

# Finance and General Purposes

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



Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)

27<sup>th</sup> August 2021

To: **Members of the Finance and General Purposes Committee**

Dear Councillor,

You are summoned to attend a meeting of Kidsgrove Town Council Finance and General Purposes Committee to be held at **7.00pm** on Thursday, 2<sup>nd</sup> September 2021 at the Victoria Hall, Kidsgrove.

Yours sincerely,

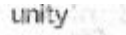
A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies, Town Clerk

## **Business to be transacted**

1. To receive apologies for absence.
2. To note declarations of Members' Interests.
3. To receive and confirm the minutes of the meeting held on the 15<sup>th</sup> July 2021. (Circulated separately and available on the website)
4. Public Participation
5. Matters Arising: Updates only on items outstanding not otherwise on the agenda including:
  - a. To receive an update on the Quality Foundation award progress including training records.
  - b. Telephone Box upgrade.
6. Finance:
  - a. To receive bank statements (Appendix 1) and reconciliations (Appendix 2) dated 31<sup>st</sup> July 2021. To note that the credit card had a balance of -£100 on the 31<sup>st</sup> July.
  - b. To receive schedules of payment for approval.
    - i. Retrospective approvals since the last meeting (Appendix 3).
    - ii. Payments requiring approval and payment through the banking system. (Appendix 4)
7. Financial Risk Assessment Policy: To consider and discuss the policy, including any changes or updates required and to put a recommended an updated policy for approval at Full Council. (Appendix 5)
8. Victoria Hall Issues:
  - a. To receive an update from the Clerk on maintenance and operational issues and to agree any actions required.
  - b. To receive quotes and a report from the Clerk from three security firm suppliers. (Appendix 6)
  - c. To receive a progress report from the Clerk on reopening the Victoria Hall and bookings.
  - d. To receive the draft hire charges concessions written policy based on committee policy decision agreed at previous meetings and with refinements added by the Clerk in conjunction with Cllr P Waring and Cllr A Cooper. (Appendix 7) To recommend approval to Full Council subject to any agreed changes.
  - e. To consider further the concession requests for hall usage for a November event and to approve the proposal or otherwise. (Appendix 8)
9. To receive an update on the progression of a policy relating to emergency measures that can be implemented at any time that the council becomes unable to meet.

10. To receive an update on the Kidsgrove Dementia Friendly Initiative and receive the draft minutes of the meeting of the 12<sup>th</sup> July 2021. (Appendix 9)
11. To consider and approve any updates to the five-year plan required on the committee's projects. (Circulated separately.)
12. Clerk's and Chair's Reports
13. Date of next meeting: Thursday, 7<sup>th</sup> October, 2021 19:00.
14. **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.**
15. To receive the draft tender document for the Tap Room Bar contract and tender and to approve issue subject to any agreed changes. (Circulated separately) To resolve to agree the membership of the tender panel and process.
16. To progress a working group made up of councillors and appropriate community leaders to draft a London Bridge Policy to be brought back to the committee.



000244 000455 STUA799A 34700 9610090658

KIDSGROVE TOWN COUNCIL  
 SUSAN ELAINE DAVIES  
 KIDSGROVE TOWN COUNCIL  
 VICTORIA HALL  
 LIVERPOOL ROAD  
 STOKE-ON-TRENT  
 ST7 4EL



**Cardholder helpline 0800 096 4496**  
[www.lloydsbank.com/commercialbanking/](http://www.lloydsbank.com/commercialbanking/)



**Corporate Card**

**Cardholder details**

Statement date 02-07-2021

Account number

Card limit £500.00

**Your account at a glance**

Previous balance	£3.00	Transaction refunds	£0.00
Payments received	£229.59	Account charges	£3.00
Purchases	£228.59		
Cash advances	£0.00	<b>Current balance</b>	<b>£3.00</b>

Transaction date	Reference	Description	Amount
16-06-2021		DIRECT DEBIT PAYMENT - THANK YOU	£3.00 CR
30-06-2021	608301	PAYMENT RECEIVED - THANK YOU GB	£228.59 CR
	XXXX-XXXX-XXXX-0236	DAVIES, SUSAN ELAINE	£229.59
10-06-2021	05272471162910018078151	GENERAL TRAFFIC LTD	£15.70
11-06-2021	85481471173316600141132	B & Q 1075	£28.00
12-06-2021	85481471173316600140845	B & Q 1075	£92.89
22-06-2021	85481471174316938502954	WICKES STOKE ON TRENT	£90.00
02-07-2021		MONTHLY FEE	£3.00

**Payment is due by 16 July 2021**

**Balance**

**£3.00**

Payment will be collected by direct debit on 16 July 2021.

LLOYDS BANK



unity trust

000247 000469 STUA898A 34700 9610139346

KIDSGROVE TOWN COUNCIL  
 SUSAN ELAINE DAVIES  
 KIDSGROVE TOWN COUNCIL  
 VICTORIA HALL  
 LIVERPOOL ROAD  
 STOKE-ON-TRENT  
 ST7 4EL



Cardholder helpline 0800 096 4496  
[www.lloydsbank.com/commercialbanking/](http://www.lloydsbank.com/commercialbanking/)



Corporate Card

Page 1

Cardholder details

Statement date 02-08-2021  
 Account number [REDACTED]  
 Card limit £500.00

Your account at a glance

Previous balance £3.00  
 Payments received £3.00  
 Purchases £100.00  
 Cash advances £0.00  
 Transaction refunds £0.00  
 Account charges £3.00  
 Current balance £103.00

Transaction date	Reference	Description	Amount
16-07-2021		DIRECT DEBIT PAYMENT - THANK YOU	£3.00 CR
	XXXX-XXXX-XXXX-0236 DAVIES, SUSAN ELAINE		£103.00
09-07-2021	55504431190194254954426	POST OFFICE COUNTER	£100.00
08-2021		MONTHLY FEE	£3.00

000469 STUA898A 1 of 2

Payment is due by 16 August 2021 Balance £103.00

Payment will be collected by direct debit on 16 August 2021.



KIDSGROVE TOWN COUNCIL

Sort Code 20-59-23  
Account No 60460184

SWIFTBIC BUKGB22

IBAN GB03 BUKB 2059 2360 4601 84

Issued on 02 August 2021



THE OFFICIALS  
KIDSGROVE TOWN COUNCIL  
TOWN HALL  
KIDSGROVE  
STOKE ON TRENT  
ST7 4EL

2/3

## Your Business Current Account

## At a glance

## 01 - 30 Jul 2021

Date	Description	Money out £	Money in £	Balance £
1 Jul	Start Balance			337,960.14
2 Jul	<b>Giro</b> Direct Credit From Miss C L Ashmore Ref: Birthday		50.00	338,010.14
	<b>Giro</b> Direct Credit From HMRC Vtr Ref: Xrv126000106321		18,212.78	356,222.92
5 Jul	<b>£</b> Commission Charges For The Period 13 May / 13 Jun	8.00		356,214.92
	<b>—</b> Business Banking Loyalty Reward For Period 13 May - 13 Jun		0.38	356,215.30
9 Jul	<b>Giro</b> Direct Credit From JS Entertainments Ref: GM Event		50.00	356,265.30
12 Jul	<b>□</b> On-Line Banking Bill Payment to Unity Bank Ref: Trans Barc-Unity	20,000.00		336,265.30
14 Jul	<b>□</b> On-Line Banking Bill Payment to Unity Bank Ref: Trans Barc-Unity	20,000.00		316,265.30
30 Jul	Balance carried forward			316,265.30
	Total Payments/Receipts	40,008.00	18,313.16	

Start balance £337,960.14

Money out £40,008.00

▶ Commission charges £8.00

▶ Interest paid £0.00

Money in £18,313.16

▶ Loyalty Reward £0.38

End balance **£316,265.30**

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

26282 164323 F1V1387A 2 of 3

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

## Statement of your account



08217501 | 07015  
 Mrs Susan Davies  
 Town Hall  
 Liverpool Road  
 Kidsgrove  
 STOKE-ON-TRENT  
 ST7 4EL

PO Box 7183, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit [www.unity.co.uk/update-your-details/](http://www.unity.co.uk/update-your-details/)

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

08217501 | 07015 | 00001



**Contact us**

Tel: 0345 140 1000  
 Email: [us@unity.co.uk](mailto:us@unity.co.uk)  
 Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: Kidsgrove Town Council

Date: 31 July 2021

Statement 036 (page 1 of 1)

Account number: 20409649

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
30 JUN 21	Balance brought forward			20,556.25 *
5 JUL 21	B/P to: ALPHA	108.46		20,447.79 *
6 JUL 21	B/P to: Kleenscape	279.60		
6 JUL 21	B/P to: Newcastle BC	946.21		
6 JUL 21	B/P to: SportsScene Embro	108.00		19,113.98 *
12 JUL 21	KIDS TOWN COU SW		20,000.00	39,113.98 *
14 JUL 21	KIDS TOWN COU SW		20,000.00	59,113.98 *
16 JUL 21	Direct Debit (LLOYDS BANK PLC)	3.00		59,110.98 *
21 JUL 21	B/P to: Time Assured Ltd	150.00		
21 JUL 21	B/P to: Bedford Bros Skips	216.00		
21 JUL 21	B/P to: SLCC	144.00		
21 JUL 21	B/P to: Fenn	36.90		
21 JUL 21	B/P to: Ford Mainwaring Lt	2,013.86		
21 JUL 21	B/P to: Newcastle BC	2,400.00		
21 JUL 21	B/P to: Springett Surfacin	6,960.00		47,190.22 *
30 JUL 21	[REDACTED]			
30 JUL 21	[REDACTED]			
30 JUL 21	[REDACTED]			
30 JUL 21	[REDACTED]			
30 JUL 21	Balance carried forward			40,265.74 *
				40,265.74 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

Registered Office : Unity Trust Bank plc, Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales Number 1713124

Appendix 2- Bank Reconciliations–July 2021

Date: 27/08/2021	Kidsgrove Town Council 2021/22	Page 1
Time: 18:35	Bank Reconciliation Statement as at 31/07/2021 for Cashbook 1 - Current Bank A/c	User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C	30/06/2021	53	316,265.30
			316,265.30
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			0.00
			316,265.30
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			0.00
			316,265.30
		<b>Balance per Cash Book is :-</b>	<b>316,265.30</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 27/08/2021	Kidsgrove Town Council 2021/22	Page 1
Time: 18:36	Bank Reconciliation Statement as at 31/07/2021 for Cashbook 2 - National Savings Account	User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
National Savings Account	31/12/2020	9	171,461.43
			171,461.43
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			0.00
			171,461.43
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			0.00
			171,461.43
		<b>Balance per Cash Book is :-</b>	<b>171,461.43</b>
		<b>Difference is :-</b>	<b>0.00</b>



Appendix 2- Bank Reconciliations--July 2021

Date: 27/08/2021  
Time: 18:37

Kidsgrove Town Council 2021/22  
Bank Reconciliation Statement as at 31/07/2021  
for Cashbook 4 - Unity Current Account T2

Page 1  
User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank 20409649	31/07/2021	31	40,265.74
			0.00
			<u>40,265.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			40,265.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			40,265.74
		<b>Balance per Cash Book is :-</b>	<b>40,265.74</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 27/08/2021  
Time: 18:30

Kidsgrove Town Council 2021/22  
Bank Reconciliation Statement as at 31/07/2021  
for Cashbook 5 - Unity Trust Bank Credit Card

Page 1  
User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Credit Card	31/07/2021	14	-100.00
			<u>-100.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-100.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			-100.00
		<b>Balance per Cash Book is :-</b>	<b>-100.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Appendix 3- Payments and receipts for retrospective approval

27/08/2021

**Kidsgrove Town Council 2021/22**

19:21

**Cashbook transactions totalling £0.00 or more  
for the period 21/07/2021 to 31/08/2021**

**Payments**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Pavee Name</u>	<u>Amount</u>
4	Unity Current Account T2	4	21/07/2021	KTC 652	Time Assured Ltd	150.00
4	Unity Current Account T2	4	21/07/2021	KTC 653	Belford Bros	216.00
4	Unity Current Account T2	4	21/07/2021	KTC 654	J G Fenn	36.90
4	Unity Current Account T2	4	21/07/2021	KTC 655	Ford Mainwaring Ltd	2,013.86
4	Unity Current Account T2	4	21/07/2021	KTC 656	Newcastle Borough Council	2,400.00
4	Unity Current Account T2	4	21/07/2021	KTC 657	SLCC Enterprises Ltd	144.00
4	Unity Current Account T2	4	21/07/2021	KTC 649	Springett surfacing	6,960.00
4	Unity Current Account T2	5	05/08/2021	KTC 658	Thomson Planning Partnership L	175.00
4	Unity Current Account T2	5	05/08/2021	KTC 659	Voice 2 Voice	12.60
4	Unity Current Account T2	5	05/08/2021	KTC 660	Microshade Business Consultant	307.80
4	Unity Current Account T2	5	05/08/2021	KTC 661	Shires Pay Services Ltd	31.50
4	Unity Current Account T2	5	05/08/2021	KTC 662	Element Hosting Ltd	117.97
4	Unity Current Account T2	5	05/08/2021	KTC 663	Mick Nadin Plastering	1,300.00
4	Unity Current Account T2	5	05/08/2021	KTC 664	The National Allotment Society	66.00
4	Unity Current Account T2	5	05/08/2021	KTC 665	Ellis Whittam Ltd	4,778.23
1	Current Bank A/c	5	04/08/2021	04/08/21	Unity Current Account T2	20,000.00
1	Current Bank A/c	5	09/08/2021	09/08/21	Unity Current Account T2	20,000.00
4	Unity Current Account T2	4	30/07/2021	CB62	Payroll July 2021	6,924.48
4	Unity Current Account T2	5	16/08/2021	16-08-21	Unity Trust Bank Credit Card	103.00
4	Unity Current Account T2	5	13/08/2021	CB 63	Cllr Cooper	1,000.00

**Receipts**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
4	Unity Current Account T2	5	04/08/2021	20,000.00
4	Unity Current Account T2	5	09/08/2021	20,000.00
5	Unity Trust Bank Credit	5	16/08/2021	103.00

Appendix 3- Payments and receipts for retrospective approval

27/08/2021		Kidsgrove Town Council 2021/22						Page 105			
19:28		PURCHASE DAYBOOK						User: SED			
Creditors for Month No 4			Order by Ref No				Invoices entered by PP Posted by PP				
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
07/07/2021	0512670	666	FENN	FEN01	22.46	4.49	26.95	4008	101	22.46	Stationery
07/07/2021	6985	667	JW PLANT	JWP01	125.40	25.08	150.48	4009	101	125.40	6985/22-13/ KTC Flag
16/07/2021	19632	668	THUNBOLT	THUNBOLT	62.00	12.40	74.40	4092	109	62.00	19632/22-2/Health and Safety
24/07/2021	97086	669	ALPHA	ALPH01	90.31	18.06	108.37	4010	101	90.31	Telephone and Internet
15/07/2021	SI-375	670	SPCA	SPCA01	30.00	0.00	30.00	4020	101	30.00	Training Course
19/07/2021	235	671	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	Victoria Hall Advert
19/07/2021	227	672	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	KTC News
<b>TOTAL INVOICES</b>					<u>540.17</u>	<u>60.03</u>	<u>600.20</u>			<u>540.17</u>	
VAT ANALYSIS CODE S @ 20.00%					300.17	60.03	360.20				
VAT ANALYSIS CODE Z @ 0.00%					240.00	0.00	240.00				
<b>TOTALS</b>					<u>540.17</u>	<u>60.03</u>	<u>600.20</u>				

Staff wages – August - Paid 31<sup>st</sup> August 2021: £6924.48

Appendix 4- Payments requiring approval

To be circulated.

# Kidsgrove Town Council

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

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



## Kidsgrove Town Council Risk Assessment.

**This version dated - September 2021**

**Review date – September 2022**

### Notes

***The greatest risk facing a Local Authority is not being able to deliver the activity or services expected from the Council.***

Risk Assessment is a general systematic examination of working practices and financial management to identify any and all potential risks inherent in the practices. Based on a recorded assessment the Council should then take all necessary and practical steps to reduce or eliminate the risks, in so far as is reasonably practicable.

This document has been produced to enable the Kidsgrove Town Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise the following plan was followed:-

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and amend if required.

Appendix 5 – Risk Assessment dated September 2021  
NULBC – Newcastle-under-Lyme Borough Council

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Business Continuity	Town Council not being able to continue its business due to unexpected, or tragic circumstances	1	2	L	<p>There is a level of reserve in place for contingencies and insurance provision. In addition, the Town Council would seek the immediate help and advice from the Staffordshire Parish Council Association.</p> <p>The Council is putting in place a policy that would come into effect if the Council became unable to meet to make provision for essential business.</p>	Review at least annually
Precept	Adequacy of Precept Requirements not submitted to NULB Amount not received from NULB	1	3	M	<p>The council reviews the budget expenditure for the current year and at least the one previous year prior to the agreement of a budget and precept requirement for the following year. The Council considers it forward planning of capital projects and is currently producing a five-year plan to allow more accurate financial projections to be made.</p> <p>The budget setting process and approval by Full Council takes place prior to the submission date of budgetary requirements to Newcastle Borough Council.</p> <p>The Council holds a level of general reserve sufficient to allow Council business to continue for at least 6 months in the absence of the timely receipt of precept.</p>	Review at least annually.

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Financial Records	Financial records Financial irregularities	1	1	L	The Town Council has Financial Regulations which set out the procedures that the Council and its staff must adhere to.	Existing procedure adequate. Financial Regulations are reviewed annually.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges  Loss of signatories	1	1	L  L L	<p>The Town Council has Financial Regulations which set out the requirements for banking, cheques, and reconciliation of accounts.</p> <p>The Clerk reconciles the bank accounts once a month when the statements are received and monitors the bank statements monthly. <b>These are presented to either the next Finance and General Purposes or Full Council.</b></p> <p>The Council has several councillors and officers as signatories to minimise this risk. The Council would choose replacements when signatories are lost but the bank takes time to implement the changes so ensuring enough signatures are in place to cover the contingency is essential.</p>	Review at least annually
		2	1	L		



Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Direct Costs Overhead Expenses Debts	Goods not supplied or inadequate but billed Unpaid Invoices	2	1	L	The Town Council has Financial Regulations which set out the requirements  Town Council approves list of requests for payments  Unpaid invoices to the Town Council for services are pursued.	Review at least annually
Employees	Fraud or error by employee Action taken by staff	1	3	M	The requirements of the Fidelity Guarantee Insurance to be adhered to with regard to fraud.  Staff should be provided with relevant training, reference books, access to assistance and legal advice to undertake the role.  The procedure for payments uses Unity Bank online banking which requires one officer and two councillor to input and release payments.	Existing procedures are adequate Re-evaluate financial procedures and insurance at least annually.
Salaries, Pensions, and associated Costs	Salary paid incorrectly Wrong Deduction of NI and Tax /. Pensions Unpaid Tax and NI to HM Revenue & Customs			L L L	The Town Council authorises the appointment of the Clerk and other staff. Salary rates are reviewed annually. Salary analysis & payslips are produced by a Payroll Company to which at least two members	Review at least annually

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					<p>have sight of each month prior to the payment of salaries being processed.</p> <p>Staff maintain a timesheet that members can view upon request and which ensures the correct hours are worked. Staff have Contracts of Employment and Job Description.</p>	
VAT	Re-Claiming / Charging Exempt business activity assessment against £7500 threshold	1	1	L	<p>The Town Council is not VAT registered and so does not charge VAT. It is entitled to reclaim VAT paid on goods and services and reclaims are made during the year.</p> <p>A VAT consultant was used to provide VAT advice early in 2018. A VAT calculation to be undertaken each year to ensure that the threshold for exempt activities is not exceeded.</p> <p>Ensure that relevant staff receive training in VAT matters.</p> <p>The Council should assess the impact on VAT when making financial decisions.</p>	Review at least annually
Reporting and Audit	Compliance Information communication	1	1	L	Financial information is a regular agenda item and discussed/reviewed and approved at most F&GP and Full Council meeting.	Review at least annually.

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					<p>An 'in house' audit is conducted at least quarterly by nominated councillors and reported to Council.</p> <p>An internal audit is conducted at least annually. The Internal Auditor is chosen each year by a resolution of the Council.</p> <p>The Annual return is prepared and signed by the Town Council and Clerk/RFO and is displayed according to the Transparency legislation in place for Councils with a turnover of more than £200,000.</p>	
10. Best Value Accountability	Work awarded incorrectly Overspend on services	1	1	L	<p>Normal Town Council practice is to strive to seek 3 quotations for any substantial work to be undertaken or supply of goods. The procedure to be followed is laid down in Financial Regulations which are reviewed annually.</p> <p>Contracts are where applicable subject to three quotations or formal tender as outlined in financial regulations which are reviewed at least annually to ensure the best value for money is maintained.</p>	Review at least annually
11. Election Costs	Risk of Election Costs	2	1	L / M	The Town Council maintains an allocated sum of money to cover unexpected election costs.	Existing procedure adequate.

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
12. Litigation	Potential risk of legal action being taken against the Council	1	3	M	Public Liability insurance covers general personal injury claims where the Town Councils found to be at fault, but not spurious or frivolous claims – these cannot be insured against.	Existing procedure adequate
13. Legal Powers	Illegal activity or payments	1	1	L	All activity and payments within the powers of the Town Council to be resolved and minuted at full Town Council Meetings.	Existing procedures adequate
14. Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality  Business conduct	1  1	1  1	L  L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the next Town Council meeting (or for Committees, at the next committee meeting).  Agendas displayed according to legal requirements.  Business conducted at Town Council meetings should be managed by an elected Chair	Existing procedures adequate. Members adhere to Code of Conduct
15. Members interests	Conflict of interests Register of members' interests	2	1	L	Declarations of interest by members at Town Council meetings.  Register of members' interests forms reviewed annually and updated if required.	Existing procedures adequate.

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
16. Insurance	Adequacy Cost Compliance Fidelity Guarantee	1	2	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers, Employees, and Public Liability insurance is necessary and must be paid for.  Ensure compliance measures are in place, Ensure fidelity checks are in place	Existing procedure adequate. Review insurance provision annually.
17. Freedom of Information	Policy Provision	2	1	L	The Town Council has a Model Publication scheme in place. The Town Council is aware that if a substantial request came in it could create a number of additional hours' work. The Town Council can request a fee to supplement the extra hours.	Monitor any requests made under FOI
18. Town Council Records – Paper	Loss through theft, fire, or damage	1	2	L	Current working documents and more recent historical minutes and accounts kept at the Victoria hall in locked cabinets and locked storage room or office. Documents of importance are also scanned and stored electronically.	Damage (apart from fire) and theft is unlikely and so provision is adequate. Review at least annually.

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
19. Town Council Records – Electronic	Loss through theft, fire, data corruption, or physical damage	1	1	M	The Council's electronic records are stored on the Council's computers and also in a Cloud storage. Most key documents are also uploaded to the website. All passwords are placed in a sealed envelope held in the Council's safe.	Review at least annually
20. Assets	Loss or Damage Risk / damage to third party(ies) property	2	1	L	An annual review undertaken for insurance provision, storage and maintenance provisions	Asset register to be reviewed at least annually.
21. Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	1	1	L L L	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned / authorised with the correct procedures of the Town Council. All assets are insured and reviewed annually.	Review at least annually
23. Victoria Hall	Health & Safety Insurance	1 1	3 3	M M	The Town Council is in the process of having the ownership of the Victoria Hall transferred over from NULBC. Ellis Whittam provide Health and Safety Support.  Separate Insurance cover has been taken out on the building.	Review at least quarterly whilst handover in process and procedures being

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					<p><del>Money is being allocated from reserves each year to build an adequate reserve fund to ensure the Town Council can fulfil maintenance requirements to the building.</del></p> <p>Money has been allocated into an earmarked reserve to ensure the Town Council can fulfil maintenance requirements to the building.</p> <p>Security and caretaking arrangements are under review continuous review to ensure adequacy.</p> <p>The Victoria Tap Room Bar is contacted out and the contract holder has the appropriate licences and is the nominated Premises Supervisor.</p>	<p><del>established. Thereafter, at least annually.</del></p>
24. GDPR	General Data Protection Legislation should be adhered to, to avoid a costly claim.	2	2	4	The Council contracts a Data Protection Officer to annually audit the Council. Emphasis and priority needs to be put into ensuring all related GDPR legislation is complied to.	Ongoing review.
25. Emergency situation, for example Covid-19	The Council cannot fulfil its functions.	3	2	6	In the event of a national emergency, <del>the Council is putting measures in place to ensure business continuity.</del>	<del>As situation arises</del> In progress
26. Risk of Supplier Fraud	Supplier fraud could lead to the council being defrauded leading to loss of monies.	1	2	2	Training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.	Review procedures annually.

Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					<p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. The Clerk is authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change.</p> <p>Periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p> <p>Checking address and financial health details with Companies House.</p> <p>Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account is routine using the authorisation of payments procedures.</p>	
27. Cyber Security and danger of Cyber attack		2	2	M	The Council’s records will be backed up onto a hard drive on a two-weekly basis in case of Cloud storage cyber attack.	



Appendix 5 – Risk Assessment dated September 2021

Subject	Risk(s) Identified	Likeli- hood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					<p>Officers will be instructed not to use their computing equipment for any other purpose other than work for Kidsgrove Town Council.</p> <p>Appropriate software (ant—viral, firewall, malware) will be purchased to protect computing equipment.</p>	

Signed : ..... Date ..... (Mayor of Kidsgrove Town Council) Minute  
Reference

## Kidsgrove Town Council

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

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



### Report to Finance and General Purposes

Date of meeting

Agenda Item Number

Report compiled by

Report Number F&GP 21-22-06

2<sup>nd</sup> September 2021

8b

S Davies (Clerk)

### Security Firm – Quotes

#### Background

Kidsgrove Town Council occasionally requires security at its events to help maintain a safe environment for hall users and to protect the Council's assets.

Prior to Covid-19, the Council used a firm and the service provided was deemed satisfactory for Council purposes.

Quotes have been obtained from that firm and two further firms to provide security services going forward.

#### Quotes Received

##### Company 1 (Previous company prior to lockdown)

Door Supervisors £13.00 per hour, plus VAT.

Double Time on any Public Recognised Bank Holidays.

##### Company 2

£15.00 per hour per guard + VAT.

##### Company 3

£23.00 per hour / per officer – Based on one off booking - Discount available based on group / bulk bookings - 1 Officer per 70 people (two are recommended per shift) - All officers are door supervision licenced, conflict management & first aid trained

#### Recommendation

The committee resolves to recommend to Full Council the continued use of Company A with a review date of March 2022.

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## Victoria Hall

# Lettings and Concession Policy

**Version:** 1

**Date adopted:**

### **1 Introduction and General Policy**

- a. Kidsgrove Town Council is responsible for the ownership, upkeep and use of the Victoria Hall and its various rooms. These include the main hall, refreshments room, kitchen and Council chamber (chairman's room).
- b. The Town Council wishes to manage the facilities so that they provide an affordable option for both private events and community functions whilst being mindful that letting income should assist with overheads and maintenance costs preserve the building for future generations.
- c. Events which lose money are effectively subsidised by the council tax paying residents of Kidsgrove. As such, the Council draws careful distinction between business users, private functions and community events.
- d. Letting of facilities is managed through the Town Council office, which will follow the guidance provided in this policy with respect to determining which users and groups are permissible and deciding the appropriate rate for the hire.
- e. The Council is mindful of equality in its treatment towards different groups especially when granting concessions.
- f. The Victoria Hall and associated rooms are used for Town Council business. The Town Council reserves the right to set aside the main hall or meeting rooms for its own use or for the use of its partners for the progression of Council business meaning that some time slots will be unavailable.

## 2 Responsibilities

- a. The Council as a body is responsible for the management of the hall and other rooms. This responsibility is delegated to the Finance and General Purposes Committee.
- b. Individual councillors, including the Mayor, cannot make decisions regarding bookings or concessions. If approached, individual councillors should direct the potential hirer to the office.

## 3 General Procedures

- a. Users wishing to hire facilities should contact the Town Council with their initial enquiry. Provisional bookings may be agreed by telephone or email, subject to completion of a lettings form, detailing contact information, dates and times of hire, acceptance of terms and conditions. The hirer must agree to carry out Risk Assessments as appropriate and directed by the Town Clerk.
- b. Users may book multiple recurring events, and the Town Council reserve the right to offer a reduced fee for regular users regardless of their status (business, private or community). The reduced fee for main hall usage will be agreed by the F&GP Committee and by the Town Clerk for meeting room hire. These cases will be determined on an individual basis and, for transparency, a list of such reductions will be kept.
- c. The chairman's room is only available for groups requiring a meeting room and for no other purpose.
- d. Bookings will be prioritised on a first- come, first-served basis.
- e. Except for regular bookings, no booking will be accepted without completion of a booking form.
- f. The decision as to whether to accept a booking or not rests with the Town Council office staff. Any complaint regarding the refusal of a booking should be addressed to the Town Clerk in the first instance and then to the chair of F&GP if the complaint still stands. The complaint and reason for refusal in such cases will be considered by the F&GP Committee.
- g. For non-regular or one-off bookings, the booking cannot be taken as being confirmed until a booking confirmation has been issued by the Council.
- h. For bookings at prime time such as Friday or Saturdays and evenings, or any other time directed by the Town Clerk, a deposit will be payable in advance and before the booking can be confirmed.
- i. Surety payments will be requested for larger events. The decision to return of the surety payment will be delegated to the clerk. Any dispute around the return of a surety payment will be taken to the next available F&GP meeting for consideration with the hirer given opportunity to state their case in writing in advance. The Clerk should evidence reasons for non-return.
- j. Events in the main hall will usually require security provision and this will be provided by the Town Council at the cost of the hirer.
- k. The Town Council at its discretion reserves the right to refuse any booking.

#### **4 Lettings Charges**

- a. The lettings charges will be reviewed annually by the F&GP Committee.
- b. The letting prices will be displayed on the Town Council’s website and will be available upon request from the Town Council office.
- c. When letting charges are revised, existing one-off bookings will remain on the pricing structure in place at the time the booking was made.
- d. Regular booking charges will be review annually and the hirer informed in writing giving 30 days’ notice of the increase.

#### **5 Concessions**

- a. To be considered for a concession, the hirer must be a non-profit making group or charity offering a service to the community to include Kidsgrove or be booking an event which is primarily a charity fundraiser. Proof of non-profit status may be requested in the form of a constitution, accounts, or any other evidence requested by the Clerk or the F&GP Committee.
- b. Businesses and private functions will not be eligible for concessions.
- c. The chairman’s room or refreshments room, required for the purpose of meetings by the hirer, may be offered at a concessionary rate and very occasionally free of charge on weekdays as long as the group is Kidsgrove Civil Parish based, volunteer led and serves a direct benefit to the community. The Clerk has delegation to determine the concession to be awarded as long as the group meets this criterion and those listed in a. Usually, the concessionary rate will be 75%.
- d. Concession requests for the main hall usage, for groups fulfilling the requirements in point 5a, will only be offered as follows:
  - i. A 20% concession may be offered for non-profit making community groups and charities. Proof of status must be provided.
  - ii. For community groups and charities which are Kidsgrove based and where the main beneficiaries are Kidsgrove residents, a further 20% concession may be offered resulting in a 40% concession.
    - e. Concession requests for the main hall will be determined by the F&GP Committee, not the Town Clerk. The decision of the F&GP Committee will be final.
    - f. Concession requests for the main hall at weekends can only be considered up to 3 months in advance.
    - g. The Town Clerk will maintain a log of all concessions granted.

Appendix 8 – Concession Request information

To be circulated

## **Kidsgrove Dementia Friendly Initiative Notes from a meeting held on the 12<sup>th</sup> July 2021**

- **Present**

Cllr Dickens, M Watts (Kidsgrove Rotary), K Reader (Alsager Partnership), S Davies (Clerk to Council), E Norton (Assistant Clerk to Council),

- **Apologies for Absence**

Cllr Cooper, Cllr S Bowyer, J Locke (Go Kidsgrove)

- **Agree minutes from last meeting**

All agreed.

- **Dementia Awareness Sessions:**

a) The date of the first Dementia Friendly Session was agreed as 29<sup>th</sup> July at 1pm via ZOOM. After discussions following the Business agenda item, it was agreed to hold the evening session aimed at businesses on the evening of the 29<sup>th</sup> July. It was also discussed that a face-to-face session should also be arranged and that both online and face to face sessions should continue on to offer more opportunity.

b) Posters were discussed and given go ahead to circulate. Sue confirmed the poster will be included in the Good News publication this month. Lizzie will post the details to the website and social media network to be shared amongst group pages. The logo of the Dementia Friendly

*NOTE- Post meeting observation, GO Kidsgrove Logo to be added the posters going forward, Lizzie to contact J Locke.*

c) A need was identified to offer sessions aimed at children in local schools. It was agreed to add this as an agenda item for the next meeting, to get a list together of all the local schools. M Watts mentioned she has a list of contacts for some schools that we could use and would email to the Town Council Office. The Council office to draft a letter to go out to schools. Aiming to have something to approach the schools when they are back in September.

- **Businesses**

- It was agreed that the evening ZOOM session would be arranged on the 29<sup>th</sup> July at 7pm, and that it would be channelled towards businesses taking part. C Dickens will liase with J Locke to deliver the Business Posters when approaching them to gain their interest in the project.

Council office to write accompanying letter and to send on revised poster.

- **Advertising, Social Media and Website**

The Kidsgrove Town Council now has a section for the Dementia Friendly Initiative, which the office will continue to update. Lizzie to add poster on the dementia sessions. C Dickens to send on links and other information to be added. Add to latest news on the website and temporarily change one of the tiles on the home page.

It was suggested to create a page on the website showing the working group and requesting volunteers.

Discussions were had on to whether a Dementia Friendly Kidsgrove Facebook group should be created.

K Reader emphasized a public meeting should also be held to provide information on the project and find out what medium best suits the community, whether a Facebook Group should be set up. To also help recruit more volunteers, Sue suggested this could possibly be held in the Town Hall, and would be considered following covid announcements.

- **Dementia Friendly Café**

Locations for consideration when the time comes. Labour Club, Town Hall and the Pavilion at Clough Hall Park. To be discussed at the next meeting as focus to remain on the Dementia Sessions and promoting the project.

### **Making Victoria Hall Dementia Friendly**

- K Reader and C Dickens to send over the Environmental Checklist that the office can use to assist in making the Town Hall Dementia Friendly.

- **Sensory Garden Update**

- a) The sensory garden at the pavilion is still planned as a joint venture between the Town Council and Rotary Kidsgrove. Rotary Kidsgrove are pursuing the possibility of running a café from the pavilion for the ParkRun. It is hoped that this could be extended to a Dementia Café. Further discussion is needed to establish volunteers and progression. It was identified the “Working Group” requires some clarification and a leader to be established to oversee all matters on the project. To be added to the next meeting’s agenda.
- b) Potential for a second sensory garden within the ground of the Newchapel Recreation Ground.

### **Dementia Alliance Membership update**

K Reader suggested following the advice on the Dementia Friends website, to continue through to Dementia Friendly status.

### **Review of the HW1 Action Plan**

Clerk and Assistant Clerk to review the HW1 Action Plan, and amend the layout to include Go Kidsgrove/Rotary on the plan to then be discussed at the next meeting.



### **Other items discussed**

It was agreed that other establishments in the area should be contacted to gauge interest in the project, including the Police, Churches, and the Doctors Surgeries.

### **Summary of Actions**

- Council Office to update 'Business' poster and compose accompanying letter, and forward onto the group
  - Cllr Dickens with J Locke to visit shops in Kidsgrove to encourage their interactivity with the Dementia Friendly Project, delivering poster and letter inviting to the training sessions
  - Share the details of the project on the website and all working party to share via the social media networks.
  - Council office to send invites to other Councillors to attend the sessions.
  - Arrange face to face public meeting when allowed
  - M Watts to email list of schools into the Office
  - Office to draft letter to the schools, to be reviewed at the next meeting.
  - Office to draft a letter that will invite organisations to become part of the working party
- Next meeting date – Monday, 2<sup>nd</sup> August, 1:00pm – POSTPONED DATE TBA**