

Town Council Meeting

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



Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk

3rd September 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 Thursday, 9th September 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 Council Meeting held on the 22nd July 2021. (Appendix 1)
5. To receive and note the following draft minutes of Committee Meetings not previously presented to Council (circulated separately and available on the website):
 - a. Planning, Infrastructure and Highways Committee 12th July 2021.
 - b. Finance and General Purposes Committee 15th July 2021.
 - c. Staffing Committee Meeting of the 5th August 2021.
 - d. Finance and General Purposes Committee 2nd September 2021.

6. Matters Arising – To receive updates on any matters arising from previous meetings which including:
 - a. To note that a response was submitted to the Boundary Commission, as part of their consultation, proposing that the constituency be referred to as Stoke-on-Trent North and Kidsgrove Districts.
7. Finances:
 - a. To receive bank statements (Appendix 2) and reconciliations (Appendix 3) dated 31st August 2021. (Note the Lloyds Credit Card Statement for August is not yet available to allow the bank reconciliation although a statement summary is included to demonstrate a zero balance at month end.)
 - b. To receive and approve the schedule of payments requiring approval. (To be circulated)
 - c. To resolve to agree that the Clerk transfer £100,000 from the Barclays Bank to Unity Bank.
8. To resolve, upon recommendation from F&GP Committee, to approve the Risk Assessment dated September 2021. (Appendix 4)
9. Victoria Hall Issues:
 - a. To resolve, upon recommendation from the F&GP Committee, to approve lettings and concessions policy dated September 2021. (Appendix 5)
 - b. To receive a request from the Clerk to include Community Speed Watch as a partnership organisation to allow her to arrange free hall use for information/training sessions as required.
10. Defibrillators:

To note the theft of the defibrillator from the outside of One Sure on Butt Lane and that the defibrillator had been funded by an individual from fund-raising and ‘donated’ to the community. There seems to be no specific ownership, responsibility or insurance in place. To consider and resolve to agree that, if the defibrillator isn’t returned, that the Town Council replace cabinet and defibrillator and retain ownership.
11. Planning Matters: To be circulated.
12. To receive any feedback from NULBC and Staffordshire County Council and also the Town Council’s representatives on other bodies:
 - a. Staffordshire County Council (Cllrs Burnett and J Waring)
 - b. NULBC (all Borough Councillors present)
 - c. Kidsgrove LAP (Cllr J Waring)
 - d. Talke and Butt Lane LAP (Cllr K Robinson)
 - e. Town Deal Board (Cllr Stubbs)
 - f. SPCA (Cllr S Burgess)
 - g. Kidsgrove Rotary (Cllr Dickens)
 - h. Royal British Legion (Cllr Dymond)
 - i. Go Kidsgrove (Cllr P Waring)

j. Kidsgrove Leisure Centre Group (Cllr G Burnett)

k. Talke Mining Memorial Group (Cllr S Dymond)

13. CCIN membership - to receive an update.

14. To receive Mayor and Clerk's reports and correspondence received.

15. To agree the date and time of the next meeting: Thursday, 9th September 2021.

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. To receive a report from the interview panel set up by the staffing committee relating to the appointment of a Facilities Officer and to resolve to approve the recommendation.

18. To receive an update on the bar tender progression and to resolve to delegate agreement of the bar contract to the F&GP Committee. To resolve to approve associated solicitors' costs relating to the contract. (To be circulated.)

19. CCTV: To receive updates on the SLA and to resolve to delegate approval or otherwise of the SLA to the Planning, Infrastructure and Highways Committee. To resolve to delegate approval necessary Wayleave agreements to the Planning, Infrastructure and Highways Committee.

Town Council Minutes of Meeting

▲ Kidsgrove Town Council
Victoria Hall
Liverpool Road
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Staffordshire
ST7 4EL
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Minutes of the Meeting held on Monday 22nd July 2021, 7:00pm, Victoria Hall

21-22-FC3-01 Present

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

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

No members of the public present.

21-22-FC3-02 To receive apologies for absence.

Apologies for absence were received from Cllr Burgess and J Owen.

21-22-FC3-03 To note declarations of members interests.

None.

21-22-FC3-04 Public Participation

No members of the public present.

21-22-FC3-05 To receive and resolve to approve the minutes of the Council Meeting held on the 21st June 2021.

Resolved: The minutes of the meeting of 21st June 2021 were approved.

21-22-FC3-06 To receive and note the following draft minutes of Committee Meetings not previously presented to Council:

a) The following minutes were received by the Council:

- Draft minutes of the Environment and Allotments Committee Meeting of the 1st July 2021.

Chair

21-22-FC02 - Page 1 of 6

- Draft minutes of the Events and Community Committee Meeting of the 8th July 2021.
 - The approved minutes of the Finance and General Purposes of the 15th June 2021.
- b) **The receipt of the following minutes was deferred until the meeting of the 9th September:**
- Finance and General Purposes Committee of the 15th July 2021.
 - Planning, Infrastructure and Highways Committee of the 12th July 2021.

21-22-FC3-07 Matters Arising – To receive updates on any matters arising from previous meetings including:

a) Internal Audit Actions –

The Clerk confirmed that the audit actions are either resolved or in progress. A list of contractors and review dates is being compiled for review by F&GP. The risk assessment is due for review and will incorporate the inclusion of supplier fraud.

21-22-FC3-08 Finances:

a) To receive bank statement and reconciliations dated 30th June 2021.

The bank statements and reconciliations dated 30th June 2021 were received and noted by the Council.

b) To receive the summary financial data dated 30th June 2021.

A financial summary dated 30th June 2021 was received and noted by the Council.

c) To receive the Quarter 1 Financial report from the Clerk and resolve to approve any recommendations or otherwise.

The Council received the quarter 1 budget report.

Resolved: To approve the recommendations:

- ~~Vice~~ £600 from 4027 (office costs) to 4011 (ICT software and support.)
- Add a further £1000 to 4011 (ICT and software support) from general reserves.
- To move £2000 into 4094 – External contractor cleaning – from general reserves and review again at the end of quarter 2.

d) To receive a statement of reserves.

Resolved: The council approved the Statement of Reserves dated 31st March 2021.

The Clerk informed that this document will be posted onto the website.

e) To receive an update on the Council's VAT position in relation to exempt business as reported at audit.

The Clerk reported that she had reported the VAT situation for 2020-2021 to the internal auditor. There was no exempt business activity for the year due to Covid-19.

f) To receive and approve the schedule of payments requiring approval.

Deferred.

Chair

21-22-FC02 - Page 2 of 6

21-22-FC3-09 Boundary Review Consultation:

- a) **To consider and agree a response or otherwise to the boundary review consultation.**

The Council agreed there was no response other than that resolved below in part (b).

- b) **To receive a motion from Cllr J Waring that Kidsgrove Town Council support a name change of the constituency to ‘Stoke-on-Trent North, Kidsgrove and Talke’.**

Considerations of a name change was discussed and an amendment to the motion was put forward by Cllr M Maxfield of ‘Stoke on Trent North and Kidsgrove Districts’.

Resolved: The Council agreed to support a name change to ‘Stoke on Trent North and Kidsgrove Districts’ by majority vote.

The Clerk agreed to submit this proposal to the consultation.

21-22-FC3-10 Newchapel Recreation Ground: To receive a proposal from Cllr Cooper regarding the naming of this ground and to approve the recommendations or otherwise (Appendix 6).

Resolved: It was agreed by a majority show of hands, the area of discussion would be referred to as Newchapel Recreation Ground by the Town Council. It was acknowledged that the concern of some residents that the ‘nick-name’ causes offence to some people and the Town Council agreed that this name will not be used by the Town Council.

A proposal was also received to write to Newcastle Under Lyme Borough Council to clarify and confirm the name, and request that signage be installed clearly displaying this to affirm the name going forward.

21-22-FC3-11 Talke Mining Memorial/Monument: To receive a request from the community group regarding future ownership and maintenance and to approve the recommendations or otherwise.

Resolved: The Council received the report and agreed, in principle, to the request from the community group to take responsibility of the memorial once installed.

21-22-FC3-12 Victoria Hall – To hear a verbal update from the Clerk and F&GP members relating to a concession request and grant application for a request for a hall booking for an event to raise money for charity and to resolve to delegate the grant application request (£1000) to F&GP to allow the concession and grant application to be considered alongside each other.

Resolved: The Council received a verbal report from the Clerk and agreed by a majority show of hands that the matter be delegated to the F&GP committee including consideration of the grant request, noting that this is a deviation from the grants policy in place being an amount over £500.

21-22-FC3-13 To receive any feedback from NULBC and Staffordshire County Council and also the Town Council’s representatives on other bodies:

- a) **Staffordshire County Council (Cllrs Burnett and J Waring) –**

Cllr Burnett updated on the status of current pot holes in the area and that those that are at a ‘dangerous’ depth are being dealt with as a priority. Cllr Burnett also informed that there are a number of gullies blocked in the area that are going to be addressed.

Chair

21-22-FC02 - Page 3 of 6

Burnett also emphasised that Covid Vaccinations are now being encouraged for younger adults that are eligible.

Cllr J Waring updated on the national Bus strategy for England 'Bus Back Better', hoping to improve bus facilities and that not all discontinued routes will be reinstated and therefore funding is being acquired to help some of those areas.

b) NULBC (all Borough Councillors present) –

Cllr Dymond raised concern of the gullies in the Talke and Butt Lane area not being addressed. Cllr Burnett advised that she received an email from David Greatbatch, trash screens at known locations and now being inspected on a monthly basis, they were last visited between 16th and 20th July. Outstanding work to clear debris is being checked.

c) Kidsgrove LAP (Cllr J Waring) –

Cllr J Waring advised she is waiting on restrictions to book a room to arrange a meeting.

d) Talke and Butt Lane LAP (Cllr K Robinson) –

Cllr Robinson advised he is waiting on restrictions to lift to resume meetings.

e) Town Deal Board (Cllr Stubbs) –

Cllr Stubbs advised that the meeting was deferred to September and therefore no update to provide at this time.

f) SPCA (Cllr S Burgess)

Cllr Burgess not present.

g) Kidsgrove Rotary (Cllr Dickens)

Cllr Dickens updated on the following:

- The Book Bus, going out to residents who are isolated encourages people to chat and is an opportunity to combat social isolation.
- Cllr Dickens also updated on the Dementia Friendly Initiative where Rotary is working with the Town Council, noting information sessions and planed Sensory Gardens.

h) Royal British Legion (Cllr Dymond)

Cllr Dymond advised the Royal British Legion are waiting on an AGM meeting to be organised by the County.

i) Go Kidsgrove (Cllr P Waring)

Cllr P Waring advised they are hoping to arrange a meeting next month.

j) Kidsgrove Sports Centre Group (Cllr G Burnett)

Cllr Burnett updated that the pool has now all been stripped out and the gym equipment is on order. The booking in systems have also been ordered and looking on track to open Spring 2022.

k) Talke Mining Memorial Group (Cllr S Dymond) –

Cllr Dymond reported further to the item above in FC-11. Cllr Stubbs is working with the group to assist in a Heritage Lottery Application and plans can't progress until monies have been secured. Go Fund pages are still live.

21-22-FC3-14 CCIN membership – to receive an update.

Cllr Stubbs reported that he has been tasked by the CCIN with producing a document for all councils across the country relating to training. There are opportunities for projects within your area where you are looking to engage with community groups with grants available for £50,000 and £5000. Applications will be opening for this from late September, and Councillors were encouraged to let the Clerk know if they have any projects in consideration for this.

21-22-FC3-15 Council Meetings: To receive an update from the Clerk.

The Clerk updated that social distancing will be kept in place and microphones to be used to improve sound in the meetings. It was addressed the layout of the tables need to be looked at for the next meeting.

21-22-FC3-16 To receive Mayor and Clerk's reports and correspondence received.

The Clerk advised that most correspondence received had been discussed earlier in the meeting. There was correspondence received from MP Jonathan Gullis in regards adding Newchapel Recreation Ground to our CCTV coverage which the Clerk confirmed is already in hand. There was also a suggestion of a tuck shop to the same area, however discussions of an Ice Cream concession by NULBC have taken the need for this.

The Mayor updated on events starting to open up as Covid restrictions relax. The Mayor will be in attendance at the renaming of the bar at the Clough Hall pub and also [veterans](#) breakfast next month.

Cllr P Waring wanted to advise on an agenda item from the Newcastle Borough Meeting, where there is an opportunity to access provision of trees and advice on planting and will send the details onto The Clerk for the Town Council to look at getting involved with.

21-22-FC3-17 To agree the date and time of the next meeting: Thursday 9th September 2021.

21-22-FC3-18 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.

Resolved: To move exclude the press and public for the following items:

21-22-FC3-19 CCTV: To receive the first draft of the SLA for comment.

The Clerk circulated the draft SLA ready to be reviewed by the Town Council's solicitor

Resolved: To authorise the expenditure required for the use of Staffordshire Council legal department to review the SLA and to authorise associated legal costs.

Appendix 1 – Draft Minutes of the Meeting of the 22nd July 2021

The Clerk emphasised the document should not be released into the public domain until it has finally been agreed.

Meeting Closed 21:20 pm

Chair

21-22-FC02 - Page 6 of 6



KIDSGROVE TOWN COUNCIL

Sort Code 20-59-23
Account No 60460184

SWIFTBIC BUKBGB22
IBAN GB03 BUKB 2059 2360 4601 84

Issued on 01 September 2021

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

Your Business Current Account

At a glance

| Date | Description | Money out £ | Money in £ | Balance £ |
|--------|---|------------------|---------------|-------------------|
| 31 Jul | Start Balance | | | 316,265.30 |
| 4 Aug | Commission Charges For The Period 14 Jun /12 Jul | 6.50 | | 316,258.80 |
| | On-Line Banking Bill Payment to Unity Bank Ref: Trans Barc-Unity | 20,000.00 | | 296,258.80 |
| 9 Aug | On-Line Banking Bill Payment to Unity Bank Ref: Trans Barc-Unity | 20,000.00 | | 276,258.80 |
| 16 Aug | Giro Direct Credit From Eternity Entertain Ref: 446 | | 180.00 | 276,438.80 |
| 23 Aug | Deposit Re 42Kidsgrove 100348 | | 250.00 | 276,688.80 |
| | Deposit Re 42Kidsgrove 100350 | | 50.00 | 276,738.80 |
| | Deposit Re 42Kidsgrove 100349 | | 250.00 | 276,988.80 |
| 31 Aug | Balance carried forward | | | 276,988.80 |
| | Total Payments/Receipts | 40,006.50 | 730.00 | |

31 Jul - 31 Aug 2021

| | |
|----------------------|--------------------|
| Start balance | £316,265.30 |
| Money out | £40,006.50 |
| ▶ Commission charges | £6.50 |
| ▶ Interest paid | £0.00 |
| Money in | £730.00 |
| End balance | £276,988.80 |

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

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



BANK WITH US. BANK ON US.

09246571 | 04594
 Mrs Susan Davies
 Town Hall
 Liverpool Road
 Kidsgrove
 STOKE-ON-TRENT
 ST7 4EL

PO Box 7193, 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/

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024



Contact us

Tel: 0345 140 1000

Email: us@unity.co.uk

Web: www.unity.co.uk

Name of account: Kidsgrove Town Council

Date: 31 August 2021

Statement 037 (page 1 of 2)

Account number: 20409649

Bank sort code: 608301

Type of account: Current T2

| Date | Details | Payments | Receipts | Balance |
|-----------|---|----------|-----------|---------------|
| 31 JUL 21 | Balance brought forward | | | 40,265.74 * |
| 4 AUG 21 | KIDS TOWN COU SW | | 20,000.00 | 60,265.74 * |
| 5 AUG 21 | B/P to: Voice 2 Voice Ltd | 12.60 | | |
| 5 AUG 21 | B/P to: Element Hosting Lt | 117.97 | | |
| 5 AUG 21 | B/P to: Shires Accountants | 31.50 | | |
| 5 AUG 21 | B/P to: Microshade Busines | 307.80 | | |
| 5 AUG 21 | B/P to: Ellis Whittam | 4,778.23 | | |
| 5 AUG 21 | B/P to: Thomson Planning P | 175.00 | | |
| 5 AUG 21 | B/P to: National Allotment | 66.00 | | |
| 5 AUG 21 | B/P to: M Nadin | 1,300.00 | | 53,476.64 * |
| 9 AUG 21 | KIDS TOWN COU SW | | 20,000.00 | 73,476.64 * |
| 13 AUG 21 | B/P to: Cllr A Cooper | 1,000.00 | | 72,476.64 * |
| 16 AUG 21 | Direct Debit (LLOYDS BANK PLC) | 103.00 | | 72,373.64 * |
| 20 AUG 21 | B/P to: Shires Accountants | 48.00 | | 72,325.64 * |
| 31 AUG 21 | [REDACTED] | | | |
| 31 AUG 21 | B/P to: Good News Pub | 90.00 | | |
| 31 AUG 21 | B/P to: Thunderbolt Test | 74.40 | | |
| 31 AUG 21 | B/P to: J W Plant Co Ltd | 150.48 | | |
| 31 AUG 21 | B/P to: Staffs Parish Cncl | 30.00 | | |
| 31 AUG 21 | [REDACTED] | | | |
| 31 AUG 21 | B/P to: Fern | 26.96 | | |
| 31 AUG 21 | [REDACTED] | | | |
| 31 AUG 21 | [REDACTED] | | | |
| 31 AUG 21 | [REDACTED] | | | |
| 31 AUG 21 | B/P to: ALPHA | 108.37 | | |
| 31 AUG 21 | Balance carried forward, cont. overleaf | | | 64,920.96 * S |

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

Staff Payroll blocked out - permitted confidentially.

LLOYDS BANK



COMMERCIAL BANKING

SUE DAVIES
ROSE VILLA
FODEN AVENUE
STOKE-ON-TRENT
ST7 2PT

Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE

Tel: 0800 0964496

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 02/09/2021

Card ending**** * 0236

Balance Summary

| | |
|--------------------------|-----------------|
| Balance carried forward | £0.00 |
| Credits to your account | £0.00 |
| Debits to your account | £3.00 DR |
| Statement Balance | £3.00 DR |

Spending Since Your Last Statement

| Date | Description | Foreign Exchange Details | Amount |
|-----------|-------------|--------------------------|---------|
| 02 Sep 21 | MONTHLY FEE | | 3.00 DR |

Appendix 3 – Bank Reconciliations dated 31st August 2021

Date: 05/09/2021
Time: 13:19

Kidsgrove Town Council 2021/22

Page 1

**Bank Reconciliation Statement as at 31/08/2021
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 | 31/08/2021 | 54 | 276,988.80 |
| | | | <u>276,988.80</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 276,988.80 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 276,988.80 |
| | | Balance per Cash Book is :- | 276,988.80 |
| | | Difference is :- | 0.00 |

Appendix 3 – Bank Reconciliations dated 31st August 2021

Date: 05/09/2021
Time: 13:23

Kidsgrove Town Council 2021/22

Page 1

**Bank Reconciliation Statement as at 31/08/2021
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 |
| | | | <u>171,461.43</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 171,461.43 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 171,461.43 |
| | | Balance per Cash Book is :- | 171,461.43 |
| | | Difference is :- | 0.00 |

Appendix 3 – Bank Reconciliations dated 31st August 2021

Date: 05/09/2021
Time: 13:22

Kidsgrove Town Council 2021/22
Bank Reconciliation Statement as at 31/08/2021
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 | 31/08/2021 | 32 | 64,800.96 |
| | | | 0.00 |
| | | | <u>64,800.96</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 64,800.96 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 64,800.96 |
| | | Balance per Cash Book is :- | 64,800.96 |
| | | Difference is :- | 0.00 |

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ST7 4EL

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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.

Appendix 4 – Risk Assessment dated September 2021

- Review, assess and amend if required.

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 4 – 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 4 – 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. These are presented to either the next Finance and General Purposes or Full Council.</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 4 – 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 | | | L L | The Town Council authorises the appointment of the Clerk and other staff. Salary rates are reviewed annually. Salary analysis & payslips are produced | Review at least annually |

Appendix 4 – Risk Assessment dated September 2021

| Subject | Risk(s) Identified | Likelihood | Impact score | H/M/L | Management / Control of Risk | Review / Assess / Revise |
|---------|--|------------|--------------|-------|---|--------------------------|
| | Unpaid Tax and NI to HM Revenue & Customs | | | L | <p>by a Payroll Company to which at least two members 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 |

Appendix 4 – Risk Assessment dated September 2021

| Subject | Risk(s) Identified | Likelihood | Impact score | H/M/L | Management / Control of Risk | Review / Assess / Revise |
|-------------------------------|---|------------|--------------|-------|---|---------------------------|
| Reporting and Audit | Compliance Information communication | 1 | 1 | L | <p>Financial information is a regular agenda item and discussed/reviewed and approved at most F&GP and Full Council meeting.</p> <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> | Review at least annually. |
| 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 |

Appendix 4 – Risk Assessment dated September 2021

| Subject | Risk(s) Identified | Likelihood | Impact score | H/M/L | Management / Control of Risk | Review / Assess / Revise |
|---|--|------------|--------------|-------|---|---|
| 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. |
| 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` | <p>Accuracy and legality</p> <p>Business conduct</p> | 1 | 1 | L | <p>Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.</p> <p>Minutes are approved and signed at the next Town Council meeting (or for Committees, at the next committee meeting).</p> <p>Agendas displayed according to legal requirements.</p> <p>Business conducted at Town Council meetings should be managed by an elected Chair</p> | Existing procedures adequate. Members adhere to Code of Conduct |

Appendix 4 – Risk Assessment dated September 2021

| Subject | Risk(s) Identified | Likelihood | Impact score | H/M/L | Management / Control of Risk | Review / Assess / Revise |
|----------------------------------|---|------------|--------------|-------|---|---|
| 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. |
| 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 | Damage (apart from fire) and theft is unlikely |

Appendix 4 – Risk Assessment dated September 2021

| Subject | Risk(s) Identified | Likelihood | Impact score | H/M/L | Management / Control of Risk | Review / Assess / Revise |
|---------------------------------------|---|------------|--------------|-------------|---|---|
| | | | | | room or office. Documents of importance are also scanned and stored electronically. | and so provision is adequate. Review at least annually. |
| 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 |

Appendix 4 – Risk Assessment dated September 2021

| Subject | Risk(s) Identified | Likelihood | Impact score | H/M/L | Management / Control of Risk | Review / Assess / Revise |
|-------------------|--|------------|--------------|--------|---|--|
| 23. Victoria Hall | Health & Safety Insurance | 1 1 | 3 3 | M M | <p>The Town Council is in the process of having the ownership of the Victoria Hall registered. Ellis Whittam provide Heath and Safety Support.</p> <p>Separate Insurance cover has been taken out on the building.</p> <p>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.</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> | Review at least quarterly whilst handover in process and procedures being established. Thereafter, at least annually. |
| 24. GDPR | General Data Protection Legislation should be adhered to, to avoid a costly claim. | 2 | 2 | 4 | <p>The Council contracts a Data Protection Officer to annually audit the Council.</p> <p>Emphasis and priority needs to be put into ensuring all related GDPR legislation is complied to.</p> | Ongoing review. |

Appendix 4 – Risk Assessment dated September 2021

| Subject | Risk(s) Identified | Likelihood | Impact score | H/M/L | Management / Control of Risk | Review / Assess / Revise |
|---|---|------------|--------------|-------|---|---|
| 25. Emergency situation, for example Covid-19 | The Council cannot fulfil its functions. | 3 | 2 | 6 | In the event of a national emergency, the Council is putting measures in place to ensure business continuity. | As situation arises In progress |
| 26. Risk of Supplier Fraud | Supplier fraud could lead to the council being defrauded leading to loss of monies. | 1 | 2 | 2 | <p>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.</p> <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> | Review procedures annually. |

Appendix 4 – Risk Assessment dated September 2021

| Subject | Risk(s) Identified | Likelihood | Impact score | H/M/L | Management / Control of Risk | Review / Assess / Revise |
|---|--------------------|------------|--------------|-------|--|--------------------------|
| | | | | | <p>The Council must check the credit history and rating of any company where there is a concern or risk of being defrauded.</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 | <p>The Council’s records will be backed up onto a hard drive on a two-weekly basis in case of Cloud storage cyber-attack.</p> <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

Victoria Hall

Lettings and Concession Policy

Version: 1

Date adopted:

- 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.

- 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.

- 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.

Appendix 5 – Lettings and Concession Policy

- 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.

- **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 reviewed annually and the hirer informed in writing giving 30 days' notice of any increase.

- **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.

Appendix 5 – Lettings and Concession Policy

- 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% of full rate.
- 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 off the full rate may be offered for non-profit making community groups and charities (ie 80% of full fee payable). 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 off the full rate.
 - 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.