

Finance and General Purposes Committee Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
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Minutes of the Meeting held on Thursday 9th December 2021 7:30pm Meeting held in the Victoria Hall, Kidsgrove.

The meeting opened at 7:10pm

- FPG/21-22/5/1 Present**
- Cllr A Cooper (Chair); Cllr A Cartwright; Cllr C Dickens; Cllr M Stubbs; Cllr P Waring; Cllr M Maxfield;
Clerk to the Council – Sue Davies
- FPG/21-22/5/2 To receive and consider apologies for absence.**
- Apologies were received from Cllr S Dymond.
- FPG/21-22/5/3 To note declarations of Member's Interests**
- None declared.
- FPG/21-22/5/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 28th October 2021.**
- The committee resolved to approve the minutes of the meeting of the 28th October 2021.
- FPG/21-22/5/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**
- No members of the public present.

FPG/21-22/5/6

Matters Arising: Updates only on items outstanding not otherwise on the agenda including:

a) Telephone box – Oldcott Drive

The Clerk reported that the paint has now arrived and that the painting would be arranged between the Ranger and Facilities Officer.

b) Quality Council Award

The Clerk reported that the award process was underway.

c) Defibrillator Provision

The provision of defibrillators for the damaged one on Butt Lane and at the Town Hall is progressing.

d) Dementia Project

Due to Covid, this project has not progressed much further.

e) NSI Account

It was noted that the account is currently on hold and paperwork needs to be returned to them again.

FPG/21-22/5/7

Finance:

a) To receive bank statements and reconciliations dated 31st October November 2021.

The council received and verified the bank statements and reconciliations dated 31st October 2021.

b) To receive schedules of payment for approval.

The committee resolved to approve the list of payments presented.

FPG/21-22/5/8

Budget Issues

a) To receive a budget update dated 31st October 2021.

The committee received budget update reports dated 30th November 2021. It was noted that the quarter three budget report would be presented to Full Council in January 2022.

b) To receive a first draft of the 2022-2023 budget and to review and agree changes in preparation for a second draft for the F&GP meeting on the 6th January.

The committee considered the precept and budget needs of the Council for 2022-2023 and had some initial discussions based on feedback from committees and the clerk/RFO. It was agreed that, since the Environment and Allotment Committee hadn't had a meeting recently, some figures from that committee were needed to begin discussions. It was further

agreed that the Clerk provide a draft based on the discussions held ready for the next meeting.

FPG/21-22/5/9

Insurance Renewal: To receive a report and recommendation from the Clerk regarding the insurance renewal for the council.

The Committee considered the proposal from Zurich Insurance. It was agreed that further quotes were not required as this exercise had been completed two years previously, Zurich had been the most competitive and that their price had shown little increase since. The Clerk informed that, as well as updating assets, the ranger had been included under the key staff clause. It was resolved to proceed with the Zurich three-year fixed price quote.

FPG/21-22/5/10

Victoria Hall Issues:

a) To note a request from Pink Sisters Staffordshire to use a room once a month in an evening to provide their service in Kidsgrove. The policy would lead a hire charge of 75% the rate. Other venues are also being looked at in Kidsgrove. To receive two grant applications – one for help with room hire and one for a contribution towards a laptop needed by the group.

The committee considered the request and resolved to award a £250 grant to allow the group to set-up a support group in Kidsgrove. It was agreed that the second grant request for a laptop contribution could be resubmitted for consideration once the group was established.

b) To receive an update report from the Clerk on Health and Safety Issues and to consider and agree any recommendations.

The Clerk reported that the Electrical Fixed Wire Testing had been completed and that the Annual Fire Risk Assessment had been scheduled.

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

The Clerk updated the Committee:

- The temperature in the disabled and gentleman's' toilets is being resolved by the addition of new heaters.
- The kitchen boiler is still scheduled to be serviced.
- The committee received the quotes for the removal or replacement of the boiler in the bar. It was agreed to replace it so that hot water would be available as well as cold.

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

The Clerk reported that bookings are still increasing for both community and commercial events. It was noted that hall users are required to wear face masks unless eating or drinking and that risk assessments had been further revised.

FPG/21-22/5/11 **To receive a first draft of a policy relating to emergency measures that can be implemented at any time that the council becomes unable to meet.**

A draft policy is prepared but it was agreed to defer consideration.

FPG/21-22/5/12 **To receive and consider an update to the five-year plan.**

Deferred

FPG/21-22/5/13 **Clerk's and Chair's Reports**

None raised.

FPG/21-22/5/14 **To note the date and time of the next meeting was currently scheduled on Thursday 6th January 2021 19:00. The committee agreed that this date be offered for an extra Environment and Allotments Meeting, with F&GP on the 13th January 2022 and Full Council on the 20th January 2022. The Clerk was asked to email the Council to initiate this alteration.**

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/21-22/5/15 **The To receive an update on the bar contract.**

The Clerk informed that has a draft of the policy but that there are some amendments needed and she is working with the solicitor.

FPG/21-22/5/16 **To progress a working group made up of councillors and appropriate community leaders to draft a London Bridge Policy to be bought back to the committee.**

The Clerk advised this group still needs pulling together to start to look at a policy.

Meeting Closed: 20:45