

Finance and General Purposes

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

13th December 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 Thursday 19th December 2019 (Chairman's Room).

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'. The signature is written in a cursive style.

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 7th November 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: All matters arising deferred until the meeting of the 6th January 2020.

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 30th November 2019. (Circulated separately)
 - c. To receive an update on 'in-house' audits.
7. Budget 2019/2020 - To receive and discuss the draft of the budget proposal for 2019/2020. ¹
8. Insurance – To consider quotes received for the Council's insurance and resolve to approve the insurance supplier. (Circulated separately)
9. Clerk's and Chair's Reports
10. 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: Monday, 6th January 2020.

Matters to be considered with the Press and Public Excluded:

11. 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.
12. Officer Member Protocol

¹ Cllr Kyle Robinson, as chair of the Environment and Allotments committee, is to be invited to attend and will be invited to participate during this item by the Chair, Cllr Cooper.

Finance and General Purposes Meeting

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

- FPG/18-19/3/1 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/18-19/3/2 To receive and consider apologies for absence**
- Apologies had been received from Cllr M Stubbs.
- FPG/18-19/3/3 To note declarations of Member's Interests**
- None
- FPG/18-19/3/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 17th September 2019**
- It was **resolved** that the minutes of the meeting of the 17th September be approved with one correction: to remove Cllr Bowyer from the list of those present as she had sent apologies.
- FPG/18-19/3/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**
- None.
- FPG/18-19/3/6 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**

Appendix 1 – Minutes of the Last Meeting

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 27th 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/18-19/3/7

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/18-19/3/8

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/18-19/3/9

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/18-19/3/10

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.

Appendix 1 – Minutes of the Last Meeting

FPG/18-19/3/11 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/18-19/3/12 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/18-19/3/13 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/18-19/3/14 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/18-19/3/15 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/18-19/3/16 Clerk and Chair's Reports.

FPG/18-19/3/17 Key future Agenda items:

- Data protection Officer Provision
- Email Provision
- Id cards
- Death of a Senior Figure Policy

Appendix 1 – Minutes of the Last Meeting

FPG/18-19/3/18 To note the date and time of the next meeting: Thursday 19th December 2019

Matters to be considered with the Press and Public Excluded:

FPG/18-19/3/19 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/18-19/3/20 Bar tender update.

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

The meeting concluded at 9:10pm