

Finance and General Purposes

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



Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk

19th June 2020

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 **7.00pm** on Thursday, 2nd July 2020.

Sue Davies is inviting you to a scheduled Zoom meeting.

Topic: Finance and General Purposes Committee meeting

Time: Jul 2, 2020 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/92944669167?pwd=TWIXN3hYS2IKZDRIREntKzVZeDFVUT09>

Meeting ID: 929 4466 9167

Password: 363033

One tap mobile

+442080806591,,92944669167#,,,,0#,,363033# United Kingdom

+442080806592,,92944669167#,,,,0#,,363033# United Kingdom

Dial by your location

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 929 4466 9167

Password: 363033

Find your local number: <https://zoom.us/j/abGV3uC1Go>The meeting will be held on Zoom:

Yours sincerely,

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 16th March 2020. (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: To resolve to suspend standing orders such that Matters arising from previous meetings will be picked up at the next F&GP meeting.
6. Council Finance; (Circulated separately)
 - a. To retrospectively receive and resolve to approve the schedule of payments made since the last meeting of F&GP on the 16th March 2020.
 - b. To receive the end of year accounts from the RFO and to discuss issues prior to presentation to Full Council.
 - c. To receive bank reconciliations and the statement of accounts dated 31st May 2020.
 - d. To receive the RFO's financial report and to consider budget amendments for recommendation to Full Council.
 - e. To receive a draft reserves policy and statement of reserves at year end and recommend approval, or otherwise, to Full Council.
7. Member checks on the accounts:
 - a. To receive a report from Cllr Dymond regarding Member bank reconciliation checks against statements for 2019-20 financial year.
 - b. To note that Cllr C Dickens has offered to do the first quarter 2020-21-member check on accounts.
8. To receive and review a draft asset register and to resolve to approve the register subject to any agreed changes.
9. To consider and review grant applications received.
 - a. To consider and approve (or otherwise) a grant application received from VE/VJ Scarecrow Festival. (Appendix 2).
 - b. To receive an update from the Clerk on grant applications received from the VE/VJ day fund and other grants affected by the Covid-19 situation and to resolve to approve any recommendations.
10. Email/IT provision: To receive a report from the Clerk regarding provision of IT and email for the Council. (Circulated separately)
11. Policies: (Circulated separately)
 - a. To consider and review revised Management Plan and to recommend approval (or otherwise) to Full Council subject to any agreed changes.

- b. To consider and review revised Standing Orders and to recommend approval (or otherwise) to Full Council subject to any agreed changes.
- c. To consider and review revised Financial Regulations and to recommend approval (or otherwise) to Full Council subject to any agreed changes.
- d. To consider and review Media Policy and to make recommendations for approval to Full Council for approval or otherwise.
- e. To consider and review a reserves policy and to make recommendations for approval to Full Council for approval or otherwise.
- f. To consider and review a recording of meetings policy and to make recommendations for approval to Full Council for approval or otherwise.
- g. To consider and Review a co-option policy and associated documents and to make recommendations for approval to Full Council for approval or otherwise.

12. Victoria Hall Issues: To receive an update from the Clerk and to consider the way forward regarding forthcoming use.

13. F and GP Working parties: To receive updates and to agree resumption strategy.

- a. Dementia Friendly Project
- b. Youth provision working party

14. Clerk's and Chair's Reports

15. Future Key Agenda Items

- a. Data protection Officer Provision
- b. Death of a Senior figure Policy
- c. Identity cards

Finance and General Purposes Meeting

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

Minutes of the Finance and General Purposes Committee meeting held on the Monday, 16th March 2020, 7:00pm, Chairman's Room, Victoria Hall.

FPG/18-19/3/1 Present

Cllr A Cooper, Cllr S Dymond, Cllr J Dodgson, Cllr M Stubbs.

In attendance: Sue Davies, Town Clerk

Cllr K Robinson attended and was given permission by the chair to speak on item 16 of the agenda (FPG/19-20/7/6 below).

FPG/18-19/3/2 To receive and consider apologies for absence

Apologies had been received from Cllr A Cartwright and Cllr S Bowyer.

FPG/18-19/3/3 To note declarations of Member's Interests

Cllr P Waring declared an interest in the item on the grant application from Go Kidsgrove. Cllr S Dymond declared

FPG/18-19/3/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 24th February 2020

The minutes of the meeting of the 24th February 2020 were approved by those present.

FPG/18-19/3/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

None.

Cllr Cooper, as chair, agreed to bring agenda item 16 forward.

Update on the coronavirus situation and potential impact on the Council.

Cllr Robinson informed the Council that an emergency Council Meeting was being called for 20th March 2020. Due to the Mayor being in isolation, the meeting would be called by the two group leaders and the Clerk. The Clerk has produced an Emergency Plan for approval at this meeting. This includes enhanced Clerk's powers and an Emergency Committee to cover essential business to be chair by Cllr Robinson and vice-chaired by Cllr Waring. Cllr Dymond mentioned the Rotary have expressed a wish to work with the Town Council to help the Community.

Grant applications from the VI/VJ fund would be deferred as some group may chose to run late events.

Cllr K Robinson and Cllr P Waring would be issuing a joint statement for issue regarding the Council's position.

FPG/18-19/3/7

Matters Arising not covered elsewhere on the agenda:

- a) Update on banking arrangements.

The Clerk provided an update on the banking arrangements. The progress on the NSI account was queried and Cllr Robinson reported that he has made contact with NSI and is pursuing this.

- b) Defibrillator Mapping project

Deferred

FPG/18-19/3/8

Council Finance

- a) To receive and resolve to approve the schedule of payments. (Appendix 1)

The committee resolved to approve the schedule of payments. (Appendix 1)

- b) To receive bank reconciliations and the statement of accounts dated 29th February 2020. (Appendix 2)

The committee resolved to approve the bank reconciliation and the statement of accounts dated 29th February 2020. (Appendix 2)

- c) To receive the RFO's financial report.

Deferred.

FPG/18-19/3/9

To consider grant applications received:

- a) To consider and approve (or otherwise) the revised grant application received from Go Kidsgrove for the VI/VJ Day Fund.

The committee resolved to approve the application.

- b) To consider and approve (or otherwise) the revised grant application received from the Realise Foundation for the VI/VJ Day Fund.

The committee resolved to approve the application.

- c) To consider and approve (or otherwise) the revised grant application received from the British Legion for the VI/VJ Day Fund.

The Clerk was asked to ask for clarity regarding the breakdown, but the committee resolved to approve the application in principle.

Email/IT provision: To receive a report from the Clerk regarding provision of IT and email for the Council. (Circulated separately)

The Clerk reported that three quotes have been received and a report would be brought to the next meeting.

Policies: To review the following and recommend approval to Full Council (or otherwise).

- a) Financial Regulations

Deferred

- b) Governance Risk Assessment

It was agreed to recommend approval to Full Council subject to the addition of a line to cover emergencies such as the Covid-19 crisis.

- c) To further consider and resolve to recommend to Full Council the second draft Officer/Member protocol.

Deferred

- d) To consider and review a recording of meetings policy and to make recommendations for approval to Full Council for approval or otherwise.

Deferred

GDPR Policies – To receive an update from the Clerk

Deferred

Quality Council Awards

The Clerk reported that this is being pursued with policies required listed.

Victoria Hall Documentation

Deferred

Victoria Hall Issues

- a) To consider correspondence received from Newcastle Borough Council concerning an open day and to agree Town Council involvement.

The Committee noted that the open day is unlikely now to proceed but would welcome future involvement.

- b) To receive a verbal report from the Clerk on other issues

The Clerk reported that the meeting room for use as extra office space has been formally offered at a cost of £1200 a year. The committee considered this acceptable and asked the Clerk to put arrangements in place once the covid-19 situation has abated.

The Committee asked the Clerk to liaise with the bar contract holder in light of the directive being issued by central government.

The Clerk reported that the roof repair on the refreshment's room roof has been complete and the scaffolding is due for removal. The floor is due for a chemical strip and re-varnishing the following day.

FPG/18-19/3/1

Dementia friendly Kidsgrove Initiative:

- a) To receive the notes of the second and third meetings of the working party and to note actions.

Cllr Cooper provided a verbal update. The project would need to go on hold until restrictions are removed.

- b) To receive an approve the Terms of Reference for the working party.

Deferred

- c) To receive and approve the revised Dementia Action Plan.

Deferred

FPG/18-19/3/2

Youth Provision Working Party: To receive an update

This project will be deferred until restrictions are lifted to allow continuation.

FPG/18-19/3/3

Clerk and Chair's Reports.

None

FPG/18-19/3/4

Key future Agenda items:

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

FPG/18-19/3/5

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 a Part 2 of the meeting with press and public excluded.

FPG/18-19/3/6

FPG/19-20/5/14 Bar Contract update.

It was agreed to progress but it was asked if the solicitor quote and documentation do come back to a meeting for review.

FPG/18-19/3/7

To note the date and time of the next meeting: Tuesday, 25th April 2020

Appendix 1 Schedule of Payments

| | | |
|------------|--------------------------------|-----------|
| 16/03/2020 | Kidsgrove Town Council 2019/20 | Page 57 |
| 17:42 | PRELIMINARY PURCHASE DAYBOOK | User: SED |

Creditors for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|--------------|----------------|--------|---------------------|-------------------|-----------|-------|---------------|------|--------|--------|---------------------------|
| 02/03/2020 | 786/0960/19 | 409 | CBI-SECURITY | CBISECUR | 137.50 | 27.50 | 165.00 | 4093 | 109 | 137.50 | Security 29th Feb 2020 |
| 05/03/2020 | 04274 | 410 | SHIRES PAY SERVICES | SPSLTD | 23.50 | 0.00 | 23.50 | 4022 | 101 | 23.50 | Payroll Services March |
| 13/03/2020 | 43 | 411 | GOOD NEWS | GNP01 | 120.00 | 0.00 | 120.00 | 4004 | 101 | 120.00 | Feb/Mar Town Council News |
| 29/02/2020 | 61907 | 412 | V2V | V2V01 | 25.50 | 5.10 | 30.60 | 4010 | 101 | 25.50 | Ranger telephone Feb |
| 09/03/2020 | 786/0969/19 | 413 | CBI-SECURITY | CBISECUR | 125.00 | 25.00 | 150.00 | 4093 | 109 | 125.00 | Security 7th Mar Wedding |
| 13/03/2020 | 0459203 | 414 | FENN | FEN01 | 30.40 | 6.08 | 36.48 | 4008 | 101 | 30.40 | Office supplies |
| 31/01/2020 | 0453208 | 415 | FENN | FEN01 | 37.60 | 7.52 | 45.12 | 4008 | 101 | 37.60 | Office Supplies |

| | | | | |
|-----------------------|---------------|--------------|---------------|---------------|
| TOTAL INVOICES | 499.50 | 71.20 | 570.70 | 499.50 |
|-----------------------|---------------|--------------|---------------|---------------|

| | | | | |
|-------------------|-------------|--------|------|--------|
| VAT ANALYSIS CODE | OTS @ 0.00% | 143.50 | 0.00 | 143.50 |
|-------------------|-------------|--------|------|--------|

| | | | | |
|-------------------|------------|--------|-------|--------|
| VAT ANALYSIS CODE | S @ 20.00% | 356.00 | 71.20 | 427.20 |
|-------------------|------------|--------|-------|--------|

| | | | |
|----------------|---------------|--------------|---------------|
| TOTAL S | 499.50 | 71.20 | 570.70 |
|----------------|---------------|--------------|---------------|



Kidsgrove Town Council

Financial Position – 29th February 2020

1. Bank Reconciliations dated 29th February 2020

a. Barclays Current Account

Date: 13/03/2020

Time: 16:36

Kidsgrove Town Council 2019/20

Bank Reconciliation Statement as at 06/03/2020
for Cashbook 1 - Current Bank A/c

Page 1

User: SED

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|--|-----------------|
| Current Bank A/C | 28/02/2020 | 37 | 92,999.36 |
| | | | 92,999.36 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | 0.00 |
| | | | 92,999.36 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | 0.00 |
| | | | 92,999.36 |
| | | Balance per Cash Book is :- | 92,999.36 |
| | | Difference Excluding Adjustments is :- | 0.00 |
| <u>Adjustments to Reconciliation</u> | | | |
| 09/05/2019 | | 0.00 | 0.00 |
| | | | 0.00 |
| | | Unreconciled Difference is :- | 0.00 |

b. Unity Current Account

| | | | |
|---|---|-----------------------------|-----------------|
| Date: 13/03/2020 | Kidsgrove Town Council 2019/20 | Page 1 | |
| Time: 16:38 | Bank Reconciliation Statement as at 03/03/2020 for Cashbook 4 - Unity Current Account T2 | User: SED | |
| | | | |
| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
| Unity Bank 20409649 | 29/02/2020 | 10 | 18,939.05 |
| | | | <hr/> 18,939.05 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 18,939.05 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 18,939.05 |
| | | Balance per Cash Book is :- | 18,939.05 |
| | | Difference is :- | 0.00 |

Appendix 1 Schedule of Payments

c. NSI Account

| | | |
|------------------|---|-----------|
| Date: 13/03/2020 | Kidsgrove Town Council 2019/20 | Page 1 |
| Time: 16:41 | Bank Reconciliation Statement as at 06/03/2020 for Cashbook 2 - National Savings Account | User: SED |

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|-----------------------------|-----------------|
| National Savings Account | 31/10/2019 | 13 | 170,235.82 |
| | | | 170,235.82 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | 0.00 |
| | | | 170,235.82 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | 0.00 |
| | | | 170,235.82 |
| | | Balance per Cash Book is :- | 170,235.82 |
| | | Difference is :- | 0.00 |

Appendix 1 Schedule of Payments

2. Trial Balance – 29th February 2020

| Account Number Order | | | | | |
|----------------------|--------------------------------|--------|--------------------------|------------|------------|
| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
| 100 | Debtors | | | 490.00 | |
| 105 | VAT Control A/c | | | 36,171.03 | |
| 200 | Current Bank A/c | | | 92,999.36 | |
| 201 | National Savings Account | | | 170,235.82 | |
| 203 | Unity Current Account T2 | | | 18,939.05 | |
| 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 | | 14,502.00 |
| 1001 | Bar Franchise | 109 | Victoria Hall Operations | | 3,502.74 |
| 1002 | Allotment Income | 107 | Allotments | | 896.25 |
| 1010 | Bank Interest | 101 | Administration | | 1,386.37 |
| 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 | | 261.00 |
| 4000 | Salaries | 106 | Staff payroll costs | 33,096.72 | |
| 4001 | HMRC | 106 | Staff payroll costs | 14,842.82 | |
| 4002 | Staffordshire Pensions | 106 | Staff payroll costs | 13,036.44 | |
| 4004 | Communication and consultation | 101 | Administration | 600.00 | |
| 4006 | Office Equipment + ICT hardwar | 101 | Administration | 813.00 | |
| 4008 | Stationery | 101 | Administration | 297.74 | |
| 4009 | Office Contingency Costs | 101 | Administration | 325.00 | |
| 4010 | Telephone & Internet | 101 | Administration | 1,185.19 | |
| 4011 | ICT - software + support | 101 | Administration | 993.60 | |
| 4013 | Photocopier and printer | 101 | Administration | 1,170.04 | |
| 4018 | Off site storage | 101 | Administration | 720.00 | |
| 4019 | Bank Charges | 101 | Administration | 281.76 | |
| 4020 | Training - Staff | 101 | Administration | 1,620.00 | |
| 4021 | Training - Members | 101 | Administration | 500.00 | |
| 4022 | Payroll costs | 101 | Administration | 251.50 | |
| 4025 | Business Rates | 104 | Fixed & Statutory | 8,161.50 | |
| 4026 | General admin equipment | 101 | Administration | 424.43 | |
| 4029 | Environmental improvement | 102 | Environmental Projects | 2,904.00 | |
| 4030 | Planters and hanging baskets | 102 | Environmental Projects | 900.00 | |
| 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 1 Schedule of Payments

Date : 13/03/2020

Time: 16:53

Kidsgrove Town Council 2019/20

Trial Balance for Month No: 12

Account Number Order

Page 2

User : SED

| 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 | |
| 4048 | Money paid to Mayor's Charity | 111 | Civic Costs | 1,000.00 | |
| 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 | 1,647.00 | |
| 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 | 340.00 | |
| 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 | |
| 4075 | Party in Park Costs | 101 | Administration | 345.00 | |
| 4078 | Victoria Hall advertising | 109 | Victoria Hall Operations | 540.00 | |
| 4085 | Service Charge | 109 | Victoria Hall Operations | 8,000.00 | |
| 4090 | Victoria Hall - Redec/repairs | 109 | Victoria Hall Operations | 215.83 | |
| 4092 | Health and Safety | 109 | Victoria Hall Operations | 541.50 | |
| 4093 | External contractor Security | 109 | Victoria Hall Operations | 2,813.50 | |
| 4094 | External Contractor cleaning | 109 | Victoria Hall Operations | 7,435.41 | |
| 4098 | Reels on Wheels | 114 | Events | 336.00 | |
| 4099 | Other Event costs | 114 | Events | 21.00 | |
| 4100 | Ranger Service contract | 110 | Ranger Service | 27,358.00 | |
| 4102 | Ranger Other Costs | 110 | Ranger Service | 168.10 | |
| 4200 | Grants awarded | 112 | Grants and donations | 4,995.00 | |
| 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 | |
| 4550 | Neighbourhood Plan General Cos | 117 | Neighbourhood Plan | 385.40 | |
| 4602 | Party in the Park Costs | 114 | Events | 1,277.00 | |
| Trial Balance Totals : | | | | 472,857.25 | 472,857.25 |
| Difference | | | | 0.00 | |

Appendix 1 Schedule of Payments

3. Detailed Balance Sheet

13/03/2020

Kidsgrove Town Council 2019/20

Page 1

16:59

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 29/02/2020

| A/c | Description | Actual | |
|---------------------------------------|--------------------------------|---------|--|
| <u>Current Assets</u> | | | |
| 100 | Debtors | 490 | |
| 105 | VAT Control A/c | 36,171 | |
| 200 | Current Bank A/c | 92,999 | |
| 201 | National Savings Account | 170,236 | |
| 203 | Unity Current Account T2 | 18,939 | |
| Total Current Assets | | 318,835 | |
| <u>Current Liabilities</u> | | | |
| 512 | Accrue mayors charity donation | 1,022 | |
| Total Current Liabilities | | 1,022 | |
| Net Current Assets | | 317,814 | |
| Total Assets less Current Liabilities | | 317,814 | |
| <u>Represented by :-</u> | | | |
| 300 | Current Year Fund | 119,030 | |
| 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 | | 317,814 | |



Draft

Appendix 1 Schedule of Payments

4. Income and Expenditure report up till 29th February 2020

13/03/2020

Kidsgrove Town Council 2019/20

Page 1

17:03

Detailed Income & Expenditure by Budget Heading 13/03/2020

Month No: 12

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 | 1,386 | 560 | (826) | | | 247.6% | |
| 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 | 252,755 | 251,929 | (826) | | | 100.3% | 0 |
| 4004 Communication and consultation | 0 | 600 | 1,000 | 400 | | 400 | 60.0% | |
| 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 | 298 | 600 | 302 | | 302 | 49.6% | |
| 4009 Office Contingency Costs | 252 | 325 | 750 | 425 | | 425 | 43.3% | |
| 4010 Telephone & Internet | 2,105 | 1,185 | 2,000 | 815 | | 815 | 59.3% | |
| 4011 ICT - software + support | 3,314 | 994 | 2,000 | 1,006 | | 1,006 | 49.7% | |
| 4012 Website development | 899 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4013 Photocopier and printer | 596 | 1,170 | 1,100 | (70) | | (70) | 106.4% | |
| 4017 Mileage costs | 47 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4018 Off site storage | 960 | 720 | 1,000 | 280 | | 280 | 72.0% | |
| 4019 Bank Charges | 283 | 282 | 300 | 18 | | 18 | 93.9% | |
| 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 | 252 | 500 | 249 | | 249 | 50.3% | |
| 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 | 1,647 | 1,300 | (347) | | (347) | 126.7% | |
| 4053 Accountancy Fees inc Rialtas | 760 | 566 | 750 | 184 | | 184 | 75.4% | |
| 4054 Professional Advice statutory | 355 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4075 Party in Park Costs | 0 | 345 | 0 | (345) | | (345) | 0.0% | |
| 4999 Miscellaneous and unexpected | 256 | 0 | 0 | 0 | | 0 | 0.0% | |
| Administration :- Indirect Expenditure | 26,611 | 11,740 | 20,250 | 8,510 | 0 | 8,510 | 58.0% | 0 |
| Net Income over Expenditure | 229,245 | 241,016 | 231,679 | (9,337) | | | | |
| 6000 less Transfer to EMR | 111,772 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | 117,473 | 241,016 | | | | | | |
| <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 1 Schedule of Payments

13/03/2020

Kidsgrove Town Council 2019/20

Page 2

17:03

Detailed Income & Expenditure by Budget Heading 13/03/2020

Month No: 12

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>104 Fixed & Statutory</u> | | | | | | | | |
| 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 | 340 | 1,000 | 660 | | 660 | 34.0% | |
| 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 | 15,573 | 19,950 | 4,377 | 0 | 4,377 | 78.1% | 0 |
| Net Expenditure | (20,774) | (15,573) | (19,950) | (4,377) | | | | |
| <u>105 Capital Projects</u> | | | | | | | | |
| 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) | | | | |
| <u>106 Staff payroll costs</u> | | | | | | | | |
| 4000 Salaries | 21,062 | 33,097 | 40,000 | 6,903 | | 6,903 | 82.7% | |
| 4001 HMRC | 8,091 | 14,843 | 15,000 | 157 | | 157 | 99.0% | |
| 4002 Staffordshire Pensions | 8,350 | 13,036 | 15,000 | 1,964 | | 1,964 | 86.9% | |
| Staff payroll costs :- Indirect Expenditure | 37,503 | 60,976 | 70,000 | 9,024 | 0 | 9,024 | 87.1% | 0 |
| Net Expenditure | (37,503) | (60,976) | (70,000) | (9,024) | | | | |
| <u>107 Allotments</u> | | | | | | | | |
| 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) | | | | |

Appendix 1 Schedule of Payments

| 13/03/2020 | Kidsgrove Town Council 2019/20 | | | | | | | Page 3 |
|--|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 17:03 | Detailed Income & Expenditure by Budget Heading 13/03/2020 | | | | | | | |
| Month No: 12 | 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 | 14,502 | 18,500 | 3,998 | | | 78.4% | |
| 1001 Bar Franchise | 4,945 | 3,503 | 3,750 | 247 | | | 93.4% | |
| Victoria Hall Operations :- Income | 24,238 | 18,005 | 22,250 | 4,245 | | | 80.9% | 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 | 540 | 1,200 | 660 | | 660 | 45.0% | |
| 4080 Waste Disposal | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4085 Service Charge | 27,719 | 8,000 | 10,000 | 2,000 | | 2,000 | 80.0% | |
| 4090 Victoria Hall - Redec/repairs | 2,452 | 216 | 2,000 | 1,784 | | 1,784 | 10.8% | |
| 4091 Victoria Hall Legal Expenses | 396 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4092 Health and Safety | 2,000 | 542 | 1,000 | 459 | | 459 | 54.1% | |
| 4093 External contractor Security | 21,393 | 2,814 | 5,000 | 2,187 | | 2,187 | 56.3% | |
| 4094 External Contractor cleaning | 6,232 | 7,435 | 7,000 | (435) | | (435) | 106.2% | |
| 4999 Miscellaneous and unexpected | 95 | 0 | 0 | 0 | | 0 | 0.0% | |
| Victoria Hall Operations :- Indirect Expenditure | 63,500 | 20,443 | 42,150 | 21,707 | 0 | 21,707 | 48.5% | 0 |
| Net Income over Expenditure | (39,262) | (2,438) | (19,900) | (17,462) | | | | |
| 110 Ranger Service | | | | | | | | |
| 4100 Ranger Service contract | 35,000 | 27,358 | 35,000 | 7,642 | | 7,642 | 78.2% | |
| 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 | 27,526 | 37,000 | 9,474 | 0 | 9,474 | 74.4% | 0 |
| Net Expenditure | (35,608) | (27,526) | (37,000) | (9,474) | | | | |
| 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% | |
| 4048 Money paid to Mayor's Charity | 0 | 1,000 | 0 | (1,000) | | (1,000) | 0.0% | |
| Civic Costs :- Indirect Expenditure | 2,114 | 2,857 | 3,100 | 243 | 0 | 243 | 92.2% | 0 |
| Net Expenditure | (2,114) | (2,857) | (3,100) | (243) | | | | |

Appendix 1 Schedule of Payments

13/03/2020

Kidsgrove Town Council 2019/20

Page 4

17:03

Detailed Income & Expenditure by Budget Heading 13/03/2020

Month No: 12

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>112 Grants and donations</u> | | | | | | | | |
| 4200 Grants awarded | 1,200 | 4,995 | 10,000 | 5,005 | | 5,005 | 50.0% | |
| 4201 Donations (S137) | 250 | 500 | 500 | 0 | | 0 | 100.0% | |
| Grants and donations :- Indirect Expenditure | 1,450 | 5,495 | 10,500 | 5,005 | 0 | 5,005 | 52.3% | 0 |
| Net Expenditure | (1,450) | (5,495) | (10,500) | (5,005) | | | | |
| <u>114 Events</u> | | | | | | | | |
| 1998 Party in the Park Income | 0 | 483 | 0 | (483) | | | 0.0% | |
| 1999 Event Income | 750 | 261 | 0 | (261) | | | 0.0% | |
| Events :- Income | 750 | 744 | 0 | (744) | | | | 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) | (1,665) | (7,500) | (5,835) | | | | |
| <u>115 Health and Wellbeing</u> | | | | | | | | |
| 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) | | | | |
| <u>116 Highways and Highways Safety</u> | | | | | | | | |
| 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) | | | | |
| <u>117 Neighbourhood Plan</u> | | | | | | | | |
| 4550 Neighbourhood Plan General Cos | 0 | 385 | 1,000 | 615 | | 615 | 38.5% | |
| Neighbourhood Plan :- Indirect Expenditure | 0 | 385 | 1,000 | 615 | 0 | 615 | 38.5% | 0 |
| Net Expenditure | 0 | (385) | (1,000) | (615) | | | | |

Appendix 1 Schedule of Payments

| 13/03/2020 | Kidsgrove Town Council 2019/20 | | | | | | | Page 5 |
|---------------------------------------|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 17:03 | Detailed Income & Expenditure by Budget Heading 13/03/2020 | | | | | | | |
| Month No: 12 | 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 |
| Grand Totals:- Income | 281,674 | 272,400 | 275,079 | 2,679 | | | 99.0% | |
| Expenditure | 193,450 | 153,371 | 271,450 | 118,079 | 0 | 118,079 | 56.5% | |
| Net Income over Expenditure | 88,225 | 119,030 | 3,629 | (115,401) | | | | |
| less Transfer to EMR | 111,772 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | (23,547) | 119,030 | | | | | | |

Draft

Appendix 1

5. Balance Sheet

13/03/2020

Kidsgrove Town Council 2019/20

17:23

Balance Sheet as at 31 March 2019

| 31 Mar 19 | | | 31 Mar 20 |
|----------------|--|---------|----------------|
| | Current Assets | | |
| 904 | Debtors | 490 | |
| 15,053 | VAT Control A/c | 36,171 | |
| 1,381 | Prepayments | 0 | |
| 65,918 | Current Bank A/c | 92,999 | |
| 168,885 | National Savings Account | 170,236 | |
| 0 | Unity Current Account T2 | 18,939 | |
| <u>252,140</u> | | | <u>318,835</u> |
| 252,140 | Total Assets | | 318,835 |
| | Current Liabilities | | |
| 2,219 | Creditors | 0 | |
| 49,072 | Accruals | 0 | |
| 1,022 | Accrue mayors charity donation | 1,022 | |
| 1,043 | Receipts in Advance | 0 | |
| <u>53,357</u> | | | <u>1,022</u> |
| 198,784 | Total Assets Less Current Liabilities | | 317,814 |
| | Represented By | | |
| 53,784 | General Reserves | | 172,814 |
| 55,000 | EM RES - VH Maintenance Fund | | 55,000 |
| 10,000 | EM RES - Election Costs | | 10,000 |
| 60,000 | EM RES - Capital Projects | | 60,000 |
| 20,000 | EM RES - Revenue Fund | | 20,000 |
| <u>198,784</u> | | | <u>317,814</u> |

The above statement represents fairly the financial position of the authority as at 31 March 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Kidsgrove Town Council

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

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



VE/VJ

Kidsgrove Town Council SMALL GRANT APPLICATION FORM

Small grants are defined as being those where money requested under 500 pounds.
The information contained on this form will help us process your application. Guidelines on the Kidsgrove Town Council Small Grants Scheme are available on the Town Council Website or on request from the Clerk to the Council.
We highly recommend that you read the available guidance documentation.

Contact Details

| | | | |
|--------------------------|--|-----------|------------------------|
| Name of Organisation: | MOW COP PROPOSITION - VE/VJ SCARECROW FESTIVAL | | |
| Address of Organisation: | QUAKER TOWN ROAD, HARRISEAHEAD, STOKES ON TRENT | | |
| | c/o 31 LONG LANE, HARRISEAHEAD, STOKES ON TRENT | Postcode: | ST7 4EL 4LH |
| Name of Applicant: | CLAIRE JEPSON | | |
| Position: | FOUNDER | | |
| Telephone Number: | 07392 808472 | | |
| Email address: | cdjncaj001@hotmail.com | | |
| Facebook: | Claire Jepson | Twitter: | N/A. |

page in construction.

About your organisation

| | |
|-----------------------|--|
| Type of organisation: | Charitable Organisation <input checked="" type="checkbox"/> Unregistered Community Group <input checked="" type="checkbox"/> Club / Society *delete as appropriate |
| | Other (please state): <u>N/A</u> |
| | Registered Number: <u>N/A</u> |
| | Do you have a constitution or governing document? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

| | |
|--|-----------------------------------|
| When was your organisation founded? | MAY 2020 |
| Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary? | 1 FOUNDER 4+ HELPERS/CONTACTS. |
| What does your organisation do? | |
| SET UP TO ORGANISE A LOCAL SCARECROW EVENT WITH A VE/VJ/HEROES THEME TO FIT WITH VE/VJ DAY. | |

| | | |
|--|---|--|
| Who do you work with? THE LOCAL COMMUNITY-SO ALL AGES/ORIGIN/GENDER | | |
| Children under 16 <input checked="" type="checkbox"/> | Young people under 25 <input checked="" type="checkbox"/> | Older people over 55 <input checked="" type="checkbox"/> |
| People of minority ethnic origin <input checked="" type="checkbox"/> | Disabled people <input checked="" type="checkbox"/> | Women <input checked="" type="checkbox"/> |
| Other (please state) | | |

Details of Grant Requested

| |
|---|
| Title or Brief Description of your Request for Funding? |
| MOW COP SCARECROW EVENT. THEME VE/VJ DAY/HEROES. |

Details of the Project, Work or Equipment for which Funding is requested?

ARRANGING A SCARECROW TRAIL/FESTIVAL FOR THE LOCAL PEOPLE + COMMUNITY OF MOW COP + THE SURROUNDING AREAS FOR PEOPLE TO MAKE + DISPLAY A SCARECROW WITH THE THEME OF VE/VJ DAY/HEROES TO FIT WITH A SCALED DOWN VE/VJ CELEBRATION DUE TO COVID PANDEMIC. ALSO A DRAWING COMPETITION FOR CHILDREN + SCARECROW TRAIL FOR ANYONE TO ENJOY, EVEN IF FROM FURTHER AFIELD. WE HAVE 40+ INTERESTED ^{IN MAKING} BUT WISH TO ADVERTISE TO A WIDER AUDIENCE, TO BRING THE COMMUNITY TOGETHER, BY LEAFLET DROPS E.T.C.

How will your project benefit the local community within the Kidsgrove town boundary?

I THINK IT WILL MAKE PEOPLE LESS ISOLATED, AS PEOPLE ARE ALREADY TALKING ABOUT IT ON SOCIAL MEDIA. DURING THE PANDEMIC THERE HASN'T BEEN A LOT TO SMILE ABOUT & PEOPLE ARE ALREADY EXCITED. IT WILL BRING IN PEOPLE FROM THE SURROUNDING AREA'S TO SEE/FOLLOW THE TRAIL & GET PEOPLE COMMUNICATING. LOCAL FARMS ARE GETTING INVOLVED - EITHER MAKING OR OFFERING STRAW/HAY TO MAKERS. HOPEFULLY THE EVENT WILL GROW & BECOME A DAY, WEEK, MONTH TO GET TOGETHER AND ALSO RAISE AWARENESS FOR VE/VJ DAY. HELP TO COMBAT ISOLATION & THE UNCERTAIN TIMES WE ARE IN BUT CAN INCLUDE SOCIAL DISTANCING. WE HAVE NO BUS SERVICE TO GET TO OTHER SURROUNDING EVEN

Why is this project needed?

Approximately how many people within the Kidsgrove town boundary will benefit from the project?

THE LOCAL HALL IS OUT OF USE AT PRESENT, WHICH IS USUALLY OPEN FOR SEVERAL USES FOR THE COMMUNITY :- CHOIR, LINE DANCING, CRAFT CLUB. MEMBERS OF THESE GROUPS ARE SOME OF THE PEOPLE GETTING INVOLVED WITH THE SCARECROW EVENT. IT IS NEEDED TO BOOST MORALE, TO GIVE PEOPLE SOMETHING TO LOOK FORWARD TO, SOMETHING TO SHARE & TALK ABOUT. HARD TO SAY HOW MANY WILL BENEFIT, WE HAVE 40 MAKERS SO FAR, CHILDREN MAKING DRAWINGS, LOCAL FARMERS JOINING IN & A TRAIL AVAILABLE TO THE WIDER COMMUNITY. NOW COP NEED MORE SOCIAL EVENTS FOR ALL AGES/GENGERS/ DISABILITIES & THESE CAN BE ONE OF THEM.

Project Costs and Finances

How much will your overall project cost?

DEPENDS HOW LARGE WE CAN MAKE THE EVENT. MONEY REQUIRED FOR LEAFLETS, POSTERS, ADVERTS, CASH PRIZES OR CASH TO BUY PRIZES. MAX £500, TROPHIES, AWARDS, PHOTOCOPYING, STRAW, MEDALS.

How much are you requesting as a grant from Kidsgrove Town Council?

£500

Who else have you approached for funding for this project? If applicable, have the applications been successful?

NOBODY AT PRESENT.

| | | |
|---|-----|-------------------------------------|
| Have you previously applied grant funding from Kidsgrove Town Council? | Yes | <input checked="" type="radio"/> No |
| If Yes, when did you apply? | N/A | |
| If you were successful, please briefly tell us about the project which was funded | | |
| N/A | | |

Declaration

I am authorised to make this application on behalf of the above organisation.

I certify that the information contained in this application is correct.

If the information in the application changes, I will inform Kidsgrove Town Council as soon as possible.

I give permission for Kidsgrove Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

I have read and agree to the Conditions contained within the Council's Community Grants Policy.

| | |
|---|--------------|
| Signed:  | Date: 9/6/20 |
|---|--------------|

Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

- Quotations or other evidence of cost for any purchases for purchases over 100 pounds.

(Note – Other information may be requested)

Please send your completed application to:-

The Town Clerk
Kidsgrove Town Council
Town Hall
Liverpool Road
Kidsgrove
Stoke-on-Trent
ST7 4EL

Email: townclerk@kidsgrovetowncouncil.gov.uk
Tel: 01782 782254

Please ensure you keep a copy of this application form for your records