

Town Council

Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire

ST7 4EL

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



Minutes of the Meeting held on Tuesday 4th May, 2021, 7:00pm

Meeting held remotely via Zoom

21-22-FC1-01 Present

Cllrs Cartwright, Cooper, Bowyer, Burgess, Burnett, Dickens, Dillon, Dymond, K Johnson, M Maxfield, B Owen, J Owen, Robinson, Stubbs, J Waring, P Waring.

Attending: Sue Davies (Clerk)

Three members of the public present at the start of the meeting.

21-22-FC1-02 To receive nominations for and to elect the Town Mayor for the civic year 2021/2022.

One nomination was received and seconded for Cllr A Cooper. Cllr Robinson noted that the Council should consider, given difficulty in fulfilling a successful Civic year with the associated charity fundraising due to Covid-19, that Cllr Cooper be allowed a second year. Cllr Cooper was elected Mayor of Kidsgrove by a majority show of hands.

Cllr Cooper signed her declaration of acceptance in view of the Clerk and other members on camera. It was noted this would be posted to the clerk for her to sign as witness.

Cllr Cooper thanks the Council for their support during the previous year, including that of her supportive deputy, Cllr Dickens.

21-22-FC1-03 To receive nominations for and to elect the Deputy Town Mayor for the civic year 2021/2022.

One nomination was received and seconded for Cllr Cressida Dickens. Cllr Cressida Dickens was elected Deputy Mayor of Kidsgrove by a majority show of hands.

Cllr Dickens thanked the Council and stated that she looked forward to working with Cllr Cooper during the coming year.

21-22-FC1-04 To receive apologies for absence:

Apologies for absence were received from Cllr Helena Maxfield and Cllr Elizabeth Wareham Jones. There were no requests for approval of apologies.

21-22-FC1-05 Declarations of Interests

No declarations of interest were received.

21-22-FC1-06 Public Participation

There were no members of the public who expressed a wish to speak.

21-22-FC1-07 To receive and resolve to approve the minutes of the Council Meeting held on the 22nd April 2021.

The minutes of the meeting of 22nd April 2021 were approved subject to the addition of the table of planning applications and responses as an appendix.

21-22-FC1-08 To receive and note the following draft minutes of Committee Meetings not previously presented to Council.

None to be presented.

21-22-FC1-09 To agree Committees for the 2021/22 Civic Year:

a) Finance and General Purposes Committee

i) To approve the Terms of Reference.

The Council resolved to approve the terms of reference of the Finance and General Purposes Committee.

The Committee members indicated in appendix 1 were approved by the Council.

iii) To receive nominations for and to elect a chair.

Cllr A Cooper was nominated, seconded and elected chair by a majority show of hands.

iv) To receive nominations for and to elect a vice-chair.

Nominations and seconders were received for Cllr S Dymond and Cllr P Waring. Cllr S Dymond was elected as vice-chair by a majority show of hands.

b) Planning, Infrastructure and Highways Committee

i) To approve the Terms of Reference.

The Council resolved to approve the terms of reference of the Planning, Infrastructure and Highways Committee.

ii) **To agree and resolve to approve Committee Members.**

The Committee members indicated in appendix 1 were approved by the Council.

iii) **To receive nominations for and to elect a chair.**

Cllr M Stubbs was nominated, seconded and elected chair by a majority show of hands.

iv) **To receive nominations for and to elect a vice-chair.**

Cllr S Dymond was nominated, seconded and elected as vice-chair by a majority show of hands.

c) Environment and Allotments Committee

i) **To approve the Terms of Reference.**

The Council resolved to approve the terms of reference of the Environment and Allotments Committee.

ii) **To approve Committee Members.**

The Committee members indicated in appendix 1 were approved by the Council.

iii) **To receive nominations for and to elect a chair.**

Cllr C Dickens was nominated, seconded and elected chair by a majority show of hands.

iv) **To receive nominations for and to elect a vice-chair.**

Cllr S Burgess was nominated, seconded and elected vice-chair by a majority show of hands.

d) Events and Community Committee

i) **To approve the Terms of Reference.**

The Council resolved to approve the terms of reference of the Events and Community Committee.

ii) **To approve Committee Members.**

The Committee members indicated in appendix 1 were approved by the Council.

iii) **To receive nominations for and to elect a chair.**

Cllr S Dymond was nominated, seconded and elected chair by a majority show of hands.

iv) **To receive nominations for and to elect a vice-chair.**

Nominations and seconders were received for Cllr C Dickens and Cllr G Burnett. Cllr C Dickens was elected as vice-chair by a majority show of hands.

e) Staffing Committee

i) To approve the Terms of Reference.

The Council resolved to approve the terms of reference of the Staffing Committee.

ii) To approve Committee Members.

The Committee members indicated in appendix 1 were approved by the Council.

iii) To receive nominations for and to elect a chair.

Nominations and seconders were received for Cllr M Stubbs and Cllr M Maxfield. Cllr M Stubbs was elected as vice-chair by a majority show of hands.

21-22-FC1-10 Council Meetings:

a) To receive an update on the format of meetings going forward.

It was resolved that, with the cessation of the legislation allowing remote meetings from the 6th June, that face to face meetings be planned to be reintroduced on the 15th June with Fand GP, followed by a Full Council on the 21st June. The Council felt this allowed the vaccination program to progress further. However, the council further resolved to delegate to the F&GP Committee, meeting on the 15th June, to review this decision and to amend if required.

b) To resolve to agree a delegation scheme to be used prior to face-to-face meetings being resumed.

The Council resolved to delegate all decisions currently delegated to committees to the Clerk in consultation with committee members, with the chair of the relevant to be informed of all decisions before implementation with a review delegated to F&GP on the 15th June 2021.

Cllr P Waring requested a future agenda item for the council to agree an emergency measures procedure to be implemented going forward should Covid worsen again or for any other situation which may render the council unable to safely meet.

c) To resolve to agree a provisional schedule of meetings for the 2021-2022 civic year.

Due to the uncertainty with Covid-19, it has been difficult to have a full Civic calendar of meetings prepared. The Clerk presented some dates for the early part of the year which the Council resolved to accept. The clerk stated that a full schedule would be prepared on the assumption that face-to-face meetings would be able to progress following the 15th June F&GP Committee meeting.

21-22-FC1-11 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 .

The Council resolved to approve the recommendation detailed.

21-22-FC1-12 Policies:

- a) **To consider and approve the Standing Orders dated May 2021, subject to any agreed changes.**

The council resolved to approve the standing orders dated May 2021.

- b) **To consider and approve the Financial Regulations dated May 2021, subject to any agreed changes.**

The Clerk highlighted to the council that the most significant change in the circulated review was that the expenditure authorisation level of committees has been recommended to increase to £2500. The Council resolved to approve the financial regulations dated May 2021.

- c) **To agree to defer approval of the Management Plan (Standing Order Addendum) dated May 2021 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.**

The Council resolved to approve the management plan subject to the revised committee structures being added and with the inclusion of the assistant Clerk in the staffing structure.

21-22-FC1-13 To agree arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

The Clerk reported the following arrangements with other authorities and the council resolved that they continue:

- a) An arrangement with Newcastle-under-Lyme Borough Council (NULBC) in relation to some shared bills on the building. Kidsgrove Town Council pay NULBC a surcharge each year to cover these on a 50/50 split.
- b) An arrangement with NULBC whereby an operative to fulfil the role of the ranger is seconded to Kidsgrove Town Council with a contract in place between the two authorities.
- c) An SLA is currently being put in place with Stoke-on-Trent City Council regarding CCTV provision in Kidsgrove civic parish.

21-22-FC1-14 To receive from the Clerk confirmation of Insurance arrangements in respect of all insurable risks.

The Clerk outlined that the Council has £10,000,000 public liability, employer liability £10,000,000, fidelity insurance 500,000 and personal accident £100,000 as well as cover for assets. The insurance is with Zurich and becomes payable in December of each year.

21-22-FC1-15 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**

The Council resolved to agree all the arrangements and appointments for the Council's required services.

21-22-FC1-16 Solicitor and legal arrangements – To receive a verbal report from the Clerk.

The Council resolved to continue the following solicitor use:

- Bar contract – Knights Solicitors in Newcastle-under-Lyme
- Allotments – Blain Boland
- Property transfer – Staffordshire County Council

21-22-FC1-17 To review and approve the Council's and/or staff subscriptions to other bodies.

The Council resolved to approve the following subscriptions:

- Staffordshire Parish Council Association
- ICO
- Clerk's SLCC membership
- Support Staffordshire
- CCIN network

21-22-FC1-18 To agree and approve Member representatives to serve on outside bodies to represent Kidsgrove Town Council:

The following was resolved:

- a) **Staffordshire Parish Councils Association.**
Cllr S Burgess – (note these are elected by the Staffordshire Parish Council Association.)
- b) **To confirm LAP representation.**
Cllrs J Waring (Kidsgrove) and Cllrs K Robinson (Talke and Butt Lane).
- c) **To confirm Town Board representation.**
Cllr M Stubbs
- d) **Others**
Talke Mining memorial Group – Cllr S Dymond.

21-22-FC1-19 To agree arrangements and to nominate councillors for ‘in-house’ audits for the 2020-21 financial year.

It was resolved that the following councillors would audit each quarter:

Cllr J Waring – quarter 1, Cllr M Maxfield, Cllr M Stubbs and Cllr C Dickens.

21-22-FC1-20 Bank Mandates – to agree banking arrangements and agree signatories for the following accounts, noting appropriate wording as required:

a) Barclays

It was resolved that the Barclays mandate can remain unchanged since the chair of the Council, the chair of F&GP and the F&GP committee membership have all remained unchanged.

b) Unity Bank

The Council resolved to add the assistant clerk (Elizabeth Norton) to the mandate but to otherwise leave it unchanged.

c) NSI Account

It was resolved that the signatories to be the Clerk and Cllr A Cooper.

21-22-FC1-21 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.

The council resolved to delegate the approval of the asset register dated 31st March 2021 to the F&GP committee to approve.

21-22-FC1-22 To receive the Q3 in-house audit from Cllr Dickens.

Cllr Dickens gave her ‘in house’ audit report. She stated that she had examined purchase ledgers, payment schedules and other miscellaneous items including checking grant application form were in order. The role of data protection officer was questioned. The authorisation of various payments was checked. One email authorisation email was found to be missing for the insurance payment made in December 2021.

21-22-FC1-23 To receive Mayor and Clerk’s reports and correspondence received.

The Clerk raised that, since face to face meetings are returning and regulations around covid are relaxing, the co-option of a councillor should now proceed.

Cllr M Maxfield asked about when the office will be manned, and the Clerk replied that it is already manned most days.

Cllr Cooper thanked members and the public.

To agree the date and time of the next meeting: 21st June 2021

Meeting Closed 20:10 pm

Chair

Finance and General Purposes

Cllr Cartwright
Cllr Cooper
Cllr Dickens
Cllr Dymond
Cllr M Maxfield
Cllr M Stubbs
Cllr P Waring

Planning, Infrastructure and Highways

Cllr G Burnett
Cllr A Cooper
Cllr C Dickens
Cllr S Dymond
Cllr V Jukes
Cllr K Robinson
Cllr M Stubbs
Cllr P Waring

Environment and Allotments Committee

Cllr S Burgess
Cllr G Burnett
Cllr A Cooper
Cllr C Dickens
Cllr S Dymond
Cllr H Maxfield
Cllr B Owen
Cllr J Waring
Cllr P Waring

2 allotment representatives

Staffing Committee

Cllr A Cartwright
Cllr A Cooper
Cllr M Maxfield
Cllr M Stubbs
Cllr P Waring

Events and Community Committee

Cllr G Burnett
Cllr A Cooper
Cllr C Dickens
Cllr Dymond
Cllr B Owen
Cllr J Owen
Cllr E Wareham-Jones

Plus, representatives from other organisations at the committee’s discretion.