

Finance and General Purposes Committee Meeting

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

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Minutes of the Meeting held on Thursday, 15th June 2021 7:00pm Meeting held in the Victoria Hall, Kidsgrove.

The meeting opened at 7:00pm

- FPG/21-22/1/1 Present**
- Cllr A Cooper (Chair); Cllr S Dymond (Vice-chair); Cllr P Waring; Cllr C Dickens; Cllr A Cartwright; Cllr M Stubbs
- FPG/21-22/1/2 To receive and consider apologies for absence.**
- Apologies were received from Cllr M Maxfield.
- FPG/21-22/1/3 To note declarations of Member's Interests**
- None.
- FPG/21-22/1/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 22nd March 2021.**
- The committee resolved to approve the minutes of the meeting of the 22nd March 2021.
- FPG/21-22/1/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**
- None
- FPG/21-22/1/6 Matters Arising on previous agenda items (Updates from the Clerk)**
- a) To receive an update on the Quality Foundation award progress.**
- The Clerk informed that the councillor training records still need completing and some work is still required on the website.

b) Telephone Box upgrade.

The clerk informed that a letter is ready to go out to consult with residents.

FPG/21-22/1/7

Audit Issues: To receive an update on the internal audit.

The Clerk informed that the internal audit is on-going and should be available for approval at the Full Council meeting.

FPG/21-22/1/8

To receive and review draft end of year accounts and agree any recommendations to Full Council including a discussion on a belated water bill from NULBC received after closure of the 2020-21 accounts and a discussion of any actions required.

The Committee reviewed the end of year information circulated.

The arrival of a late bill from Newcastle-under-Lyme Borough Council was discussed. It was noted that the bill relates to some water bills on various NULBC owned buildings including the Victoria Hall which, although owned by the Town Council, shares water supply with the NULBC owned side of the building. The bill had been disputed by Newcastle-under-Lyme Borough Council and this had not previously been brought to the attention of the Town Council. Also, NULBC would have been unable to provide an estimate until the dispute was resolved. Thus, the amount owing to NULBC has not been accrued for in either of the previous two years Town Council accounts.

The Committee recommended that the closed accounts from the previous two years need not be re-opened but that the Clerk should write to NULBC to ask for improved and more timely communication of such matter to the Town Council to prevent any repetition of this occurrence.

FPG/21-22/1/9

Council Finance:

a) To receive bank statements and reconciliations dated 31st March 2021.

The bank statements and reconciliations dated 31st March 2021 were received and approved by the Committee.

b) To receive bank statements and reconciliations dates 30th April 2021.

The bank statements and reconciliations dated 30th April 2021 were received and approved by the Committee.

c) To approve the schedules of payments.:

i. March 2021.

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

ii. April 2021.

The schedule of payments for April 2021 was retrospectively approved. (Appendix 2)

iii. May 2021

The schedule of payments for May 2021 was retrospectively approved. (Appendix 3)

iv. June 2021

The June schedule of payments to date were approved by the Committee. (Appendix 4)

FPG/21-22/1/10 To receive the asset register dated 31st March 2021 and to approve subject to any agreed changes.

The Committee resolved to approve the asset register dated 31st March 2021.

FPG/21-22/1/11 To discuss and agree the restarting of 'face to face' council meetings and resolve to end the Clerk's enhanced delegated powers put in place at the Full Council meeting on the 4th May 2021.

The Council considered the resumption of face-to-face meetings. It was agreed that these should resume in the main hall with appropriate spacing and precautions. It was further agreed that the Clerk's delegation scheme (21-22-FC1-10) remain in place but that this delegated power should only be used if safety around Covid-19 necessitates it or to minimise the Full Council meeting length.

FPG/21-22/1/12 Grant Applications

a) To consider and review a grant application received from Newchapel Residents' Association.

The committee considered the application for plants and resolved to award £160 towards the cost of the plants (£125) and for the compost (£35). The Clerk was asked to progress the grant.

b) To receive a verbal update on monies provided to Kidsgrove Salvation Army and to agree any actions.

The Clerk updated the committee that she has been informed that Kidsgrove Salvation Army has closed, but that there should be unspent monies from the grant awarded for the youth initiative. The Clerk was asked to pursue the issue.

FPG/21-22/1/13 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 several pieces of work were still ongoing including the extractor fan work in the kitchen. It was noted that painting would be required subsequent to plastering but it might be that this could be an 'in-house' job after recruitment of a Facilities Officer.

The Clerk also informed that the stickers put down by Staffordshire County Council appear to be pulling up the varnish on the floor. It was agreed to leave the stickers in place for the moment in case the hall is used for any further Covid Testing.

The Clerk noted that further stage lights on the bar could be considered but the committee felt this wasn't a priority at present.

b) To consider quotes received for:

i. Plastering Work

Cllr Paul Waring noted a non-pecuniary interest as he realised that one of the quotes is from a plasterer known to him. As a consequence, he took no part in the voting.

It was agreed to award the work to M Nadin Plastering due to the level of detail provided and the time spent evaluating the job.

ii. Repair to main hall high windows.

The committee agreed to waive financial regulations due to the urgency of the work and to approve the quote from Len Jones.

c) To receive an update from the Clerk on the reopening of the Victoria Hall.

The Clerk raised that some groups are looking forward to coming back but appreciate the need for caution in relation Covid-19 safety. The need for enhanced risk assessments was noted.

It was resolved to wait until the government announcements later in July for a complete reopening decision. However, it was felt accommodating small groups (up to ten people) who may need a meeting room is acceptable.

d) To further consider a draft hire charges and the concessions policy.

The policy based on previous committee recommendations, is still being drafted.

e) To consider concession requests for hall usage.

The Clerk updated the committee on the charges to the regular daytime community groups. It was agreed that for such groups, where there is a community benefit, be offered the hall use at £5 per hour on condition that their activities are advertised and open to the community.

It was agreed to consider the dance troop concession at a future meeting.

The committee considered and agreed to a request to donate one the Mayor's previous year's free sessions to the Mining Memorial Group to use to promote their cause.

There has been a meeting room request and public information session in the hall request from the Town Deal Board. The committee felt there should be no issue with the use of a meeting room for a meeting but that the covid-19 situation requires further monitoring before it can be confirmed that a public meeting can go ahead. However, the committee had no objection in principle.

FPG/21-22/1/14

To receive a verbal report and to consider the ownership, maintenance, use and upkeep of the current CCTV equipment.

It was noted that this equipment belongs to the Kidsgrove LAP and not to the Town Council. Cllr P Waring offering to liaise with the Kidsgrove LAP and suggest that the equipment be switched off and removed. It was noted that the replacement CCTV will soon be installed.

FPG/21-22/1/15 To receive a website update from the Clerk.

The Clerk informed that the website has had an upgrade onto a newer WordPress theme that improves website accessibility. The cost of transfer has been £200.

FPG/21-22/1/16 To consider and approve any updates to the five-year plan required on the committee's projects.

It was agreed to defer this item.

FPG/21-22/1/17 Clerk and Chair's Reports.

The Clerk updated on the Dementia Friendly Kidsgrove project which involves partnership working between group including Rotary Kidsgrove and Go Kidsgrove with Kidsgrove Town Council. It was raised that training sessions are being arranged. It was further reported that Rotary Kidsgrove are to enter talks with Newcastle Borough Council regarding running a cafe at the pavilion in Clough Hall Park to operate during the junior Park Run. The Dementia Group felt that a Dementia Café could be included. The Town Council have cleared land behind the pavilion and a further plan could be to develop a sensory garden in this area. It was requested that the Clerk attend the meeting with NULBC to discuss the plans along with Cllr Dymond.

FPG/21-22/1/18 Key future Agenda items:

No new items raised.

FPG/21-22/1/19 To note the date and time of the next meeting: 15th July 2021.

Matters to be considered with the Press and Public Excluded: 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.

FPG/21-22/1/20 To receive feedback on the Tap Room Bar contract and to agree actions.

The Clerk updated on the current situation and reported that W Booth has written to the Council to terminate his contract. The progression of a tender document was discussed.

The need of a hand-over meeting was discussed. The Clerk was asked to progress this.

The Clerk also reported that Mr Booth has agreed to remain as the premises' supervisor for a period.

It was noted that the Council has previously delegated to the Clerk, working with Cllr Cooper, to put a tender into place.

Meeting Closed: 21:05

Appendix 1 – March 2021 schedule of payments.

06/07/2021

Kidsgrove Town Council 2020/21

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PURCHASE LEDGER INVOICE LISTING

User: SED

Creditors for Month No 12

Order by Supplier A/c

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
17/03/2021	95494	580	ALPHA	ALPH01	85.94	17.19	103.13	4010	101	85.94	Feb 2021 tel and internet
31/03/2021	001414	596	BEL BROS	BEL01	180.00	36.00	216.00	4302	107	180.00	Skip on Allotments
25/03/2021	2020/791	586	CHALC	CHALC	90.00	0.00	90.00	4021	101	90.00	Planning Training Course
22/02/2021	SINV0049106	595	FENN	FEN01	4.88	0.98	5.86	4102	110	4.88	Cleaning material for Mark
12/02/2021	SINV00495275	694	FENN	FEN01	10.21	2.04	12.25	4102	110	10.21	Cleaning material for Ranger
23/03/2021	SINV00499990	584	FENN	FEN01	144.44	28.89	173.33	4008	101	144.44	Stationery
28/02/2021	400429	577	FORDMAINWARING	FORDMAIN	1,473.84	294.77	1,768.61	4090	109	1,473.84	Work to extractor fan
22/03/2021	2021 88	581	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	Vic Hall Advert March 2021
22/03/2021	2021-82	582	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	March 21 Good News
31/03/2021	06143 CORRECT	590 CORREC	IMS	IMS LTD	-17.50	-3.50	-21.00	4022	101	-17.50	Correction - wrong supplier
29/03/2021	7762	589	IMS	IMS LTD	285.00	57.00	342.00	4011	101	285.00	Software licences
31/03/2021	INV-06143	590	IMS	IMS LTD	17.50	3.50	21.00	4022	101	17.50	March 2021 payroll Services
12/03/2021	KLE-727	579	KLEENSCAPE	KLS01	283.89	56.78	340.67	4094	109	283.89	Cleaning costs 4 up to 11/3/21
30/03/2021	KLE-746	587	KLEENSCAPE	KLS01	182.40	36.48	218.88	4094	109	182.40	Cleaning up to end March 2021
31/03/2021	N202472083	591	NBC	NBC01	9,125.00	1,825.00	10,950.00	4100	110	9,125.00	Ranger Service Q4
25/02/2021	58162048	593	RICOH	RIC0H01	2,961.12	592.22	3,553.34	4013	101	2,961.12	Purchase photocopier/scanner
04/03/2021	101781607	588	RICOH	RIC0H01	6.51	1.30	7.81	4013	101	6.51	Printing Costs
23/03/2021	SI-1524	585	SIGFLOORS	SIGFLOORS	1,732.69	346.54	2,079.23	4090	109	1,732.69	Re freshment Floor Covering
08/03/2021	06101	578	SHIRES PAY SERVICES	SPSLTD	17.50	3.50	21.00	4022	101	17.50	February payroll cost
31/03/2021	06143	590	SHIRES PAY SERVICES	SPSLTD	17.50	3.50	21.00	4022	101	17.50	March Payroll
24/03/2021	TSS322	583	TAYLORSS	TAYLORSS	10,454.11	2,090.82	12,544.93	4090	109	10,454.11	Work on winding gear in Hall
31/03/2021	6/028/AT/2020	592	TPP LTD	TPP	150.00	0.00	150.00	4550	117	150.00	Neighbourhood Plan Consultant
28/02/2021	68588	576	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	Ranger Mobile February
TOTAL INVOICES					27,425.53	5,395.11	32,820.64			27,425.53	

Chair

Creditors for Month No 1

Order by Ref No

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
01/04/2021	N02072188773006-	597	NBC	NBC01	8,233.50	0.00	8,233.50	4025	104	8,233.50	Business Rates 2021-2022
01/04/2021	N202470823	598	NBC	NBC01	2,000.00	400.00	2,400.00	4085	109	2,000.00	Quarter 1 Service charge
01/04/2021	14361	599	MICROSHADE	MIC01	171.00	34.20	205.20	4011	101	171.00	Q1 hosted application
01/04/2021	69146	600	V2V	V2V01	17.69	3.54	21.23	4010	101	17.69	March Ranger Mobile
01/04/2021	PJ ELECT 651	601	PJ ELECTRICAL	PJE01	140.00	0.00	140.00	4090	109	140.00	Electrical work in the hall
01/04/2021	SM 23344	602	RIALTAS	RIAL01	506.00	101.20	607.20	4053	101	506.00	Accounts package annual fee
12/04/2021	SINV00502107	603	FENN	FEN01	10.62	2.12	12.74	4008	101	10.62	Stationery
12/04/2021	SINV00502715	604	FENN	FEN01	10.71	2.14	12.85	4008	101	10.71	Stationery
01/04/2021	SI-223	610	SPCA	SPCA01	30.00	0.00	30.00	4020	101	30.00	Training Course
01/04/2021	INV--06311	611	SHIRES PAY SERVICES	SPSLTD	17.50	3.50	21.00	4022	101	17.50	Payroll April 2021
14/04/2021	502388/CR26538	612	FENN	FEN01	9.40	1.88	11.28	4008	101	9.40	Stationary
27/04/2021	SI-237	613	SPCA	SPCA01	120.00	0.00	120.00	4020	101	40.00	Training
								4021	101	80.00	Training
30/04/2021	101814004	614	RIKOH	RIK0H01	27.94	5.59	33.53	4013	101	27.94	Printing Usage Charge
30/04/2021	KLE-777	615	KLEENSCAPE	KLS01	186.40	37.28	223.68	4094	109	186.40	Cleaning Town Hall
26/04/2021	KIDSG3315	KTC 605	NBC	NBC01	180.00	0.00	180.00	4055	104	180.00	Annual Premises License 2021
01/04/2021	SI-122	KTC 606	SPCA	SPCA01	1,325.00	0.00	1,325.00	4052	101	1,325.00	Annual Subscription 2021
20/04/2021	SINV00503066	KTC 607	FENN	FEN01	69.56	13.91	83.47	4008	101	69.56	Stationary
17/04/2021	95885	KTC 608	ALPHA	ALPH01	84.31	16.86	101.17	4010	101	84.31	Phone and Internet MARCH 21
20/04/2021	2122	KTC 609	NETWISE	NETWISE01	199.00	39.80	238.80	4012	101	199.00	Netwise Upgrade WEBSITE
TOTAL INVOICES					13,338.63	662.02	14,000.65			13,338.63	

Creditors for Month No 2				Order by Ref No		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
05/05/2021	SUBS 21/22	KTC 616	SUPPORT STAFFORDSHIR	SUPPSTAFF	25.00	0.00	25.00	4052	101	25.00	Subscription
06/05/2021	58212016	KTC 617	RICOH	RIC0H01	249.00	49.80	298.80	4013	101	249.00	Printing
06/05/2021	SINV00505595	KTC 618	FENN	FEN01	13.00	2.60	15.60	4009	101	13.00	Face Masks
11/05/2021	69684	KTC 619	V2V	V2V01	10.64	2.13	12.77	4010	101	10.64	Ranger Mobile APRIL PERIOD
17/05/2021	96288	KTC 620	ALPHA	ALPH01	95.21	19.04	114.25	4010	101	95.21	Phones MAY PERIOD
18/05/2021	154	KTC 621	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	Kidsgrove News
18/05/2021	163	KTC 622	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	KIDS NEWS Victoria Hall Advert
20/05/2021	SI-277	KTC 623	SPCA	SPCA01	60.00	0.00	60.00	4020	101	30.00	Training
								4021	101	30.00	Training
26/05/2021	INV88185467	KTC 624	ZOOM	ZOOM	119.90	23.98	143.88	4011	101	119.90	Zoom Annual Charge
27/05/2021	N202474683	KTC 625	NBC	NBC01	788.51	157.70	946.21	4085	109	788.51	Service Charge
28/05/2021	KLE-811	KTC 626	KLEENSCAPE	KLS01	233.00	46.60	279.60	4094	109	233.00	Cleaning MAY 2021
TOTAL INVOICES					<u>1,804.26</u>	<u>301.85</u>	<u>2,106.11</u>			<u>1,804.26</u>	

Chair

Appendix 4 – June 2021 schedule of payments to date.

PURCHASE DAYBOOK

User: SED

Creditors for Month No 3

Order by Ref No

Invoices entered by PP
Posted by SED

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	
31/05/2021	0000020654	627	AMBEROL	AMB-01	1,214.64	242.93	1,457.57	4030	102	1,214.64	Barrier baskets and liners	
17/02/2021	95096	628	ALPHA	ALPH01	95.99	19.20	115.19	4010	101	95.99	Telephone and Internet	
09/06/2021	SI-318	629	SPCA	SPCA01	60.00	0.00	60.00	4020	101	60.00	Data protection workshop	
10/06/2021	SI-330	630	SPCA	SPCA01	30.00	0.00	30.00	4020	101	30.00	Organising Events and H & S	
31/05/2021	06128	631	SHIRES PAY SERVICES	SPSLTD	23.00	4.60	27.60	4022	101	23.00	May Payroll & New starter	
08/06/2021	28997	632	RIALTAS	RIAL01	1,057.50	211.50	1,269.00	4053	101	1,057.50	End of year and Po package	
TOTAL INVOICES					<u>2,481.13</u>	<u>478.23</u>	<u>2,959.36</u>			<u>2,481.13</u>		
VAT ANALYSIS CODE E @ 0.00%					90.00	0.00	90.00					
VAT ANALYSIS CODE S @ 20.00%					2,391.13	478.23	2,869.36					
TOTALS					<u>2,481.13</u>	<u>478.23</u>	<u>2,959.36</u>					

CB58 – April Payroll – £5742.24

CB59 – May Payroll – £6251.44

Chair