

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 13th January 2022 7:00pm Meeting held in the Victoria Hall, Kidsgrove.

The meeting opened at 7:02 pm

FPG/21-22/6/1 Present

Cllrs A Cooper (chair), A Cartwright, S Dymond, M Stubbs, P Waring
Clerk to the Council – Sue Davies
One member of the public – representing the Kidsgrove Sports Community Group

FPG/21-22/6/2 To receive and consider apologies for absence.

Apologies were received from Cllrs C Dickens and M Maxfield

FPG/21-22/6/3 To note declarations of Member's Interests

None declared.

FPG/21-22/6/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 9th December 2021.

The committee resolved to approve the minutes of the meeting of the 9th December 2021.

FPG/21-22/6/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

A member of the public representing the Kidsgrove Sports Centre Community Group requested to speak in relation the group's grant request (agenda item 6).

Chair

The representative invited questions from councillors to help to clarify details in the grant application.

Funding had been received from elsewhere for other aspects such as the internet café and dry sports side of operations. The representative explained that the refurbishment team were struggling to secure funding to open up the swimming pool.

A question was asked if the pool had been outside the scope of the original bids, for example the pool cover. The answer was that the cover was essential as a money saving item and would pay for itself in 18 months. Other parts of the refurbishment had made the purchase of a more expensive portable cover inevitable but it was an environmentally friendly solution.

The scope of the pool to cater for spectators was questioned and it was explained that retractable seating was planned.

The representative explained he had tried to only include items which were considered essential.

It was noted the representative should contact the Clerk regarding a mentioned need for a defibrillator.

The representative was asked if anyone else had been approached for funding. The answer was that there had been many grant applications for other items and that there are currently three grant applications active for other items and needs.

The question of whether the grant exceeded the grant application policy was raised. It was also noted that this was a special circumstance. The representative said he did appreciate that not all monies requested may be able to be provided.

The importance of having all essential equipment upon opening was appreciated and understood those present. The lead time for ordering some of the equipment (up to 16 weeks) was also highlighted. It was also noted this needs balancing against guarantee.

The chair thanked the representative for attending and giving the opportunity for questions.

FPG/21-22/6/6 Matters Arising: Updates only on items outstanding not otherwise on the agenda or currently requiring further actions agreeing or decisions.

None raised.

FPG/21-22/6/7 Finance:

a) Finance: To receive schedules of payment for approval - Payment approvals since the last meeting. (Appendix 1)

The committee approved the schedule of payments.

b) To resolve to agree to delegate fully to the Clerk the purchase of a laptop for the Facilities Officer's use subject to a maximum spending limit. To further resolve to agree to the purchase of the necessary software (file deletion and security) to be in line with other IT equipment.

The committee agreed that the Clerk purchase the Facilities Officer a laptop for up to £300 plus any software required.

FPG/21-22/6/8 Grant Application: The receive a grant application from Kidsgrove Sports Centre Community Group and to agree any actions or agree a recommendation for Full Council.

It was agreed that the committee was generally supportive of recommending some support and could understand there is a time element to the request. However, it was also noted that it was imperative that the grant is considered fully, some provisos may need agreeing and that there may be some more information required. Various options for providing support were discussed. The committee deferred further discussion of the item until the end of the meeting (see below – item FGP /21-22/6/18).

FPG/21-22/6/9 Budget Issues: To receive a budget update, dated 31st December 2021 and agree any recommendations for Full Council.

The committee received a budget update and resolved to recommend the following virements to Full Council:

- That £3000 be taken from general reserves and £3000 from 4093 (external contractor security) and moved into 4090 (Victoria Hall Repairs and Maintenance).
- To move £6000 into 4090 – Victoria Hall Repairs and Maintenance:
£3000 from general reserves
£3000 from External contractor security.

FPG/21-22/6/10 To receive a second draft of the 2022-2023 budget and to review and agree changes. (Circulated separately.) To agree the budget and precept requirements for recommendation to Full Council for Kidsgrove Town Council for 2022-2023.

The clerk presented the second draft of the budget. After some consideration and amendments, a draft budget was agreed for presentation to Full Council with a precept request of £233,283.00.

FPG/21-22/6/11 Victoria Hall Issues:

- a) **To receive a verbal update report from the Clerk on Health and Safety Issues and to consider and agree any recommendations including the results of the electrical fixed wire testing and associated quote for remedy of the issues arising.**

The committee resolved to agree to waive financial regulations in respect of the quote to repair the category 2 faults reported in the Electrical Fixed Wire Testing report and authorised the expenditure of £2,293 provided by the company who performed the fixed wire testing. It was felt that these faults should be remedied as a matter of urgency.

It was further agreed that the category three faults identified should be categorised and prioritised by the Facilities Officer and quotes sought from three suppliers in accordance with financial regulations for their remedy.

b) To receive a verbal update report from the Clerk on maintenance and operational issues and to agree any actions required including:

i. Consideration of the clause in the premises licence which doesn't allow under 14s in the bar area.

It was agreed that the Clerk discuss this clause with the NULBC licencing team to establish options and report back to the next meeting.

ii. Consideration of the exit and entrance from the bar – options without compromising health and safety.

It was agreed that the provision of a door on the bar which allows it to be opened from the outside whilst the bar is open but also ensuring it still operates effectively as a fire door was sensible. The committee resolve to agree to this change and actioned the clerk to progress the work.

iii. Advertising considerations for both hall events and bar – exterior banners and signage.

The committee agreed to defer this item to a future meeting.

c) To receive a verbal update report from the Clerk on Victoria Hall bookings and to agree any issues arising.

The Clerk reported that bookings were picking up after Covid and that the diary is filling up.

FPG/21-22/6/12 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. (Appendix 4)

The committee agreed to defer this item.

FPG/21-22/6/13 To receive and consider an update to the five-year plan.

The committee agreed to defer this item.

FPG/21-22/6/14 Clerk's and Chair's Reports

None raised.

FPG/21-22/6/15 To agree and note the date and time of the next meeting: the currently scheduled meeting is on the 24th February 2022 19:00 but the need for a further meeting following on from the meeting with the trustees has been agreed in item GGP/21-22/6/18

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.

The Part two item were deferred and so no resolution to move into a Part 2 session was made.

FPG/21-22/6/16 To receive an update on the bar contract including receiving a draft contract.

Deferred.

FPG/21-22/6/17 To receive an update on the progress of working to progress to draft a London Bridge Policy to be brought back to the committee.

Deferred

FPG/21-22/6/18 Continuation of item FGP/21-22/6/8

It was generally felt preferable that any support offered should be for the items related to those essential for the opening of the swimming pool, especially the swimming pool cover. It was noted that further items included in the application are also essential to get the swimming pool up and running.

It was noted that consideration of conditions and provisos of any money awarded would be essential. It was further noted that information is needed including understanding of the business plan to ensure protection of any public money provided.

It was noted that the sums in consideration are substantial for the Council and evaluation of the finances is needed to establish extent to which the grant request can be funded.

The clerk was asked to investigate the possibility of VAT being reclaimable if the Council were to purchase items and then donate them to the group and was authorised to use the services of S Parker (VAT consultant) if required.

The following was agreed:

- That the committee request a business meeting with representatives of the Sports Centre Community Group trustees so that further questions, especially around the business plan, can be asked. Information on the business plan will be specifically requested.
- That a formal F&GP meeting follow immediately on from the business meeting so that a recommendation can be further considered.
- That an extraordinary Full Council will be required to agree (or otherwise) the recommendation.

Meeting Closed: 21:20

Kidsgrove Town Council 2021/22

PURCHASE LEDGER INVOICE LISTING

Order by Invoice Number

Creditors for Month No 9

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
31/12/2021	101947554	747	RICOH	RIC0H01	93.41	18.68	112.09	4013	101	93.41	Printing charges sept-Nov
15/12/2021	1727	748	CMK ELECTRICAL	CMK01	1,800.00	360.00	2,160.00	4063	105	1,800.00	1727/22-31/Christmas Lights
22/10/2021	7141	719	SECUR-80	SECUR-80	250.00	50.00	300.00	4093	109	250.00	7141/22-22/Security
13/12/2021	28384	739	X2 CONNECT	X2	83.70	16.74	100.44	4065	105	83.70	28384/22-17/Telephone Kiosk Re
15/12/2021	34171	749	PDI	PDI	127.95	25.60	153.55	4090	109	127.95	Paint supply
15/12/2021	34172	750	PDI	PDI	40.46	8.10	48.56	4090	109	40.46	Paint supply
09/12/2021	48092	745	RH TRAFFIC	RH01	345.00	69.00	414.00	4099	114	345.00	48092/22-33/Rd Cles. Lights
20/12/2021	98887	751	ALPHA	ALPH01	103.18	20.64	123.82	4010	101	103.18	Telephone nov 21
17/12/2021	187817	752	CEF ELECTRICAL	CEF	3.25	0.65	3.90	4090	109	3.25	Light Bulbs
31/12/2021	512041340	746	ZURICH	ZUR01	3,481.23	0.00	3,481.23	4051	104	3,481.23	Insurance renewal 3 year cont.
12/12/2021	GGTP739	743	TOURING PANTOS	TPANT01	895.00	0.00	895.00	4070	114	895.00	2021 Pantomime
10/12/2021	INV708	742	PJ ELECTRICAL	PJE01	325.00	0.00	325.00	4090	109	100.00	INV708/22-19/Victoria Hall - R
01/12/2021	INV07257	744	SHIRES PAY SERVICES	SPSLTD	26.25	5.25	31.50	4022	101	225.00	Emerg. lights annual check
12/12/2021	INV73502	741	V2V	V2V01	10.50	2.10	12.60	4010	101	26.25	Payroll for Nov 21
31/12/2021	KLE-1086	754	KLENSCAPE	KLS01	356.50	71.30	427.80	4094	109	10.50	Mobile Phone Nov 21
31/12/2021	N202504825	753	NBC	NBC01	9,500.00	1,900.00	11,400.00	4100	110	356.50	Cleaning Dec2021
										TOTAL INVOICES	
										17,441.43	
										19,989.49	

Appendix 1 – Payments approved

13/12/2021	28384	739	X2 CONNECT	X2	83.70	16.74	100.44	4065	105	83.70	28384/22-17/Telephone Kiosk Re
12/12/2021	INV73502	741	V2V	V2V01	10.50	2.10	12.60	4010	101	10.50	Mobile Phone Nov 21
10/12/2021	INV708	742	PJ ELECTRICAL	PJE01	325.00	0.00	325.00	4090	109	100.00	INV708/22-19/Victoria Hall - R
								4090	109	225.00	Emerg. lights annual check
12/12/2021	GGTP739	743	TOURING PANTOS	TPANT01	895.00	0.00	895.00	4070	114	895.00	2021 Pantomime
01/12/2021	INV07257	744	SHIRES PAY SERVICES	SPSLTD	26.25	5.25	31.50	4022	101	26.25	Payroll for Nov 21
09/12/2021	48092	745	RH TRAFFIC	RH01	345.00	69.00	414.00	4099	114	345.00	48092/22-33/Rd Clos. Lights
31/12/2021	512041340	746	ZURICH	ZUR01	3,481.23	0.00	3,481.23	4051	104	3,481.23	Insurance renewal 3 year cont.

09/01/2022

Kidsgrove Town Council 2021/22

21:29

Cashbook transactions totalling £0.00 or more for the period 01/12/2021 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>
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
4	Unity Current Account T2	9	13/12/2021	CB76	Rotary Club of Kidsgrove	200.00
4	Unity Current Account T2	9	31/12/2021	CB78	Payroll December	7,700.97
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
4	Unity Current Account T2	9	20/12/2021	CB77C	Unity Trust Bank Credit Card	172.97
4	Unity Current Account T2	9	31/12/2021	SERVCHAR	Unity Bank	27.30

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Current Bank A/c	9	15/12/2021	7.00
1	Current Bank A/c	9	15/12/2021	11.00
1	Current Bank A/c	9	15/12/2021	12.00
1	Current Bank A/c	9	15/12/2021	14.00
1	Current Bank A/c	9	15/12/2021	37.50
1	Current Bank A/c	9	15/12/2021	50.00
1	Current Bank A/c	9	06/12/2021	2.50
5	Unity Trust Bank Credit	9	01/12/2021	118.97
5	Unity Trust Bank Credit	9	20/12/2021	172.97