

# 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, 15<sup>th</sup> July 2021 7:30pm Meeting held in the Victoria Hall, Kidsgrove.

*The meeting opened at 7:30pm*

- FPG/21-22/2/1 Present**

Cllr A Cooper (Chair); Cllr S Dymond (Vice-chair); Cllr P Waring; Cllr C Dickens; Cllr A Cartwright; Cllr M Maxfield; Cllr M Stubbs

Clerk to the Council – Sue Davies

One member of the public.
- FPG/21-22/2/2 To receive and consider apologies for absence.**

None received.
- FPG/21-22/2/3 To note declarations of Member’s Interests**

Cllr S Dymond and Cllr C Dickens declared an interest in agenda item 7e and 8 relating to concession request and grant application for an event booked into the hall.
- FPG/21-22/2/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 15<sup>th</sup> June 2021.**

The committee resolved to approve the minutes of the meeting of the 15<sup>th</sup> June 2021.
- FPG/21-22/2/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**

The member of the public

FPG/21-22/2/6

**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 are still outstanding.

- b) Telephone Box upgrade.**

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

FPG/21-22/2/7

**Finance:**

- a) To receive bank statements and reconciliations dated 31<sup>st</sup> May 2021.**

The Committee received the bank statements and reconciliations dated 31<sup>st</sup> May 2021.

- b) To receive schedules of payment for approval.**

**i. June 2021**

The Committee received and retrospectively approved the schedules of payments since the last meeting for June 2021. (Appendix 1)

**ii. July 2021**

The July payments to date were deferred to Full Council.

FPG/21-22/2/8

**Victoria Hall Issues:**

- a) To receive an update from the Clerk on maintenance and operational issues and to agree any actions required.**

The Clerk updated on maintenance and operational issues including that the plastering was due to be completed in the following week. The date for the window repair was being waited for.

- b) To receive a report from the Clerk on a meeting held with NULBC Officers to discuss and propose the service charge arrangements for 2021/2021 and to resolve to agree any recommendations.**

The clerk updated the committee on a meeting she had held with NULBC officers to discuss the service charge arrangements for 2021-2022. The following updates and proposals were received and agreed by the committee:

- Services continue to be divided up on a 50:50 basis between the two Councils with a review in September 2021.
- Estimates would be sought by NULBC for sub-metering the electricity costs.
- An up-to-date quote for a fire alarm repeater panel is being sought by NULBC so separation of the alarm systems can be considered.
- It was agreed to leave the intruder alarm system as is until it was known how the NULBC side of the building will be used/manned in the future.

- The wall on the street frontage has already been identified by NULBC as B2 (amber) on a survey in 2018. NULBC agreed to look so that any more immediate actions required can be identified.

**c) To receive a report from the Clerk on reopening the Victoria Hall.**

The Clerk reported that bookings are resuming and that the regular groups will be returning during August. She informed that she is working with groups to ensure Covid-19 risk assessments are in place.

**d) To receive the draft hire charges and concessions written policy based on committee policy decision agreed at previous meetings.**

The draft concessions policy, based on criteria previously agreed by the committee, is in preparation for presentation at the next committee meeting.

**e) To consider concession requests for hall usage – D Waterhouse.**

Cllrs Dymond and Dickens left the room and took no part in the discussions due to having declared an interest.

After discussion around the issues, it was agreed that this was a complex request and the impact on other hall users would need evaluating. The Council considered the concession request and resolved to task Cllr Cooper, Cllr P Waring and the Clerk to consider in more details and to bring back a proposal to the next meeting.

**FPG/21-22/2/9**

**Grants: To consider and review a grant application received from D Waterhouse relating to a charity event in the Victoria Hall and make a recommendation to Full Council The Committee resolved to approve the asset register dated 31<sup>st</sup> March 2021.**

It was agreed that the grant criteria were not met in the information supplied but that Cllr A Cooper, Cllr P Waring and the clerk could consider further whilst evaluating the concession request and that the application could be brought back to a further meeting for consideration once the necessary information has been provided.

**FPG/21-22/2/10**

**To discuss a policy relating to emergency measures that can be implemented at any time that the council becomes unable to meet. To agree a strategy to allow policy to be drafted to be brought back to the next F&GP meeting.**

It was resolved that Cllr P Waring, Cllr A Cooper and the Clerk discuss and draft a policy for consideration at the next F&GP meeting.

**FPG/21-22/2/11**

**To receive an update on the Kidsgrove Dementia Friendly Initiative and receive the minutes of the 14<sup>th</sup> June 2021. To receive feedback from the subsequent meeting of the 12<sup>th</sup> July 2021.**

Cllr Dickens provided feedback from the Dementia Friendly Initiative including the forthcoming sessions for the public and shop owners/managers to learn more about becoming dementia friends and also the proposal in Clough Hall Park for Rotary Kidsgrove and the Town Council to work together with volunteers to provide a dementia café and possibly a sensory garden.

**FPG/21-22/2/12 To receive correspondence Staffordshire County Council relating to working with Parish Councils on initiatives to beat loneliness and to agree any actions.**

The committee agreed that the Council should submit a positive response to be kept informed with any developments and to input initiatives in place in Kidsgrove.

**FPG/21-22/2/13 To consider and approve any updates to the five-year plan required on the committee's projects. (Available on the website and circulated separately.)**

The five-year plan has not been progressed further since the last meeting.

**FPG/21-22/2/14 Clerk and Chair's Reports.**

None

**FPG/21-22/2/15 To note the date and time of the next meeting: 2<sup>nd</sup> September 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/21-22/2/16 To receive an update on the Tap Room Bar contract and tender and to approve any recommendations and to agree any further actions if any.**

The Clerk reported that the current contract holder has written to indicate that they no longer wish to continue, and the tender document is being prepared ready for issue. The Clerk highlighted the need for an inventory to be compiled of Town Council property.

**FPG/21-22/2/17 To consider a working group made up of councillors and appropriate community leaders to draft a London Bridge Policy to be brought back to the committee.**

The Committee agreed that this policy is needed but should be prioritized appropriately so as not to hinder pressing Town Council projects such as the CCTV. The clerk agreed to initiate a group to form this policy in the coming months.

Meeting Closed: 21:05

Appendix 1 – June 2021 schedule of payments

11/07/2021

Kidsgrove Town Council 2021/22

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PURCHASE LEDGER INVOICE LISTING

User: SED

Creditors for Month No 3

Order by Ref No

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Amount	Analysis Description
							Invoice Total	A/C	Centre			
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	
16/06/2021	4063	633	JDH	JDH01	751.80	150.36	902.16	4050	104	751.80	Internal Audit Fees 2020/2021	
09/06/2021	42	634	LINPLANTS	LINPLANTS	371.00	0.00	371.00	4030	102	371.00	Plants for Rookery Baskets	
10/06/2021	KDIN0240769	635	GENERAL TRAFFIC	GENTRAF	13.08	2.62	15.70	4077	109	13.08	General Tools	
14/06/2021	11	636	GREENACRES PLANT NUR	GREENACRES	125.00	0.00	125.00	4030	102	125.00	100 Trays mixed bedding plants	
10/06/2021	70253	637	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	Mobile Telephone	
10/06/2021	101837353	638	RICOH	RIC0H01	14.16	2.83	16.99	4013	101	14.16	Photocopier and printing	
08/06/2021	13951	639	SANDTONY	SANDTONY	13.75	2.75	16.50	4013	101	13.75	Printer Cartridge	
17/06/2021	0510032	640	FENN	FEN01	8.46	1.69	10.15	4009	101	8.46	0510032/22-9/ batteries	
18/06/2021	96687	641	ALPHA	ALPH01	90.38	18.08	108.46	4010	101	90.38	Telephone and Internet	
22/06/2021	06265	642	SHIRES PAY SERVICES	SPSLTD	40.00	8.00	48.00	4022	101	40.00	End of year pension report	
25/06/2021	N202482332	643	NBC	NBC01	9,500.00	1,900.00	11,400.00	4100	110	9,500.00	Ranger Contract	
25/06/2021	0510938	644	FENN	FEN01	198.00	39.60	237.60	4009	101	198.00	0510938/22-9/Hand Sanitisers	
21/06/2021	00641075107501	645	BQ	BQ	28.00	0.00	28.00	4102	110	28.00	Ranger Sundry equipment	
21/06/2021	00181075107501	646	BQ	BQ	92.89	0.00	92.89	4102	110	92.89	Ranger sundry items	
22/06/2021	2267	647	WICKES	WICKES	75.00	15.00	90.00	4030	102	75.00	18 Bags peat free compost	
25/06/2021	PF1055261	648	ELEMENT HOSTING	EH01	117.97	0.00	117.97	4011	101	117.97	Microsoft 365 -asst clerk	
29/06/2021	4812	651	GARRY THOMPSON	GARRY THOM	90.00	18.00	108.00	4102	110	90.00	5 Ranger logo polo shirts	
<b>TOTAL INVOICES</b>					<b>14,021.12</b>	<b>2,639.26</b>	<b>16,660.38</b>				<b>14,021.12</b>	

Chair .....