

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 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. (Appendix 1)

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

Appendix 1 – Payments made for approval

<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>
1	Current Bank A/c	8	04/11/2021	BACS	Barclays Bank	8.50
4	Unity Current Account T2	8	30/11/2021	PAYROLL	Payroll November	6,924.48
4	Unity Current Account T2	8	19/11/2021	GRANT	Thursfield Community Centre	500.00
4	Unity Current Account T2	8	17/11/2021	KTC 714	Calbarrie Compliance Services	244.80
4	Unity Current Account T2	8	17/11/2021	KTC 712	Kleenscape The Specialists	419.40
4	Unity Current Account T2	8	17/11/2021	KTC 711	Voice 2 Voice	12.60
4	Unity Current Account T2	8	17/11/2021	KTC 710	J G Fenn	4.61
4	Unity Current Account T2	8	17/11/2021	KTC707-708	Staffs Parish Councillors Asso	60.00
4	Unity Current Account T2	8	17/11/2021	KTC 706	Alpha Business Comms LTD	124.02
4	Unity Current Account T2	8	17/11/2021	KTC 705	CEF (Newcastle-under-Lyme)	161.64
4	Unity Current Account T2	8	17/11/2021	KTC 704	Greenacres Plant Nursery	125.00
4	Unity Current Account T2	8	17/11/2021	KTC 703	Microshade Business Consultant	307.80
4	Unity Current Account T2	8	17/11/2021	KTC 702	Newcastle Borough Council	2,400.00
4	Unity Current Account T2	8	17/11/2021	KTC 701	Newcastle Borough Council	11,400.00
4	Unity Current Account T2	8	17/11/2021	KTC 700	Kleenscape The Specialists	208.17
4	Unity Current Account T2	8	09/11/2021	KTC 713	Knights Solicitors	1,200.00
4	Unity Current Account T2	8	17/11/2021	KTC 699	Belford Bros	264.00
4	Unity Current Account T2	8	29/11/2021	KTC 732	Western Power Distribution	1,222.25
4	Unity Current Account T2	8	29/11/2021	KTC732 err	Western Power Distribution	0.30
4	Unity Current Account T2	8	16/11/2021	16/11/21	Unity Trust Bank Credit Card	3.00
4	Unity Current Account T2	8	26/11/2021	CB72	Newcastle Borough Council	30.00
4	Unity Current Account T2	8	30/11/2021	CB73	Royal British Legion	100.00
5	Unity Trust Bank Credit	8	12/11/2021	KTC 723	Newcastle Borough Council	23.00
5	Unity Trust Bank Credit	8	12/11/2021	CB74	Currys Group Limited	95.97
1	Current Bank A/c	9	01/12/2021	CB75	Aspire Housing LTD	200.00
4	Unity Current Account T2	9	01/12/2021	CB74A	Unity Trust Bank Credit Card	118.97
4	Unity Current Account T2	9	01/12/2021	CB75B	Aspire	200.00
5	Unity Trust Bank Credit	9	03/12/2021	CB77A	Aldi	6.57
5	Unity Trust Bank Credit	9	03/12/2021	CB77B	BandQ	166.40
1	Current Bank A/c	9	06/12/2021	BACS	Barclays Bank	18.49
5	Unity Trust Bank Credit	9	02/12/2021	BACS	LLoyds Bank	3.00
5	Unity Trust Bank Credit	9	02/11/2021	CHARGE	LLoyds Bank	3.00
5	Unity Trust Bank Credit	9	02/12/2021	CHARGE	LLoyds Bank	3.00

Appendix 1 – Payments made for approval

01/04/2021	N20085	715	BLAIN BOLAND	BLAINBOL	115.00	23.00	138.00	4301	107	115.00	Solicitor - allotment lease
01/09/2021	INV-07102	716	SHIRES PAY SERVICES	SPSLTD	26.25	5.25	31.50	4022	101	26.25	Payroll August 21
01/10/2021	INV-06723	717	SHIRES PAY SERVICES	SPSLTD	26.25	5.25	31.50	4022	101	26.25	Shire September Payroll
31/10/2021	72954	718	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	Ranger mobile October
30/10/2021	SINV00527427	720	FENN	FEN01	61.70	12.34	74.04	4008	101	61.70	Stationery
01/11/2021	INV-067831	721	SHIRES PAY SERVICES	SPSLTD	26.25	5.25	31.50	4022	101	26.25	Payroll October
05/11/2021	IN0158017	722	TUDOR ENVIRONMENTAL	TUD ENVIRO	512.00	102.40	614.40	4102	110	512.00	IN015801722-26 Hedge Trimmer
12/11/2021	NA	723	IBC	NBC01	23.00	0.00	23.00	4091	109	23.00	DPS Application
12/11/2021	401502	724	FORDMAINWARING	FORDMAIN	141.02	28.20	169.22	4090	109	141.02	Repair of toilet
14/11/2021	-	725	LINPLANTS	LINPLANTS	392.00	0.00	392.00	4030	102	392.00	21/22-27/ Railing Baskets
17/11/2021	98538	726	ALPHA	ALPH01	94.16	18.83	112.99	4010	101	94.16	telephone and broadband Oct 21
16/11/2021	385	727	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	VicHall ad Good News
16/11/2021	21-372	728	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	Town Council news
17/11/2021	CMK2183	729	CMK ELECTRICAL	CMK01	3,286.00	657.20	3,943.20	4063	105	1,486.00	PO 29 - New lights to conifer
22/11/2021	06905	730	L JONES JOINERY LTD	LJ01	260.00	52.00	312.00	4090	109	1,800.00	PO 29 - Install. of existing
22/11/2021	INV-1673	731	MID ELEC FIRE SEC	MEFS	965.00	193.00	1,158.00	4092	109	260.00	Firedoor pushbar panic
25/11/2021	21085999	732	WESTERN POWER	WESTPOWER	1,018.79	203.76	1,222.55	4063	105	965.00	22-20/EICR
30/11/2021	DARL 034	733	DARLINGTON	DARL001	540.00	0.00	540.00	4063	105	1,018.79	Power Supply Moorland Rd
30/11/2021	KLE-1059	734	KLENSCAPE	KLS01	610.50	122.10	732.60	4094	109	540.00	Christmas Trees x 3 inc. deliv
28/11/2021	4130	735	JDH	JDH01	1,007.00	201.40	1,208.40	4050	104	610.50	November cleaning
28/11/2021	48035	736	RH TRAFFIC	RH01	345.00	69.00	414.00	4099	114	1,007.00	Data Protection fee
30/11/2021	687329	737	KNIGHTS	KNIGHTS	1,875.00	375.00	2,250.00	4091	109	345.00	48035/22-25/Remem. Rd Closure
14/11/2021	41UE006-0005	738	GEOXPHERE	GEO001	720.00	144.00	864.00	4505	116	1,875.00	687329/Knights Solicitors
22/11/2021	259903	740	BARNES	BAR01	301.16	60.23	361.39	4077	109	720.00	Parish Online subscription

Chair