

Town Council Meeting

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

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



28th April 2021

To: **Members of Kidsgrove Town Council**

Dear Councillor,

You are summoned to attend the Annual Council Meeting of Kidsgrove Town Council to be held at **7.00pm** on Tuesday 4th May 2021. The Meeting will take place on Zoom.

Join Zoom Meeting

<https://zoom.us/j/97319078015?pwd=S3ZzbXJOdkNzWExObVB3dDdGVWhidz09>

Meeting ID: 973 1907 8015

Passcode: 377092

Yours sincerely,

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

Sue Davies, Town Clerk

Business to be transacted

1. To receive nominations for and elect the Town Mayor for the civic year 2021-2022.
2. To receive nominations for and elect the Deputy Mayor for the year 2021-20212.
3. Absence:
 - a. To approve any requests for absence if suitable reason is given.
 - b. To receive other apologies for absence.
4. To note declarations of members interests.
5. Public Participation: A period not exceeding 15 minutes for members of the public to ask questions

or submit comments.

6. To receive and resolve to approve the minutes of the Council Meeting held on the 22nd April 2021.
7. To receive and note the following draft minutes of Committee Meetings not previously presented to Council: None to be presented.
8. To agree Committees for the 2021/22 Civic Year:
 - a. Finance and General Purposes Committee
 - i. To approve the Terms of Reference.
 - ii. To agree and resolve to approve Committee Members.
 - iii. To receive nominations for and to elect a chair.
 - iv. To receive nominations for and to elect a vice-chair.
 - b. Planning, Infrastructure and Highways Committee
 - i. To approve the Terms of Reference.
 - ii. To agree and resolve to approve Committee Members.
 - iii. To receive nominations for and to elect a chair.
 - iv. To receive nominations for and to elect a vice-chair.
 - c. Environment and Allotments Committee
 - i. To approve the Terms of Reference
 - ii. To approve Committee Members
 - iii. To receive nominations for and to elect a chair.
 - iv. To receive nominations for and to elect a vice-chair.
 - d. Events and Community Committee
 - i. To approve the Terms of Reference
 - ii. To approve Committee Members
 - iii. To receive nominations for and to elect a chair.
 - iv. To receive nominations for and to elect a vice-chair.
 - e. Staffing Committee
 - i. To approve the Terms of Reference
 - ii. To approve Committee Members
 - iii. To receive nominations for and to elect a chair.
9. Council Meetings:
 - a. To receive an update on the format of meetings going forward.
 - b. To resolve to agree a delegation scheme to be used prior to face-to-face meetings being resumed.
 - c. To resolve to agree a provisional schedule of meetings for the 2021-2022 civic year.

10. To resolve to agree that working parties and the Neighbourhood Plan Group continue using their existing terms of reference under the management of the appropriate committee and that the existing chair and vice, where named, remain in place. To further agree that any councillor wishing to join or leave a working party contact the Clerk.
11. Policies:
 - a. To consider and approve the Standing Orders dated May 2021, subject to any agreed changes.
 - b. To consider and approve the Financial Regulations dated May 2021, subject to any agreed changes.
 - c. To agree to defer approval of the Management Plan (Standing Order Addendum) to allow changes relating to committees to be included and to allow preliminary review by Finance and General Purposes Committee prior to be brought back to Council, suspending standing order 5.j.v to do so.
7. To agree arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
8. To receive from the Clerk confirmation of Insurance arrangements in respect of all insurable risks.
9. To resolve to agree the following arrangements and appointments:
 - a. Internal Auditor – JDH Business Services
 - b. Data Protection Officer – JDH Business Services
 - c. Payroll – Shire Payroll services
 - d. Health and Safety – Ellis Whittam
 - e. Employment consultant – Ellis Whittam
 - f. Email provision – Element Hosting
 - g. Website hosting – Netwise
10. Solicitor and legal arrangements – To receive a verbal report from the Clerk.
11. To review and approve the Council's and/or staff subscriptions to other bodies;
12. To agree and approve Member representatives to serve on outside bodies to represent Kidsgrove Town Council:
 - a. Staffordshire Parish Councils Association.
 - b. To confirm LAP representation.
 - c. To confirm Town Board representation.
 - d. Others
13. To agree arrangements and to nominate councillors for 'in-house' audits for the 2020-21 financial year.
14. Bank Mandates – to agree banking arrangements and agree signatories for the following accounts, noting appropriate wording as required:
 - e. Barclays

f. Unity Bank

g. NSI Account

12. To suspend standing orders (5.j.xiii) and to delegate to Finance and General Purposes Committee the approval of the asset register dated 31st March 2021 subject to it being presented to the next Full Council.
13. To receive the Q3cin-house audit from Cllr Dickens.
14. To receive Mayor and Clerk's reports and correspondence received.
15. To agree the date and time of the next meeting.