

Town Council Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
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Minutes of the Meeting held on the 22nd June, 2020, 7:00pm Meeting held remotely via Zoom

2021-FC2-01 Present

Cllrs Cooper (chair), Dickens, Burgess, Burnett, Cartwright, Dillon, Dymond, K Johnson, V Jukes (from 7:45pm), H Maxfield, M Maxfield, B Owen, J Owen, Robinson, Stubbs, J Waring, P Waring,

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

Five members of the public present at the start of the meeting.

2021-FC2-02 To receive apologies for absence.

Cllrs S Bowyer, L Dillon and E Wareham-Jones.

2021-FC2-03 To note declarations of members interests.

None

2021-FC2-04 To resolve to approve the minutes of the Council Meetings.

a) Minutes of the meeting of the 21st November 2019.

The Council resolved to approve the minutes of the meeting of the 21st November 2019.

b) Minutes of the meeting of the 23rd January 2020

The Council resolved to approve the minutes of the meeting of the 23rd January 2020.

c) Minutes of the extraordinary meeting on the 23rd February 2020.

The Council resolved to approve the minutes of the extraordinary meeting of the 23rd February 2020.

d) Minutes of the extraordinary meeting on the 20th March 2020.

The Council resolved to approve the minutes of the extraordinary meeting of the 20th March 2020 with one amendment to add that Cllr G Burnett sent apologies.

e) Minutes of the Annual Meeting of the 2nd June 2020.

The Council resolved to approve the minutes of the Annual Meeting held on the 2nd June 2020.

2021-FC2-05 Public participation: A period not exceeding 15 minutes for members of the public to ask questions or to submit comments.

A member of the public asked the clerk about upload dates of minutes to the website. The Clerk explained that the date changes each time the document is amended. The member of the public agreed to forward an email address for a written response.

2021-FC2-06 To receive and noted the following draft minutes of Committee Meetings not previously presented to Council.

a) Emergency Committee:

i) Minutes of the Meeting held via Zoom on the 12th May 2020.

b) Planning Committee:

i) Minutes of the Meeting of the 19th December 2019.

ii) Minutes of the Meeting of the 6th January 2020.

iii) Minutes of the Meeting held on the 13th February 2020.

c) Finance and General Purposes Committee

i) Minutes of the Meeting of the 24th February 2020

ii) Minutes of the Meeting of the 16th March 2020

d) Environment and Allotments Committee

i) Minutes of the Meeting of the 6th February 2020

e) Events and Community Committee

i) Minutes of the meeting of the 27th February 2020

f) Staffing Committee

- i) Minutes of the Meeting of the 20th January 2020 – deferred.

The Mayor, in her role as chair for the meeting, agreed to a request to bring forward item 9 of the agenda.

2021-FC2-07 Policies:

- a) **To consider and approve the Standing Orders dated June 2020, subject to any agreed changes.**

After some discussion regarding agenda notice periods, it was resolved to defer the approval of the Standing Orders to allow the Finance and General Purposes Committee to consider proposed changes.

It was further resolved that the existing Standing Orders dated May 2019 be extended by up to three months to allow the review.

- b) **To consider and approve the Financial Regulations dated June 2020, subject to any agreed changes.**

It was resolved to defer the approval of the draft Financial Regulations to ensure no conflict with potential changes to the Standing Orders.

It was further resolved that the existing Financial regulations dated May 2019 be extended by up to three months.

- c) **To defer approval of the Management Plan (Standing Order Addendum) to allow changes relating to committees to be included and to allow preliminary review by Finance and General Purposes Committee.**

It was resolved to defer the approval of the draft Management Plan to ensure no conflict with potential changes to the Standing Orders.

It was further resolved that the existing Management Plan dated May 2019 be extended by up to three months.

- d) **To consider and approve the Complaints Policy dated June 2020, subject to any agreed changes.**

The Council resolved to approve the complaints policy dated June 2020.

- e) **To consider and approve the Freedom of Information and Publication Scheme dated June 2020, subject to any agreed changes. (See appendix 9, page 77)**

The Council resolved to approve the Freedom of Information policy dated June 2020.

- f) **To resolve to suspend standing orders and to defer approval of the Council's Social Media and Press/Media Policy (Standing Order 5jiii) to allow preliminary review by the F and GP Committee.**

The Council resolved to agree to suspend Standing Orders and to defer approval of the Council's Social Media and Press/Media Policy to allow a preliminary review by the Finance and General Purposes Committee.

2021-FC2-08 To agree Committees for the 2020/21 Civic Year:

a) Emergency Committee

- i) To resolve to agree to disband the Emergency Committee and remove the enhanced Clerk's delegated powers put in place at the meeting of the 20th March 2020.**

The Committee resolved to disband the Emergency Committee and to remove the Clerk's enhanced delegated powers.

- ii) To approve the last set of minutes of the Emergency Committee of the 12th May 2020.**

The Council approved the final set of minutes of the Emergency Committee held on the 12th May 2020.

b) Finance and General Purposes Committee

- i) To approve the Terms of Reference.**

The Council resolved to defer approval of the proposed changes to the draft Terms of Reference dated June 2020 and to temporarily retain those dated May 2020 for the Finance and General Purposes committee to ensure uniformity with any proposed Standing Order changes.

- ii) To agree and resolve to approve Committee Members.**

The Council resolved that the following members sit on the F&GP Committee for the 2020-2021 Civic year:

Cllr Cooper
Cllr S Burgess
Cllr C Dickens
Cllr S Dymond
Cllr M Maxfield
Cllr m Stubbs
Cllr P Waring

- iii) To receive nominations for and to elect a chair.**

Cllr Cooper was the only nomination for chair and was elected by a majority show of hands as chair of the Finance and General Purposes Committee for 2020-2021.

- iv) To receive nominations for and to elect a vice-chair.**

Cllr Dymond was the only nomination for vice-chair and was elected by a majority show of hands as vice-chair of the Finance and General Purposes Committee for 2020-2021.

c) Planning, Infrastructure and Highways Committee

i) To approve the Terms of Reference.

The Council resolved to defer approval of the proposed changes to the draft Terms of Reference dated June 2020 and to temporarily retain those dated May 2020 for the Planning, Infrastructure and Highways committee to ensure uniformity with any proposed Standing Order changes.

ii) To agree and resolve to approve Committee Members.

The Council resolved that the following members sit on the Planning, Infrastructure and Highways Committee for the 2020-2021 Civic year:

Clr G Burnett
Clr A Cooper
Clr C Dickens
Clr S Dymond
Clr V Jukes
Clr K Robinson
Clr M Stubbs
Clr P Waring

iii) To receive nominations for and to elect a chair.

Clr Stubbs was the only nomination for chair and was elected by a majority show of hands as chair of the Planning, Infrastructure and Highways Committee for 2020-2021.

iv) To receive nominations for and to elect a vice-chair.

Clr Dymond was the only nomination for vice-chair and was elected by a majority show of hands as vice-chair of the Planning, Infrastructure and Highways Committee for 2020-2021.

d) Environment and Allotments Committee

i) To approve the Terms of Reference

The Council resolved to defer approval of the proposed changes to the draft Terms of Reference dated June 2020 and to temporarily retain those dated May 2020 for the Environment and Allotments committee to ensure uniformity with any proposed Standing Order changes.

ii) To approve Committee Members

The Council resolved that the following members sit on the Environment and Allotments Committee for the 2020-2021 Civic year:

Clr S Burgess
Clr A Cooper
Clr C Dickens
Clr S Dymond
Clr G Burnett

Cllr H Maxfield
Cllr K Robinson
Cllr J Waring
Cllr P Waring
One allotment representative from each site: Mr S Blaze and Mr Plimbley.

iii) To receive nominations for and to elect a chair.

Cllr Robinson was the only nomination for chair and was elected by a majority show of hands as chair of the Environment and Allotments Committee for 2020-2021.

iv) To receive nominations for and to elect a vice-chair.

Cllr Dickens was the only nomination for vice-chair and was elected by a majority show of hands as vice-chair of the Environment and Allotments Committee for 2020-2021.

e) Events and Community Committee

i) To approve the Terms of Reference

The Council resolved to defer approval of the proposed changes to the draft Terms of Reference dated June 2020 and to temporarily retain those dated May 2020 for the Events and Community committee to ensure uniformity with any proposed Standing Order changes.

ii) To approve Committee Members

The Council resolved that the following members sit on the Events and Community Committee for the 2020-2021 Civic year:

Cllr Burnett
Cllr A Cooper
Cllr C Dickens (Vice-Chair)
Cllr Dymond (Chair)
Cllr B Owen
Cllr J Owen
A representative each from:
Go Kidsgrove
Tesco Community
Rotary Kidsgrove

iii) To receive nominations for and to elect a chair.

Cllr Dymond was the only nomination for chair and was elected by a majority show of hands as chair of the Events and Community Committee for 2020-2021.

iv) To receive nominations for and to elect a vice-chair.

Cllr Dickens was the only nomination for chair and was elected by a majority show of hands as chair of the Events and Community Committee for 2020-2021.

f) Staffing Committee

i) To approve the Terms of Reference

The Council resolved to defer approval of the proposed changes to the draft Terms of Reference dated June 2020 and to temporarily retain those dated May 2020 for the Staffing committee to ensure uniformity with any proposed Standing Order changes.

ii) To approve Committee Members

CLlr A Cooper
CLlr M Maxfield
CLlr K Robinson
CLlr M Stubbs
CLlr P Waring

iii) To receive nominations for and to elect a chair

CLlr Stubbs was the only nomination for chair and was elected by a majority show of hands as chair of the Staffing Committee for 2020-2021.

2021-FC2-09 To resolve to agree a provisional schedule of meetings, to be held using Zoom, until the end of August 2020.

A provisional schedule of meetings, to be held using Zoom, until the end of August was approved. (See appendix 1.)

2021-FC2-10 To resolve to agree that working parties and the Neighbourhood Plan Group continue using their existing terms of reference under the management of the appropriate committee and that the existing chair and vice, where named, remain in place. To further agree that any councillor wishing to join or leave a working party contact the Clerk before 30th June 2020.

The Council resolved to approve the recommendation and the clerk was asked to progress meetings where appropriate.

2021-FC2-11 To receive from the Clerk confirmation of Insurance arrangements in respect of all insurable risks.

The clerk confirmed continued insurance with Zurich. Public liability insurance is £10,000,000 and Fidelity £500,000.

2021-FC2-12 To resolve to agree the following arrangements and appointments:

a) Internal Auditor – JDH Business Services

The Council resolved the continued use of JDH Business Services.

b) Data Protection Officer – JDH Business Services

The Council resolved the continued use of JDH Business Services.

c) Payroll – Shire Payroll services

The Council resolved the continued use of Shire Payroll Services.

d) Health and Safety – Ellis Whittam

The Council resolved the continued use of Ellis Whittam who are currently on a contract.

e) Employment consultant – Ellis Whittam

The Council resolved the continued use of Ellis Whittam who are currently on a contract.

2021-FC2-13 Solicitor and legal arrangements – To receive a verbal report from the Clerk.

The council does not have a nominated solicitor. The Council agreed to appoint solicitors upon need and specialisation.

2021-FC2-14 To agree and approve Member representatives to serve on outside bodies to represent Kidsgrove Town Council:

a) Staffordshire Parish Councils Association (SPCA)

Clrs S Burgess and J Waring were nominated as the SPCA representatives. Cllr Burgess was elected to the role by a majority show of hands.

b) To confirm Lap representation

Cllr J Waring was nominated as the representative for the Kidsgrove LAP. Cllr K Robinson was nominated for the Talke and Butt Lane LAP. Both appointments were agreed by a majority show of hands.

c) To confirm Town Board representation

Cllr K Robinson was nominated as the Town Council's representative on the Town Board. The appointment was agreed by a majority show of hands.

d) Others

Cllr S Dymond was nominated and appointed as the British Legion representative.

Cllr Dickens was nominated and appointed as the Kidsgrove Rotary representative.

2021-FC2-15 To agree arrangements and to nominate councillors for 'in house' audits for the 2020 – 21 financial year.

The following Councillors were nominated and agreed by majority show of hands to act as 'in house' auditors. The need for an 'in-house' audit each quarter was stressed.

Cllr C Dickens
Cllr J Waring
Cllr M Stubbs

2021-FC2-16 Bank Mandates – to agree banking arrangements and agree signatories for the following accounts, noting appropriate wording as required:

a) Barclays

The Barclays account isn't used for payments but is mainly used to receive payments from hall bookings and allotment receipts. The account is dual authorisation. The Council resolved that the following be appointed signatories for 2020-2021:

The Clerk, Cllr Cooper, P Pattison (administration assistant).

b) Unity Bank

The Unity Bank Account is triple authorisation and is used for the Council's payments. The Account is triple authorisation requiring both one officer and two-member input to process a payment.

It was resolved that Members of Finance and General Purposes along with the Clerk and administration assistant be made signatories on the account.

c) NSI Account

It was resolved that the Clerk and Cllr Cooper be added as signatories. It was further agreed that the Clerk research whether there are alternative accounts for the holding of reserves that are a more Council friendly option.

2021-FC2-17 To suspend standing orders and to delegate to Finance and General Purposes Committee the approval of the asset register dated 31st March 2020.

The Council resolved to suspend standing orders and to delegate to the finance and General Purposes Committee the approval of the Council's asset register dated 31st March 2020.

2021-FC2-18 To consider the recommendation from the Finance and General Purposes Committee to approve the Risk Management Document dated February 2020.

The Clerk asked for two additions relating to emergencies such as the Covid-19 situation and also the addition of GDPR compliance further to the version circulated with the agenda. The changes were displayed live using Zoom.

The Council resolved to approve the asset register including the Clerk's suggested amendments.

2021-FC2-19 To receive the Interim Internal Audit report and to note the end of year internal audit is on-going remotely.

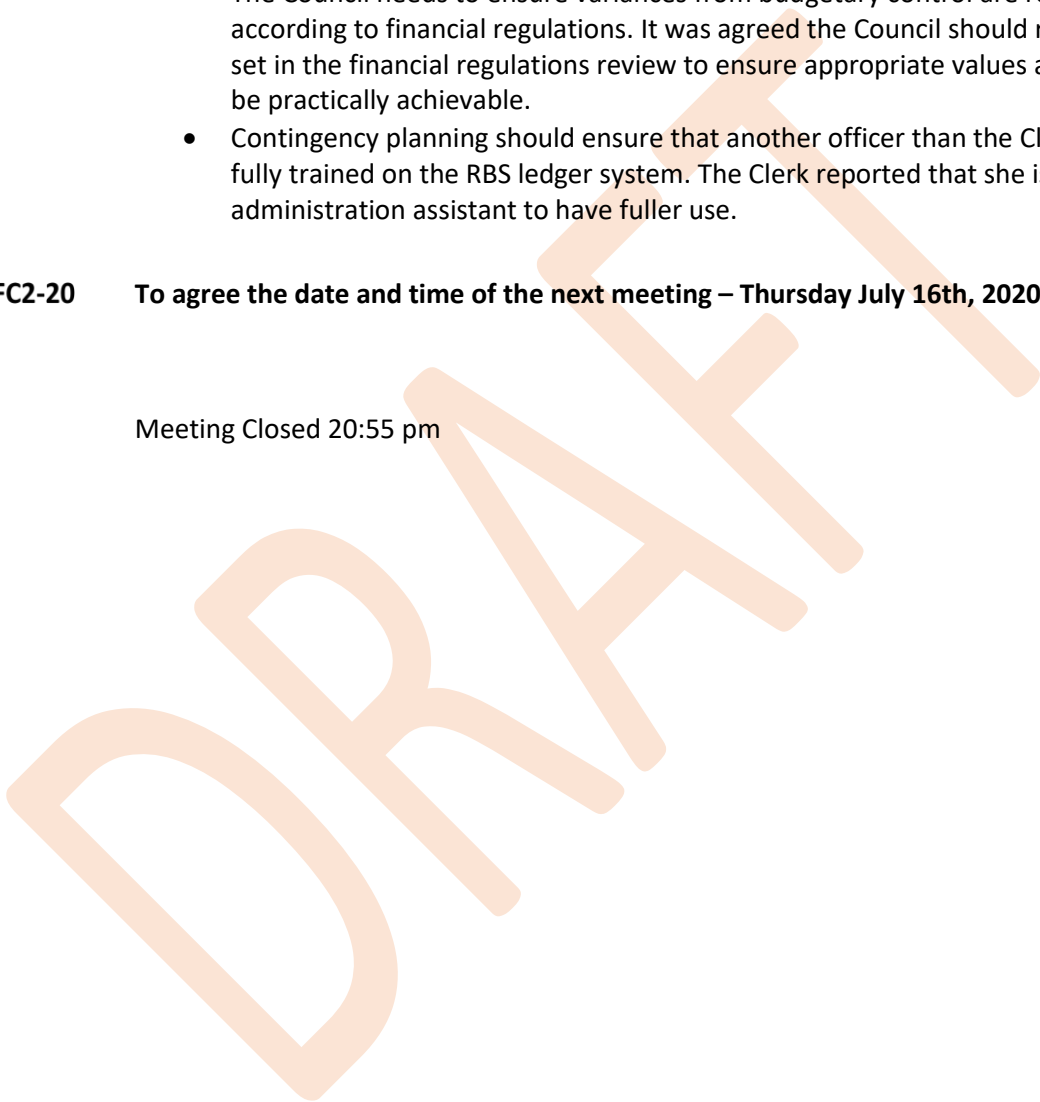
The Council received the interim internal audit report conducted in January 2020 by JDH business Services. The report was presented to Finance and General Purposes Committee prior to lockdown. Cllr Cooper noted that all previous outstanding actions have been completed apart from the hall hire concession review, which is in hand.

Issues reported, with Finance and General Purposes response, were:

- The Council needs to ensure variances from budgetary control are reported according to financial regulations. It was agreed the Council should review the levels set in the financial regulations review to ensure appropriate values are set for this to be practically achievable.
- Contingency planning should ensure that another officer than the Clerk should be fully trained on the RBS ledger system. The Clerk reported that she is training the administration assistant to have fuller use.

2021-FC2-20 To agree the date and time of the next meeting – Thursday July 16th, 2020 7:00 pm.

Meeting Closed 20:55 pm



2020/2021 Meeting Schedule

All Meetings at 7:00pm, either on Zoom or at the Victoria Hall.

Full Council – Annual Meeting	2nd June and 22nd June
Finance and General Purposes	Thursday 2nd July 2020
Events and Community	Monday 6th July 2020
Environment and Allotments	Monday 13th July 2020
Full Council	Thursday 16th July 2020
Planning Infrastructure and Highways	Thursday 6th August
Finance and General Purposes	Monday 17th August
Full Council	Thursday 3rd September

A staffing committee to be arranged late July or early August. The Clerk to liaise with members of that committee.

DRAFT