

Finance and General Purposes Meeting

Kidsgrove Town Council
Victoria Hall
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Minutes of the Finance and General Purposes Committee meeting held on the 6th January 2020, 8:00pm, Chairman's Room, Victoria Hall

FPG/19-20/6/1 Present

Cllr A Cooper, Cllr S Dymond, Cllr A Cartwright, Cllr P Waring, 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.

In attendance: Sue Davies, Town Clerk

FPG/19-20/6/2 To receive and consider apologies for absence

Apologies had been received from Cllr J Dodgson.

FPG/19-20/6/3 To note declarations of Member's Interests

None

FPG/19-20/6/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 19th December 2019

Deferred

FPG/19-20/6/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

None.

FPG/19-20/6/6 Matters Arising not covered elsewhere on the agenda:

Matters arising were deferred to allow focus on the budget.

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

Deferred to Full Council.

b) To receive bank reconciliations and the statement of accounts dated 31st December 2020.

Deferred to Full Council.

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

- i) The Clerk informed that Cllr H Maxfield had emailed informing that she is withdrawing her audit report. As such, an amended written report would not be forthcoming.

The Clerk noted that three issues raised in the office during the audit were regardless issues to be resolved:

- Clerk's log of emergency powers to be in place.
- Ensuring councillors check account numbers and sort codes when approving payments.
- Ensuring any reason not to go out to full tender for contracts over £25,000 aggregate is recorded clearly in the minutes. (This had been raised in relation to the ranger contract.)

It was noted that further councillor audits are required.

- ii) Cllr Cooper presented a verbal report with her thoughts on the finances and progress of the Council given that she spends time in the office liaising with the Clerk on financial matters. Her recommendations are:

- Further training for councillors on the responsibilities and regulation surrounding Council finance procedures.
- The Council currently has no other employee that could assume the role of Town Clerk (plus RFO) to cover even short periods of absence, eg, holidays or sick. The approved appointment of another part time admin could be an opportunity to include financial administration duties into the role.
- Office layout results in lack of confidentiality which could result in data breaches.
- More thorough review and reporting on the cost of events in the hall, both community and commercial. This will assist in finalising new policies and booking forms.

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

The Committee further considered the draft budget and a three-year forecast. A revised draft budget was agreed, and it was unanimously resolved to recommend approval to Full Council. (Appendix 1 for summary sheet).

Action: The Clerk to prepare for Full Council.

FPG/19-20/6/9 To receive and consider the first draft of the Officer/Member protocol. (To be circulated)

Deferred.

FPG/19-20/6/10 Clerk and Chair's Reports.

FPG/19-20/6/11 Key future Agenda items:

- Data protection Officer Provision
- Email Provision
- Id cards
- Death of a Senior Figure Policy
- Quality Council awards
- Concession policy and revised booking forms.

FPG/19-20/6/12 To note the date and time of the next meeting: Monday, 24th February 2020

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Appendix 1

FPG/19-20/6/13

BUDGET SUMMARY SHEET

	End of Current year predicted	Projected 2020/21
General Reserves		65000
Earmarked reserve:		
Victoria Hall Maintenance Fund	55000	70000
Election Costs	10,000	15000
Capital Projects	60,000	60000
Revenue Fund	20000	30000
TOTAL		

Income								
	2018-2019	Current Year Budget	received	Projected Year End	Projected 2020-2021	2021-2022	2022-2023	Comments
Precept	228,117.00		231,309.00	231,309.00	233,862.00	235,000.00	237,000.00	
			0	0	0	0	0	
Council Tax Support Grant	13,266.00		13,266.00	13,266.00	13,266.00	13,266.00	13,266.00	
S136 Receipt	13,404.00		6,794.00	6,794.00	0.00	0.00	0.00	
Bank Interest	1,008.00		23.00	560.00	600.00	600.00	600.00	
Victoria Hall Income	24,238.00		11,494.00	25,000.00	26,000.00	27,000.00	28,000.00	
Allotments	830.00		896.00	896.00	900.00	920.00	940.00	
TC Event Income				200.00	500.00	1,000.00	1,500.00	?
TOTAL	280,863.00		263,782.00	278,025.00	275,128.00	277,786.00	281,306.00	

Appendix 1

Expenditure								
	2018-2019	Current Year		Projected	Projected		Comments	
		Budget	Spent	Year End	2020-2021	2021-2022		2022-2023
Administration + statutory	45,491.00	37,700.00	27,191.00	33,069.00	38,373.00	38,295.00	39,190.00	
Civic Costs	2,114.00	4,000.00	1,857.00	1,857.00	2,750.00	2,750.00	2,750.00	
Staffing Costs	37,503.00	52,000.00	43,571.00	70,000.00	75,500.00	79,500.00	83,000.00	
Victoria Hall Costs		53,150.00	13,914.00	33,800.00	42,150.00	31,970.00	33,700.00	
F&GP Projects		0.00	0.00	10,000.00	9,500.00	6,600.00	6,600.00	
P,land H Committee		25,000.00	0.00	21,300.00	24,750.00	26,000.00	27,250.00	
Neighbourhood Plan		1,000.00	0.00	1,000.00	1,000.00	2,000.00	2,000.00	
Environment Projects	727.00	11,000.00	3,704.00	5,904.00	7,500.00	8,500.00	9,500.00	
Ranger Service	35,608.00	11,025.00	36,850.00	37,350.00	38,300.00	39,800.00	41,800.00	
Allotments	922.00	4,000.00	464.00	3,730.00	10,005.00	3,010.00	3,015.00	
Grants + donations		10,500.00	3,481.00	10,500.00	10,500.00	10,500.00	10,500.00	10,000 grant, 500 donation
Events Committee (inc lights)	3,039.00	16,700.00	2,534.00	5,797.00	14,800.00	14,850.00	14,900.00	with £10,000 xmas lights
TOTAL		226,075.0	133,566.0	234,307.0	275,128.0	263,775.0	274,205.0	