

Town Council Minutes of Meeting

Kidsgrove Town Council
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Minutes of the Meeting held on the 5th November 2020, 7:00pm Meeting held remotely via Zoom

2021-FC6-01 Present

Cllrs Cooper (chair), Burnett, Dickens, Cartwright, Dymond, Johnson, Jukes, H Maxfield, M Maxfield, B Owen, Robinson, Stubbs, E Wareham-Jones, J Waring, P Waring,

Attending: Sue Davies (Clerk)

2021-FC6-02 To receive apologies for absence.

Apologies of absence were received from Cllr J Owen and Cllr S Burgess.

2021-FC6-03 To note declarations of members interests.

Cllrs Dymond, M Maxfield and Dickens declared interests in agenda item 8b (minute ref 2021/FC6-09b) due to both being members of Kidsgrove Rotary.

Cllr Burnett declared an interest in agenda item 9b (minute ref 2021/FC6-10b) due to being a member of St Thomas'.

2021-FC6-04 To resolve to approve the minutes of the Council Meeting held on the 24th September 2020

The Council **resolved** to approve the minutes of the meeting held on the 24th September 2020.

2021-FC6-05 Public participation: A period not exceeding 15 minutes for members of the public to ask questions or to submit comments.

No members of the public were present.

2021-FC6-06 Matters Arising - To receive updates from the Clerk on:

a) **Bank mandate progression**

The Clerk is continuing to progress the bank mandate updates. The Unity mandate is now ready for submission.

The Clerk informed that the office is investigating with Barclays if any other accounts are available without charges for the Mayor's Charity Account.

The Clerk also informed that Newcastle Borough Council will be contacted to instruct that the precept is paid into the Unity account in the future.

Cllr P Waring noted an account with better interest could possibly be found. The Clerk agreed to contact Unity Bank and that this could be a future agenda item.

2021-FC6-07 To receive and note the draft minutes of Committee Meetings not previously presented to Council.

It was resolved to defer this item to the next meeting due to not all members having been able to access the documents.

The Clerk was questioned about the purpose of receiving minutes from committees and especially how resolutions in the minutes that are recommendations to Full Council are managed. The Clerk confirmed that such committee resolutions must appear on the Full Council agenda as an item and that receiving the committee minutes does not give approval to such items.

2021-FC6-08 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 – to add Cllr Cartwright and to remove Cllr S Burgess.**

The Council **resolved** to approve the proposed amendment to the Finance and General Purposes Committee and to add Cllr Cartwright and remove Cllr S Burgess.

b) **Events and Community Committee – to add Cllr E Wareham-Jones.**

The Council **resolved** to approve the proposed amendment to the Events and Community Committee and to add Cllr E Wareham-Jones.

2021-FC6-09 Finance:

- a) **To receive schedules of payments since the Finance and General Purposes Committee meeting of the 12th October 2020.**

The Council received and **resolved** to approve the schedule requiring payment. (See appendix 1).

- b) **To resolve to approve, or otherwise, a recommendation from F&GP for a £200 donation to the Rotary Hamper Appeal.**

The Council **resolved** to approve a £200 donation to the Rotary Hamper Appeal.

2021-FC6-10 Grant Applications

- a) **To receive a request from the Salvation Army/Chatterley for a further £500 from the money set aside to support this project.**

The Clerk reported that due to the lockdown, the project has been delayed and as such, the Salvation Army have been informed that the consideration of this application be deferred.

The Clerk also raised that a further grant application has been received from the Salvation Army which arrived too late for the agenda relating to their Covid-19 work in the community, especially in light of the lockdown. The Clerk informed she would call an extra ordinary meeting of the F&GP Committee as soon as possible for consideration of this grant application.

- b) **To receive a grant request from St Thomas' to help fund a Christmas Event for Kidsgrove.**

The Council **resolved** to approve the application with the following conditions:

- That the money be held in the Town Council account until there is more certainty that the event can go ahead due to Covid-19 restrictions.
- That the event can be used, if possible, to help raise money for the Mayor's charities, perhaps by an optional collection bucket as cars leave.
- The event must be open to all members of the community, not just church members, and must be openly advertised as such.

2021-FC6-11 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.

The Council **resolved** to approve the recommendation from F&GP that the Council purchase the printer/copier from Ricoh with the proposed five-year service contract.

The issue was raised that black and white copies should be used rather than colour whenever possible to minimise ongoing costs.

2021-FC6-12 Mapping Software: To consider and approve, or otherwise, the Council subscribing to Parish Online mapping software.

The Council considered the Clerk's report circulated with the agenda and **resolved** to approve the recommendation to subscribe to Parish Online at the reduced fee offered to the Clerk of £720 per annum.

2021-FC6-13 CCTV Provision.

The Council received a report on progress from the Clerk and Cllr Stubbs and considered the recommendation from the Planning, Infrastructure and Highways Committee.

The Council **resolved** to agree the recommendation to delegate the project in its entirety to the Planning, Infrastructure and Highways Committee on the condition the capital outlay remains within the budget plus 20%.

2021-FC6-14 Speed Indicator Device provision.

The Council received an update report from the Clerk outlining the ongoing progression. There are no recommendations for approval from the Planning, Infrastructure and Highways Committee at this time.

2021-FC6-15 'Chinky Park' Recreational Facilities: To receive a member's item from Cllr J Waring and to approve the recommendation or otherwise.

Cllr J Waring introduced her report which had been circulated with the agenda relating to Town Deal money being allocated to 'Chink Park' improvements to include a pump track. It was noted that ward councillors had submitted ideas into the Town Board for consideration to allow plans to be drawn up although the master plan has not yet been completed. Cllr Waring informed that the Borough Council do not want any future maintenance commitments beyond that which they have at present. Ideas submitted include a wild flower/pollinator meadow and a community orchard. Consultation with the public was noted as important.

The Committee **resolved** to agree in principal to taking on some environmental aspects of the redevelopment subject to more detailed costs and design being made available as the plans progress.

2021-FC6-16 Office Matters

a) **To receive an update from the Clerk on the email provision.**

The Clerk reported that the new email provision and IT improvements are progressing.

b) **To receive an update from the Clerk and Staffing Committee regarding the impact of Covid-19 and the lockdown.**

The Clerk updated the Council on the recent discussions at the staffing committee regarding the impact of Covid-19.

- c) **To approve the expenditure of some office equipment from a quote provided by the company contracted to upgrade the IT systems.**

The Council **resolved** to approve the expenditure

2021-FC6-17 Policies

- a) **To consider and approve a recording of meetings policy (principles of which already approved).**

It was **resolved** to defer this item until the next meeting although the agreed criteria are currently being adhered to.

- b) **To consider and approve (upon recommendation of the staffing committee) a grievance policy.**

The Council **resolved** to accept the recommendation from the Staffing Committee to approve draft grievance policy.

- c) **To consider and approve (upon recommendation of the staffing committee) a disciplinary policy.**

The Council **resolved** to accept the recommendation from the Staffing Committee to approve draft disciplinary policy.

2021-FC6-18 To receive any feedback from NULBC and Staffordshire County Council and also the Town Council's representatives on other bodies:

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

Cllr Robinson noted that the County Council had provided free school meals in the holiday period after he had raised concerns.

Cllr Burnett noted that the resurfacing of Ravenscliffe Road is delayed and will now occur on the 25th November with the road closed for one week.

- b) **NULBC**

No updates reported.

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

Cllr J Waring noted that the next meeting will take place on the 10th November 2020 at 14:00pm.

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

Cllr Robinson informed that a meeting would soon be arranged for the Talke and Butt Lane LAP.

e) **Town Deal Board (Cllr Robinson)**

Cllr Robinson informed that a final meeting had been held to finalise plans for submission. Plans include Chatterley Valley and Kidsgrove Town Centre. Early funding has already been received for the parks and sports centre. Cllr P Waring added that there may be no certainty before Christmas but that the money would be an excellent opportunity for Kidsgrove.

f) **SPCA (Cllr S Burgess)**

No updates reported.

g) **Kidsgrove Rotary (Cllr Dickens)**

Cllr Dickens reported on the Christmas hamper scheme for the deserving and asked for names to be forwarded. She also added the ongoing work with the Town Council such as the Dementia project is progressing.

h) **Royal British Legion (Cllr Dymond)**

Cllr Dymond thanked the volunteers who had helped at the Poppy Appeal. The Remembrance arrangements were reported in relation to the Covid-19 restrictions.

i) **Go Kidsgrove**

Cllr P Waring informed that there may be problems with putting up the new lights with the restrictions.

2021-FC6-19 To receive any information items from the Mayor or the Clerk including any correspondence received by the Council.

The Clerk updated that Cllr Cartwright's charities had now been paid and the accounts finalised from her Mayoral year.

Cllr Cooper informed that she is arranging an 'Elf in the Garden' Christmas competition to raise money for her charities.

2021-FC6-20 To agree the date and time of the next meeting – Thursday, 5th November 2020., 7:00pm

Meeting closed 8:55pm

Appendix 1 – Schedule of Payments

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 | |
| TOTALS | | | | | 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