

Emergency Committee Meeting

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

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



Minutes of the Meeting held on the 6th May, 2020, 6:30pm Meeting held via Zoom

1920-EC1-01 Present

Cllrs Robinson, P Waring, Cartwright, Cooper, Burnett, H Maxfield and Stubbs.

Attending: Sue Davies (Clerk), P Pattison (Administration Assistant)

Cllr Dymond attended as a member of the public.

1920-EC1-02 To note the change in legislation to allow remote meetings and to consider and approve, subject to agreed changes, a draft policy.

The Clerk outlined the recent legislation which allows Local Councils to hold meetings remotely until May of 2021.

A draft policy was presented to Council.

Cllr Cooper noted that a sentence to indicate that in a Part 2 session where the press and public are excluded, any members of the public present should be sent to the waiting room. The Clerk suggested the addition of a line to state that Members and Officers should not be under the influence of or drinking alcohol during the meeting.

The Committee **resolved** to approve the policy subject to the addition of the two suggested changes. (See appendix 1.)

1920-EC1-03 To receive apologies for absence

No apologies were received.

1920-EC1-04 To note declarations of interest

Cllr Robinson declared an interest in the item to consider a grant for the Covid-19 group and asserted that he would pass over the chair for that item.

1920-EC1-05 Public Participation

No requests to speak.

1920-EC1-06 To receive an update from the Clerk, Group Leaders, Mayor and Deputy Mayor on Council activity during the lockdown period.

Some of the activities conducted during lockdown were listed including:

- Both the Clerk and administration assistant are working full hours from home. The Ranger is also working his normal hours. Visits to the Town hall are taken place to check the building.
- End of year accounts have completed by the Clerk/RFO.
- The administration assistant has been receiving training on updating and maintaining the website.
- Covid-19 support for the community.
- A fire at the allotments had occurred resulting in damaged fencing. The affected sites have now been cleared. The committee agreed with the Clerk that the Council should make good all damage to bordering fencing.
- A request at the allotments to allow bee hives on site. The Committee highlighted that this needs investigating before permission is given.

The Clerk and both group leaders asserted that they felt that now Zoom can be used, that the Council should start to look at progressing business.

It was suggested that a small group be convened to look at the end of year accounts.

Cllr Robinson provided an update of the Town Board progress.

Cllr Robinson also summarised the support of community groups helping with the Covid-19 crisis and informed the committee that Newcastle-under-Lyme Borough Council is looking at plans to open up the Town Centre and he has suggested the Town Council be consulted on this. He informed that fly-tipping has been a problem but that the tips are due to reopen.

Cllr Waring stated that he has also noticed increased fly-tipping and had been reporting it. Generally, it had been dealt with quickly.

Cllr Cartwright updated on her involvement in liaising with the support groups, especially the Covid-19 group and said she felt their efforts needed recognition. Cllr Cooper echoed Cllr Cartwright's thoughts on the good work of the support groups.

1920-EC1-07 To receive an update from the Clerk on the Casual Vacancy in the Mow Cop and Newchapel Ward

Cllr Robinson said that the Council had lost a good councillor and that he felt that the Town Council should hold a minute's silence at the beginning of the next physical meeting of the Full Council.

The Clerk informed that the correct procedures had been followed. Newcastle-Under-Lyme elections team had been informed of the vacancy and the correct notice had been served. The Clerk confirmed she has now received notification that an election has not been called and that the Town Council is free to co-opt. She stated that she feels the Council should have a co-option policy in place.

Cllr Waring echoed that the loss of Cllr Dodgson is sad. He agreed that a co-option policy to be in place first is needed.

It was agreed by all present that a clear co-option policy and application process should be put into place first.

Action: The Clerk to progress and bring drafts to a future meeting.

1920-EC1-08 To receive an update from the Clerk on the end of year and audit arrangements for 2019/20 with a proposed timescale.

The Clerk confirmed that the end of year accounts are in place but that internal audit is still required. A two-month extension to deadlines has been granted to all town and parish councils but the clerk hoped that the original timetable could be adhered to.

1920-EC1-09 To consider and agree the Council's meeting schedule in light of the ability to hold remote meetings with consideration to:

a) The Annual Meeting and Mayor making.

It was proposed that the Annual Meeting be delayed until the Autumn when it may be possible to have a physical meeting. It was hoped there may be more clarity by July and the situation could be reviewed at Council meetings.

b) Full Council Meetings

It was agreed that Full Council meetings would be arranged to be timely with consideration of essential business that can only be conducted by the Full Council such as the end of year accounts. The third week of June was suggested. It was noted that training in Zoom may be required for some members.

c) Continued use of the Emergency Committee and Committee Meetings

It was agreed that the Emergency Committee would continue to manage business until an Annual Meeting could be held although this could be reviewed in July. The Clerk suggested that the Emergency Committee cover Committee business in the interim. Cllr Robinson agreed but suggested

that other members, especially chairs, be invited. Cllr Cooper stated that she felt business to be covered should be essential only.

d) Working Group Meetings

It was agreed that working parties could meet remotely if they were able to spend the time planning.

1920-EC1-10 To consider and resolve to agree or otherwise the following grant applications:

a) Kidsgrove Lads and Dads - £500 to assist to keep the club going whilst unable to fund raise due to Covid-19 restrictions.

The Committee resolved to approve the grant from the Covid-19 fund.

b) Father Hudson's Group - £500 to assist with a telephone befriending service for those isolated due to Covid-19.

The Committee resolved to approve the grant from the Covid-19 fund.

c) Covid-19 Group using Talke and Butt Lane LAP as support organisation to hold the money - £500 to assist with the purchase of supplies

Cllr Robinson passed over the chair to Cllr Waring for this item.

The Committee resolved to approve the grant from the Covid-19 fund.

d) Salvation Army Group - £500 to assist with the purchase of supplies.

The Committee resolved to approve the grant from the Covid-19 fund.

1920-EC1-11 To receive an update and consider the Town Council's support for the community during the Covid-19 situation. To receive and agree any further actions.

The Clerk reported that the Town Council as a body has been assisting groups within the parish in various ways including:

- Allowing use of the Town Council kitchen.
- Providing grants where required.
- Allowing allocation of some of the Kidsgrove Town Council Ranger time to assisting groups in the community.

It was suggested that the Town Council consider production of a leaflet for the Mow Cop and Newchapel area similar to that produced by the Talke and Butt Lane LAP Group containing current useful information, with the funds being taken from the covid-19 budget line.

Action: The Clerk to liaise with Cllr Waring and Cllr Cooper.

1920-EC1-12 To receive the notes from a Zoom Meeting held on the 7th May regarding the Town Deal and to resolve to approve the collated comments.

The Council considered the notes of the meeting compiled by the Clerk and A Thomson and agreed they correctly represented the views of the Council.

1920-EC1-13 To receive an item from the chair, Cllr Robinson, requesting the Council write a letter to object to proposed changes to Community First Responders practice.

The Committee resolved to support the request. Cllr Robinson agreed to draft a letter of objection.

1920-EC1-14 To consider and agree or otherwise to the offer of sponsorship of the hanging baskets outside the Town Hall.

The Committee **resolved** to approve the sponsorship of fourteen hanging baskets for the Town Hall.

1920-EC1-15 To receive and further items from the Clerk, Chair and Vice-Chair.

There were no further matters raised.

1920-EC1-16 To agree the date of the next meeting: 2nd June 2020

Meeting Closed 20:15 pm

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Virtual Meeting Policy and Procedure

Introduction and Policy

From 4 April 2020 until May 2021, Parish Councils have been given provision under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* (“the 2020 Regulations”) to hold legal virtual meetings in order that Parish Council business can be maintained.

Kidsgrove Town Council will allow virtual meetings as an option to face to face meetings at the Town Hall whilst the legislation is in place. The Town Council will retain the option during this period of holding face to face meetings should it be deemed safe to do so.

A variety of different platforms including Microsoft Teams, Google Hangouts or Zoom are available.

Kidsgrove Town Council has chosen to use the Zoom platform which enables the meeting to be accessible by the public. The Clerk will host the meeting using the Town Council-paid account and will usually assign the chair and vice chair as co-hosts. Remote meetings may be held for Full Council, Committees, working parties or any other informal meeting required.

Procedure for Full Council and its Committees

Remote meetings of Full Council or its committees will be held using the agenda and summons which the Clerk has published. They will be governed by the usual Standing Orders, Financial Regulations and associated policies.

Appendix 1 – Policy for the holding of Remote Meetings.

A code and link to the virtual meeting will be published on the agenda (which will also go on the noticeboard and on the website) in order that the public are able to attend, just as they would be able to attend a meeting in the Town Hall. Attendees will also have the ability to dial in to the meeting via telephone.

Attendees will collect in the Zoom ‘waiting room’ prior to the meeting. As the ‘Host’, the Clerk will have the ability to mute or remove anyone deemed a nuisance at the Chairman’s request.

All attendees will be set to ‘mute’ on entry to the meeting and only the Chairman of the meeting will remain unmuted. All other participants, if they wish to speak will be invited to unmute. The Clerk will have the ability to mute anyone who forgets.

All Councillor attendees will display their name in order for the public to be able to identify them, just as they would at an in-person meeting.

Voting must be by a visible show of hand (not electronic) or by the Councillor audibly identifying themselves and stating their voting intention.

If a Councillor has declared an interest in an item on the agenda, at the Clerk or Chair’s discretion, they may be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

If the Council resolves to go into a Part 2 press and public excluded session, any members of the public or press present will be placed back in the waiting room.

In order to protect participants from malware, the ‘chat’, file sharing and screen sharing function will be disabled during the meeting. If necessary, the Clerk or Chair will direct chat use and display any documents required using the ‘share screen’ function.

As with meetings in the Town Hall, members of the public will be given the opportunity to speak during public participation but will not be permitted, unless invited to do so by the Chairman, to speak at other times. Members of the public may introduce themselves if they should wish.

Anyone wanting to speak should raise their hand using ‘raise hand’ in the options within the participants section or by waving if they’re using a camera so that the Chairman can see.

Meeting participants may wish to protect their personal environment by choosing a virtual background in the Zoom Settings ‘Virtual Background’ or alternatively should consider what can be seen behind them while on camera.

Appendix 1 – Policy for the holding of Remote Meetings.

Members and officers are expected to not be under the influence of alcohol during the meeting nor to drink alcohol during the meeting.

This procedure was considered and approved at a meeting on 12th May 2020 and will be reviewed in one year unless further changes to legislation require that it be reviewed at an earlier date.

12th May 2020

Appendix 2 – Financial Summary

2. Trial Balance – 31st December 2019

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			1,096.00	
105	VAT Control A/c			33,224.50	
200	Current Bank A/c			129,576.05	
201	National Savings Account			168,884.74	
203	Unity Current Account T2			12,517.35	
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
500	Creditors				1,273.60
512	Accrue mayors charity donation				1,021.68
1000	Lettings	109	Victoria Hall Operations		13,109.50
1001	Bar Franchise	109	Victoria Hall Operations		945.00
1002	Allotment Income	107	Allotments		896.25
1004	Surety Deposits	109	Victoria Hall Operations		300.00
1010	Bank Interest	101	Administration		33.97
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
1999	Event Income	114	Events		77.00
4000	Salaries	106	Staff payroll costs	26,882.45	
4001	HMRC	106	Staff payroll costs	12,045.74	
4002	Staffordshire Pensions	106	Staff payroll costs	10,616.30	
4004	Communication and consultation	101	Administration	480.00	
4006	Office Equipment + ICT hardwar	101	Administration	813.00	
4008	Stationery	101	Administration	255.77	
4009	Office Contingency Costs	101	Administration	155.90	
4010	Telephone & Internet	101	Administration	938.98	
4011	ICT - software + support	101	Administration	536.40	
4013	Photocopier and printer	101	Administration	842.77	
4018	Off site storage	101	Administration	640.00	
4019	Bank Charges	101	Administration	213.51	
4020	Training - Staff	101	Administration	1,620.00	
4021	Training - Members	101	Administration	500.00	
4022	Payroll costs	101	Administration	204.50	
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	900.00	
4032	Maintenance	101	Administration	61.00	

Continued over page

Date : 22/01/2020

Kidsgrove Town Council 2019/20

Page 2

Time: 18:06

Trial Balance for Month No: 9

User : SED

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
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	
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
4051	Insurance	104	Fixed & Statutory	3,525.54	
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	
4070	Community Pantomime	114	Events	775.00	
4078	Victoria Hall advertising	109	Victoria Hall Operations	360.00	
4085	Service Charge	109	Victoria Hall Operations	6,000.00	
4090	Victoria Hall - Redec/repairs	109	Victoria Hall Operations	70.53	
4092	Health and Safety	109	Victoria Hall Operations	260.00	
4093	External contractor Security	109	Victoria Hall Operations	2,419.75	
4094	External Contractor cleaning	109	Victoria Hall Operations	5,660.43	
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	3,480.00	
4201	Donations (S137)	112	Grants and donations	500.00	
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 :				468,944.21	468,944.21
Difference				0.00	

Date : 22/01/2020

Kidsgrove Town Council 2019/20

Page 2

Time: 18:06

Trial Balance for Month No: 9

User : SED

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
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	
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
4051	Insurance	104	Fixed & Statutory	3,525.54	
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	
4070	Community Pantomime	114	Events	775.00	
4078	Victoria Hall advertising	109	Victoria Hall Operations	360.00	
4085	Service Charge	109	Victoria Hall Operations	6,000.00	
4090	Victoria Hall - Redec/repairs	109	Victoria Hall Operations	70.53	
4092	Health and Safety	109	Victoria Hall Operations	260.00	
4093	External contractor Security	109	Victoria Hall Operations	2,419.75	
4094	External Contractor cleaning	109	Victoria Hall Operations	5,660.43	
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	3,480.00	
4201	Donations (S137)	112	Grants and donations	500.00	
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 :				468,944.21	468,944.21
Difference				0.00	

3. Detailed Balance Sheet

22/01/2020 18:03	Kidsgrove Town Council 2019/20	Page 1
Detailed Balance Sheet - Excluding Stock Movement		
Month 9 Date 22/01/2020		
A/c	Description	Actual
<i>Current Assets</i>		
100	Debtors	1,096
105	VAT Control A/c	33,225
200	Current Bank A/c	129,576
201	National Savings Account	168,885
203	Unity Current Account T2	12,517
	Total Current Assets	345,299
<i>Current Liabilities</i>		
500	Creditors	1,274
512	Accrue mayors charity donation	1,022
	Total Current Liabilities	2,295
	Net Current Assets	343,003
	Total Assets less Current Liabilities	343,003
<i>Represented by :-</i>		
300	Current Year Fund	144,220
310	General Reserves	53,784
320	EM RES - VH Maintenance Fund	55,000
321	EM RES - Election Costs	10,000
322	EM RES - Capital Projects	60,000
323	EM RES - Revenue Fund	20,000
	Total Equity	343,003

4. Income and Expenditure report up till 31st December 2019

22/01/2020		Kidsgrove Town Council 2019/20						Page 1	
21:15		Detailed Income & Expenditure by Budget Heading 31/12/2019							
Month No: 9		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	34	560	526			6.1%	
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	255,855	251,403	251,929	526			99.8%	0
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	1,500	687		687	54.2%	
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	939	2,000	1,061		1,061	46.9%	
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	1,100	257		257	76.6%	
4017	Mileage costs	47	0	150	150		150	0.0%	
4018	Off site storage	960	640	1,000	360		360	64.0%	
4019	Bank Charges	283	214	300	86		86	71.2%	
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	205	500	296		296	40.9%	
4023	Staffing support	12,258	0	0	0		0	0.0%	
4026	General admin equipment	0	424	1,500	1,076		1,076	28.3%	
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	26,611	9,475	20,250	10,775	0	10,775	46.8%	0
	Net Income over Expenditure	229,245	241,928	231,679	(10,249)				
6000	less Transfer to EMR	111,772	0						
	Movement to/(from) Gen Reserve	117,473	241,928						
<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	900	3,000	2,100		2,100	30.0%	
	Environmental Projects :- Indirect Expenditure	27	3,804	11,000	7,196	0	7,196	34.6%	0
	Net Expenditure	(27)	(3,804)	(11,000)	(7,196)				

Appendix 2 – Financial Summary

Month No: 9

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	3,526	4,200	674		674	83.9%	
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	3,939	4,000	61		61	98.5%	
4999 Miscellaneous and unexpected	0	0	500	500		500	0.0%	
Fixed & Statutory :- Indirect Expenditure	20,774	15,465	19,950	4,485	0	4,485	77.5%	0
Net Expenditure	(20,774)	(15,465)	(19,950)	(4,485)				
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	26,882	40,000	13,118		13,118	67.2%	
4001 HMRC	8,091	12,046	15,000	2,954		2,954	80.3%	
4002 Staffordshire Pensions	8,350	10,616	15,000	4,384		4,384	70.8%	
Staff payroll costs :- Indirect Expenditure	37,503	49,544	70,000	20,456	0	20,456	70.8%	0
Net Expenditure	(37,503)	(49,544)	(70,000)	(20,456)				
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)				

22/01/2020 21:15		Kidsgrove Town Council 2019/20				Page 3		
Month No: 9		Detailed Income & Expenditure by Budget Heading 31/12/2019						
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
109 Victoria Hall Operations								
1000 Lettings	19,293	13,110	18,500	5,391			70.9%	
1001 Bar Franchise	4,945	945	3,750	2,805			25.2%	
1004 Surety Deposits	0	300	0	(300)			0.0%	
Victoria Hall Operations :- Income	24,238	14,355	22,250	7,896			64.5%	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	390	1,000	611		611	39.0%	
4093 External contractor Security	21,393	2,420	5,000	2,580		2,580	48.4%	
4094 External Contractor cleaning	6,232	5,660	7,000	1,340		1,340	80.9%	
4999 Miscellaneous and unexpected	95	0	0	0		0	0.0%	
Victoria Hall Operations :- Indirect Expenditure	63,500	15,797	42,150	26,353	0	26,353	37.5%	0
Net Income over Expenditure	(39,262)	(1,442)	(19,900)	(18,458)				
110 Ranger Service								
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)				
111 Civic Costs								
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)				

22/01/2020		Kidsgrove Town Council 2019/20				Page 4			
21:15		Detailed Income & Expenditure by Budget Heading 31/12/2019							
Month No: 9		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	3,480	10,000	6,520		6,520	34.8%	
4201	Donations (S137)	250	500	500	0		0	100.0%	
Grants and donations :- Indirect Expenditure		1,450	3,980	10,500	6,520	0	6,520	37.9%	0
Net Expenditure		(1,450)	(3,980)	(10,500)	(6,520)				
114 Events									
1998	Party in the Park Income	0	483	0	(483)			0.0%	
1999	Event Income	750	77	0	(77)			0.0%	
Events :- Income		750	560	0	(560)				0
4070	Community Pantomime	975	775	2,200	1,425		1,425	35.2%	
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	2,409	7,500	5,091	0	5,091	32.1%	0
Net Income over Expenditure		(2,289)	(1,849)	(7,500)	(5,651)				
115 Health and Wellbeing									
4401	Dementia Friendly Kidsgrove	0	0	1,000	1,000		1,000	0.0%	
4402	Defibrillator project	0	0	9,000	9,000		9,000	0.0%	
Health and Wellbeing :- Indirect Expenditure		0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure		0	0	(10,000)	(10,000)				
116 Highways and Highways Safety									
4500	Highways and highways Safety	0	0	20,000	20,000		20,000	0.0%	
4501	Community Speed Watch Report	0	0	5,000	5,000		5,000	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	267,214	275,079	7,865			97.1%	
Expenditure		193,450	122,994	270,450	147,456	0	147,456	45.5%	
Net Income over Expenditure		88,225	144,220	4,629	(139,591)				
less Transfer to EMR		111,772	0						
Movement to/(from) Gen Reserve		(23,547)	144,220						

Appendix 2 – Financial Summary

5. Trial Balance – 31st October 2019

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			984.00	
105	VAT Control A/c			32,793.00	
200	Current Bank A/c			147,175.77	
201	National Savings Account			168,884.74	
203	Unity Current Account T2			31,416.86	
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
500	Creditors				20,007.33
512	Accrue mayors charity donation				1,021.68
1000	Lettings	109	Victoria Hall Operations		10,783.50
1001	Bar Franchise	109	Victoria Hall Operations		810.00
1002	Allotment Income	107	Allotments		896.25
1004	Surety Deposits	109	Victoria Hall Operations		300.00
1010	Bank Interest	101	Administration		25.39
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	20,287.97	
4001	HMRC	106	Staff payroll costs	9,075.68	
4002	Staffordshire Pensions	106	Staff payroll costs	8,084.36	
4004	Communication and consultation	101	Administration	480.00	
4006	Office Equipment + ICT hardwar	101	Administration	813.00	
4008	Stationery	101	Administration	255.77	
4009	Office Contingency Costs	101	Administration	134.00	
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	148.31	
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	

Continued over page

Appendix 2 – Financial Summary

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4043	Deputy Mayors Allowance	111	Civic Costs	250.00	
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 - Redec/repairs	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	
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 :				485,131.36	485,131.36
Difference				0.00	

6. Income and Expenditure report up till 31st October 2019

Kidsgrove Town Council 2019/20		
Income and Expenditure Account for Year Ended 31 Mar 20		
31 Mar 19		31 Mar 20
	Operating Income	
255,855	Administration	251,394
830	Allotments	896
24,238	Victoria Hall Operations	11,894
750	Events	483
<u>281,674</u>	Total Income	<u>264,667</u>
	Running Costs	
26,611	Administration	9,018
27	Environmental Projects	3,704
20,774	Fixed & Statutory	12,008
1,900	Capital Projects	1,500
37,503	Staff payroll costs	37,448
922	Allotments	662
63,500	Victoria Hall Operations	13,913
35,608	Ranger Service	18,501
2,114	Civic Costs	1,857
1,450	Grants and donations	2,981
3,039	Events	1,634
<u>193,450</u>	Total Expenditure	<u>103,226</u>
	General Fund Analysis	
77,331	Opening Balance	53,784
281,674	Plus : Income for Year	264,667
<u>359,005</u>		<u>318,451</u>
193,450	Less : Expenditure for Year	103,226
<u>165,555</u>		<u>215,225</u>
0	Transfers TO / FROM Reserves	111,772
<u>165,555</u>	Closing Balance	<u>103,454</u>

