

## Town Council Meeting

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



Tel: 01782 782254  
www.kidsgrovetowncouncil.gov.uk

14<sup>th</sup> January 2022

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, 20<sup>th</sup> January 2022. The meeting will be held in the Victoria Hall, Liverpool Road, 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. 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 Thursday, 4<sup>th</sup> November 2021. (Available on the website and circulated separately)**
- 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. Draft minutes of the Events and Communities Committee held on the 22<sup>nd</sup> November 2022.**

- b. Draft minutes of the Planning, Infrastructure and Highways Committee Meeting held on the 25<sup>th</sup> November 2022.
- c. Approved minutes of the Finance and General Purposes Committee 9<sup>th</sup> December 2021.
- d. Draft minutes of the Environment and Allotments Committee meeting held on the 6<sup>th</sup> January 2022
- e. Draft minutes of the Finance and General Purposes Committee meeting held on the 13<sup>th</sup> January 2022.

**6. Matters Arising – To receive updates on any matters arising from previous meetings not covered elsewhere on the agenda.**

*Note – these items are feedback only. Whilst questions from members are permitted, no further new action, position or decision can be resolved. (It is permitted to agree with the Clerk to pursue further information or previous actions agreed.)*

**7. Finances:**

- a. To receive and approve the schedule of payments requiring approval. (Appendix 1)
- b. To receive any approve the Q3 budget report including resolving to agree any budget changes/virements. (Circulated separately and available on the website.)

**8. Budget and Precept for 2022-2023:**

- a. To consider the recommendation from F&GP and to resolve to approve (subject to any agreed changes) the budget for the 2022 to 2023 financial year. (Appendix 2 – note the ‘agreed’ column represents the proposed precepted budget items. The next column is money in the budget from earmarked reserves.)
- b. To consider and resolve to approve the precept requirement for 2020-2023. (Appendix 2 and 3)

**9. Grants and donations: To receive an update from the F&GP Committee on the recent application received from the Kidsgrove Sports and to outline the next steps.**

A summary of the grant is shown in appendix 4. Please note that the final decision regarding this application lies with Full Council and full information will be circulated at the time F&GP put a recommendation forward.

**10. Victoria Hall Matters:**

- a. To consider work needed and agree action around emergency lighting in the Victoria Hall. (Appendix 5).
- b. To consider issues around LOLER testing and repairs needed to an inertia reel and electric cable in the roof space and to agree any actions. (Appendix 6)

**11. Crown Bank Allotment Fencing:**

Quotes are currently being sought to provide this fencing as budgeted for 2021-2022 and because of ongoing site security issues. The Council is asked to resolve to agree to delegate the consideration of quotes and authorisation of the expenditure to the Environment and Allotments Committee on the proviso that the £20,000 budget provision isn't exceeded. The Clerk will provide a summary of the situation regarding quotes at the meeting.

**12. Planning Applications to be considered: A summary table to be circulated.**

**13. To receive any feedback from NULBC and Staffordshire County Council and also the Town Council's representatives on other bodies:**

*Note – These are information items only although questions from members are permitted.*

- 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)

**14. CCIN membership - to receive an update.**

**15. To receive Mayor and Clerk's reports and correspondence received.**

*Note – these are information items only.*

**16. To agree the date and time of the next meeting: Thursday, 31<sup>st</sup> March 2022.**

Appendix 1 Schedule of Payments to be approved

15/01/2022

14:36

**Kidsgrove Town Council 2021/22**

Invoices totalling £0.00 or more  
for the period 31/12/2021 to 15/01/2022

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	9	31/12/2021	07/01/2022		512041340	ZUR01	Zurich Municipal	3481.23	0	3,481.23
1	9	31/12/2021	14/01/2022		101947554	RIC0H01	Ricoh	93.41	18.68	112.09
1	9	31/12/2021	31/12/2021		N202504825	NBC01	Newcastle Borough Council	95.00	19.00	11,400.00
1	9	31/12/2021	31/01/2022		KLE-1086	KLS01	Kleenscape The Specialists	356.5	71.3	427.80
1	10	31/12/2021	07/12/2021		2345	NETWISE01	Netwise uk.com	300	60	360.00
1	9	31/12/2021	31/01/2022		401738	FORDMAIN	Ford Mainwaring Ltd	112	22.4	134.40
1	9	31/12/2021	31/01/2022		401754	FORDMAIN	Ford Mainwaring Ltd	336.13	67.23	403.36
1	10	01/01/2022	31/01/2022		INV-07416	SPSLTD	Shires Pay Services Ltd	35	7	42.00
1	10	01/01/2022	01/02/2022		15486	MIC01	Microshade Business Consultants	256.5	51.3	307.80
1	10	05/01/2022	21/01/2022		16836	WATER01	Waterman Environmental Services	315	63	378.00
1	10	15/01/2022	31/01/2022		73993	V2V01	Voice 2 Voice	10.5	2.1	12.60

## Appendix 1 Schedule of Payments to be approved

15/01/2022

### Kidsgrove Town Council 2021/22

14:40

Cashbook transactions totalling £6,000.00 or more  
for the period 30/11/2021 to 31/01/2022

#### 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	8	30/11/2021	PAYROLL	Payroll November	6,924.48
4	Unity Current Account T2	9	31/12/2021	CB78	Payroll December	7,700.97

Also, to approve the payment of a £250 grant to the Pink Sisters Charity which is currently being processed.

Appendix 2

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>101</b>	<b>Administration</b>											
1010	Bank Interest	600	1,227	0	0	300	0	300	8	500	0	0
1076	Precept	233,862	233,862	0	0	231,615	0	231,615	231,615	233,283	0	0
1077	Council Tax Support Grant	13,266	13,266	0	0	13,266	0	13,266	13,266	13,266	0	0
	<b>Total Income</b>	<b>247,728</b>	<b>248,355</b>	<b>0</b>	<b>0</b>	<b>245,181</b>	<b>0</b>	<b>245,181</b>	<b>244,889</b>	<b>247,049</b>	<b>0</b>	<b>0</b>
4004	Communication and consultation	720	600	0	0	720	0	720	480	750	0	0
4005	Advertising	500	0	0	0	500	0	500	0	500	0	0
4006	Office Equipment + ICT hardwar	2,000	1,114	0	0	750	0	750	80	750	0	0
4007	Postage	53	0	0	0	50	0	50	0	60	0	0
4008	Stationery	530	304	0	0	521	0	521	273	525	0	0
4009	Office Sundries and Contingenc	500	372	0	0	500	0	500	402	525	0	0
4010	Telephone & Internet	1,750	1,347	0	0	1,300	0	1,300	941	1,500	0	0
4011	ICT - software + support	5,000	1,502	0	2,100	2,000	0	4,100	3,847	4,500	0	0
4012	Website development	250	0	0	0	250	0	250	199	250	0	0
4013	Photocopier and printer	3,500	3,486	0	0	750	0	750	440	750	0	0
4017	Mileage costs	50	0	0	0	50	0	50	0	50	0	0
4019	Bank Charges	260	203	0	0	275	0	275	203	279	0	0
4020	Training - Staff	2,250	1,615	0	-500	2,000	0	1,500	380	1,500	0	0
4021	Training - Members	500	120	0	0	1,000	0	1,000	260	1,500	0	0
4022	Payroll costs	350	267	0	0	300	0	300	238	450	0	0
4026	General admin equipment	250	0	0	0	750	0	750	0	750	0	0
4027	Office lease/hire	500	0	0	-600	1,200	0	600	0	2,000	0	0
4052	SPCA and other subscriptions	1,550	1,784	0	0	1,650	0	1,650	1,350	1,650	0	0

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Appendix 2

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4053	Accountancy Fees inc Rialtas	600	1,066	0	0	750	0	750	1,004	1,200	0	0
	<b>Overhead Expenditure</b>	<b>21,113</b>	<b>13,779</b>	<b>0</b>	<b>1,000</b>	<b>15,316</b>	<b>0</b>	<b>16,316</b>	<b>10,096</b>	<b>19,489</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>226,615</b>	<b>234,576</b>			<b>229,865</b>		<b>228,865</b>	<b>234,793</b>	<b>227,560</b>		
<b>102</b>	<b><u>Environmental Projects</u></b>											
4029	Environmental improvement	5,500	0	0	0	1,000	9,800	10,800	5,800	0	4,000	0
4030	Planters and hanging baskets	5,000	925	0	0	3,000	3,000	6,000	3,003	3,000	2,000	0
4031	Parks and Green Spaces	1,000	0	0	0	7,500	0	7,500	0	7,500	7,500	0
4032	Footpaths/PROWS	1,000	10	0	0	500	0	500	0	500	0	0
4033	Bench provision	0	0	0	0	1,800	0	1,800	0	3,000	0	0
	<b>Overhead Expenditure</b>	<b>12,500</b>	<b>935</b>	<b>0</b>	<b>0</b>	<b>13,800</b>	<b>12,800</b>	<b>26,600</b>	<b>8,803</b>	<b>14,000</b>	<b>13,500</b>	<b>0</b>
6001	plus Transfer from EMR	0	0	0	0	0	0	0	5,800	0	0	0
6000	less Transfer to EMR	0	7,000	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(12,500)</b>	<b>(7,934)</b>			<b>(13,800)</b>		<b>(26,600)</b>	<b>(3,003)</b>	<b>(14,000)</b>		
<b>104</b>	<b><u>Fixed &amp; Statutory</u></b>											
4025	Business Rates	8,300	8,234	0	0	8,300	0	8,300	8,234	8,300	0	0
4050	Audit Fee inc GDPR	2,500	2,200	0	0	2,600	0	2,600	1,159	2,700	0	0
4051	Insurance	3,600	3,604	0	0	3,650	0	3,650	3,481	3,400	0	0
4054	Professional Advice statutory	1,000	0	0	0	750	0	750	0	750	0	0
4055	Bar licence	260	180	0	0	200	0	200	201	200	0	0
4056	Legal and Health and Safety	4,100	4,050	0	0	4,200	0	4,200	4,094	4,200	0	0
4999	Miscellaneous and unexpected	500	0	0	0	500	0	500	0	500	0	0
	<b>Overhead Expenditure</b>	<b>20,260</b>	<b>18,267</b>	<b>0</b>	<b>0</b>	<b>20,200</b>	<b>0</b>	<b>20,200</b>	<b>17,169</b>	<b>20,050</b>	<b>0</b>	<b>0</b>

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Appendix 2

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(20,260)</u>	<u>(18,267)</u>			<u>(20,200)</u>		<u>(20,200)</u>	<u>(17,169)</u>	<u>(20,050)</u>		
<b>105 General projects</b>											
4063 Christmas Lights	12,000	1,620	0	0	6,500	5,500	12,000	8,745	4,000	6,500	0
4065 Telephone Kiosk Renovation	0	0	0	0	0	3,000	3,000	84	0	0	0
4450 Telephone Box Upkeep + Mainten	3,000	0	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>15,000</b>	<b>1,620</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>8,500</b>	<b>15,000</b>	<b>8,828</b>	<b>4,000</b>	<b>6,500</b>	<b>0</b>
6000 less Transfer to EMR	0	8,500	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u><b>(15,000)</b></u>	<u><b>(10,120)</b></u>			<u><b>(6,500)</b></u>		<u><b>(15,000)</b></u>	<u><b>(8,828)</b></u>	<u><b>(4,000)</b></u>		
<b>106 Staff payroll costs</b>											
4000 Salaries	45,000	37,131	0	0	45,000	0	45,000	33,205	50,000	0	0
4001 HMRC	15,500	16,595	0	0	25,000	0	25,000	15,670	25,000	0	0
4002 Staffordshire Pensions	15,000	15,784	0	0	20,000	0	20,000	12,367	20,000	0	0
4003 Working from Home Allowance	0	78	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>75,500</b>	<b>69,588</b>	<b>0</b>	<b>0</b>	<b>90,000</b>	<b>0</b>	<b>90,000</b>	<b>61,242</b>	<b>95,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(75,500)</b></u>	<u><b>(69,588)</b></u>			<u><b>(90,000)</b></u>		<u><b>(90,000)</b></u>	<u><b>(61,242)</b></u>	<u><b>(95,000)</b></u>		
<b>107 Allotments</b>											
1002 Allotment Income	900	888	0	0	900	0	900	983	1,000	0	0
<b>Total Income</b>	<b>900</b>	<b>888</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>0</b>	<b>900</b>	<b>983</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4300 Allotment Society Subs	55	55	0	0	55	0	55	55	60	0	0
4301 Allotment Legal and prof.	3,000	0	0	0	0	2,000	2,000	115	1,000	1,500	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>			Actual YTD	<u>Next Year</u>		
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR	Carried Forward
4302 Allotment waste disposal	450	768	0	0	500	0	500	400	600	0	0
4303 Allotment contingency	500	0	0	0	500	0	500	0	500	0	0
4304 Allotment maintenance	4,000	1,850	0	0	1,000	0	1,000	0	1,000	0	0
4305 Crown Bank Expansion	5,000	0	0	0	0	5,000	5,000	0	0	5,000	0
4306 Crown Bank Fencing	0	0	0	0	20,000	0	20,000	0	0	0	0
<b>Overhead Expenditure</b>	<b>13,005</b>	<b>2,673</b>	<b>0</b>	<b>0</b>	<b>22,055</b>	<b>7,000</b>	<b>29,055</b>	<b>570</b>	<b>3,160</b>	<b>6,500</b>	<b>0</b>
<b>107 Net Income over Expenditure</b>	<b>-12,105</b>	<b>-1,785</b>	<b>0</b>	<b>0</b>	<b>-21,155</b>	<b>-7,000</b>	<b>-28,155</b>	<b>413</b>	<b>-2,160</b>	<b>-6,500</b>	<b>0</b>
6000 less Transfer to EMR	0	7,000	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(12,105)</b>	<b>(8,785)</b>			<b>(21,155)</b>		<b>(28,155)</b>	<b>413</b>	<b>(2,160)</b>		
<b>109 Victoria Hall Operations</b>											
1000 Lettings	20,000	-220	0	0	15,500	0	15,500	4,640	15,000	0	0
1001 Bar Franchise	6,000	0	0	0	4,500	0	4,500	0	5,000	0	0
1004 Surety Deposits	0	0	0	0	0	0	0	200	0	0	0
<b>Total Income</b>	<b>26,000</b>	<b>-220</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>4,840</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
4061 Interior CCTV Victoria Hall	0	0	0	0	2,000	0	2,000	0	0	0	0
4062 Stage Lighting and winding gea	12,000	0	0	0	0	0	0	0	0	0	0
4064 Kitchen Costs	10,500	0	0	0	0	10,500	10,500	0	0	10,500	0
4077 Victoria Hall other costs	750	0	0	0	750	0	750	458	750	0	0
4078 Victoria Hall advertising	1,200	510	0	0	1,200	0	1,200	360	1,200	0	0
4080 Waste Disposal	500	0	0	0	500	0	500	0	800	0	0
4085 Service Charge	10,500	8,789	0	0	12,500	0	12,500	10,154	13,000	0	0
4086 Vic Hall Interior Xmas Decs	200	0	0	0	200	0	200	166	250	0	0

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Appendix 2

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4090	Victoria Hall - Repairs/Maint	9,000	18,766	0	0	6,000	0	6,000	5,872	5,000	0	0
4091	Victoria Hall Legal Expenses	2,000	500	0	1,000	500	1,500	3,000	1,898	1,000	0	0
4092	Health and Safety	500	474	0	0	1,000	0	1,000	1,343	2,000	0	0
4093	External contractor Security	2,500	0	0	-1,000	5,000	0	4,000	250	2,000	0	0
4094	External Contractor cleaning	5,000	2,511	0	2,000	1,000	0	3,000	2,721	6,000	0	0
	<b>Overhead Expenditure</b>	<b>54,650</b>	<b>31,549</b>	<b>0</b>	<b>2,000</b>	<b>30,650</b>	<b>12,000</b>	<b>44,650</b>	<b>23,223</b>	<b>32,000</b>	<b>10,500</b>	<b>0</b>
	<b>109 Net Income over Expenditure</b>	<b>-28,650</b>	<b>-31,769</b>	<b>0</b>	<b>-2,000</b>	<b>-10,650</b>	<b>-12,000</b>	<b>-24,650</b>	<b>-18,383</b>	<b>-12,000</b>	<b>-10,500</b>	<b>0</b>
6000	less Transfer to EMR	0	12,000	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(28,650)</b>	<b>(43,769)</b>			<b>(10,650)</b>		<b>(24,650)</b>	<b>(18,383)</b>	<b>(12,000)</b>		
<b>110</b>	<b>Ranger Service</b>											
4100	Ranger Service contract	37,500	36,500	0	0	37,000	0	37,000	28,500	39,500	0	0
4101	Ranger Service Training	300	0	0	0	300	0	300	0	300	0	0
4102	Ranger Other Costs	500	15	0	0	500	0	500	718	750	0	0
	<b>Overhead Expenditure</b>	<b>38,300</b>	<b>36,515</b>	<b>0</b>	<b>0</b>	<b>37,800</b>	<b>0</b>	<b>37,800</b>	<b>29,218</b>	<b>40,550</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(38,300)</b>	<b>(36,515)</b>			<b>(37,800)</b>		<b>(37,800)</b>	<b>(29,218)</b>	<b>(40,550)</b>		
<b>111</b>	<b>Civic Costs</b>											
4041	Civic Regalia	750	0	0	0	750	0	750	0	750	0	0
4042	Mayors Allowance	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
4043	Deputy Mayors Allowance	250	0	0	0	250	0	250	0	250	0	0
4045	Mayors Function Funds	500	0	0	0	750	0	750	0	750	0	0
4046	Town Crier	250	250	0	0	250	0	250	0	250	0	0

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Appendix 2

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4048	Money paid to Mayor's Charity	0	0	0	0	0	0	0	0	500	0	0
	<b>Overhead Expenditure</b>	2,750	1,250	0	0	3,000	0	3,000	1,000	3,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,750)	(1,250)			(3,000)		(3,000)	(1,000)	(3,500)		
<b>112</b>	<b>Grants and donations</b>											
4200	Grants awarded	10,000	3,416	0	0	10,000	0	10,000	500	8,000	0	0
4201	Donations (S137)	500	200	0	0	500	5,000	5,500	600	0	0	0
4203	Covid-19 Fund	10,000	2,500	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	20,500	6,116	0	0	10,500	5,000	15,500	1,100	8,000	0	0
6000	less Transfer to EMR	0	5,000	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(20,500)	(11,116)			(10,500)		(15,500)	(1,100)	(8,000)		
<b>114</b>	<b>Events</b>											
1998	Party in the Park Income	0	0	0	0	500	0	500	0	500	0	0
1999	Event Income	500	0	0	0	500	0	500	316	500	0	0
	<b>Total Income</b>	500	0	0	0	1,000	0	1,000	316	1,000	0	0
4070	Community Pantomime	1,000	0	0	0	0	1,000	1,000	995	1,000	0	0
4071	Queens platinum jubilee	0	0	0	0	2,500	0	2,500	0	0	2,000	0
4098	Reels on Wheels	1,000	0	0	0	0	500	500	0	0	0	0
4099	Other Event costs	1,500	0	0	0	0	1,500	1,500	750	0	1,500	0
4602	Party in the Park Costs	1,300	0	0	0	0	0	0	0	1,300	0	0
	<b>Overhead Expenditure</b>	4,800	0	0	0	2,500	3,000	5,500	1,745	2,300	3,500	0

Continued on next page

Appendix 2

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>114 Net Income over Expenditure</b>	-4,300	0	0	0	-1,500	-3,000	-4,500	-1,429	-1,300	-3,500	0
6000	less Transfer to EMR	0	3,000	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(4,300)</u>	<u>(3,000)</u>			<u>(1,500)</u>		<u>(4,500)</u>	<u>(1,429)</u>	<u>(1,300)</u>		
<b>115</b>	<b><u>Health and Wellbeing</u></b>											
4401	Dementia Friendly Kidsgrove	1,500	0	0	0	0	1,500	1,500	0	0	1,500	0
4402	Defibrillator project	5,000	930	0	0	0	4,000	4,000	0	3,000	0	0
	<b>Overhead Expenditure</b>	6,500	930	0	0	0	5,500	5,500	0	3,000	1,500	0
6000	less Transfer to EMR	0	5,500	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(6,500)</u>	<u>(6,430)</u>			<u>0</u>		<u>(5,500)</u>	<u>0</u>	<u>(3,000)</u>		
<b>116</b>	<b><u>Highways and Highways Safety</u></b>											
4500	Other Highways and highways Sa	4,000	600	0	0	0	1,000	1,000	0	1,000	0	0
4501	Community Speed Watch Report	5,500	0	0	0	500	4,500	5,000	0	0	0	0
4502	SID provision	10,250	0	0	0	2,000	8,000	10,000	0	10,000	0	0
4503	Noticeboard Improvements	5,000	0	0	0	2,000	4,000	6,000	0	0	4,500	0
4504	CCTV provision	15,000	0	0	0	10,000	15,000	25,000	0	10,000	10,000	0
4505	Planning and mapping software	1,000	720	0	0	750	0	750	720	0	0	0
4506	Town mapping and signage	0	0	0	0	1,000	0	1,000	0	0	0	0
4507	Grit Bin Provision	0	0	0	0	2,000	0	2,000	0	1,000	0	0
4508	Bus shelter provision	0	0	0	0	5,000	0	5,000	0	0	0	0
	<b>Overhead Expenditure</b>	40,750	1,320	0	0	23,250	32,500	55,750	720	22,000	14,500	0
6000	less Transfer to EMR	0	32,500	0	0	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(40,750)</u>	<u>(33,820)</u>			<u>(23,250)</u>		<u>(55,750)</u>	<u>(720)</u>	<u>(22,000)</u>		
<b>117 Neighbourhood Plan</b>											
4550 Neighbourhood Plan General Cos	3,000	868	0	0	2,000	0	2,000	300	2,000	0	0
<b>Overhead Expenditure</b>	<u>3,000</u>	<u>868</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>300</u>	<u>2,000</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(3,000)</u>	<u>(868)</u>			<u>(2,000)</u>		<u>(2,000)</u>	<u>(300)</u>	<u>(2,000)</u>		
<b>Total Budget Income</b>	275,128	249,023	0	0	267,081	0	267,081	251,028	269,049	0	0
<b>Expenditure</b>	328,628	185,410	0	3,000	277,571	86,300	366,871	164,013	269,049	56,500	0
<b>Net Income over Expenditure</b>	<u>-53,500</u>	<u>63,613</u>	<u>0</u>	<u>-3,000</u>	<u>-10,490</u>	<u>-86,300</u>	<u>-99,790</u>	<u>87,015</u>	<u>0</u>	<u>-56,500</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	5,800	0	0	0
less Transfer to EMR	0	80,500	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(53,500)</u>	<u>(16,887)</u>			<u>(10,490)</u>		<u>(99,790)</u>	<u>92,815</u>	<u>0</u>		

Appendix 3 – Information from NULBC

Kidsgrove Town Council:						
<b>2021/22</b>						
Budget requirement	£231,615					
Council Tax Base	6,803					
Band D Council Tax	£231,615	/	6,803	=		£34.05
<b>2022/23</b>						
<b>a, Assuming budget requirement remains the same</b>						
Budget requirement	£231,615					
Council Tax Base	6,852					
Band D Council Tax	£231,615	/	6852	=		£33.80
This will show an increase on the Council Tax Bill of	-0.72	%	(	£33.80 - £34.05	)	£34.05
<b>b, Assuming Council Tax amount is to remain the same</b>						
Council Tax Base	6,852					
Band D Council Tax	£34.05					
Budget requirement	6,852	x	£34.05	=	£233,283	
This will show an increase on the Council Tax Bill of	0.00	%	(	£34.05 - £34.05	/	£34.05
<b>c, Assuming Council Tax is to increase by 1.99%</b>						
Council Tax Base	6,852					
Band D Council Tax	£ 34.72	(	£34.05 x	1.0199	)	
Budget requirement	6,852	x	£ 34.72	=	£237,926	
This will show an increase on the Council Tax Bill of	1.99	%	(	£ 34.72 - £34.05	)	£34.05
<b>d, Assuming Budget requirement is to increase by 1.99%</b>						
Budget requirement	£236,224	(	£231,615 x	1.0199	)	
Council Tax Base	6,852					
Band D Council Tax	£236,224	/	6,852	=		£34.48
This will show an increase on the Council Tax Bill of	1.26	%	(	£34.48 - £34.05	)	£34.05

Appendix 3 – Information from NULBC

Parish 2 - Kidsgrove										
Council Tax Band	A-	A	B	C	D	E	F	G	H	Total
1 Number of Properties	0	4,390	2,906	2,561	781	182	40	7	2	10,869
2 Exemptions	0	70	46	49	13	3	0	0	0	181
3 Line 1 - Line 2	0	4,320	2,860	2,512	768	179	40	7	2	10,688
4 Disabled Reductions	0	20	20	22	2	0	3	0	0	67
5 Effective Disabled Charge	20	20	22	2	0	3	0	0	0	67
6 Line 3 - Line 4 + Line 5	20	4,320	2,862	2,492	766	182	37	7	2	10,688
7 Entitled to 25% Discount	0	1,891	970	657	97	23	4	2	0	3,644
8 Entitled to 50% Discount	1	2	2	1	0	1	0	0	1	8
9 Line 6 - (Line 7*25%) - (Line 8*50%)	20	3,846	2,619	2,327	741	176	36	7	2	9,773
10a Empty Homes 100%		13	3	3						19
10b Empty Homes 200%		5	2	1	1					9
10c Empty Homes 300%		1	1							2
11 Empty Homes Premium (equivalent) Line 10	0	45	16	9	3	0	0	0	0	73
12 Line 9 + Line 11	20	3,891	2,635	2,336	744	176	36	7	2	9,846
13 Council Tax Reduction Scheme	8	783	181	98	7	1	1	0	0	1,078
14 Line 12 - Line 13	12	3,109	2,454	2,239	737	175	35	7	2	8,767
15 Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
16 Band D Equivalents (Line 14 x Line 15)	7	2,072	1,909	1,990	737	213	51	11	3	6,992
17 Council Tax Base adjusted for assumed collection rate										6,852

Appendix 4 – Summary of grant application received.

Who else have you approached for funding for this project? Please indicate if any of these contributions have been secured with a *	
Contribution requested from	Total
Grants and Fundraising secured to date	£34,990*

What will funds from Kidsgrove Town Council be used to pay for?		
Item **	Total Costs	Requested from Kidsgrove Town Council
Swimming Pool essentials and Lifesaving Equipment (Concept Pools - Appendix 1)	£ 33347.55	£ 33347.55
Beko Boards and fittings (APG Leisure Appendix 2) *	£ 7135.75	£ 7135.75
Cycle Shed + Fitting (Appendix 3)	£ 1494.00	£ 1494.00
Electric Swimming Pool Cover (portable) (Appendix 1)	£ 32866.76	£ 32866.76
Gym Mirrors + Installation (Appendix 5)	£ 3574.36	£ 3574.36
Pool Inflatable (School holiday events and parties) (Appendix 4)	£ 4968	£ 4968
Grand Totals	£83,386.42	£83,386.42

\*\* Where possible, please provide any quotes and estimates

Have you previously applied grant funding from Kidsgrove Town Council?		No
--	--	----

If Yes, when did you apply?	N/A
-----------------------------	-----

If you were successful, please briefly tell us about the project which was funded
N/A



### **Fire and emergency lighting**

Various fire exit lighting and emergency lighting has been found to be no longer working to the required level. The batteries are either not functioning at all, or not functioning for the required amount of time. An electrical contractor, commonly used for all our 'smaller' electrical work has spent time in the hall surveying this lighting and reported to us the findings with a quote for repair. It is estimated that the time taken will be 2 to 3 working days. The contractor can do this work within one month.

The Council need to consider whether we progress the quote or obtain further quotes.

Victoria Hall  
Liverpool Road  
Kidsgrove  
ST74EL

This report was carried out on Victoria hall on the emergency lighting the list below has failed the test minimum illumination fall to one hour and will need replacing

Quotation for replacement of existing emergency lighting

4 bulkhead lights LED

7 exit boxes LED

3 twin spot flood lights LED in main hall scaffolding will be required for this, supplied by me

1 exit sign on suspended wire

Replace 3 outside bulkhead lights on fire escape from balcony

Total price £1797

## **LOLER Testing and issues with an electrical cable running to one of the chandeliers.**

Whilst closed for Covid, the Council used Taylor Stage services to inspect all our winding gear (light, stage curtains etc) and as a result, there was substantial upgrade work undertaken to bring the Town Hall up to current legislative standards. LOLER testing is required annually.

Recently, whilst the hall lights were wound down to remove Christmas decorations, a problem arose whereby the electrical cable wasn't returning up with the lights. The electrical cables aren't part of LOLER testing and each are operated by an inertia reel in the roof space.

Taylor stage services were contacted by the Facilities Officer to seek a remedy:

**From:** Kidsgrove Facilities <[facilities@kidsgrovetowncouncil.gov.uk](mailto:facilities@kidsgrovetowncouncil.gov.uk)>  
**Sent:** 05 January 2022 13:19  
**To:** Michael Taylor <[michael@taylorstage.com](mailto:michael@taylorstage.com)>  
**Subject:** Kidsgrove Town Hall Main Lights

Hello Michael my name is Glynn Barker and I'm the new Facilities Officer at Kidsgrove Town Council based in the Town Hall at Kidsgrove.

Pauline and Sue have given me your contact details and the reason for the contact is that we have an issue with one of the power cables supplying one of the main chandelier lights in the main hall. It's the first one on the left hand side as you walk in the hall from the front of the building.

We lowered the chandeliers after Christmas to remove the Christmas decorations and when we sent them back up the supply cable doesn't go up as it should. It also looks like the cable is damaged in one or two places.

I'm being informed the system has been recently refurbished so would this still be under warranty? We would appreciate if you could send someone in the have a look.

For info. I only work 12 hours a week so my time here is limited but I'll try and work around you if you could advise a day and time. I finish at 1.30 p.m. today so if you reply after that time I will read the reply in the morning.

Thanks in advance

Glynn

Facilities Officer  
KIDSGROVE TOWN COUNCIL  
Town Hall  
Kidsgrove  
Stoke-on-Trent ST7 4EL

Hi Glynn,  
In response to your email dated 5<sup>th</sup> January 2022:-

## Appendix 6 –

The work completed on 25<sup>th</sup> March 2021 was the mechanical installation of new winches to the chandeliers and did not involve any electrical work to the chandeliers

To Clarify - The existing chandelier electrical power supply inertia reels did not fall under the scope of the work that we did not to get confused with the steel wire rope that connects the chandelier to the hand winch as these are very different cables.

We can support you with a solution for this by providing a quotation to replace the 1No - inertia reel as follows.

### **QUOTATION – GG61310**

To replace the faulty inertia electrical reel to the Chandelier we would charge **£1,708.00 plus VAT**  
The reels themselves are quite expensive.

As an option

If we could carry the above work during the annual LOLER inspection visit due March this year, and we could reduce the costs as we would already be on site.

### **QUOTATION – GG61311**

Maintenance Inspection of Stage Equipment to comply with LOLER namely:-

2 winches to raise and lower the chandeliers within the main hall and 1 winch to raise and lower a new internally wired lighting bar in the main hall

The static equipment above the stage

Portable appliance testing of the Theatre Lanterns

**Summary –**

**Replace Inertia Reel Power Cable - £1,708.00**

**Inspections to comply with LOLER - £765.00**

**Reduction if work runs concurrently - less £200.00**

**Total - £2,273.00 plus VAT**

Please advise how you wish to proceed?

Regards,

**Michael Taylor**

Taylor Stage Services

**From:** Kidsgrove Facilities <[facilities@kidsgrovetowncouncil.gov.uk](mailto:facilities@kidsgrovetowncouncil.gov.uk)>

**Sent:** 13 January 2022 12:51

**To:** Michael Taylor <[michael@taylorstage.com](mailto:michael@taylorstage.com)>

**Subject:** RE: Kidsgrove Town Hall Main Lights - response from TSS

Michael, just a thought because of the cost it will have to go to full council so with that in mind could you please provide me with a full breakdown of the £1708.00 cost. i.e.

Parts,

Labour

And also roughly the time it will take to complete the work.

Thanks in advance and sorry for the inconvenience

Appendix 6 –

Regards

Glynn

**From:** Michael Taylor <[michael@taylorstage.com](mailto:michael@taylorstage.com)>

**Sent:** 13 January 2022 18:58

**To:** Kidsgrove Facilities <[facilities@kidsgrovetowncouncil.gov.uk](mailto:facilities@kidsgrovetowncouncil.gov.uk)>

**Subject:** RE: Kidsgrove Town Hall Main Lights - response from TSS

Hi Glynn

As follows:-

The parts are £1208.03,  
labour £500, needs 2 due the access.  
Will probably take 4 hours on site plus travel plus fuel.

Hope tis helps

Thank you

Regards,

**Michael Taylor**  
Taylor Stage Services

The Facilities Officer is attempting to seek further quotes for the work on the inertia reel and more information may be available on the evening of the meeting.

The Council needs to agree any actions including considering whether to progress this quote and have the work conducted alongside LOLER testing or whether to put the work on hold to assess further quotes.

Note - The LOLER testing went out to tender last year with three quotes being received - Taylor Stage Services winning based on a mixture of price and expertise.

It should be noted that the problem has resulted in damage to the electrical cable which is another safety consideration.



Taylor Stage Services Limited, 450 Bryn Road, Ashton-in-Makerfield, Greater Manchester, WN4 8BS  
Tel: 01942 718347 Email: [info@taylorstage.com](mailto:info@taylorstage.com) Web: [www.taylorstage.com](http://www.taylorstage.com)

**Maintaining and Equipping Performing Arts  
Equipment for Education and Entertainment**

Maintenance, Inspection, Service and Repair  
Tracks, Curtains and Rigging  
Lighting, Sound and Projection  
Seating and Staging

## **ANNUAL MAINTENANCE – A SUMMARY OF RESPONSIBILITIES FOR VENUE OPERATORS**

Taylor Stage Services provide continuity of annual maintenance inspections for ASG Stage Products, as well as for new clients, also upgrades and new installations. Also refer to website [www.taylorstage.com](http://www.taylorstage.com) for further information.

Performing Arts equipment requires regular maintenance, some of which is a legal requirement covered by a variety of regulations, and is often also requested by the venue's insurance provider. We can inspect your equipment and provide safety compliance documents and a report, recommendations, repairs and ongoing support. Pre-planned maintenance is not only good practice, to manage and control risks to avoid injury or damage, it can also minimise the chances of potential breakdowns at inconvenient times.

Load testing is recommended where any changes have been carried out since the flying equipment was installed or last tested, no matter how small, unless those changes have been inspected and recorded by an authorised person. Static and dynamic load testing can be carried out to all raise and lower sets, or to a proportion each year.

- **LOLER** regulations stipulate that flying gear must **legally** be inspected annually, which generally includes **safety curtains, and raise and lower gear such as counterweight sets, winch sets and hemp sets**, together with all associated pulleys, ropes and components. (**Lifting Operations and Lifting Equipment Regulations, LOLER.**)
- **PUWER** regulations recommend that a venue's other technical equipment is inspected annually, such as **retractable seating, curtain tracks and static equipment suspended over people**. A duty of care is placed on people and organisations that have control over work equipment used by, or around, other people. (**Provision and Use of Working Equipment, PUWER.**)
- **PAT** testing annually covers electrical items which have plugs, typically including **lanterns and audio-visual kit**, and is **not a legal** requirement but good practice in preventing accidents from electric shock. (**Portable Appliance Testing, PAT.**)
- **EICR** relates to the recommended inspection of **fixed wiring and electrical items**. It is suggested that professional venues such as theatres are inspected annually, whereas schools would be every 3 - 5 years. (**Electrical Inspection Condition Report, EICR.**)

Whilst some items are recommendations rather than a legal requirement, laws such as the Health and Safety at Work Act, Landlord and Tenants Act, and Electricity at Work Regulations outline the responsibilities that employers and landlords have with regards to the safety of employees, tenants and the public, and to take precautions against the risk of injury.

A breakdown may be an inconvenience, but if someone is injured, particularly a member of the public or even a child, the first thing that anyone looks for is a paper trail to show that the incident is hopefully an accident rather than negligence.

All works are carried out by experienced and competent site operatives in compliance with industry standards, supplemented by IPAF, PASMA, CSCS and IOSH safety certification. Following all of our inspections, we will issue a fully detailed report indicating our findings, any recommendations where relevant, and provide appropriate safety compliance documentation.