

Finance and General Purposes Committee Meeting

Kidsgrove Town Council
Victoria Hall
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Minutes of the Meeting held on Thursday, 22nd March 2021 7:30pm Meeting held remotely via Zoom

The meeting opened at 7:35.

FPG/20-21/7/1 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*

CLlr Stubbs joined the meeting at 7:40pm.

FPG/20-21/7/2 To receive and consider apologies for absence.

None received. CLlr Stubbs had informed the chair he may be a few minutes late.

FPG/20-21/7/3 To note declarations of Member's Interests

None.

FPG/20-21/7/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 18th February 2021.

The committee resolved to approve the minutes of the meeting of the 18th February 2021.

FPG/20-21/7/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

None

FPG/20-21/7/6

Matters Arising on previous agenda items (Updates from the Clerk)

a) To receive an update on the email provision.

The Clerk noted that most councillors are now set up. She asked group leaders to help to remind those not currently set up. Cllr M Maxfield thanked the Clerk for her work helping to set councillors up. It was also noted that 'reply all' should not be used unless necessary as it becomes more difficult for members to track emails.

b) To receive an update on the Quality Foundation Award progress.

The clerk reported that there has been no more work on this since the last meeting. The training log needs to be put into place and this will be raised at the next Full Council.

FPG/20-21/7/7

Audit Issues: To receive an update on the in-house audits 2020-21 and to note any issues arising.

Further to the bank reconciliation checks conducted by Cllr Stubbs, the Clerk informed that she will be asking councillors named as 'in-house' auditors to conduct checks on each quarter's accounts.

FPG/20-21/7/8

Council Finance:

a) To approve the schedules of payments.

i. February 2021 schedule of payments – retrospective.

The schedule of payments for February 2021 was approved retrospectively. (Appendix 1)

ii. March 2021 schedule of payments required to date.

The March 2021 schedule of payments was deferred to the following week's Full Council meeting.

b) To receive bank reconciliations and statements dated 28th February 2021.

Members received the bank reconciliations and bank statements dated 28th February 2021.

c) To receive a budget report from the RFO dated 28th February 2021.

The Clerk presented budget reports dated 28th February 2021 and which had been circulated with the agenda.

d) To consider and resolve to recommend to Full Council the movements of funds to earmarked reserves as recommended by the Clerk/RFO.

The Clerk presented the proposed earmarked reserves mostly resulting from unspent money in the 2020-21 budget where the covid-19 restrictions had hindered project progression. The committee resolved to approve the recommended movements to earmarked reserves.

FPG/20-21/7/9

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 Taylor Stage Services are currently updating the winding gear. In addition, the floor in the refreshment room is being carried out. The clerk informed that due to some problem with the underlying plywood, there may be an extra cost of up to £200.

- b) **To receive a report on the ongoing repair of the extractor fan and to approve the further cost, or otherwise.**

The Clerk outlined that Ford Mainwaring has identified some extra work required to bring the extractor fan up to date with regulations. This would result in an increased cost to that originally quoted by around £600. It was felt that the work was needed to be completed but it was suggested that the following year, three quotes be sought despite Ford Mainwaring's knowledge of the building.

- c) **To further consider hire charges and a concessions policy. consider the reopening and associated hire charges.**

The Clerk had circulated the current forms with the agenda. The committee felt they were over-complicated. The Clerk agreed to redraft the hire documents and to try and simplify them.

It was agreed that the risk assessment should have more guidance and perhaps a template or example to help people.

It was further considered that some cleaning charges and the security costs should be put on the person who hires the hall. It was agreed surety charges should be used for surplus cleaning costs more strictly when required.

FPG/20-21/7/10

- To consider and approve 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. Councillors were asked to pass their comments to the clerk.

FPG/20-21/7/11

- Clerk and Chair's Reports.**

None raised.

FPG/20-21/7/12

- Key future Agenda items:**

No new items raised.

FPG/20-21/7/13

- To note the date and time of the next meeting: 15th April 2021.**

Meeting Closed: 20:55

Chair

Appendix 1 – February schedule of payments.

February 2021 Payments

Creditors for Month No 11				Order by Invoices Entered							
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
01/02/2021	11739	562	SLCC	SLCC01	250.00	0.00	250.00	4052	101	250.00	SLCc Membership
31/01/2021	68012	563	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	Mobile ranger Jan 2021
01/02/2021	N/A	564	ICO	ICO	40.00	0.00	40.00	4056	104	40.00	Data protection fee
05/02/2021	05946	565	SHIRES PAY SERVICES	SPSLTD	17.50	3.50	21.00	4022	101	17.50	Payroll services January 2021
11/02/2021	09327	566	ADBOOTH	ADBOOTH	1,620.00	324.00	1,944.00	4090	109	1,620.00	Roofing costs
14/02/2021	KLE-698	568	KLEENSCAPE	KLS01	182.40	36.48	218.88	4094	109	182.40	Cleaning till 11th Feb
16/02/2021	2021 34	569	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	Good news advert Vic Hall
16/02/2021	2021 29	570	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	Feb/March Good News KTC news
16/02/2021	12520	571	ICL	ICL LOGIST	35.00	7.00	42.00	4010	101	35.00	Ranger mobile repair
16/02/2021	SI-15	572	SPCA	SPCA01	30.00	0.00	30.00	4021	101	30.00	Staff Training
24/02/2021	7737	573	IMS	IMS LTD	1,113.99	222.80	1,336.79	4006	101	1,113.99	Computer equipment for office
25/02/2021	1483	574	ELEMENT HOSTING	EH01	2,751.36	0.00	2,751.36	4011	101	2,751.36	Microsoft 365 provision
05/02/2021	10712752F	567	OLDHAMCNCL	OLDHAM CNC	250.00	0.00	250.00	4052	101	250.00	CCIN membership 2021
25/02/2021	SI 28	575	SPCA	SPCA01	30.00	0.00	30.00	4020	101	30.00	Staff Traing
TOTAL INVOICES					6,540.75	595.88	7,136.63			6,540.75	
VAT ANALYSIS CODE OTS @ 0.00%					600.00	0.00	600.00				
VAT ANALYSIS CODE S @ 20.00%					2,979.39	595.88	3,575.27				
VAT ANALYSIS CODE Z @ 0.00%					2,961.36	0.00	2,961.36				
TOTALS					6,540.75	595.88	7,136.63				

Chair