

Finance and General Purposes Committee Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
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Minutes of the Meeting held on Thursday, 18th February 2021 7:00pm Meeting held remotely via Zoom

- FPG/20-21/6/1 Present**
- Cllr A Cooper (Chair); Cllr S Dymond (Vice-chair); Cllr M Maxfield; Cllr P Waring; Cllr C Dickens; Cllr A Cartwright; Cllr M Stubbs
- FPG/20-21/6/2 To receive and consider apologies for absence.**
- None.
- FPG/20-21/6/3 To note declarations of Member's Interests**
- None.
- FPG/20-21/6/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 21st January 2021.**
- The committee resolved to approve the minutes of the meeting of the 21st January 2021.
- FPG/20-21/6/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**
- None
- FPG/20-21/6/6 Matters Arising on previous agenda items (Updates from the Clerk)**
- a) Tesco Defibrillator**
- The Clerk informed the committee that the defibrillator purchased by the Town Council for community use will be registered with the West

Midlands ambulance service and places in the cabinet on the wall of Tesco in the next few days. Kidsgrove First Responders have agreed to perform and log the routine checks required to keep it operational.

FPG/20-21/6/7

Audit Issues:

a) Update on the Interim Internal Audit

The Clerk reported that the interim internal audit is due to be started.

b) To receive an update on the in-house audits 2020-2021.

Cllr Stubbs reported that he has been checking bank reconciliations against statements and has completed up to the end of December 2020. He reported that the bank reconciliations are all correct. He noted an incident when the credit card balance wasn't zero at month end as required by financial regulations in December 2020. It was further noted that the clerk should ensure other members of staff do not use the card.

FPG/20-21/6/8

Council Finance:

a) To approve the January schedule of payments required for payment.

The January schedule of payments was approved. (See appendix 1.)

b) To receive bank reconciliations and statements dated 31st December 2020.

The Council approved the bank reconciliations, previously circulated, dated 31st December 2021.

c) To receive bank reconciliations and statements dated 31st January 2021.

Deferred to Full Council.

d) To receive and approve a budget report from the RFO dated 31st January 2021.

Deferred to Full Council.

FPG/20-21/6/9

To receive a report from the Clerk on the email provision and to consider the amendments to the original proposal and to resolve to approve or otherwise.

The Committee considered the report and resolved to accept the amendments to the proposal and agree that Element Hosting work with IMS to provide the Council's 365 email addresses and data storage.

FPG/20-21/6/10

To receive an update from the Clerk on the progression towards Foundation Quality status.

The Clerk reported that very little is now required before foundation status could be applied for. It was noted that whilst foundation status is desirable, the Clerk should also prioritise the important projects.

FPG/20-21/6/11

Policies: To receive and consider a draft of a training policy and recommend approval to Full Council or otherwise.

The Committee considered the policy and resolved to recommend approval to Full council.

FPG/20-21/6/12

Victoria Hall:

a) To receive an update from the Clerk on maintenance and operational issues and to agree any actions required.

The Clerk reported that the purchase has now been submitted for the work on the winding gear. It is hoped this will take place before year end and Staffordshire County Council have been informed that there will be a week where lateral flow testing cannot take place.

The Clerk further reported that plastering quotes are being sought. It was felt that it did need a plasterer rather than a decorator.

The Clerk updated that the Town Council's cleaning contractors are now being used by the County Council during the lateral flow testing.

The Town Council has lost access to the office and Cllr Stubbs and Cllr J Waring are helping to resolve this.

The Clerk asked the committee if she could progress the order of a laptop and computer for office staff as this is getting urgent with the administration assistant having to use her own equipment. The clerk had alternative quotes to demonstrate value. The committee approved the purchase from IMS.

b) To consider and approve or otherwise quotes for the refreshment room floor.

The Clerk outlined that the refreshment room flooring is now a danger as it is lifting. A quote has been received from Signature Flooring who carried out the work in the hall earlier in year and for which three quotes had been received. Given the lockdown, the Clerk recommended suspending financial regulations relating to obtaining three quotes to allow the work to progress with Signature Flooring ready for reopening.

It was noted that the blinds still need replacing and also that the piano cover will be replaced. The Pictures need to be sorted.

c) To consider the reopening and associated hire charges.

The committee felt that hire prices should not be increased upon opening after lockdown. The committee resolved by show of hands to freeze the prices.

However, it was felt that a revised booking system should incorporate necessary security costs.

d) To consider the contents of a concessions policy prior to reopening.

The committee felt that a clear discount policy should be in place upon reopening. Members were asked to forward to the clerk their thoughts such that it can be discussed at the March meeting.

FPG/20-21/6/13 To consider any updates to the five-year plan required on the committee's projects.

The Clerk informed that she will be circulating the document for comment.

FPG/20-21/6/14 Clerk and Chair's Reports.

The Clerk noted correspondence from the vice lieutenant of Staffordshire which would be progressed to Full Council.

FPG/20-21/6/15 Key future Agenda items:

No new items raised.

FPG/20-21/6/16 To note the date and time of the next meeting: It was agreed to schedule a further meeting in March. It was agreed to put this following the Events and community meeting on the 22nd March 2021.

Meeting Closed: 20:55

Appendix 1 – January schedule of payments.

Creditors for Month No 10

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	
01/01/2021	14004	552	MICROSHADE	MIC01	157.20	31.44	188.64	4011	101	157.20	Hosted application service
05/01/2021	05759	553	SHIRES PAY SERVICES	SPSLTD	17.50	3.50	21.00	4011	101	17.50	Payroll Services December 2020
12/01/2021	N202461052	554	NBC	NBC01	9,125.00	1,825.00	10,950.00	4100	110	9,125.00	Ranger Costs to Dec 2020
31/12/2020	67482	555	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	Ranger mobile
14/01/2021	1797941	556	MAZARS	MAZ01	600.00	120.00	720.00	4050	104	600.00	Auditors fees 31/03/20
17/01/2021	94691	557	ALPHA	ALPH01	101.01	20.20	121.21	4010	101	101.01	Phone and internet
22/01/2021	KLE-666	558	KLEENSCAPE	KLS01	136.80	27.36	164.16	4094	109	136.80	4 weekly cleaning service
27/10/2020	1000057728	559	STAFFS CC	SCC01	140.00	28.00	168.00	4091	109	140.00	Legal Fees
18/01/2021	14306	560	WATERMAN	WATER01	298.00	59.60	357.60	4090	109	298.00	Annual Water treatment contrac
31/01/2021	21005	561	TIME ASSURED	TAL01	160.00	32.00	192.00	4090	109	160.00	Clock Repairs
TOTAL INVOICES					10,746.01	2,149.20	12,895.21			10,746.01	



Chair