

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 19th December 2019, 7:30pm, Chairman's Room, Victoria Hall

FPG/19-20/5/1

Present

Cllr A Cooper, Cllr S Dymond, Cllr A Cartwright, Cllr P Waring, Cllr Dodgson, Cllr S Bowyer, Cllr M Stubbs.

Cllr K Robinson, as chair of the Environment and Allotment Committee, attended and was given permission by the chair to speak on item 7 of the agenda (FPG/19-20/5/8 of the minutes).

Cllr V Jukes attended as a member of the public.

In attendance: Sue Davies, Town Clerk

FPG/19-20/5/2

To receive and consider apologies for absence

None received.

FPG/19-20/5/3

To note declarations of Member's Interests

None

FPG/19-20/5/4

To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 7th November 2019

It was **resolved** that the minutes of the meeting of the 7th November 2019.

FPG/19-20/5/5

Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

None.

FPG/19-20/5/6

Matters Arising not covered elsewhere on the agenda:

Matters arising were deferred until the meeting of the 6th January 2020.

Chair

FPG/19-20/5/7

Council Finance

a) To receive and resolve to approve the schedule of payments.

To committee resolved to approve the payment schedule. (Appendix 1)

November 2019.

b) To receive bank reconciliations and the statement of accounts dated 30th

The committee received the bank reconciliations and the statement of accounts dated 30th November 2019 (Appendix 2).

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

The Committee received an update of the 'in house' audit conducted in September. Cllr Cooper agreed to discuss the matter with Cllr H Maxfield to attempt to seek resolution in the matter.

Action: Cllr A Cooper to pursue with Cllr H Maxfield.

FPG/19-20/5/8

Budget 2020/2021 - To receive and discuss the first draft of the budget proposal for 2020/21

The Committee considered the draft budget prepared by the RFO after discussion at each individual committee. The budget was displayed using a projector in a 'live' document that could be altered by the committee as a result of discussions.

The committee agreed a revised draft budget. It was agreed that this would be circulated to committee members prior to the meeting of the 6th January 2019.

Action: The Clerk to circulate

FPG/19-20/5/9

Insurance: To consider quotes received for the Council's insurance and to resolve to approve the insurance supplier.

The Clerk has received a quote from the existing insurance company, Zurich. In addition, a representative from Came and company has visited the Clerk to discuss insurance provision. A further quote had been received from Zurich with added provision to better match the Came and Company quote. The Clerk circulated the information.

The Committee approved the Clerk's recommendation to remain with Zurich, taking out the extra cover which was still cheaper than the Came and Company quote.

FPG/19-20/5/10

Clerk and Chair's Reports.

FPG/19-20/5/11

Key future Agenda items:

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

FPG/19-20/5/12

To note the date and time of the next meeting: Monday, 6th January 2019

Chair

Matters to be considered with the Press and Public Excluded:

FPG/19-20/5/13 **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/19-20/5/14 **Officer-Member protocol.**

Cllr Cooper informed the committee that she and the Clerk had been working on an Officer-Member protocol, which are commonly in place at other town councils. She outlined why she feels that there is a need for a protocol. It is hoped to have a draft available for the 6th January F&GP meeting.

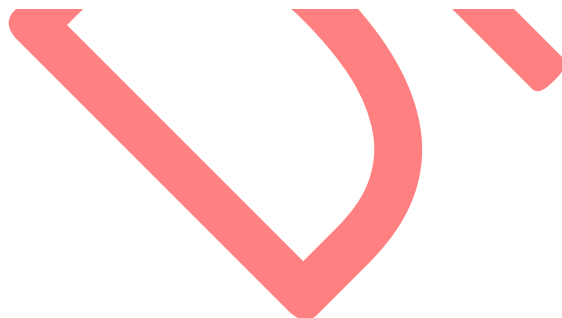
The meeting concluded at 9:10pm

Draft

Appendix 1

Payments presented to F and GP on the 19th December 2019

Creditors for Month No 8			Order by Invoices Entered				Invoices entered by SED Posted by SED					
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis					
							Invoice Total	A/C	Centre	Amount	Analysis Description	
10/10/2019	007	357	GREENACRES PLANT NUR	GREENACRES	100.00	0.00	100.00	4030	102	100.00	Greenacres Plants for Mark	
15/11/2019	88997	358	ALPHA	ALPH01	109.75	21.95	131.70	4010	101	109.75	Telephone/internet october	
09/10/2019	06310	359	L JONES JOINERY LTD	LJJ01	80.00	16.00	96.00	4018	101	80.00	Storage charge 12/9 to 9/10	
13/11/2019	06348	360	L JONES JOINERY LTD	LJJ01	80.00	16.00	96.00	4018	101	80.00	L Jones Joinery	
31/10/2019	59604	361	V2V	V2V01	46.38	9.28	55.66	4010	101	46.38	Ranger mobile October 2019	
20/08/2019	17644	362	THUNBOLT	THUNBOLT	61.00	12.20	73.20	4032	101	61.00	Thunderbolt Test and Maint.	
05/11/2019	03838	363	SHIRES PAY SERVICES	SPSLTD	28.00	0.00	28.00	4022	101	28.00	Payroll Services October	
18/11/2019	CBI782/0623/16	364	CBI-SECURITY	CBISECUR	150.00	30.00	180.00	4093	109	150.00	17th Nov 2019 Security	
29/11/2019	CBI786/069/19	365	CBI-SECURITY	CBISECUR	150.00	30.00	180.00	4093	109	150.00	Security 29th November	
TOTAL INVOICES					<u>805.13</u>	<u>135.43</u>	<u>940.56</u>			<u>805.13</u>		
VAT ANALYSIS CODE S @ 20.00%					677.13	135.43	812.56					
VAT ANALYSIS CODE Z @ 0.00%					128.00	0.00	128.00					
TOTALS					<u>805.13</u>	<u>135.43</u>	<u>940.56</u>					



Chair

Financial Position – 30th November 2019

1. Bank Reconciliations dated 30th November 2019

a. Barclays Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C	30/11/2019	34	138,388.60
			138,388.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			138,388.60
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			138,388.60
		Balance per Cash Book is :-	138,388.60
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
09/05/2019		0.00	0.00
		Unreconciled Difference is :-	0.00

b. Unity Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank 20409649	30/11/2019	7	15,064.69
			15,064.69
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			15,064.69
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			15,064.69
		Balance per Cash Book is :-	15,064.69
		Difference is :-	0.00

Appendix 2

2. Trial Balance – 30th November 2019

Date : 19/12/2019		Kidsgrove Town Council 2019/20		Page 1	
Time: 11:23		Trial Balance for Month No: 8		User: SED	
Account Number Order					
A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			755.00	
105	VAT Control A/c			32,793.00	
200	Current Bank A/c			144,733.44	
201	National Savings Account			168,884.74	
203	Unity Current Account T2			8,719.85	
310	General Reserves				53,783.79
320	EM RES - VH Maintenance Fund				55,000.00
321	EM RES - Election Costs				10,000.00
322	EM RES - Capital Projects				60,000.00
323	EM RES - Revenue Fund				20,000.00
512	Accrue mayors charity donation				1,021.68
1000	Lettings	109	Victoria Hall Operations		11,543.50
1001	Bar Franchise	109	Victoria Hall Operations		945.00
1002	Allotment Income	107	Allotments		896.25
1004	Surety Deposits	109	Victoria Hall Operations		400.00
1010	Bank Interest	101	Administration		29.12
1076	Precept	101	Administration		231,309.00
1077	Council Tax Support Grant	101	Administration		13,266.00
1078	S136 RECEIPT	101	Administration		6,794.00
1998	Party in the Park Income	114	Events		483.00
4000	Salaries	106	Staff payroll costs	23,644.71	
4001	HMRC	106	Staff payroll costs	10,575.91	
4002	Staffordshire Pensions	106	Staff payroll costs	9,350.33	
4004	Communication and consultation	101	Administration	480.00	
4006	Office Equipment + ICT hardware	101	Administration	813.00	
4008	Stationery	101	Administration	255.77	
4009	Office Contingency Costs	101	Administration	155.90	
4010	Telephone & Internet	101	Administration	757.35	
4011	ICT - software + support	101	Administration	536.40	
4013	Photocopier and printer	101	Administration	842.77	
4018	Off site storage	101	Administration	480.00	
4019	Bank Charges	101	Administration	163.21	
4020	Training - Staff	101	Administration	1,620.00	
4021	Training - Members	101	Administration	500.00	
4022	Payroll costs	101	Administration	176.50	
4024	General Council and admin equi	101	Administration	424.43	
4025	Business Rates	104	Fixed & Statutory	8,161.50	
4029	Environmental improvement	102	Environmental Projects	2,904.00	
4030	Planters and hanging baskets	102	Environmental Projects	800.00	
4032	Maintenance	109	Victoria Hall Operations	896.68	
4042	Mayors Allowance	111	Civic Costs	1,000.00	
4043	Deputy Mayors Allowance	111	Civic Costs	250.00	

Continued over page

Appendix 2

Date : 19/12/2019		Kidsgrove Town Council 2019/20		Page 2	
Time: 11:23		Trial Balance for Month No: 8		User: SED	
Account Number Order					
A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4045	Mayors Function Funds	111	Civic Costs	357.00	
4046	Town Crier	111	Civic Costs	250.00	
4050	Audit Fee inc GDPR	104	Fixed & Statutory		540.00
4052	SPCA and other subscriptions	101	Administration	1,284.00	
4053	Accountancy Fees inc Rialtas	101	Administration	565.52	
4053	Accountancy Fees inc Rialtas	104	Fixed & Statutory		111.42
4054	Professional Advice statutory	104	Fixed & Statutory	300.00	
4055	Bar licence	104	Fixed & Statutory	190.50	
4056	Legal and Health and Safety	104	Fixed & Statutory	4,007.30	
4063	Christmas Lights	105	Capital Projects	1,500.00	
4078	Victoria Hall advertising	109	Victoria Hall Operations	360.00	
4085	Service Charge	109	Victoria Hall Operations	6,000.00	
4090	Victoria Hall - Redecorates	109	Victoria Hall Operations	70.53	
4092	Health and Safety	109	Victoria Hall Operations	260.00	
4093	External contractor Security	109	Victoria Hall Operations	2,119.75	
4094	External Contractor cleaning	109	Victoria Hall Operations	4,205.60	
4098	Reels on Wheels	114	Events	336.00	
4099	Other Event costs	114	Events	21.00	
4100	Ranger Service contract	110	Ranger Service	18,333.00	
4102	Ranger Other Costs	110	Ranger Service	168.10	
4200	Grants awarded	112	Grants and donations	2,981.00	
4201	Donations (S137)	112	Grants and donations	200.00	
4300	Allotment Society Subs	107	Allotments	55.00	
4302	Allotment waste disposal	107	Allotments	358.00	
4303	Allotment contingency	107	Allotments	168.99	
4304	Allotment Maintenance	107	Allotments	79.98	
4602	Party in the Park Costs	114	Events	1,277.00	
Trial Balance Totals :				466,122.76	466,122.76
Difference				0.00	

3.

Appendix 2

4. Income and Expenditure report up till 30th November 2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1010 Bank Interest	1,008	29	560	531			5.2%	
1076 Precept	228,177	231,309	231,309	0			100.0%	
1077 Council Tax Support Grant	13,266	13,266	13,266	0			100.0%	
1078 S136 RECEIPT	13,404	6,794	6,794	0			100.0%	
Administration :- Income	<u>255,855</u>	<u>251,398</u>	<u>251,929</u>	<u>531</u>			<u>99.8%</u>	<u>0</u>
4024 General Council and admin equi	0	424	0	(424)		(424)	0.0%	
Administration :- Direct Expenditure	<u>0</u>	<u>424</u>	<u>0</u>	<u>(424)</u>	<u>0</u>	<u>(424)</u>		<u>0</u>
4004 Communication and consultation	0	480	1,000	520		520	48.0%	
4005 Advertising	1,030	0	500	500		500	0.0%	
4006 Office Equipment + ICT hardwar	42	813	1,000	187		187	81.3%	
4007 Postage	2	0	50	50		50	0.0%	
4008 Stationery	529	256	600	344		344	42.6%	
4009 Office Contingency Costs	252	156	750	594		594	20.8%	
4010 Telephone & Internet	2,105	757	2,000	1,243		1,243	37.9%	
4011 ICT - software + support	3,314	536	2,000	1,464		1,464	26.8%	
4012 Website development	899	0	500	500		500	0.0%	
4013 Photocopier and printer	596	843	600	(243)		(243)	140.5%	
4017 Mileage costs	47	0	150	150		150	0.0%	
4018 Off site storage	960	480	1,000	520		520	48.0%	
4019 Bank Charges	283	163	300	137		137	54.4%	
4020 Training - Staff	2,076	1,620	3,750	2,130		2,130	43.2%	
4021 Training - Members	256	500	1,000	500		500	50.0%	
4022 Payroll costs	340	177	500	324		324	35.3%	
4023 Staffing support	12,258	0	0	0		0	0.0%	
4052 SPCA and other subscriptions	252	1,284	1,300	16		16	98.8%	
4053 Accountancy Fees inc Rialtas	760	566	750	184		184	75.4%	
4054 Professional Advice statutory	355	0	0	0		0	0.0%	
4999 Miscellaneous and unexpected	256	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	<u>26,611</u>	<u>8,630</u>	<u>17,750</u>	<u>9,120</u>	<u>0</u>	<u>9,120</u>	<u>48.6%</u>	<u>0</u>
Net Income over Expenditure	<u>229,245</u>	<u>242,343</u>	<u>234,179</u>	<u>(8,164)</u>				
6000 less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	<u>117,473</u>	<u>242,343</u>						
<u>102 Environmental Projects</u>								
4029 Environmental improvement	0	2,904	8,000	5,096		5,096	36.3%	
4030 Planters and hanging baskets	27	800	3,000	2,200		2,200	26.7%	
Environmental Projects :- Indirect Expenditure	<u>27</u>	<u>3,704</u>	<u>11,000</u>	<u>7,296</u>	<u>0</u>	<u>7,296</u>	<u>33.7%</u>	<u>0</u>
Net Expenditure	<u>(27)</u>	<u>(3,704)</u>	<u>(11,000)</u>	<u>(7,296)</u>				

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Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Fixed & Statutory								
4025 Business Rates	7,920	8,162	8,500	339		339	96.0%	
4050 Audit Fee inc GDPR	2,882	(540)	1,500	2,040		2,040	(36.0%)	
4051 Insurance	3,904	0	4,200	4,200		4,200	0.0%	
4052 SPCA and other subscriptions	1,284	0	0	0		0	0.0%	
4053 Accountancy Fees inc Rialtas	0	(111)	0	111		111	0.0%	
4054 Professional Advice statutory	640	300	1,000	700		700	30.0%	
4055 Bar licence	203	191	250	60		60	76.2%	
4056 Legal and Health and Safety	3,941	4,007	4,000	(7)		(7)	100.2%	
4999 Miscellaneous and unexpected	0	0	500	500		500	0.0%	
Fixed & Statutory :- Indirect Expenditure	20,774	12,008	19,950	7,942	0	7,942	60.2%	0
Net Expenditure	(20,774)	(12,008)	(19,950)	(7,942)				
105 Capital Projects								
4033 Hanging Baskets	700	0	0	0		0	0.0%	
4063 Christmas Lights	1,200	1,500	10,000	8,500		8,500	15.0%	
Capital Projects :- Indirect Expenditure	1,900	1,500	10,000	8,500	0	8,500	15.0%	0
Net Expenditure	(1,900)	(1,500)	(10,000)	(8,500)				
106 Staff payroll costs								
4000 Salaries	21,062	23,645	40,000	16,355		16,355	59.1%	
4001 HMRC	8,091	10,576	6,000	(4,576)		(4,576)	176.3%	
4002 Staffordshire Pensions	8,350	9,350	6,000	(3,350)		(3,350)	155.8%	
Staff payroll costs :- Indirect Expenditure	37,503	43,571	52,000	8,429	0	8,429	83.8%	0
Net Expenditure	(37,503)	(43,571)	(52,000)	(8,429)				
107 Allotments								
1002 Allotment Income	830	896	900	4			99.6%	
Allotments :- Income	830	896	900	4			99.6%	0
4300 Allotment Society Subs	55	55	75	20		20	73.3%	
4301 Allotment Legal and prof.	0	0	2,000	2,000		2,000	0.0%	
4302 Allotment waste disposal	480	358	425	67		67	84.2%	
4303 Allotment contingency	0	169	500	331		331	33.8%	
4304 Allotment Maintenance	387	80	1,000	920		920	8.0%	
Allotments :- Indirect Expenditure	922	662	4,000	3,338	0	3,338	16.5%	0
Net Income over Expenditure	(92)	234	(3,100)	(3,334)				

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Kidsgrove Town Council 2019/20

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Detailed Income & Expenditure by Budget Heading 19/12/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 Victoria Hall Operations</u>								
1000 Lettings	19,293	11,544	18,500	6,957			62.4%	
1001 Bar Franchise	4,945	945	3,750	2,805			25.2%	
1004 Surety Deposits	0	400	0	(400)			0.0%	
Victoria Hall Operations :- Income	24,238	12,889	22,250	9,362			57.9%	0
4031 Christmas Decorations VH	145	0	200	200		200	0.0%	
4032 Maintenance	2,935	897	1,000	103		103	89.7%	
4062 Stage Lighting	0	0	1,000	1,000		1,000	0.0%	
4064 Kitchen Costs	0	0	10,500	10,500		10,500	0.0%	
4077 Victoria Hall other costs	133	0	750	750		750	0.0%	
4078 Victoria Hall advertising	0	360	1,200	840		840	30.0%	
4080 Waste Disposal	0	0	500	500		500	0.0%	
4085 Service Charge	27,719	6,000	10,000	4,000		4,000	60.0%	
4090 Victoria Hall - Redec/repairs	2,452	71	2,000	1,929		1,929	3.5%	
4091 Victoria Hall Legal Expenses	396	0	2,000	2,000		2,000	0.0%	
4092 Health and Safety	2,000	260	1,000	740		740	26.0%	
4093 External contractor Security	21,393	2,120	18,000	15,880		15,880	11.8%	
4094 External Contractor cleaning	6,232	4,206	5,000	794		794	84.1%	
4999 Miscellaneous and unexpected	95	0	0	0		0	0.0%	
Victoria Hall Operations :- Indirect Expenditure	63,500	13,913	53,150	39,237	0	39,237	26.2%	0
Net Income over Expenditure	(39,262)	(1,024)	(30,900)	(29,876)				
<u>110 Ranger Service</u>								
4100 Ranger Service contract	35,000	18,333	35,000	16,667		16,667	52.4%	
4101 Ranger Service Training	350	0	1,000	1,000		1,000	0.0%	
4102 Ranger Other Costs	258	168	1,000	832		832	16.8%	
Ranger Service :- Indirect Expenditure	35,608	18,501	37,000	18,499	0	18,499	50.0%	0
Net Expenditure	(35,608)	(18,501)	(37,000)	(18,499)				
<u>111 Civic Costs</u>								
4040 Civic Gifts	0	0	100	100		100	0.0%	
4041 Civic Regalia	614	0	1,000	1,000		1,000	0.0%	
4042 Mayors Allowance	1,000	1,000	1,000	0		0	100.0%	
4043 Deputy Mayors Allowance	250	250	250	0		0	100.0%	
4045 Mayors Function Funds	0	357	500	143		143	71.4%	
4046 Town Crier	250	250	250	0		0	100.0%	
Civic Costs :- Indirect Expenditure	2,114	1,857	3,100	1,243	0	1,243	59.9%	0
Net Expenditure	(2,114)	(1,857)	(3,100)	(1,243)				

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Kidsgrove Town Council 2019/20

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Detailed Income & Expenditure by Budget Heading 19/12/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Grants and donations								
4200 Grants awarded	1,200	2,981	10,000	7,019		7,019	29.8%	
4201 Donations (S137)	250	200	500	300		300	40.0%	
Grants and donations :- Indirect Expenditure	1,450	3,181	10,500	7,319	0	7,319	30.3%	0
Net Expenditure	(1,450)	(3,181)	(10,500)	(7,319)				
114 Events								
1998 Party in the Park Income	0	483	0	(483)			0.0%	
1999 Event Income	750	0	0	0			0.0%	
Events :- Income	750	483	0	(483)				0
4070 Community Pantomime	975	0	2,200	2,200		2,200	0.0%	
4097 TMC-NYE/Xmas	0	0	200	200		200	0.0%	
4098 Reels on Wheels	320	336	1,000	664		664	33.6%	
4099 Other Event costs	0	21	3,500	3,479		3,479	0.6%	
4600 Event advertising	0	0	600	600		600	0.0%	
4602 Party in the Park Costs	0	1,277	0	(1,277)		(1,277)	0.0%	
4999 Miscellaneous and unexpected	1,744	0	0	0		0	0.0%	
Events :- Indirect Expenditure	3,039	1,634	7,500	5,866	0	5,866	21.8%	0
Net Income over Expenditure	(2,289)	(1,151)	(7,500)	(6,349)				
115 Health and Wellbeing								
4400 Health and wellbeing projects	0	0	18,000	18,000		18,000	0.0%	
Health and Wellbeing :- Indirect Expenditure	0	0	18,000	18,000	0	18,000	0.0%	0
Net Expenditure	0	0	(18,000)	(18,000)				
116 Highways and Highways Safety								
4500 Highways and highways Safety	0	0	25,000	25,000		25,000	0.0%	
Highways and Highways Safety :- Indirect Expenditure	0	0	25,000	25,000	0	25,000	0.0%	0
Net Expenditure	0	0	(25,000)	(25,000)				
Grand Totals:- Income	281,674	265,666	275,079	9,413			96.6%	
Expenditure	193,450	109,585	268,950	159,365	0	159,365	40.7%	
Net Income over Expenditure	88,225	156,081	6,129	(149,952)				
less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	(23,547)	156,081						