

Town Council Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
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Staffordshire
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Minutes of the Extraordinary Meeting held on the 28th of January 2021, 7:00pm Meeting held remotely via Zoom

2021-FC8-01 Present

Cllrs Cooper (chair), Burgess, Dickens, Dymond, Johnson, Jukes, H Maxfield, M Maxfield, B Owen, J Owen, Robinson, Stubbs, P Waring,

Attending: Sue Davies - Clerk

2021-FC8-02 To receive apologies for absence.

Apologies of absence were received from Cllrs Burnett, Cartwright, Wareham-Jones and J Waring.

2021-FC8-03 To note declarations of members interests.

There were no declarations of members interests.

2021-FC8-04 To resolve to approve the minutes of the Council Meeting held on the 14th January 2021

The Council **resolved** to approve the minutes of the meeting held on the 14th of January 2021.

2021-FC8-05 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.

Finances:

- a) **To receive and approve schedules of payments since the meeting on the 5th November 2020.**

The Council received and resolved to retrospectively approve the schedule of payments for November 2020 and December 2020. (See appendices 1 and 2.)

- b) **To receive and approve bank reconciliations and statements of accounts dated 30th November 2020 and 31st December 2020.**

The Council received and resolved to approve bank reconciliations and statements of accounts dated 30th November 2020. The reconciliations for December were deferred to next Fand GP meeting.

- c) **To receive and approve a report from the RFO on the 2020-21 accounts up to 31st December 2020 including approval of any virements required.**

The item was moved to be covered in item (e).

- d) **To receive a report from the Clerk regarding the current VAT position of the Council.**

The Clerk updated the Council regarding the VAT on the business exempt activity. Currently the Vat is expected to be below the threshold at year end. It was noted that there has been no business activity in the current financial year.

- e) **To consider and approved the budget for 2021-2022 based upon recommendation from the Fand GP Committee.**

The Clerk presented the draft budget as recommended by the F&GP Committee. Of note, this current financial year, is the impact of Covid-19 resulting in difficulty in progressing projects. The F&GP committee have evaluated the budget lines with the RFO and have identified where money remaining this current financial year should be earmarked for next year. There have been some new capital projects identified which F&GP feel the capital earmarked reserves could help to fund.

It was noted that it would be better to show the end of year position on the general reserves summary.

The RFO and committee chairs presented each of the separate committees' budgets.

Cllr P Waring raised that the cleaning of the Victoria Hall was on the low side. It was agreed to increase this line to £3500.

The budget as proposed, with the amendment, was approved by resolution of the Council.

The Clerk was thanked for her work in preparing the draft. It was noted that this budget was very much a product of the council, as a body, working together, with cross-party unison and agreement.

- f) **To consider and approve the precept request for 2021-2022.**

The Council resolved to approve a precept request of £231,615, which results in the zero percent increase in the precept component of the council tax.

- g) **To approve a statement of reserves held based on consideration of the 2021-2022.**

The reserves have been proposed for the coming year in the budget discussion, but it was agreed that the statement of reserves approval be deferred until the March meeting.

2021-FC8-07 Email provision: To receive and update report from the Clerk and to approve or otherwise any recommendations.

The Council resolved to delegate consideration and approval or otherwise of the proposed altered terms of the successful supplier to the Finance & General Purposes Committee.

2021-FC8-08 Victoria hall:

- a) **To receive a report from the Clerk regarding the lifting gear and winding mechanisms and to authorise expenditure required.**

The Council resolved to move £12,000 from General Reserves into a budget line for this purpose and to delegate to the Clerk to commission the required work in consultation with members of F & GP Committee.

- b) **To receive a report from the Clerk regarding the extractor fan maintenance required and to approve any expenditure.**

The Council resolved to approve the expenditure and engage Ford Mainwaring to carry out the required work. It was agreed financial regulations be suspended and further quotes would not be sought due to the urgency, the difficulty obtaining quotes during lockdown and that Ford Mainwaring are the preferred supplier of Newcastle Borough Council and have conducted much of the work in the kitchen in recent years and so are familiar with the equipment.

2021-FC8-09 Town Deal Board representative: To receive the resignation of Cllr Robinson from this board and to receive nominations for and to elect a replacement.

The resignation of Cllr Robinson from this post was received and Cllr Robinson was thanked for his input. Cllr M Stubbs was the only nomination received to replace Cllr Robinson. The Council resolved to elect Cllr M Stubbs as the Town Council representative on the Town Deal Board.

2021-FC8-10 **Members Item from Cllr Stubbs: To receive and consider a report regarding the Co-operative Councils Innovation Network and to approve or otherwise the recommendation that Kidsgrove Town Council becomes a member.**

The Council resolved to become a member of the Co-operative Councils Innovation Network but to review the membership after 12 months to assess if it had been of any value to Kidsgrove Town Council. The Clerk was asked to progress the membership.

2021-FC8-11 **To receive and approve a revised schedule of meetings for the residual of the Civic year.**

The Council resolved to retain the next Full Council meeting on 4th March 2021. It was agreed that the Clerk put together a revised schedule for the committees and circulate as soon as possible.

2021-FC8-12 **To receive any information items from the Mayor or the Clerk including any correspondence received by the Council.**

The Mayor updated the Council on events that she had attended since the last Full Council Meeting.

The clerk agreed to circulate details of training courses that are currently available to Councillors and encourage everyone to consider them.

2021-FC8-13 **To agree the date and time of the next meeting – Thursday 4th March 2021 7:00pm**

Meeting closed 20:30.

Appendix 1: Schedule of Payments - November

27/01/2021		Kidsgrove Town Council 2020/21						Page 1			
15:56		PURCHASE LEDGER INVOICE LISTING						User: SED			
Creditors for Month No 8				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
03/11/2020	N202451567	513	NBC	NBC01	9,125.00	1,825.00	10,950.00	4100	110	9,125.00	Ranger Jul - Sept 20
02/11/2020	TSS289	514	TAYLOR	TSS01	665.00	133.00	798.00	4090	109	665.00	Inspection of hall equipment
01/11/2020	1000056821	515	STAFFS CC	SCC01	360.00	72.00	432.00	4091	109	360.00	Legal Fees
16/09/2020	308	516	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	Victoria Hall Advert
16/09/2020	301	517	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	Town Council News
30/10/2020	0483924	518	FENN	FEN01	139.00	27.80	166.80	4009	101	139.00	Screen protector
13/11/2020	11409	519	DEFIB STORE	DEFIB01	930.00	186.00	1,116.00	4402	115	930.00	IPADSP1 Defibrillator
21/10/2020	999	520	CMK ELECTRICAL	CMK01	1,450.00	290.00	1,740.00	4063	105	1,450.00	Christmas Lights switch on
17/11/2020	06643	521	L JONES JOINERY LTD	LJJ01	490.00	98.00	588.00	4090	109	490.00	Supply and fit back door
17/11/2020	006641	522	L JONES JOINERY LTD	LJJ01	450.00	90.00	540.00	4090	109	450.00	Fit 10 doors with fire strips
18/09/2020	0477441	523	FENN	FEN01	54.16	10.83	64.99	4008	101	54.16	Office supplies
23/11/2020	KTC	524	DARLINGTON	DARL001	170.00	0.00	170.00	4063	105	170.00	16 ft Christmas tree+del
20/11/2020	KLE-608	525	KLEENScape	KLS01	182.40	36.48	218.88	4094	109	182.40	4 wks cleaning services-20/11
17/11/2020	93946	526	ALPHA	ALPH01	105.96	21.19	127.15	4010	101	105.96	Telephone + Internet 31/10/20
14/11/2020	41UE006-0003	527	GEOXPHERE	GEO001	720.00	144.00	864.00	4505	116	720.00	Mapping Software
31/10/2020	66398	528	V2V	V2V01	13.68	2.74	16.42	4010	101	13.68	Ranger mobile to 31/10/20
05/11/2020	05461	529	SHIRES PAY SERVICES	SPSLTD	17.50	3.50	21.00	4022	101	17.50	Payroll October
17/11/2020	06644	530	L JONES JOINERY LTD	LJJ01	90.00	18.00	108.00	4090	109	90.00	Painting of exterior door
23/11/2020	3870	531	1ST TIME CLEAN	1ST CLEAN	220.00	44.00	264.00	4090	109	220.00	Kitchen Extraction Clean
24/11/2020	371	532	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	Victoria Hall ad - Dec/Jan
24/11/2020	359	533	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	Town Council News Dec/Jan
25/11/2020	129844	534	CALBARRIE	CALB01	65.00	13.00	78.00	4092	109	65.00	Pat Testing
TOTAL INVOICES					15,667.70	3,015.54	18,683.24			15,667.70	

Also:

Newchapel Residents' Association Grant	£500.00
Salvation Army Kidsgrove Grant	£500.00
Payroll	£5742.93

Chair

Appendix 2: Schedule of Payments - December

Creditors for Month No 9				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
06/12/2020	503197108	535	ZURICH	ZUR01	3,603.92	0.00	3,603.92	4051	104	3,603.92	Insurance Payment 2021
11/12/2020	1920-21-58	536	ASB-PRO	ASB-PRO	1,850.00	0.00	1,850.00	4304	107	1,850.00	Asbestos Removal Kids Allots
30/11/2020	400028	537	FORDMAINWARING	FORDMAIN	84.00	16.80	100.80	4090	109	84.00	On site cooker service
01/12/2020	1936	538	NETWISE	NETWISE01	300.00	0.00	300.00	4011	101	300.00	Package support + maintenance
05/12/2020	5615	539	SHIRES PAY SERVICES	SPSLTD	17.50	3.50	21.00	4022	101	17.50	November payroll
08/12/2020	3862	540	JDH	JDH01	1,000.00	200.00	1,200.00	4050	104	1,000.00	Data protection+GDPR complianc
09/12/2020	3166	541	DEREK MAWBY	DM01	600.00	120.00	720.00	4500	116	600.00	Road Scarifying and rolling
14/12/2020	130909	542	CALBARRIE	CALB01	149.00	29.80	178.80	4092	109	149.00	Fire extinguisher service
15/12/2020	1628	543	TOTFIRE	TOTFIRESER	260.00	52.00	312.00	4092	109	260.00	Fire risk assessment
17/12/2020	94293	544	ALPHA	ALPH01	97.97	19.59	117.56	4010	101	97.97	Telephone and internet
30/11/2020	66926	545	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	Ranger mobile
22/12/2020	488365/489836	546	FENN	FEN01	28.93	5.79	34.72	4009	101	28.93	Collection buckets
18/12/2020	KLE-639	547	KLEENScape	KLS01	215.23	43.04	258.27	4094	109	215.23	Cleaning 4 weeks to 18/12/20
30/12/2020	5/028/AT	548	TPP LTD	TPP	200.00	0.00	200.00	4550	117	200.00	Work to end of Dec 2020
04/12/2020	101722028	549	RICOH	RIC0H01	147.97	29.59	177.56	4013	101	147.97	Photocopier
17/12/2020	179308	550	WTLYNN	WTLYNN	11.20	2.24	13.44	4009	101	11.20	Key cutting
25/12/2020	N202454881	551	NBC	NBC01	2,000.00	400.00	2,400.00	4085	109	2,000.00	Service Charge Q4 20-21
TOTAL INVOICES					<u>10,576.22</u>	<u>924.45</u>	<u>11,500.67</u>			<u>10,576.22</u>	

Also:

Town Crier Honorarium	£250.00
St Thomas's Church Christmas Event Grant	£2930.00
Payroll	£5742.93

Chair