

# Finance and General Purposes Committee Meeting

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

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



## Minutes of the Meeting held on Monday, 12<sup>th</sup> October 2020 7:00pm Meeting held remotely via Zoom

- FPG/20-21/2/1 Present**  
Cllr A Cooper (Chair); Cllr S Dymond (Vice-chair); Cllr M Maxfield; Cllr P Waring
- FPG/20-21/2/2 To receive and consider apologies for absence**  
Apologies were received from Cllr M Maxfield.
- FPG/20-21/2/3 To note declarations of Member's Interests**  
Cllr Dymond and Dickens declared an interest in agenda item 7 relating to the donation request from Kidsgrove Rotary.
- FPG/20-21/2/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 15<sup>th</sup> September 2020**  
The committee resolved to approve the minutes of the meeting of the 15<sup>th</sup> September 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 mandate updates are progressing. The Clerk informed that subsequent to a complaint

submitted by the office, a £40 apology cheque has been received which the Clerk intends to pay into the Mayor's Charity Account.

**b) Progress with email provision.**

The Clerk reported that the email provision is still progressing and that the domain movement is being resolved.

**c) Telephone Box – Oldcott Drive**

The Clerk informed that a letter is being circulated asking for residents' preferences.

**FPG/20-21/2/7**

**Council Finance:**

**a) To approve the schedule of payments required.**

The schedule of payments since the F&GP Meeting of the 15<sup>th</sup> September was approved. (see appendix 1).

**b) To receive bank reconciliations.**

The Committee received the bank reconciliations dated 31<sup>st</sup> 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 received the Q3 budget report (dated 30<sup>th</sup> September) from the RFO. (See appendix 3)

**FPG/20-21/2/8**

**To consider a request for a donation to the Christmas Hampers being organised by the Rotary Club and to recommend approval to Full Council or otherwise.**

The Committee received a request from Kidsgrove Rotary for a donation to the Christmas Hampers and resolved to recommend a donation of £200.

**FPG/20-21/2/9**

**Policies: To consider the draft of a recording meetings policy and, subject to any agreed changes, recommend approval to Full Council or otherwise. (Circulated separately)**

Although the terms of this policy have been agreed in principle, the Clerk has not yet drafted the policy.

**FPG/20-21/2/10**

**Office issues: To consider the Ricoh quote for a replacement printer and to resolve to agree the recommendation or otherwise. (Circulated separately)**

The Committee considered the options and agreed that, given Covid-19 restrictions and the fact that Ricoh have a framework agreement for the supply to local government bodies, that further quotes would not be sought on this occasion. It was resolved to recommend to Full Council that the Council renew the contract with Ricoh for five-years using the option to purchase a machine rather than lease.

**FPG/20-21/2/11**

**Victoria Hall Issues**

- a) To receive a report regarding inspection of the stage curtains and chandeliers and required LOLER testing and to consider quotes received.**

The Council considered quotes for an inspection of the stage curtains and chandelier which require LOLER testing. It was resolved to accept the quote from Taylor stage services for £655.00 + VAT.

- b) To receive a report of the roof leaking problems and to consider quotes received.**

The Council considered the quotes supplied. It was resolved to accept the quote from A.D.Booth and, including the extra amount for pipework to direct the roof water to the gullies.

- c) To receive a verbal report from the Clerk on other Victoria Hall issues.**

The Clerk gave an update on the status of the hall closure and also the progress of other work on-going.

**FPG/20-21/2/12**

**Update on the Dementia Friendly Initiative.**

Cllr Dickens provided an update. Although some meetings are progressing to plan ahead, it was noted that the Covid-19 situation is preventing much progress.

**FPG/20-21/2/13**

**Defibrillators – to receive an update.**

The Clerk updated the committee regarding the provision of a defibrillator at Tesco, a cabinet for the Victoria Hall and the broken one-sure cabinet.

**FPG/20-21/2/14**

**Mapping Software**

The committee resolved to defer this item.

**FPG/20-21/2/15**

**Clerk and Chair's Reports.**

None

**FPG/20-21/2/16**

**Key future Agenda items:**

- Data protection Officer Provision
- Id cards

**FPG/20-21/2/17**

**To note the date and time of the next meeting: 10<sup>th</sup> December 2020**

Meeting Closed: 20:45

Chair .....

Appendix 1 – Payment schedule

09/10/2020

Kidsgrove Town Council 2020/21

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14:29

PURCHASE DAYBOOK

User: SED

Creditors for Month No 7

Order by Ref No

Invoices entered by PP  
Posted by SED

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	
31/07/2020	63617/64168/6503	497	V2V	V2V01	16.50	3.30	19.80	4010	101	16.50	Ranger phone May - July	
31/08/2020	65312	498	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	Ranger phone August	
25/09/2020	KLE 542	499	KLEENSCAPE	KLS01	182.40	36.48	218.88	4094	109	182.40	Cleaning Services to 25/09/20	
23/09/2020	696	500	HI TEC LIFT	HITEC01	350.00	70.00	420.00	4090	109	350.00	Repairs to hall lift	
01/10/2020	13662	501	MICROSHADE	MIC01	157.20	31.44	188.64	4011	101	157.20	Hosted application services	
24/09/2020	N202449362	502	NBC	NBC01	2,000.00	400.00	2,400.00	4085	109	2,000.00	Quarterly Service Charge-31/12	
30/09/2020	000994	503	BEL BROS	BEL01	180.00	36.00	216.00	4302	107	180.00	Skip Hire Crown Bank	
05/10/2020	05314	504	SHIRES PAY SERVICES	SPSLTD	17.50	3.50	21.00	4022	101	17.50	September payroll	
22/09/2020	1387	505	ELEMENT HOSTING	EH01	60.00	0.00	60.00	4011	101	60.00	Domain renewal	
07/10/2020	076	506	GREENACRES PLANT NUR	GREENACRES	125.00	0.00	125.00	4030	102	125.00	100 trays bedding plants	
<b>TOTAL INVOICES</b>					<u>3,099.10</u>	<u>582.82</u>	<u>3,681.92</u>			<u>3,099.10</u>		
VAT ANALYSIS CODE OTS @ 0.00%					185.00	0.00	185.00					
VAT ANALYSIS CODE S @ 20.00%					2,914.10	582.82	3,496.92					
<b>TOTALS</b>					<u>3,099.10</u>	<u>582.82</u>	<u>3,681.92</u>					

Appendix 2 – August Bank Reconciliations

Date: 08/10/2020  
Time: 12:35

Kidsgrove Town Council 2020/21  
Bank Reconciliation Statement as at 30/09/2020  
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	30/09/2020	45	227,031.10
			<u>227,031.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			227,031.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			227,031.10
		<b>Balance per Cash Book is :-</b>	<b>227,031.10</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 08/10/2020  
Time: 12:43

Kidsgrove Town Council 2020/21  
Bank Reconciliation Statement as at 08/10/2020  
for Cashbook 2 - National Savings Account

Page 1  
User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
National Savings Account	31/03/2020	14	170,235.82
			<u>170,235.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			170,235.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			170,235.82
		<b>Balance per Cash Book is :-</b>	<b>170,235.82</b>
		<b>Difference is :-</b>	<b>0.00</b>

Appendix 2 – August Bank Reconciliations

Date: 08/10/2020  
Time: 12:46

Kidsgrove Town Council 2020/21  
Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 3 - Petty Cash

Page 1  
User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash tin	31/08/2020	10	0.00
			<u>0.00</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			0.00
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 08/10/2020  
Time: 15:33

Kidsgrove Town Council 2020/21  
Bank Reconciliation Statement as at 08/10/2020  
for Cashbook 4 - Unity Current Account T2

Page 1  
User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank 20409649	30/09/2020	22	40,767.67
			<u>40,767.67</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			40,767.67
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			40,767.67
		<b>Balance per Cash Book is :-</b>	<b>40,767.67</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 09/10/2020

Kidsgrove Town Council 2020/21

Page 1

Time: 13:25

**Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 5 - Unity Trust Bank Credit Card**

User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Credit Card	30/09/2020	5	0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

THE OFFICIALS  
KIDSGROVE TOWN COUNCIL  
TOWN HALL  
KIDSGROVE  
STOKE ON TRENT  
ST7 4EL

## Your Business Current Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
29 Aug	Start Balance			247,037.60
7 Sep	€ Commission Charges For The Period 13 Jul /12 Aug	6.50		247,031.10
21 Sep	On-Line Banking Bill Payment to Unity Bank Ref: Trans Barc-Unity	20,000.00		227,031.10
30 Sep	Balance carried forward			227,031.10
	Total Payments/Receipts	20,006.50	0.00	

### 29 Aug - 30 Sep 2020

Start balance	£247,037.60
Money out	£20,006.50
▶ Commission charges £6.50	
▶ Interest paid £0.00	
Money in	£0.00
End balance	£227,031.10

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Appendix 2 – August Bank Reconciliations

Statement 23 from 04 Sep 2020 to 30 Sep 2020

Printable Version

Date	Description	Serial No	Debits	Credits	Balance
04Sep2020	Brought forward balance			47,049.50	47,049.50
15Sep2020	B/P to: Shire Pay Services		(28.20)		47,021.30
15Sep2020	B/P to: Element Hosting Lt		(105.00)		46,916.30
15Sep2020	B/P to: Good News Pub		(120.00)		46,796.30
15Sep2020	B/P to: Microshade Busines		(188.64)		46,607.66
15Sep2020	B/P to: ALPHA		(124.63)		46,483.03
15Sep2020	B/P to: Fenn		(51.00)		46,432.03
15Sep2020	B/P to: SLCC Comm Gov		(1,470.00)		44,962.03
15Sep2020	B/P to: Newcastle BC		(68.00)		44,894.03
15Sep2020	B/P to: Kleenscape		(123.12)		44,770.91
15Sep2020	B/P to: Kleenscape		(552.60)		44,218.31
16Sep2020	Direct Debit (LLOYDS BANK PLC)		(3.00)		44,215.31
21Sep2020	B/P to: Fenn		(28.46)		44,186.85
21Sep2020	B/P to: Thunderbolt Test		(73.20)		44,113.65
21Sep2020	B/P to: JDH Business Servi		(442.80)		43,670.85
21Sep2020	B/P to: Newcastle BC		(10,950.00)		32,720.85
21Sep2020	B/P to: International Comp		(75.00)		32,645.85
21Sep2020	B/P to: ALPHA		(121.29)		32,524.56
21Sep2020	B/P to: Kleenscape		(260.88)		32,263.68
21Sep2020	B/P to: Shire Pay Services		(28.20)		32,235.48
21Sep2020	B/P to: Staffs Parish Cncl		(40.00)		32,195.48
21Sep2020	B/P to: Time Assured Ltd		(150.00)		32,045.48
21Sep2020	B/P to: Kleenscape		(218.88)		31,826.60
21Sep2020	B/P to: Element Hosting Lt		(60.00)		31,766.60
21Sep2020	KIDS TOWN COU SW			20,000.00	51,766.60
30Sep2020	B/P to: Staffs Pension		(1,280.15)		50,486.45
30Sep2020	B/P to: S E Davies		(2,366.08)		48,120.37
30Sep2020	B/P to: P Pattison		(560.97)		47,559.40
30Sep2020	B/P to: HMRC		(1,379.36)		46,180.04
30Sep2020	B/P to: ALPHA		(124.21)		46,055.83

1 2

Statement 23 from 04 Sep 2020 to 30 Sep 2020

Printable Version

Date	Description	Serial No	Debits	Credits	Balance
30Sep2020	B/P to: Ricoh UK Ltd		(197.79)		45,858.04
30Sep2020	B/P to: Hi-Tec Lift System		(168.00)		45,690.04
30Sep2020	B/P to: Staffs Parish Cncl		(75.00)		45,615.04
30Sep2020	B/P to: Shire Pay Services		(21.00)		45,594.04
30Sep2020	B/P to: Ellis Whittam		(4,689.60)		40,904.44
30Sep2020	B/P to: Ellis Whittam		(112.62)		40,791.82
30Sep2020	Service Charge		(24.15)		40,767.67

1 2



Appendix 2 – August Bank Reconciliations



SUE DAVIES  
ROSE VILLA  
FODEN AVENUE  
STOKE-ON-TRENT  
ST7 2PT

Lloyds Bank  
Commercial Card Services  
PO Box 6061  
Milton Keynes  
MK7 8LE

Tel: 0800 0964496  
Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 02/09/2020

Card ending\*\*\*\* \* 0236

Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£3.00 DR
<b>Statement Balance</b>	<b>£3.00 DR</b>

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
02 Sep 20	MONTHLY FEE		3.00 DR

Your Account

[Print](#)

Up to 09 October 2020

Card ending \*\*\*\* \* 0236

[Add Another Card](#)

Staff Number:

Current balance as at 09 October 2020 : £0.00 CR

Card Status: The account is active

Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£0.00
Approved outstanding authorisations	£0.00
<b>Available to spend</b>	<b>£500.00</b>

Authorisation Summary

Date	MCC / Description	Response / Reason	Amount
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No records to display.

Spending Since Last Statement

Transaction Date	Transaction Description	Foreign Exchange Details	Amount
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No records to display.

Current balance as at 09 October 2020 : £0.00 CR

## Kidsgrove Town Council

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

Tel: 01782 782254  
[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



**Report to F&GP**  
**Date of meeting**  
**Agenda Item Number**  
**Authors**

**Report Number FGP-20/21-10**  
**12th October 2020**  
**6c**  
**Clerk/RFO – S Davies**

### Introduction

Financial regulations stipulate an at least quarterly analysis of expenditure against budget.

For this purpose, “material” is in excess of £500 or 20% of the budget. For most budget lines, this can be estimated by looking at predicted spending against budget. Some budget lines, where expenditure is spread over the year, the current situation can be more easily analysed.

The attached table indicates budget lines where it is established that expenditure against budget will exceed the limits in the financial regulations.

It is important to note that projected income of £26,000 from the hall will be lost in the Council remains unable to open the premises. It is likely some other budget lines will underspend to help balance this.

There are several projects where the spending has yet to occur.

Appendix 3 – Budget report dated 30<sup>th</sup> September 2020

Cost Centre	Nominal Code	Description	To Date	Budget 20/21	Predicted Year end	Variance Predicted	Comments
101	4053	Rialtas fees	£506	£600	£1150	+£550	This will depend on whether we use RBS for closure of this year's accounts.
104	4055	Bar licence	£180	£260	£180	-20%	
107	4302	Allotment waste disposal	£408	£450	£588	+20%	Fires have resulted in increased need for skips.
107	4304	Allotment Maintenance	0	£4000	£3000	-£1000	£3000 budgeted for asbestos removal but quote accepted was just less than £2000. This will still leave £1000 for other contingencies.
109	1000	Lettings income	£470	£20,000	£5000	-£15000	Currently, the hall is still closed due to Covid-19 making it financially unviable to reopen.
109	1001	Bar Franchise income	0	£6000	£1500	-£4500	Currently, the bar is still closed due to Covid-19 restrictions making it financially unviable to reopen.
109	4090	Vic Hall Maintenance	538	£9000	Unknown	Unknown	Unknown costs so budget line needs close analysis. Estimated: Door - £500 Roof - £2000 to £2500(Coping stones + leak over men's toilets) Stage curtains - £1500 to £2000 (survey + any work) Plastering - £500 to £1000 Refreshment room floor - £1000 Refreshment room blinds/curtains - £500 This leaves approximately £2000 to £3000 for other maintenance.
109	4093	External Contractor Security	0	£2500	£1000	-£1500	Dependent upon reopening
109	4094	External contractor Cleaning	£963	£5000	£2500	-£2500	Dependent upon reopening

Appendix 3 – Budget report dated 30<sup>th</sup> September 2020

Cost Centre	Nominal Code	Description	To Date	Budget 20/21	Predicted Year end	Variance Predicted	Comments
114	4070	Community Pantomime	0	£1000	0	-£1000	Unable to go ahead due to Covid-19
114	4098	Reels on Wheels	0	£1000	0	-£1000	Unable to go ahead due to Covid-19
114	4602	Party in the Park Costs	0	£1300	0	-£1300	Unable to go ahead due to Covid-19

