

# Town Council

## Minutes of Meeting

Kidsgrove Town Council  
Victoria Hall  
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## Minutes of the Meeting held on Monday 21<sup>st</sup> June 2021, 7:00pm, Victoria Hall

### 21-22-FC2-01 Present

Cllrs Cooper (Chair), Dickens, Burgess, Dymond, V Jukes, M Maxfield, H Maxfield, B Owen, J Owen, Robinson, Stubbs, J Waring, P Waring.

Attending: Sue Davies (Clerk), Elizabeth Norton (Assistant Clerk)

No members of the public present.

### 21-22-FC2-02 To receive apologies for absence.

Apologies for absence were received from Cllr A Cartwright, Cllr S Bowyer, Cllr G Burnett and Cllr K Johnson.

### 21-22-FC2-03 To note declarations of members interests.

None.

### 21-22-FC2-04 Public Participation

No members of the public present.

### 21-22-FC2-05 To receive and resolve to approve the minutes of the Annual Council Meeting held on the 4<sup>th</sup> May 2021.

The minutes of the meeting of 4<sup>th</sup> May 2021 were approved.

### 21-22-FC2-06 To receive and note the following draft minutes of Committee Meetings not previously presented to Council:

Finance and General Purposes, 15<sup>th</sup> May 2021.

The Clerk confirmed these would be circulated later this week.

**21-22-FC2-07 Matters Arising – To receive updates on any matters arising from previous meetings.**

None raised.

**21-22-FC2-08 Council Meetings:**

**a) To receive an update from the F and GP Committee on their decision regarding holding face -to-face meetings going forward and the implemented delegation scheme.**

The Clerk presented the decision made by the F&GP Committee at their meeting on the 15<sup>th</sup> June 2021. The Committee had agreed that resuming face-to-face Council meetings according to the published schedule should be the priority but that the council should also be mindful that Covid-19 still presents a risk which could worsen again. As such, the Clerk's emergency powers will remain in place to be used if required but face-to face meetings should take precedence if felt to be safe and use of the Clerk's emergency powers in lieu of a meeting must only occur in consultation with the chair and both group leaders.

Cllr P Waring reminded that the Council should progress a general emergency plan. This will be taken to the F&GP Committee.

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

The Council resolved to approve the schedule of meetings presented.

**21-22-FC2-09 Co-option on a Councillor: To Consider the co-option of a councillor and to elect the new councillor from the candidates.**

The Council resolved to co-opt David Allport onto the Council to fill the vacancy in the Newchapel and Mow Cop ward by a majority show of hands.

**21-22-FC2-10 To consider any committee changes (if any) because of the co-option.**

The new councillor had expressed interest on their application form to be involved on the Environment and Allotment Committee and the Events and Community Committee. The Council resolved to approve the addition of Cllr Allport onto both these committees. The Clerk agreed to discuss with Cllr Allport which working parties he wishes to be involved with and add him accordingly.

**21-22-FC2-11 To receive the internal audit for 2020-2021 and to agree any actions arising.**

The Council received the 2020-2021 internal audit report. The following actions were noted:

- The Internal Auditor noted that late invoice received from Newcastle Borough Council.  
*Action – The Clerk to write to Newcastle Borough Council initiate the agreement that all liabilities will be received by the end of April.*
- The 2019/20 VAT debtor was noted.  
*Action: - This is complete. The VAT repayment had been requested in October 2020 and not received. The request was resubmitted online in February and the payment received on the 1<sup>st</sup> April 2021. The VAT reclaim for 2020-2021 has already been submitted but not yet paid. The Clerk informed she intends to reclaim VAT quarterly in future.*
- The Council should establish a contracts register which should be regularly reviewed.  
*Action: The Clerk to put a contracts register in place.*

- The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.

*Action: This will be addressed when the risk assessment is reviewed.*

Cllr Cooper emphasised the urgent need of a letter to be written to the Borough Council on the issue of the late bill as discussed at the F and GP Committee meeting.

Cllr Stubbs gave thanks to the Clerk on a successful internal audit report for Kidsgrove Town Council.

**21-22-FC2-12      2020-2021 Annual Governance Statement: To consider, complete and resolve to approve the Annual Governance Statement dated 31<sup>st</sup> March 2021 including any accompanying statements.**

The Council considered and resolved responses to the annual Governance Statement for 2020/2021. It was noted that the late bill from Newcastle Borough Council was beyond the Council's control but that steps are being taken to ensure this will not occur again.

**21-22-FC2-13      2020-2021 Statement of Accounts; To receive and approve the Statement of Accounts dated 31<sup>st</sup> March 2021.**

The Council resolved to approve the Statement of Accounts 2020-2021.

**21-22-FC2-14      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 human resources side of the ranger contract in liaison with Newcastle Borough Council with full delegation in this matter, thus supporting the Clerk's role as first line manager.**

The Council resolved to approve the amendment. It was noted that operational aspects would remain with the Environment and Allotments Committee.

**21-22-FC2-15      To receive Mayor and Clerk's reports and correspondence received.**

None received.

**21-22-FC2-16      To agree the date and time of the next meeting: 22<sup>nd</sup> July 2021**

Cllr Burgess expressed her apologies in advance, as she would be unable to attend this meeting.

**21-22-FC2-17      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.**

The Council resolved to move the meeting into a confidential session.

**21-22-FC2-18      Staffing Matters**

The council resolved to enrol the assistant clerk (E Norton) onto the Staffordshire Pension Scheme.

Meeting Closed 20:00 pm