

Finance and General Purposes 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 Tuesday, 15th September 2020 7:00pm Meeting held remotely via Zoom

- FPG/20-21/2/1 Present**
- CLr A Cooper (Chair); CLr S Dymond (Vice-chair); CLr M Maxfield; CLr P Waring*.
CLr P Waring joined the meeting at 7:30pm
- FPG/20-21/2/2 To receive and consider apologies for absence**
- Apologies were received from CLrs Dickens, CLr Burgess and CLr Stubbs.
- FPG/20-21/2/3 To note declarations of Member's Interests**
- None received.
- FPG/20-21/2/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 9th July 2020**
- The committee resolved to approve the minutes of the meeting of the 9th July 2020.
- FPG/20-21/2/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**
- None
- FPG/20-21/2/6 Matters arising not covered elsewhere:**
- a) Bank Mandates**
- The Clerk reported that the updates to the mandates as agreed at the last Full Council meeting are progressing.

b) Progress with email provision.

The Clerk reported that the email provision is progressing and that the new provider is liaising with the current domain holder and email provider to ensure a smooth transfer.

c) Telephone Box – Oldcott Drive

The Clerk informed that a letter has been prepared ready to go out to residents asking for their preferences.

FPG/20-21/2/7

Council Finance:

a) To approve the schedule of payments required.

The Committee received and approved the payment schedules for June, July and August (see appendices 1).

b) To receive bank reconciliations.

The Committee received the bank reconciliations dated 31st July 2020 (see appendix 2).

c) To receive the RFO's financial report and to consider budget amendments for recommendation to Full Council.

The Committee considered the budget expenditure to date against budget set.

The Committee agreed that the clerk move the budget money for the new emails from 4010 to 4011 which is more appropriate.

The following recommendations to Full Council were made:

Cost Centre 101 – Administration:

That a budget line for office rental be created for £500

That code 4006 is increased to £2000 to allow for the purchase of two new computers and a laptop.

The money vired from 4021 – members training (£500) and 4026 – general admin equipment (£500).

FPG/20-21/2/8

Youth Initiative/Provision program.

a) To receive feedback from a meeting called by Team Chatterley regarding the formation of a youth group in conjunction with the Salvation Army and attended by Cllr Dickens and the Clerk on behalf of Kidsgrove Town Council. (Cllrs Robinson and Burnett were also present in their capacity as Staffordshire County Council Members.)

The Clerk reported that Cllr Dickens, Cllr Robinson, Cllr Burnett and herself had attended a meeting to hear a presentation given by the Salvation Army/Team Chatterley group regarding the setting up of a new youth group.

- b) **To receive an update on the Town Council’s youth program including the date of the next meeting.**

The Clerk reported that a meeting of the youth forum is planned for the 30th September.

FPG/20-21/2/9

Grant Applications: To receive a grant application from the Salvation Army/Team Chatterley relating to their youth initiative and to recommend approval to Full Council or otherwise.

The Committee resolved to recommend to Full Council that £2000 be set aside as a grant to this project but that the money should be requested in phases with more information provided as to what is needed at each phase. It was also agreed to request that the group acknowledge the Town Council’s help in its literature.

FPG/20-21/2/10

Policies: To consider and review a recording of meetings policy and to make recommendations for approval to Full Council for approval or otherwise.

The committee discussed content of this policy. It was agreed the Clerk prepare a draft based on:

- To retain audio recordings of Full Council meetings for one year.
- To retain audio recordings of committee meetings until approval of the minutes.
- That Town Council working Party Groups should not be recorded by anyone except an officer of the council if required for minute taking and only with the clear consent of everyone present.
- That other meetings the Town Council may hold with parties from other bodies in the furtherance of business should not be recorded.

FPG/20-21/2/11

Website Accessibility: To receive a report from the Clerk and to note actions required.

The Clerk outlined the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.

An accessibility statement will be ready for approval at Full Council the following week. Officer time will be required to test the site, make amendments, and to modify documents from the last two years.

FPG/20-21/2/12

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

- a) **To receive a report from the Clerk regarding the opening of the Victoria to events and to agree an opening date and strategy or otherwise.**

The Council considered the opening of the Victoria Hall in relation to the government requirements for community venues. It was noted that there is various maintenance work being completed during the closure and also that the Council’s VAT situation needs evaluating. It was agreed that the Victoria Hall should remain closed, that the maintenance work should progress but that the situation should be monitored.

- b) **To receive a report from the Clerk regarding various maintenance works ongoing in the Victoria Hall and to agree the recommendations or otherwise.**

The Clerk outlined some ongoing work which included roofing issues, replacement exterior door, kitchen refurbishment, refreshment room decoration and the requirements of a survey and LOLER testing of the winding gear of both lights and stage curtains.

FPG/20-21/2/13 Update regarding the Dementia Friendly Kidsgrove Project.

Cllr Cooper updated the committee. A meeting is currently being planned and further volunteers are being requested. Covid-19 has had a severe impact on the progress of this project.

FPG/20-21/2/14 Update regarding defibrillators including considering a request from Tesco regarding the provision of a defibrillator in the cabinet on the wall of their building.

The Clerk updated the committee regarding the cabinet on the wall of Tesco which currently has no defibrillator and presented some costs for the provision of a defibrillator. The Committee resolved to delegate the purchase to the Clerk up to a value of £1200 and in consultation with First Responders.

Cllr Dymond reminded that the One-Sure cabinet is still broken. The cabinet is also still required for the Town Hall.

FPG/20-21/2/15 Mapping Software

The committee resolved to defer this item

FPG/20-21/2/16 Clerk and Chair's Reports.

None

FPG/20-21/2/17 Key future Agenda items:

- Data protection Officer Provision
- Id cards

FPG/20-21/2/18 To note the date and time of the next meeting: 12th October 2020

Matters to be considered with the Press and Public Excluded:

FPG/20-21/2/19 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 exclude the press and public for the following two items.

FPG/20-21/2/20 Update on the transfer relating to the Victoria Hall.

The Clerk provided an update on a recent meeting with the solicitor at Staffordshire County Council attended by herself and Cllr M Maxfield. It was agreed that, to help with some historical issues, that Cllr M Maxfield and Cllr J Waring be invited to the next meeting.

FPG/20-21/2/21 Operation London Bridge – an update.

The Clerk informed that an initial meeting has been held with RBL members.

Meeting Closed: 20:05

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Appendix 1 – June, July and August payments

Creditors for Month No 3			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
01/04/2020	773006	446A	NBC	NBC01	-6,861.25	-1,372.25	-8,233.50	4025	104	-6,861.25	Rates 2020-2021
01/04/2020	N02072188773006	446B	NBC	NBC01	8,233.50	0.00	8,233.50	4025	104	8,233.50	Rates 2020-21
30/04/2020	000642	453	BEL BROS	BEL01	408.00	81.60	489.60	4302	107	408.00	Skips - Crown Bank Allotments
30/04/2020	CORRECTION	453CORRECT	ACTIVE VISUAL	AVS01	-408.00	-81.60	-489.60	4302	107	-408.00	Allot skips correct to supplie
06/04/2020	SINV00461919	454	FENN	FEN01	43.45	8.69	52.14	4009	101	43.45	Recman Hand Sanitiser
26/05/2020	22774599	455	ZOOM	ZOOM	118.70	23.74	142.44	4011	101	118.70	Zoom Pro Subscription
17/05/2020	91496	456	ALPHA	ALPH01	104.11	20.82	124.93	4010	101	104.11	Telecoms April
17/06/2020	91898	457	ALPHA	ALPH01	112.17	22.43	134.60	4010	101	112.17	Telecoms May
19/06/2020	116544	458	MODERN GLASS	MODGLASS01	110.00	22.00	132.00	4090	109	110.00	Leaded Light Repair Balcony
31/05/2020	KLE-444	459	KLEENSCAPE	KLS01	45.60	9.12	54.72	4090	109	45.60	Cleaning Services - 24/05/20
05/06/2020	04709	467	SHIRES PAY SERVICES	SPSLTD	52.20	0.00	52.20	4022	101	52.20	Payroll Services May 2020
24/06/2020	N202439343	466	NBC	NBC01	2,000.00	400.00	2,400.00	4085	109	2,000.00	Qtr 1 Service charge
09/06/2020	0466159	460	FENN	FEN01	39.99	8.00	47.99	4009	101	39.99	Face masks
30/06/2020	S3165A - 2020	461	ALLOTMENT SOCIETY	ALLOTMENT	55.00	11.00	66.00	4300	107	55.00	Membership renewal
04/06/2020	101614240	462	RICOH	RICOH01	205.34	41.07	246.41	4013	101	205.34	Printing Charges
07/06/2020	20/188	464	GOOD NEWS	GNP01	60.00	0.00	60.00	4004	101	60.00	Good News June/July
07/06/2020	20/187	465	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	Good News Publishing - Advert
TOTAL INVOICES					<u>4,408.81</u>	<u>-805.38</u>	<u>3,603.43</u>			<u>4,408.81</u>	

Chair

Appendix 1 – June, July and August payments

15/09/2020		Kidsgrove Town Council 2020/21										Pa		
17:15		PURCHASE LEDGER INVOICE LISTING										User:		
Creditors for Month No 4				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			
06/03/2020	KLE-383	468	KLEENSCAPE	KLS01	460.50	92.10	552.60	4094	109	460.50	Cleaning Feb/March			
05/07/2020	KLE-463	469	KLEENSCAPE	KLS01	102.60	20.52	123.12	4094	109	102.60	Cleaning 16th to 30th June 20			
21/07/2020	N202441195	470	NBC	NBC01	56.67	11.33	68.00	4090	109	56.67	Pest Control			
01/07/2020	12933	471	SLCC	SLCC01	1,470.00	0.00	1,470.00	4020	101	1,470.00	Clerk - Comm Gov Qualifaction			
14/07/2020	SINV0046942	472	FENN	FEN01	51.00	0.00	51.00	4008	101	51.00	Stationery			
17/07/2020	92303	473	ALPHA	ALPH01	103.86	20.77	124.63	4010	101	103.86	Telephone/internet June 2020			
01/07/2020	13327	474	MICROSHADE	MIC01	157.20	31.44	188.64	4011	101	157.20	Quarter 2 hosted services			
01/07/2020	20-239	475	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	60.00	Aug/Sept Good news			
								4078	109	60.00	Aug/Sept Good news Vic Hall a			
19/07/2020	1435	476	ELEMENT HOSTING	EH01	105.00	0.00	105.00	4011	101	105.00	Caretaker email account			
05/07/2020	04828	477	SHIRES PAY SERVICES	SPSLTD	23.50	4.70	28.20	4022	101	23.50	Payroll Services June 2020			
22/06/2020	3/028/AT/2020	463	TPP LTD	TPP	368.40	73.68	442.08	4550	117	368.40	Town Deal/NP Support			
TOTAL INVOICES					<u>3,018.73</u>	<u>254.54</u>	<u>3,273.27</u>			<u>3,018.73</u>				

Chair

Appendix 1 – June, July and August payments

15/09/2020

Kidsgrove Town Council 2020/21

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PURCHASE LEDGER INVOICE LISTING

User: SED

Creditors for Month No 5

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Analysis Description
							Invoice Total	A/C	Centre	Amount	
14/08/2020	18654	478	THUNBOLT	THUNBOLT	61.00	12.20	73.20	4090	109	61.00	Lightening protection testing
19/08/2020	N202442291	479	NBC	NBC01	9,125.00	1,825.00	10,950.00	4100	110	9,125.00	Ranger April - June
07/08/2020	KLE 487	480	KLEENSCAPE	KLS01	182.40	36.48	218.88	4094	109	182.40	Contract cleaning 07/07-04/08
24/08/2020	KLE-507	481	KLEENSCAPE	KLS01	217.40	43.48	260.88	4094	109	217.40	4 weeks cleaning to 01/09
28/08/2020	1439	482	ELEMENT HOSTING	EH01	60.00	0.00	60.00	4011	101	60.00	Web hosting and domain renewal
05/08/2020	04999	483	SHIRES PAY SERVICES	SPSLTD	23.50	4.70	28.20	4022	101	23.50	Payroll for June
07/08/2020	3813	485	JDH	JDH01	369.00	73.80	442.80	4050	104	369.00	Year end internal audit 19/20
12/08/2020	20/241	486	SPCA	SPCA01	40.00	0.00	40.00	4020	101	40.00	Training - creating acc docume
20/08/2020	ICL 12316	487	ICL	ICL LOGIST	62.50	12.50	75.00	4010	101	62.50	lphone repair
26/08/2020	20133	488	TIME ASSURED	TAL01	125.00	25.00	150.00	4090	109	125.00	Annual Clock Service
05/08/2020	SINV00472545	489	FENN	FEN01	23.72	4.74	28.46	4008	101	23.72	Diaries and planner
TOTAL INVOICES					<u>10,289.52</u>	<u>2,037.90</u>	<u>12,327.42</u>			<u>10,289.52</u>	

Appendix 2 – August Bank Reconciliations



Chair