

# Finance and General Purposes Committee Meeting

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

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## Minutes of the Meeting held on Thursday 2<sup>nd</sup> September 2021 7:00pm Meeting held in the Victoria Hall, Kidsgrove.

*The meeting opened at 7:00pm*

**FPG/21-22/3/1 Present**

Cllr A Cooper (Chair); Cllr S Dymond (Vice-chair); Cllr P Waring; Cllr C Dickens; Cllr A Cartwright; Cllr M Maxfield; Cllr M Stubbs.  
Clerk to the Council – Sue Davies, Assistant Clerk – Elizabeth Norton.  
One member of the public.

**FPG/21-22/3/2 To receive and consider apologies for absence.**

None received.

**FPG/21-22/3/3 To note declarations of Member’s Interests**

Cllr C Dickens previously declared an interest regarding agenda item 9e, however the Clerk has since received an email from Cllr Dickens advising of her withdrawal from the event and so no further declaration is required and Cllr Dickens can debate and vote on the item.

It was noted that Cllr S Dymond has also previously declared an interest in Agenda item 9e. The Clerk advised and confirmed with the Chair that a meeting had since occurred with the individual relating to equality of treatment of councillors in relation to the event referred to in agenda item 9e. The Clerk therefore proposed it was reasonable to allow all councillors to vote on the item at tonight’s meeting.

Chair .....

**FPG/21-22/3/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 15<sup>th</sup> of July 2021.**

The committee resolved to approve the minutes of the meeting of the 15<sup>th</sup> July 2021.

**FPG/21-22/3/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**

The member of the public expressed his thanks towards the Council for the advice, support and concessions proposed in regards their application. They continued with a request that the Council consider a change of date for the Planning, Infrastructure and Highways meeting due to be held in the Hall on Thursday 25<sup>th</sup> November, to enable them to hold an extra performance. The Chair advised the consideration would be discussed at agenda item 9.

**FPG/21-22/3/6 Matters Arising: Updates only on items outstanding not otherwise on the agenda including:**

**a) To receive an update on the Quality Foundation award including training records.**

The Clerk has been in touch with the National Association of Local Councils to register for the award and to check the criteria. It was reiterated that any training records still outstanding need to be sent over and that the Clerk would submit all received after the next Full Council meeting. The Clerk also reported that the Council needs to show that it recognises its duties in relation biodiversity, crime and disorder, has published online everything that is listed for the criteria and that we have in place everything required. The Clerk proposed this would need to be by full resolution at the November Full Council meeting. Items still outstanding that need to go onto the website are the register of interest forms, to set the next annual parish meeting, budget information, an action plan for the current year and evidence of consulting with the community.

**b) Telephone Box upgrade.**

The Clerk confirmed that residents living in the vicinity of the telephone box have been consulted by letter through the letterbox and that a few responses have been back. Suggestions that received positive responses were to house defibrillators or used as planters, but a fuller report would be brought to the next meeting.

*Action: The Clerk to bring to the next F & GP meeting after deadline of Mid-September for more responses.*

**FPG/21-22/3/7 Finance:**

**a) To receive bank statements and reconciliations 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 2021.**

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

Cllr M Stubbs, Cllr P Waring and Cllr C Dickens advised they were having problems logging onto the bank and were in conversation with Unity Bank to resolve.

The Clerk noted that there was a £100 balance on the Credit Card account which was accidental due to the card not being paid off before month end and steps would be taken to prevent this happening again.

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

**i. Retrospective approvals since the last meeting (Appendix 3)**

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

**ii. Payments requiring approval and payment through the banking system. (Appendix 4)**

The Council agreed to approve by a majority show of hands.

**FPG/21-22/3/8**

**Financial Risk Assessment Policy: To consider and discuss the policy, including any changes or updates and to put a recommended updated policy for approval at Full Council. (Appendix 5)**

The Council resolved to agree all recommendations to update the policy for approval at Full Council.

**FPG/21-22/3/9**

**Victoria Hall Issues:**

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

The Clerk updated on maintenance and operational issues including the quotes for blinds in the refreshment room. The quotes are all under £500 therefore the Clerk can authorise and will pursue with the Purchase Order. The plastering work now requires painting, which the new facilities officer will be tasked to complete. The one-way circles in the main hall will also need addressing in the near future before any commercial event.

**b) To receive quotes and a report from the Clerk from three security from suppliers. (Appendix 6)**

The Clerk updated the committee with the report and 3 quotations for Security. One quote was received from a firm (Company 1) The Council have used previously and then 2 further quotes from alternative firms.

The Council agreed by a majority show of hands to recommend Company 1, to be reviewed March 2022 to consider go out to tender or to award a further year.

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

The Clerk reported that bookings are resuming and that the regular groups are now back using the hall. The first commercial event is taking place in October, with other bookings running up to Christmas.

The Council considered reviewing the advertising of the hall and implementing a computerised booking system.

*Action: The Clerk to look into this further and report back to the committee.*

- 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. To recommend approval to Full Council subject to any agreed changes.**

It was resolved to recommend approval of the draft concessions policy to Full Council with no changes.

- e) To consider further the concession requests for hall usage for a November event and to approve the proposal or otherwise.**

After discussion, it was agreed that the Planning, Infrastructure and Highways Council Meeting would be rescheduled to allow the event organiser to use the hall for an additional date November 25<sup>th</sup> 2021, taking into consideration it is a big event with significant revenue to raise money for charity and to offer entertainment to the local residents following the difficult year due to Covid. It was also agreed to offer the bowlers and pensioners group a free session in compensation for having to cancel their sessions on the 25<sup>th</sup> November 2021.

It was agreed that the event rate of £150 will apply to this additional date, with the morning being allowed free of charge.

- FPG/21-22/3/10 To receive and 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.**

The Clerk advised this was still to be looked at with Cllr P Waring, Cllr A Cooper to discuss and draft a policy for consideration at the next F&GP meeting.

- FPG/21-22/3/11 To receive an update on the Kidsgrove Dementia Friendly Initiative and receive the minutes of the 12<sup>th</sup> July 2021. (Appendix 9)**

Cllr Dickens provided feedback from the Dementia Friendly Initiative. Unfortunately, there were too few people enrolled on the first information session and therefore postponed for a later date. A meeting is to be held on Monday 6<sup>th</sup> September to discuss and review advertising, session format and to instigate other areas of the project such as involving the local schools.

- FPG/21-22/3/12 To consider and approve any updates to the five-year plan required on the committee's projects. (Circulated separately.)**

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

The Clerk will look at the plan and liaise with the Chair of each committee to progress through to the next Council meeting.

**FPG/21-22/3/13 Clerk and Chair’s Reports.**

None

**FPG/21-22/3/14 To note the date and time of the next meeting: 7<sup>th</sup> October 2021 19:00.**

**Matters to be considered with the Press and Public Excluded: Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.**

**FPG/21-22/3/15 To receive the draft document for the Tap Room Bar contract and tender and to approve issue subject to and agreed changes. (Circulated separately) To resolve to agree the membership of the tender panel and process.**

After discussion, changes were made and agreed to the draft tender. These were mainly:

- Asking solely for a percentage concession of takings rather than a fixed fee.
- Simplifying the question section.

**FPG/21-22/3/16 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.**

The Clerk advised this will need to be looked at and will involve partners. The office will organise and arrange a meeting.

Meeting Closed: 21:20

Appendix 1 – Retrospective payments for approval

CB60 – June Payroll – 6924.48

CB61 – Credit Card payment – Gift cards as prizes for Scarefest - £100

CB62 – July Payroll – 6924.48

CB63 – Mayor’s Allowance - £1000

CB64 – August Payroll - £6924.48

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>Payee 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 2 – Other payments for approval.

27/08/2021		Kidsgrove Town Council 2021/22		Page 105							
19:28		PURCHASE DAYBOOK		User: SED							
Order by Ref No											
Creditors for Month No 4											
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>						<b>540.17</b>	<b>60.03</b>	<b>600.20</b>		<b>540.17</b>	
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>TOTAL S</b>						<b>540.17</b>	<b>60.03</b>	<b>600.20</b>			

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

Chair .....