

Town Council

Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
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Kidsgrove
Staffordshire
ST7 4EL

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Minutes of the Meeting held on the 13th August 2020, 7:00pm Meeting held remotely via Zoom

2021-FC4-01 Present

Cllrs Cooper (chair), Dickens, Burgess, Dymond, K Johnson, V Jukes (arrived at 7:55pm), M Maxfield, B Owen, J Owen, Robinson, Stubbs, J Waring, P Waring

Attending: Sue Davies (Clerk),

2021-FC4-02 To receive apologies for absence.

Apologies of absence were received from Cllrs H Maxfield and G Burnett.

2021-FC4-03 To note declarations of members interests.

None

2021-FC4-04 To resolve to approve the minutes of the Council Meeting held on the 16th July 2020

The Council resolved to approve the minutes of the meeting held on the 16th July 2020.

2021-FC4-05 Public participation: A period not exceeding 15 minutes for members of the public to ask questions or to submit comments.

2021-FC4-06 Matters Arising - To receive updates on:

a) Telephone Box options

It was agreed that the telephone box future plans be moved to the F&GP Committee and that the Clerk circulate a letter to nearby residents asking for opinions.

b) Bank mandate progression

The Clerk is progressing the bank mandate updates.

c) Email/IT provision

The company selective have been advised and will be forwarding the Clerk a plan and timescale to begin implementation.

2021-FC4-07 To receive and note the draft minutes of Committee Meetings not previously presented to Council.

a) Planning, Infrastructure and Highways held 6th August 2020

Deferred.

b) Staffing Committee

i. Minutes of the Staffing Meeting held on the 20th January 2020

The minutes of the staffing committee meeting held on the 20th January were received by the Committee.

ii. Minutes of the Staffing Committee held on the 23rd July 2020.

Deferred

2021-FC4-08 To resolve to agree a provisional schedule of meetings for the 2020-21 Civic year.

The Clerk presented a schedule of meetings for the remaining 2020-21 Civic year. The Council resolved to approve the schedule.

2021-FC4-09 Internal Audit: To receive the 2019-2020 Internal Audit Report and to agree and approve actions.

The Council received the internal audit report and certificate for the 2019-20 financial year.

The following actions to the points raised were agreed:

The auditor raised that the general reserves at year end were £48K more than predicted at budget setting but did recognise that this was partly due to Covid-19 and the lockdown. The Finance and General Purposes Committee has already analysed the difference for approval by Council.

The earmarked reserve called revenue fund will be renamed into something more meaningful to reflect its purpose as a staffing and office support fund.

2021-FC4-10 2019-2020 Annual Governance Statement: To consider, compete and resolve to approve the Annual Governance Statement dated 31st March 2019

The Council completed and resolved to approve the Annual Governance Statement 2019-2020. It was acknowledged that due having a remote meeting, signing by the chair and Clerk/RFO would require completing the following day.

2021-FC4-11 2019-2020 Statement of Accounts; To receive and approve the Statement of Accounts dated 31st March 2020.

The Council resolved to approve the Statement of Accounts for the 2019-2020 financial year.

2021-FC4-12 Finance:

- a) **To receive schedules of payments since the Finance and General Purposes Committee meeting of the 2nd July 2020.**

The Council resolved to defer this item.

- b) **To receive bank reconciliations, summary of accounts and a budget report dated 31st July 2020.**

The Council resolved to defer this item.

- c) **To consider and approve a budget report and any budgetary changes recommended by the RFO.**

The Council resolved to defer this item.

2021-FC4-13 To receive a quote for the renewed contract between the Town Council and Ellis Whittam for their continued use as Health and Safety and Employment consultant.

The Council received the quote for a renewed three-year contract with Ellis Whittam and resolved to approve it without the need for further quotes. It was agreed that Ellis Whittam have experience on the issues in the Victoria Hall and have proved very efficient and prompt with advice when required.

2021-FC4-14 Planning Applications

The Council resolved to defer this item.

2021-FC4-15 To receive any feedback from NULBC and Staffordshire County Council and also the Town Council's representatives on other bodies:

- a) **Staffordshire County Council (Cllr Robinson)**

Cllr Robinson gave a brief update on relevant Staffordshire County Council issues.

- b) **NULBC**

No updates reported.

- c) **Kidsgrove LAP (Cllr J Waring)**

Cllr J Waring reported that the Kidsgrove LAP are not currently meeting but may consider meeting by remote means in the near future. The Clerk offered to assist with this by using the Town Council's Zoom account.

d) Talke and Butt Lane LAP (Cllr K Robinson)

Cllr Robinson reported that the LAP group is due to meet and would also like to make use of the Town Council's Zoom account to meet remotely.

e) Town Deal Board (Cllr Robinson)

Cllr Robinson provided a brief update.

f) SPCA (Cllr S Burgess)

Cllr Burgess has continued to circulate the minutes of meetings that she attends.

g) Kidsgrove Rotary (Cllr Dickens)

Cllr Dickens updated that the Rotary have been invited to the Lamb Street allotments with a view to consider a donation request.

h) Royal British Legion (Cllr Dymond)

Cllr Dymond reported that wreaths have been ordered and that due to Covid-19, there will be restrictions on Poppy selling this year in less secure locations.

i) Go Kidsgrove

Go Kidsgrove are not currently meeting due to Covid-19. However, there have been talks with the Town Council around Christmas lights and also Cllr P Waring represents the group on the Town Board.

2021-FC4-16 To receive any information items from the Mayor or the Clerk including any correspondence received by the Council.

The Mayor updated the Council on her recent activities including judging the Mow Cop scarecrow festival, opening a public house under new management and raising a flag at the Town Council building to commemorate Armed Forces Day.

2021-FC4-17 To agree the date and time of the next meeting – Thursday, 5th November 2020., 7:00pm

Matters to be considered with the Press and Public Excluded:

2021-FC4-18 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.

2021-FC4-19 To approve the recommendation from the staffing committee to award the 1-point scale advancement for Clerk and administration assistant backdated to the 1st April 2020

The Council resolved to approve the recommendation.

2021-FC4-20 To approve the recommendation of the staffing committee to recruit an assistant Clerk and to delegate all aspects of the recruitment to the Staffing Committee, including the production of a job specification and person description, subject to the final choice of candidate being approved by the Full Council.

The Council resolved to approve the recommendation.

Meeting closed 8:20pm

DRAFT