

Town Council Meeting

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

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



27th February 2021

To: **Members of Kidsgrove Town Council**

Dear Councillor,

You are summoned to attend a Council Meeting of Kidsgrove Town Council to be held at **7.00pm** on Thursday 4th March 2021. The Meeting will take place on Zoom.

Join Zoom Meeting

<https://zoom.us/j/97141424794?pwd=ZWxWTys3elgzVGRNMjliei9JRFg1UT09>

Meeting ID: 971 4142 4794

Passcode: 207088

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 extraordinary Council Meeting held on the 28th of January 2021. (Circulated separately).
4. Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
5. To receive and note the following draft minutes of Committee Meetings not previously presented to Council (circulated separately):

- a. Finance and General Purposes Committee
 - i. Finance and General Purposes Committee held on the 12th October 2020
 - ii. Finance and General Purposes Committee held on the 21st January 2021
 - iii. Finance and General Purposes Committee held on the 18th February 2021 (Draft)
 - 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 17th December 2020
 - iii. Planning, Infrastructure and Highways held on the 16th February 2021 (Draft)
 - c. Environment and Allotments committee
 - i. Environment and Allotments held on the 29th September 2020
 - ii. Environment and Allotments held on the 23rd November 2020
 - iii. Environment and Allotments held on the 25th February 2021. (Draft)
 - d. Events committee
 - i. Events and Community held on the 5th October 2020
 - ii. Events and Community held on the 19th November 2020
 - iii. Events and Community held on the 9th February 2021 (Draft)
 - e. Staffing Committee
 - i. Staffing Committee held on the 23rd July 2020
 - ii. Staffing Committee held on the 2nd November 2020 (Draft)
6. Matters Arising: To receive updates only on previous agenda items.
7. Finances: (To be circulated)
- a. To receive and approve schedules of payments.
 - b. To receive and approve bank reconciliations and statements of accounts dated 30th November 31st January 2021 and 28th February 2021.
 - c. To receive and approve a report from the RFO on the 2020-21 accounts up to 28th February 2021 including:
 - i. Consideration and approval of any virements required for the current financial year.
 - ii. Consideration and approval of movement of money to earmarked reserves.
 - iii. To agree and approve a statement of reserves held based on consideration of the 2021-2022 budget and item ii.
8. To receive and consider the contract proposed for the continuation of the ranger contract for the 2021-22 financial year and to approve or otherwise. (Circulated Separately)
9. Grants: To delegate to the F&GP committee the consideration of paying of further money allocated to the youth group after receiving an updated communication outlining the plans of Team Chatterley/Salvation Army to restart the project.
10. End of audit notification for 2020-2021: To receive the notice of conclusion of audit. (Appendix 1)
11. Policies: To receive and approve or otherwise a training policy for the council. (Appendix 2)

12. Email provision: To receive an update report and to agree any actions.
13. Planning Applications: To receive and consider responses to planning applications. (Circulated separately)
14. Victoria hall: To receive an update report from the Clerk and to approve delegation of consideration and approval of the plastering work to Finance and General Purposes. (Quotes are currently being received and there is a possibility that the worst-case scenario may exceed the £2000 limit that F& GP can authorise without specific delegation.)
15. 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 Stubbs)
 - f. SPCA (Cllr S Burgess)
 - g. Kidsgrove Rotary (Cllr Dickens)
 - h. Royal British Legion (Cllr Dymond)
 - i. Go Kidsgrove (Cllr P Waring)
16. To note the CCIN membership is now in place and to receive an update.
17. To receive any information items from the Mayor or the Clerk including any correspondence received by the Council including:
 - A thank you from St Thomas's Church
18. To agree the date and time of the next meeting (Thursday 22nd April, 2021)

Matters to be considered with the Press and Public Excluded:

19. Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.
20. To receive and consider a letter from the Staffordshire Lieutenancy. (Circulated separately)
21. To consider staffing matters. (Circulated separately)

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Kidsgrove Town Council**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

23 November 2020

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)