

Town Council Meeting

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

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



16th June 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 Monday 21st June 2021. The meeting will be held in the Victoria Hall, Liverpool Road, Kidsgrove.

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'. The signature is written in a cursive style.

Sue Davies, Town Clerk

Business to be transacted.

1. To receive apologies for absence.
2. To note declarations of members interests.
3. Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
4. To receive and resolve to approve the minutes of the Annual Council Meeting held on the 4th May 2021.
5. To receive and note the following draft minutes of Committee Meetings not previously presented to Council:

Finance and General Purposes, 15th May 2021. (To be circulated)
6. Matters Arising – To receive updates on any matters arising from previous meetings.
7. Council Meetings:
 - a. To receive an update from the Fand GP Committee on their decision of format of meetings going forward and the implemented delegation scheme.

- b. To resolve to agree a provisional schedule of meetings for the 2021-2022 civic year. (appendix 1)
- 8. Co-option on a Councillor: To consider the co-option of a councillor and to elect the new councillor from the candidates. Note – the council may resolve to move into part 2 (press and public excluded) for the vote. For the application forms – see appendices 2 and 3.
- 9. To consider any committee changes (if any) as a result of the co-option.
- 10. To receive the internal audit for 2020-2021 and to agree any actions arising. (To be circulated)
- 11. 2020-2021 Annual Governance Statement: To consider, compete and resolve to approve the Annual Governance Statement dated 31st March 2021 including any accompanying statements. (Appendix 4)
- 12. 2020-2021 Statement of Accounts; To receive and approve the Statement of Accounts dated 31st March 2021. (Appendix 5)
- 13. To consider a request from Cllrs Cooper, P Waring, Stubbs and Cartwright to amend the staffing committee terms of reference agreed at the Annual Meeting to include the HR side of the ranger in liaison with Newcastle Borough Council with full delegation in this matter, to support the Clerk's role as first line manager. (Revised copy to be circulated.)
- 14. To receive Mayor and Clerk's reports and correspondence received.
- 15. To agree the date and time of the next meeting.

Matters to be considered with the Press and Public Excluded:

- 16. 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.
- 17. Staffing Matters: Pension Provision for the Assistant Clerk

2021/2022 Meeting Schedule

All Meetings at 7:00pm unless marked otherwise, at the Victoria Hall except for the Annual Meeting which will be held remotely.

Full Council – Annual Meeting	4th May 2021 (Remote)
Finance and General Purposes	Tuesday 15 th June 2021
Full Council	Monday 21st June 2021
Environment and Allotments	Thursday 1 st July 2021
Events and Community	Thursday 8 th July 2021
Planning Infrastructure and Highways	Monday 12 th July 2021
Staffing Committee	Thursday 15 th July 2021 – 6:00pm
Finance and General Purposes	Thursday 15 th July 2021 – 7:30pm
Full Council	Thursday 22nd July 2021
Finance and General Purposes	Thursday 2 nd September 2021
Full Council	Thursday 9th September 2021
Events and Community	Monday 13 th September 2021
Planning, Infrastructure and Highways	Tuesday 14 th September 2021
Environment and Allotments	Thursday 23 rd September 2021
Finance and General Purposes	Thursday 7 th October 2021
Staffing Committee	Thursday 14 th October 2021 6:00pm
Planning, Infrastructure and Highways	Thursday 14 th October 2021 7:30pm
Events and Community	Thursday 21 st October
Full Council	Thursday 4th November 2021
Environment and Allotments	Thursday 11 th November 2021
Events and Community	Monday 22 nd November 2021
Planning, Infrastructure and Highways	Thursday 25 th November 2021
Finance and General Purposes	Thursday 9 th December 2021
Finance and General Purposes	Thursday 6 th January 2022
Full Council – Budget and Precept	Thursday 13th January 2022
Environment and Allotments	Thursday 20 th January 2022
Planning, Infrastructure and Highways	Tuesday 25 th January 2022
Events and Community	Thursday 10 th February 2022

Appendix 1 – Schedule of Meetings

Staffing Committee	Thursday 24th February 2022 6:00pm
Finance and General Purposes	Thursday 24th February 2022 7:30pm
Planning, Infrastructure and Highways	Monday 7th March 2022
Environment and Allotments	Monday 14th March 2022
Full Council	Thursday 31st March 2022
Events and Community	Thursday 7th April 2022
Planning, Infrastructure and Highways	Monday 11th April 2022
Finance and General Purposes	Tuesday 12th April 2022
Environment and Allotments	Thursday 21st April 2020
Full Council – Annual Meeting	Thursday 19th May 2022

Appendix 2 – Co-option Candidate 1

What are your main areas of interest which are relevant to the Town Council

I have previously served on Kidsgrove town council from 2011 until 2018. I was very active within the town council and with the community as a whole. I have a particular interest in community events, environmental, parks and greenspaces.

Please set out what skills, experience and knowledge you feel you will bring to the council

Previously served on Kidsgrove town council and Newcastle under lyme borough council .
Comprehensive knowledge of local government.
Extensive local knowledge , active involvement with local organisations and charities.
Chaired various committees including KTC, Butt lane and Talke LAP, Cleaner, greener communities , conservation working party and friends of Talke.

Upon completion, please submit this Application Form to the Town Clerk:
townclerk@kidsgrovetowncouncil.gov.uk
Kidsgrove Town Council, Victoria Hall, Liverpool Road, Kidsgrove, ST7 4EL

Appendix 2 – Co-option Candidate 1

What would you like to achieve as a councillor?

Continued engagement with local communities, liaising with various organisations to enhance and improve the local area.

Why do you want to serve as a councillor for Newchapel and Mow Cop Ward?

I have developed working relationships, friendships within the ward and would like to enhance those relationships with the aim of optimising opportunities within the locality.

Upon completion, please submit this Application Form to the Town Clerk:
townclerk@kidsgrovetowncouncil.gov.uk
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Appendix 2 – Co-option Candidate 1

Please set out any further information you feel that supports your application to be a councillor for Newchapel and Mow Cop Ward.

Examples: Your career or current job, involvement with community organisations,

I work for the NHS as a mental health nurse, for liaison psychiatry, my role includes engaging with various disciplines including social services and the police with the aim of optimising treatment and recovery outcomes for people suffering with severe and enduring mental illness. I believe that these skills are transferable and invaluable to fulfill the role of a councillor.

As previously documented I have extensive experience as a town and borough councillor. In addition I have also been involved with various events and charity events in Kidsgrove and the local area, helping to raise thousands of pounds for local and national charities.

Are you putting yourself forward for co-option as a member of a Political Party? If so, please specify.

The Labour and Cooperative parties.

Please note – There is no requirement for a Town Councillor to be a member of, represent or express allegiance to a political party.

Upon completion, please submit this Application Form to the Town Clerk:
townclerk@kidsgrovetowncouncil.gov.uk
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What are your main areas of interest which are relevant to the Town Council

I am passionate about Kidsgrove, having lived here for 15 years now and I feel I have ~~alot~~ to offer to the local area.
I want to participate in making our community a better place,
I want to listen to the community and have their voices heard.

Please set out what skills, experience and knowledge you feel you will bring to the council

During March 2020, prior to the first lockdown, I set up a group called The Kidsgrove Coronavirus support group, I started by delivering flyers offering support to those shielding and vulnerable. It soon became a huge group of community members cooking and delivering meals, shopping, collecting prescriptions etc and I have become known in the community for what myself and my group achieved. I was then invited to join Kidsgrove Rotary Club and had successfully participated in delivering Christmas hampers and presents around the community.
Obviously during the pandemic its been difficult to carry on events as would normally go ahead, but I really do have ~~alot~~ to offer to the community and I've proven that in the last year.

Upon completion, please submit this Application Form to the Town Clerk:

townclerk@kidsgrovetowncouncil.gov.uk

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Appendix 3 – Co-option Candidate 2

What would you like to achieve as a councillor?

I would like to be able to have the community know they have a councillor they can rely on, trust and who will listen to their concerns.

I've always felt I've been able to approach local councillors with any issues and have always had them resolved, and I would be honored to be part of that.



Why do you want to serve as a councillor for Newchapel and Mow Cop Ward?

I would bring to mow cop/Newchapel ward what I have already achieved within the section of Kidsgrove I live, I hope I have support from other local councillors, I want to be the councillor they want me to be. /

Upon completion, please submit this Application Form to the Town Clerk:

townclerk@kidsgrovetowncouncil.gov.uk

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

Appendix 3 – Co-option Candidate 2

Please set out any further information you feel that supports your application to be a councillor for Newchapel and

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Are you putting yourself forward for co-option as a member of a Political Party? If so, please specify.

Labour

Please note – There is no requirement for a Town Councillor to be a member of, represent or express allegiance to a political party.

Upon completion, please submit this Application Form to the Town Clerk:

[townclerk@kidsgrovetowncouncil.gov.uk](mailto:townclerk@kidsgrovetowncouncil.gov.uk)

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

## Appendix 4 – Annual Governance Return

### Kidsgrove Town Council ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

|                                                                                                                                                                                                                                                                                                 | Agreed |     | "Yes" means that this authority:                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                 | Yes    | No* |                                                                                                                                                                                                |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                                                  |        |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>                                                                                               |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  |        |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>                                                                     |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. |        |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>                                                                                     |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                                               |        |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>                                                               |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                            |        |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>                                                                                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          |        |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                |        |     | <i>responded to matters brought to its attention by internal and external audit.</i>                                                                                                           |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  |        |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>                                           |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                 |        |     | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>                                                               |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://kidsgrovetowncouncil.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

| Kidsgrove Town Council<br>ENTER NAME OF AUTHORITY                                   |                    |                    |                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | Year ending        |                    | Notes and guidance                                                                                                                                                                                      |
|                                                                                     | 31 March 2020<br>£ | 31 March 2021<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward                                                         | 198,784            | 288,330            | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.                                                              |
| 2. (+) Precept or Rates and Levies                                                  | 231,309            | 233,862            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts                                                         | 42,361             | 15,161             | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                   |
| 4. (-) Staff costs                                                                  | 66,700             | 69,510             | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                                             | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      |
| 6. (-) All other payments                                                           | 117,424            | 115,900            | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                      |
| 7. (=) Balances carried forward                                                     | 288,330            | 351,943            | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).                                                                                                                       |
| 8. Total value of cash and short term investments                                   | 276,514            | 310,330            | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                              |
| 9. Total fixed assets plus long term investments and assets                         | 403,058            | 420,869            | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                                                                      |
| 10. Total borrowings                                                                | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                                        |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.                                                                                       |
|                                                                                     |                    | ✓                  | N.B. The figures in the accounting statements above do not include any Trust transactions.                                                                                                              |

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED