

Town Council Meeting

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

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



30th October 2020

To: **Members of Kidsgrove Town Council**

Dear Councillor,

You are summoned to attend the Meeting of Kidsgrove Town Council to be held at 7.00pm on Thursday 5th November 2020. The Meeting will take place on Zoom.

Join Zoom Meeting

<https://zoom.us/j/94238606437?pwd=bTJlNFwL2RpUEo0eW5xSnplTFFxZz09>

Meeting ID: 942 3860 6437

Passcode: 973621

One tap mobile

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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

+44 203 901 7895 United Kingdom

Meeting ID: 942 3860 6437

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies, Town Clerk

Business to be transacted

1. To receive apologies for absence
2. To note declarations of members interests.
3. To resolve to approve the minutes of the Council Meeting held on the 24th September 2020. (Circulated separately and available on the website.)
4. Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
5. Matters Arising - To receive updates on:
 - a. Bank mandate progression
6. To receive and note the draft minutes of Committee Meetings not previously presented to Council. (Available on the website)
 - a. Finance and General Purposes Committee
 - i. Finance and General Purposes Committee held on the 12th October 2020
 - b. Planning, Infrastructure and Highways Committee
 - i. Planning, Infrastructure and Highways held on the 10th September 2020
 - ii. Planning, Infrastructure and Highways held on the 2nd November 2020
 - c. Staffing Committee
 - i. Staffing Committee held on the 23rd July 2020
 - ii. Staffing Committee held on the 2nd November 2020
 - d. Events and Community
 - i. Events and Community held on the 5th October 2020
 - e. Environment and Allotment
 - i. Environment and Allotments 29th September 2020
7. Committee Membership: To receive and consider a request from Cllr K Robinson for Labour Group Membership changes to the following committees and to approve or otherwise:
 - a. Finance and General Purposes Committee
 - b. Events and Community Committee
8. Finance:
 - a. To receive schedules of payments since those presented to the Finance and General Purposes Committee meeting of the 12th October 2020. (See appendix 1)
 - b. To resolve to approve, or otherwise, a recommendation from F&GP for a £200 donation to the Rotary Hamper Appeal. (See appendix 2)
9. Grant applications: (Please note the Clerk is contacting both organisations to discuss the impact of the impending Covid-19 lockdown on their requests. This will be fed into the meeting.)

- a. To receive a request from the Salvation Army/Chatterley for a further £500 from the money set aside to support this project. (See appendix 3)
 - b. To receive a grant request from St Thomas' to help fund a Christmas Event for Kidsgrove. (See appendix 4)
10. Office Ricoh printer: To receive a report from the Clerk/RFO and to resolve to approve, or otherwise, the recommendations of the Finance and General Purposes Committee. (See appendix 5)
11. Mapping Software: To consider and approve, or otherwise, the Council subscribing to Parish Online mapping software. (See appendix 6)
12. CCTV Provision: To receive a report from the Clerk, Cllr Jukes and PIH Committee and to approve any recommendations therein (to be circulated after the PIH meeting on the 2nd November).
13. SID Provision: To receive a report from the Clerk, Cllr Jukes and PIH Committee and to approve any recommendations therein (to be circulated after the PIH meeting on the 2nd November).
14. 'Chinky Park' Recreational Facilities: To receive a member's item from Cllr J Waring and to approve the recommendation or otherwise. (See appendix 7)
15. Office Matters:
 - a. Update on the mail provision.
 - b. To receive an update from the Clerk and Staffing Committee regarding the impact of Covid-19 and the lockdown.
 - c. To approve the expenditure of some office equipment from a quote provided by the company contracted to upgrade the IT systems. (See appendix 8)
16. Policies: (To be circulated)
 - a. To consider and approve a recording of meetings policy (principles of which already approved).
 - b. To consider and approve (upon recommendation of the staffing committee) a grievance policy.
 - c. To consider and approve (upon recommendation of the staffing committee) a disciplinary policy.
17. Planning Applications: To be circulated separately
18. To receive any feedback from NULBC and Staffordshire County Council and also the Town Council's representatives on other bodies:
 - a. Staffordshire County Council (Cllrs Burnett and Robinson)
 - b. NULBC (all Borough Councillors present)
 - c. Kidsgrove LAP (Cllr J Waring)
 - d. Talke and Butt Lane LAP (Cllr K Robinson)
 - e. Town Deal Board (Cllr Robinson)
 - f. SPCA (Cllr S Burgess)
 - g. Kidsgrove Rotary (Cllr Dickens)
 - h. Royal British Legion (Cllr Dymond)

i. Go Kidsgrove (Cllr P Waring)

19. To receive any information items from the Mayor or the Clerk including any correspondence received by the Council.

20. To agree the date and time of the next meeting: Thursday, 14th January 2021 to be held using Zoom.

Appendix 1 – Schedule of Payments to be approved

Creditors for Month No 7				Order by Ref No			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	
17/10/2020	93553	507	ALPHA	ALPH01	93.46	18.69	112.15	4010	101	93.46	September internet + telephone	
23/10/2020	KLE-575	508	KLEENSCAPE	KLS01	182.40	36.48	218.88	4094	109	182.40	Cleaning - 4 weeks up to 23-10	
07/10/2020	N202450636	509	NBC	NBC01	700.00	140.00	840.00	4030	102	700.00	Hanging baskets summer 2020	
13/10/2020	SINV00480950	510	FENN	FEN01	30.40	6.08	36.48	4008	101	30.40	Stationery	
30/09/2020	65856	511	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	September ranger mobile	
28/10/2020	4/028/AT/2020	512	TPP LTD	TPP	150.00	0.00	150.00	4550	117	150.00	work up to end of October	
TOTAL INVOICES					1,166.76	203.35	1,370.11			1,166.76		
					VAT ANALYSIS CODE S @ 20.00%	1,016.76	203.35	1,220.11				
					VAT ANALYSIS CODE Z @ 0.00%	150.00	0.00	150.00				
TOTAL S					1,166.76	203.35	1,370.11					

Cashbook Payments made:

12th October 2020 - £750 grant payment to the Salvation Army – Youth Group grant request first instalment

28th October 2020 - £945.55 – Payroll backpay/HMRS/pension relating to the 2.75% pay award

31st October 2020 - £5742.93 - October payroll

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Appendix 2 – Donation Request from Kidsgrove Rotary

Dear Sue

I am writing as the Community officer for Kidsgrove Rotary.

Due to the Covid 19 restrictions the Rotary are very limited in what they can do this year but one thing that the current situation has brought to light is how many local families are struggling.

Rotary would like to help local families who are finding it hard during this current year by working with local bodies to make up small hampers.

As community officer I will be approaching different stores for donations and the Kings school are also willing to help.

I would like to make a request for a donation from the Town Council to help to make a difference over the Christmas holidays.

All donations will be promoted on the Rotary website.

Kindest regards

Sylvia Dymond

Kidsgrove Community Officer

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Kindest regards Sylvia

Note: F&GP, 12th October 2020 – recommendation to approve the request and to donate £200.

Appendix 3 – Further allocation request from the Salvation Army



Salvation Army Hall, Heathcote Street, Kidsgrove, Stoke-on-Trent, ST7 4AA
01782 776628

26th October 2020

Dear Town Councillors

I am delighted to be able to tell you that we are launching Kidsgrove Youth Club on Thursday 5th November 6.30-8.30pm at Kidsgrove Salvation Army, Heathcote Street.

As previously mentioned, the Youth Club will run every Thursday but at the slightly earlier time of 6.30-8.30pm. We have also altered the age range and are now open to 11-16 year olds (Year 7- Year 11). Both of these amendments have been made in response to advice we have received from community partners and feedback from the young people themselves during the focus group sessions.

Our launch night will include games in the main hall, an outdoor fire for toasting marshmallows on and a food provision of hot dogs and hot chocolate for all.

I would like to take this opportunity to request another instalment from our grant please. I would like to apply for £500 to buy some craft items and indoor cooking equipment to allow us to increase the activities that we can offer the young people. As COVID is still posing a significant challenge, we would like to offer more than one activity per evening and we would like to do some Christmas themed activities as we move into December.

If anyone would like to attend our launch night and see the facilities that we have on offer, then it would be lovely to see you. Please let me know so that we have an idea of numbers of adults.

If you have any questions or you would like any further information, then please let me know.

I look forward to hearing from you soon.

Kind regards

A handwritten signature in blue ink that reads "Amy Stephen".

Amy Stephen



Thank you to Kidsgrove Tesco and Kidsgrove Town Council for your ongoing support.



Appendix 4 – Grant request from St Thomas’

Kidsgrove Town Council,
Victoria Hall
Kidsgrove
ST7 4EL

13th October 2020

Dear Town Council

I understand you would like more information in support of our application for a grant to help fund the Christmas events we are planning to run in Tesco Car Park.

Under the current covid restrictions, no one is allowed to meet in groups of more than 6 people. So, if Kidsgrove is to enjoy any sort of Christmas event this year, it needs to be an event that involves socially isolated ‘bubbles’. A drive in event fulfils this perfectly as people will arrive, participate, and leave secure and protected within their physical bubbles – their cars.

Tesco are generously allowing us use of their car park to give us the space for two drive in events. But how will we communicate with the people in their cars? How can they see and hear so they participate in an event and not just sit in a car park?!

We could use a normal public address system. However, the volume would need to be set very high to reach all parts of the car park. Tesco rightly will not allow this as we would disturb the neighbours. Instead, we need to hire some specialist equipment that will permit us to film people speaking, singing or taking part in other ways, and broadcast it live over the internet. Then, so long as someone in each car brings along their smart phone, they will be able to see and hear what’s happening and take part in the event. Everyone staying at home will also be able to join in by watching live via the internet.

The largest item listed in our grant application is “Streaming, AV, lights and cameras” – the equipment we need to be able to broadcast the event. I have also separately listed “lights” as the company we are working with quoted separately for these.

The events themselves will be aimed at the whole community:

- “Kidsgrove Drive-in Christmas” will be similar to our very popular annual “Kidsgrove Does Christmas” event which we normally hold in the Victoria Hall. There will be a mixture of community sing-along songs and carols, games and challenges, and fun stories. We’ll also recreate the first Christmas story with all the wit and creativity we can come up with. It will be aimed at families and the young at heart. The idea is just to have some fun and laughter together in a uniquely difficult Christmas.

St Thomas’ Vicarage, 12 The Avenue, Kidsgrove, Stoke-on-Trent, ST7 1AG
iain.baker@btinternet.com • 01782 772895 • www.stthomaskidsgrove.co.uk



Iain Baker
Vicar

Kidsgrove Town Council,
Victoria Hall
Kidsgrove
ST7 4EL

11th October 2020

Dear Town Council

Please find attached our application for funds from the Town Council Larger Grant fund towards running two Community Christmas events on December 20th.

I've enclosed the documents you require – though some need some explaining:

- Previous two year's accounts.
- Constitution or governing document. St Thomas Church is part of the Church of England, and so we are governed by Parliament. They have set our rules of governance – the Church Representation Rules – but this is too large a document for me to enclose. However, it is available to view on line if required – <https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules>
- Copies of all written quotes and estimates
- Copy of Bank Statement less than three months old. I can only supply a statement from June as that is the last one we have received. Please let me know if I need to submit a more recent one and we will apply to the bank for one. I am only able to send a summary statement as a full bank statement includes details of church member's individual giving – and to share this would be a rather serious breach of their privacy. I trust this will be acceptable.

Thank you very much for considering our application. If I can clarify any of the information I am submitting, please do ask. I hope you will be able to support this venture to give Kidsgrove a Christmas boost.

Yours sincerely

A handwritten signature in dark ink that reads 'Iain Baker'. The signature is written in a cursive style and is underlined with a long, sweeping stroke.

Iain Baker

St Thomas' Vicarage, 12 The Avenue, Kidsgrove, Stoke-on-Trent, ST7 1AG
iain.baker@btinternet.com • 01782 772895 • www.stthomaskidsgrove.co.uk

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Kidsgrove Town Council LARGER GRANT APPLICATION FORM

Larger grants are defined as being those where money requested is @500 or more

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:	St Thomas' Church, Kidsgrove		
Address of Organisation:	The Avenue, Kidsgrove, Stoke-on-Trent		
	Postcode: ST71AG		
Name of Applicant:	Iain Baker		
Position:	Vicar		
Telephone Number:	01782 772895		
Email address:	iain.baker@btinternet.com		
Facebook:	facebook.com/stthomaskidsgrove	Twitter:	n/a

About your organisation

Type of organisation:	<p>Charitable Organisation / Unregistered Community Group / Club / Society *delete as appropriate</p> <p>Other (please state): _____</p> <p>Registered Number: <u>As a CofE church we regarded as a charity without a number</u></p> <p>Do you have a constitution or governing document? Yes / No</p>
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Appendix 4 – Grant request from St Thomas’

When did your organisation start?	1837
Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary?	120 adults and 30 children

What does your organisation do?

We are Kidsgrove's Church of England parish church. In non-covid times, we run weekly services, childrens' groups, weddings, funerals and baptisms for the community. We host the annual Remembrance Day service, and events over Christmas and Easter each year. We run an annual children's holiday club in the church building, and a foodbank and soup kitchen in other church rooms.

Who do you work with?

Children under 16

Young people under 25

Older people over 55

People of minority ethnic origin

Disabled people

Women

Other (please state)

Homeless & deprivation

Details of Grant Requested

Title or Brief Description of your Request for Funding? **Free Community Drive in Christmas Events**

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

We are planning on hosting two community Christmas events in Tesco Car Park on Sunday 20th December. The events will be free for anyone to attend.

We plan to install temporary live streaming equipment so people can stay in their covid secure cars for the whole of each event, but stream song words, music, entertainment and live video so they can see and hear on their phones, tablets and laptops.

The first event will be like our annual town hall "Kidsgrove does Christmas" - this will be "Kidsgrove Drive-in Christmas". It will be an event for all the family - fun, games, great music, things happening to watch (we're hiring cherry pickers so people can see us!), with free refreshments delivered in a sanitised way to each car.

Later the same evening we'll run "Carols by Carlight" - a more grown up carol concert / service.

Appendix 4 – Grant request from St Thomas’

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

Christmas could be a rather miserable let down this year. With family gatherings restricted to (at best) 6 people, and likely restrictions on going out to pubs and cafes, we want to offer Kidsgrove something fun and easy to attend which will put a smile on their faces and build some community cheer and good feeling. We hope this will be able to go ahead with all but the very tightest of lockdowns.

Why is this project needed?

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

We need something fun to look forward to and enjoy.

The car park will take 200 cars for each event. Presuming 2-4 people per car, we could serve 400-800 people for each of the two events. It will also be streamed to Facebook and Youtube, so those who can't attend in person can still benefit from the events.

Project Costs and Finances

How much will your overall project cost? £4328

How much are you requesting as a grant from Kidsgrove Town Council? £2930 - or whatever you could do to support us

Who else have you approached for funding for this project?

Please indicate if any of these contributions have been secured with a *

Contribution requested from	Total
The church family will contribute towards the other costs - though the event may have to be cut back without a Town Council grant.	
Tesco are providing mince pies, refreshments and their carpark for free	

Appendix 4 – Grant request from St Thomas’

What will funds from Kidsgrove Town Council be used to pay for?		
Item **	Total Costs	Requested from Kidsgrove Town Council
Streaming, AV, lights, cameras	£ 2130	£ 2130
Lights - 4 @ £75 each	£ 300	£ 300
Craft materials etc for participation	£ 500	£ 500
	£	£
	£	£
	£	£
Grand Totals	£ 2930	£ 2930

** Where possible, please provide any quotes and estimates

Have you previously applied grant funding from Kidsgrove Town Council?	Yes	No
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If Yes, when did you apply?	2007 and February 2020
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If you were successful, please briefly tell us about the project which was funded

2007 - We restored four antique plaques containing the words of The 10 Commandments, The Creed and The Lord's Prayer

2020 - We applied for money to repair plaster in the church building but were not successful.

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: 9th October 2020
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Report to F&GP

Report Number FC-20/21-13

Date of meeting

5th November 2020

Agenda Item Number

10

Authors

Clerk – S Davies

Ricoh Printer Replacement

Introduction

The current office printer was provided by Ricoh on a rental/service agreement over five years which expired this summer. The printer has been on a rental agreement and so is the property of Ricoh. Ricoh have a framework agreement for the supply to local government bodies.

The office has been having increasing problems with the printer and it is felt that it does need replacing. Newer printers are more economical, and it seems pointless paying rental on an over five-year old printer which has higher printing costs than a newer machine.

Recently, the Clerk had a meeting with a representative from Ricoh to look at options.

Proposals

Ricoh made a proposal for further rental schemes. The Clerk also asked for a proposal based on the purchase of a machine, which comes with an identical service contract. At the end of five years, the machine would belong to the Town Council whereas at present, the current machine belongs to Ricoh.

It should be noted that the usage figures used in the quotes are not typical as they are based on the last twelve months, several of which have been based on remote meeting with a significant reduction in printing. Total cost of printing and rental in the 2019-2020 financial year was £1538 whereas the last twelve months equate to £1309.

Appendix 5 – Ricoh printer

Circulated with this report are the two proposal documents for a five-year contract. The costs include the service contract. Note that costs quoted by Ricoh are per quarter.

There are optional add-ons to the proposals: The current printer has 4 paper trays which we do not need, and we could reduce to two. The internal stapler would be a benefit when preparing papers for face to face council meetings.

Comparing costs of a machine with two drawers and the stapler option:

Rental:

£1260 per year, £6302 over five years.

Purchase:

Purchase cost - £2886,

Yearly cost - £604

Five-year cost - £5906

Ideally, further suppliers could be approached, but due to current Covid-19 restrictions, meeting salesmen in the office to discuss is difficult. Ricoh have always provided a good service and remaining with the same company would result in less business interruption.

Recommendation

F&GP have recommended the following for approval by Council:

- To minimise visitors to the office and to ensure continuity of printing services, that the Council agree to suspend financial regulations to allow a renewed five-year contract with Ricoh without recourse to further quotes.
- That the Council purchase an IM C3000 Solution machine with the stapler optional add-on rather than taking out the rental option.
- That the extra money required in the budget line (£2500) be taken from general reserves. (The budget line (Cost centre 101, code 4013) currently holds £1000.) An alternative would be to vire unspent monies in the Events and Communities budget lines 'Party in the Park and 'Community Pantomime' which total £2300.

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Report to F&GP	Report Number FC-20/21-07
Date of meeting	5th November 2020
Agenda Item Number	6
Authors	Clerk – S Davies

Digital Mapping Software

Introduction

Digital mapping software has many uses at Town Council level. There are currently two suppliers (Parish Online and Pear) and NALC have produced a guide.

Examples of where I feel the Town Council could benefit currently are:

- Neighbourhood Planning
- Mapping of defibrillators including a details log such as ownership.
- Mapping the Community Speed Watch areas
- Helping to identify SID locations
- Asset management
- Allotment plot tracking
- Helping us to see ownership title boundaries and providing the land registration numbers.
- Creating maps quickly for a variety of needs and with ease of annotation.

Differences:

- Parish Online is accessed online. Councillors can also have access to the information. Pear is linked to one computer. Potentially, Microshade could host it, but it still wouldn't be accessible to councillors, only staff.
- Pear have a one off price to purchase the software following by a smaller annual support subscription. Parish Online has an annual fee to access the software online.

Having using Pear at Holmes Chapel Parish Council and also setting up trials with both companies, the clerk's opinion is that Parish Online is more user friendly and accessible. The features of each are very similar.

Appendix 6 – Mapping Software

Costs

Parish Online

<https://www.parish-online.co.uk/>

Annual Subscription - £1080 + VAT. This is based on the population size. However, after discussion with Parish Online, they have recognised that our precept is low in comparison to our population size and are now offering us the software at a cost of £720 per annum.

Pear Technologies

<https://www.peartechology.co.uk/>

PT-Mapper Pro for map editing and printing etc.	£800.00 One-time
<u>Maplink</u>	£400.00 One-time
Map “cut out” and preparation	£200.00 One-time
Land Registry data	£85.00 One-time
Environmental Layers	£150.00 One-time
Flood Layers	£150.00 One-time
Ordnance Survey <u>MasterMap</u> detailed data	Free
Technical Support and software updates for the above	£225.00 per annum

Total £2,010 including TS and then Annual Support £225.00 (optional)

Excluding Training

Training & installation including expenses (up to 6 people on site) **£450** One-time
or, remotely (1/2 people max.) at **£85.00/hr.** 3 x 1hr. sessions

Please note that the above prices exclude VAT.

Three-year costs:

Parish on-line - £2160

Pear - £2685 + installation

Five-year costs:

Parish Online - £3600

Pear - £3135 + installation

Recommendation

That the Council subscribe to Parish Online. It is more user friendly and can be made more available among councillors as well as officers. Over five years, costs are similar once training and installation of the Pear software is factored in for the less user friendly software.

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Report to Full Council	Report Number FC-20/21-12
Date of meeting	5th November
Agenda Item Number	14
Authors	Cllr J Waring

Recreational facilities in Chinky Park

Introduction

Recreational facilities in Chinky Park (Newchapel Recreation Ground) is a well-used public park in Kidsgrove. It includes a makeshift BMX track that has been developed by local young people that is a valued asset, particularly given the lack of youth facilities locally. Within the 'Advance Town Deal' funding a permanent and more formal BMX track (Pump Track)/skate park would be particularly welcomed by the local community

Background Information

Chinky Park, since the application of Village Green status is not an area of land which is currently maintained by the Borough Council. The introduction of the much-wanted bike track will encourage more people to use the park as a leisure facility.

Kidsgrove Town Council, in line with its Environmental Policies has an opportunity to help and improve the facility for all. The introduction of a wild flower meadow and community orchard has been proposed amongst other things.

The increased usage and promotion of the site would in future benefit from regular maintenance in order to ensure that the site remains in an attractive and tidy condition. Kidsgrove Town Council would need to take responsibility for this work but would be able to increase its profile in the community by doing so.

Recommendations

- That the council considers planting a Wild Flower/Pollinator Meadow and Community Orchard to add to and enhance the facility.
- That the council considers taking over the maintenance of the open space in order to promote health and well being in Kidsgrove in conjunction with its forthcoming environmental policy.

Appendix 8 – IT Equipment



Radio Communication & Telemetry Systems

Computer Hardware
& software solutions
I.T System Consultancy

Proposal

Kidsgrove Town Council

Date 22nd October 2020

For the Attention of Sue

Thank you for allowing me to attend your offices in a view of assisting you

New Desktop Pc

Lenovo Desktop Intel i5 8gb ram 256ssd drive Windows 10 Pro Case SSF (small case fits on desktop monitor can be placed on top)	£584.00
Out of box setup updates software preloads new pc	<u>£75.00</u>
Lenovo Laptop Intel i5 8gb ram 256ssd drive Windows 10 Pro	£649.00
Out of box setup updates software preloads new pc	<u>£75.00</u>
Screen <u>lcd_23.5"</u> with Web camera	£ 265.00

All costing plus VAT @20%

Yours Sincerely
Steven Worrall
Director

21 NORTHWOOD AVENUE MIDDLEWICH CHESHIRE CW10 0HR
TEL/FAX 01606 737647 MOBILE 07973 261219 E-mail steve@ims-sysltd.co.uk