellis Whittam Visit**

To note the revised date for the Ellis Whittam visit to 27<sup>th</sup> November 2019.

**d) Victoria Hall Booking Packs**

Deferred.

**e) Dementia Friendly Project**

The Committee received a verbal update from Cllr Cooper. It was hoped to get cafes running in the New Year. Cllr S Bowyer expressed a desire to be part of the project.

FPG/19-20/3/7

**Council Finance**

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

Deferred to Full Council

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

Deferred to Full Council.

**c) To receive an update on 'in house' audits.**

The Committee received an update of the 'in house' audit conducted in September and it was agreed this should be reviewed and brought to the Full Council meeting in November.

*Action: Cllr P waring to pursue with Cllr H Maxfield.*

FPG/19-20/3/8

**Five-Year Plan - To review the plan and make recommendations.**

The five-year plan for the committee was reviewed and some amendments made. The revised plan, with amendments from all committees, will be put to full council with the budget in January.

FPG/19-20/3/9

**Budget 2019/2020 - To receive and discuss the first draft of the budget proposal for 2019/2020 (already reviewed by each committee).**

The Committee considered its budgetary requirement for 2020/21 and considered the following three years.

It was resolved that the chairs (or vices) of each committee along with the two group leaders and the Clerk meet to discuss in more details and to feed back recommendations to F&GP in December.

FPG/19-20/3/10

**Grant Applications – To receive and consider Grant Applications**

**a) Staffordshire Club for Young People**

It was **resolved** to recommend to Full Council that the application be approved.

**b) Butt Lane White Stars Football Club**

It was **resolved** to approve the application.

- FPG/19-20/3/11 **Defibrillator Mapping Project:**
- a) To receive an update on the two cabinets (Town Hall and Birchenwood).**  
The Clerk reporting that this work is ongoing.
- b) To receive an update on other matters.**  
The following actions were agreed:
- The Clerk to write to Tesco to ask if they will consider joint funding of a defibrillator for the Tesco cabinet.
  - The Clerk was asked to enquire about the broken cabinet outside One Sure.
- FPG/19-20/3/12 **Kidsgrove Youth Provision – to receive and agree Terms of Reference for the working party agreed by Full Council to consider youth provision in the Parish.**
- It was agreed that if any member of the committee has any feedback on the proposed Terms of Reference, that they contact the Clerk. The Terms of Reference will be put on the full Council agenda.
- FPG/19-20/3/13 **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 were noted.
- FPG/19-20/3/14 **Policies:**
- a) To receive and agree the recommend to full council to approve an asset management policy. (Circulated separately)**  
It was **resolved** to recommend approval of the policy to Full Council.
- b) To receive and agree to recommend to Full Council a recording of meetings policy. (Circulated separately)**  
Deferred
- FPG/19-20/3/15 **Victoria Hall Issues:**
- a) To receive quotes on the repair of the roof and resolve to agree the recommended contractor.**  
The Committee resolved to approve the quote from A.D. Booth and Sons Ltd.
- b) To receive and agree to recommend to Full Council a recording of meetings policy. (Circulated separately)**  
Deferred.
- FPG/19-20/3/16 **Clerk and Chair's Reports.**
- FPG/19-20/3/17 **Key future Agenda items:**
- Data protection Officer Provision
  - Email Provision
  - Id cards

- Death of a Senior Figure Policy

FPG/19-20/3/18 **To note the date and time of the next meeting: Tuesday 17<sup>th</sup> October 2019**

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

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

Cllr Cooper and the Clerk are arranging an appointment with Knights solicitor.

The meeting concluded at 9:10pm

DRAFT