

Town Council

Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
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Minutes of the Meeting held on the 20th June, 2019

Chairman's Room, Victoria Hall, Kidsgrove

1920-FC2-01 Present

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

Attending: Sue Davies (Clerk)

1920-FC2-02 To receive apologies for absence

Apologies for absence were received from Cllr Dillon, Cllr M Maxfield, Cllr K Johnson, Cllr B Owen and Cllr C Dickens.

1920-FC2-03 To note declarations of interest

There were no declarations of interest made.

1920-FC2-04 To confirm and agree the following minutes

a) Full Council meeting held the 16th May 2019

The Council **resolved** to approve the minutes of the meeting held on the 16th May 2019.

1920-FC2-05 To receive and note the draft minutes of Committee Meetings held since 16th May:

a) Events and Community – Monday 20th May 2019.

Deferred

b) Staffing Committee – Thursday 23rd May 2019.

Deferred

c) Planning Infrastructure and Highways – Thursday 23rd May 2019.

Deferred

d) Finance and General Purposes Committee – Monday 10th June 2019.

Deferred

e) Annual Town Meeting held on 11th May 2019.

Deferred

1920-FC2-06 Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

1920-FC2-07 Matters arising not covered elsewhere:

- a) To note the five-year plan will be brought back to next Full Council meeting in September.

1920-FC2-08 To approve the recommendations from the Planning, Highways and Infrastructure Committee regarding the Membership of that Committee and to note and verify the listed Committee members.

The Council resolved to approve the amended membership of the Planning, Infrastructure and Highways Committee. The membership of all the committees was noted.

1920-FC2-09 To review and resolve to approve the asset register dated 31st March 2019 and to approve the Clerk's recommendation that the asset register undergoes a thorough review to be brought back to Council by October 2019.

The Council resolved to agree to approve the asset register and to approve the Clerk's recommendation that the asset register undergoes a more thorough review which may require a restating on the asset value stated in the 2019/20 return.

To resolve to approve the recommendation from the F & GP Committee that items under £100 can be omitted at the Clerk's discretion provided there is not a legislative requirement that states otherwise.

The Council resolved to approve the recommendation from the F&GP Committee that items under £100 be omitted at the Clerk's discretion provided there is not a legislative requirement that states otherwise.

- a) **To receive the results of the 2019-2020 Internal Audit and to note any actions arising.**

The Council received the results of the internal audit and resolved that all issues outstanding and raised be standing items and the F&GP Committee for the foreseeable future until such time that it can reported to Full Council that they are resolved. Some issues such as lack of councillor checks on the accounts and

- b) **To receive a report from the Clerk concerning the Council VAT reclaims relating to the VAT exempt business activities. The note the Clerk's use of emergency powers to commission the services of a VAT consultant (Parkinson Partnership) to assist in advising the Council.**

The Council received a report from the clerk to inform that she had used emergency powers to enlist the services of Mr Steve Parkinson of Parkinson Partnership to review the previous four years' VAT reclaims in relation to goods paid out on the Victoria Hall and the apportionment of Council/community and business activities. The Mayor and also Chair of F&GP had supported the decision.

- c) **To receive and note the revised end of year balance sheet (from those reported at the last Full Council Meeting) based on the receipt of a late and significant invoice from Newcastle-under-Lyme Borough Council.**

The Council received the end of year balance sheet. The Clerk noted that the figures may be need correcting if the any VAT liability is identified.

- d) **To consider, compete and resolve to approve the Annual Governance Statement dated 31st March 2019.**

The Council considered the Annual Governance Statement. The Clerk raised each criterion one by one. The Council raised the following points:

- The Council didn't feel it could answer 'yes' to having an adequate system of internal control (item 2) and agreed a note to be added that a system has now been put into place.
- It was agreed to answer number 4 with 'no' as due to reasons beyond the council's control, the first 30 days of July could not be included.
- The Council resolved to answer a 'no' to having addressed all points raised from previous audits.
- The Council resolved to answer a 'yes' to having met legislative requirements but that a note be added to inform a VAT consultant has been contracted to establish any VAT liability.

- e) **To receive and resolve to approve the Accounting Statement dated 31st March 2019.**

The Council resolved to approve the Accounting Statement dated 31st March 2019.

- f) **To note the period for the exercise of public rights – Monday 24th June 2019 to Friday 2nd August 2019**

The Council noted the period for the exercise of public rights.

1920-FC2-11 Other Accounting Items

- a) **To receive and resolve to approve the schedule of payments made or to be made.**

The Council resolved to approve the schedule of payments presented.

- b) **To receive and approve bank reconciliations dated 31st May 2019**

The Council received and approved the bank reconciliation dated 31st May 2019.

- c) **To receive an expenditure against budget update from the Clerk up until 31st May 2019.**

The Council received the expenditure against budget dated 31st May 2019.

- d) **To resolve to approve the transfer of £100,000 from the Barclay's Account into the Unity Bank Account.**

The Council resolved that £100,000.00 be transferred from the Barclay's Account to the Unity Account.

1920-FC2-12 GDPR Audit – Draft policies and procedures:

- a) **To consider and to approve the recommendation from the F&GP Committee to resolve to approve the Data Retention Policy dated June 2019 subject to agreed changes.**

The Council resolved to approve the recommendation by F&GP to approve the Data Retention Policy dated June 2019.

- b) **To consider and to approve the recommendation from the F&GP Committee to resolve to approve the Privacy Notice dated June 2019 subject to agreed changes.**

The Council resolved to approve the recommendation by F&GP to approve the Privacy Notice dated June 2019.

1920-FC2-13 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.

The Council resolved to approve the planning application relating to the interpretation boards applied for by Go Kidsgrove. Cllr Waring declared an interest. The Council resolved to support the application.

The Council considered other circulated Planning Applications and no comments were raised.

1920-FC2-14 To consider the Staffordshire County Council consultation – Statement of Community Involvement -and to agree a Town Council response.

It was resolved that a comment be made that Staffordshire County Council could improve communication with Town and Parish Councils especially regarding plans for land usage.

1920-FC2-15 To note the arrangements for this year's Party in the Park and to request Councillor assistance, both before and on the day.

Cllr Dymond informed that marshals are needed for the day and councillor volunteers are needed.

1920-FC2-16 LAP feedback – To receive LAP feedback from the appointed representatives of both Kidsgrove (Cllr J Waring) and Talke and Butt Lane (Cllr Robinson).

Cllr Waring and Cllr Robinson provided updates from the Kidsgrove and Talke/Butt Lane LAP groups respectively.

Kidsgrove would like to increase attendance from residents. It has been reported that there are planned changes to the policing. The My Staffs App was promoted. Priorities were listed.

Talke and Butt Lane are also working with the illegal money lending team along with Kidsgrove. Mini motor-bikes area problem and there has been a piece in the sentinel. The Father Hudson's Social Isolation project at Crown Bank allotments was described.

Cllr Dymond stressed that residents must be encouraged to report all incidents.

Action: The Clerk was asked to write to the police to provide some feedback to the Town Council.

1920-FC2-17 SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.

Cllr Burgess has supplied minutes and provided an update.

1920-FC2-18 Clerks Report and questions to the Clerk

Cllr Waring raised about the asbestos on the allotments. This will be addressed at the Environment and Allotments Committee.

1920-FC2-19 Future Key Agenda items

- a) Health and Safety Report (Ellis Whittam) and a plan of action (To F & GP in June then to Council)
- b) Update on the transfer of the Town Hall from NULBC and issues arising. (To F & GP in June then to Council))
- c) Hall Hire – Review of Booking Forms and Concessions policy. (June and July meetings)

1920-FC2-20 To agree the date of the next meeting: To be arranged

1920-FC2-21 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-FC2-22 To note that the Staffing Committee has conducted an end of probation appraisal of the Clerk and to consider and resolve to agree the recommendation from the Staffing Committee that the Clerk pass her six-month probation.

The Council resolved that the clerk has passed her probation period.

1920-FC2-23 To consider and agree the recommendation of the Staffing Committee to recruit a second administration assistant.

The Council resolved to approve the recruitment of an administration assistant.

1920-FC2-24 Bar Contract: To receive an update on the bar tender.

The Council received an update from the Clerk and Cllr Cooper.

Meeting Closed 21:05 pm

DRAFT