

Finance and General Purposes

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

7th February 2022

To: **Members of the Finance and General Purposes Committee**

Dear Councillor,

You are summoned to attend a meeting of Kidsgrove Town Council Finance and General Purposes Committee to be held at **7:30pm** on Tuesday, 15th March 2022 at the Victoria Hall, 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 receive and note any declarations of Members' Interests.
3. To receive and confirm the minutes of the meeting held on Thursday 17th February 2022. (Available on the website and circulated separately.)
4. Public Participation.
5. Matters Arising: Updates only on items outstanding not otherwise on the agenda or currently requiring further actions agreeing or decisions.
6. Finance: (Circulated separately)
 - a. To receive payments for approval.
 - b. To receive a budget update from the Clerk.
 - c. To receive a statement of reserves dated 28th February 2022.
 - d. To receive a VAT forecast for the 2021-22 financial year to date.
7. Grant Applications:
 - a. To receive and consider a grant application received from Rotary Corps and to agree any recommendation to Full Council. (Appendix 1)
 - b. To receive an update on the grant application from Tom Lowe Golden Gloves. (Application already circulated)

This application was considered by Full Council on the 24th February 2022 and delegated to F&GP for further consideration. A sum of £6000 was earmarked to potentially provide help subject to more information being provided by the group.
 - c. To receive an update from the Clerk on the grant award to Kidsgrove Sports Centre Community Group.
8. Town Council Contract and regular suppliers: To receive and agree the Council's regular suppliers, including proposed dates of re-tender. (Circulated separately.)

The committee needs to review the Council's regular suppliers and contracts and to agree continued use of each in 2022-23 or otherwise. The committee needs to establish dates at which each should be subject to tender.

9. Victoria Hall Issues:
 - a. To receive an update report from the Clerk on maintenance and operational issues and to agree any actions required including:
 - i. To note that an inspection of the premises took place by Staffordshire Fire and Rescue Service on the 8th March 2022 and to discuss and consider the implications and potential solutions to the maximum permitted number assessment.

The report from the inspection has not yet been received. As part of the inspection,

the Fire Safety Advisor re-assessed the permitted numbers for events and, appreciating this is crucial information for us, has emailed the results of their calculations ahead of the main report. See appendix 2 for a letter regarding numbers and my reply asking for further clarification. Correspondence is ongoing to look at options.

- ii. To receive an update with progress with the premises licence.
 - iii. Security and CCTV provision in the Victoria Hall: To discuss security both in relation to staff and event attendees and to agree any actions.
 - iv. Other issues to be reported.
- b. To receive a verbal update report from the Clerk on Victoria Hall bookings, including a request from the Staffordshire Accordion Society to host an event to raise money for Ukraine (details to follow). To agree any issues arising and further actions.
10. Defibrillators: To receive an update on Town Council defibrillator provision and to authorise expenditure of a defibrillator and cabinet for the Sports Centre or otherwise.
11. Dementia Project: To receive an update on progress.
12. To receive and consider an update to the five-year plan.
13. Clerk's and Chair's Reports
14. Date of next meeting: Thursday, 12th April 2022, 19:00.
15. **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.**
16. To receive an update on the bar contract including receiving a draft contract. To authorise any further expenditure which may be incurred.

LARGER GRANT APPLICATION FORM

Larger grants are defined as being those where money requested is @500 or more

The information contained on this form will help us process your application. Guidelines on the Kidsgrove Town Council Small Grants Scheme are available on the Town Council Website or on request from the Clerk to the Council.

We highly recommend that you read the available guidance documentation.

Contact Details

Name of Organisation: **Kidsgrove Rotary**

Address of Organisation: 6 King George Way, Kidsgrove, Stoke On Trent, Staffordshire

Postcode: ST74GQ

Name of Applicant:	Roy Barber		
Position:	Kidsgrove Rotary President Elect		
Telephone Number:	07761106488		
Email address:	roybarber@btinternet.com		
Facebook:	kidsgroverotary	Twitter:	

About your organisation

Charitable Organisation

Registration Number: 1037451

Appendix 1 – Grant Application - Rotary

When did your organisation start?	52 years ago
Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary?	12 Rotarians, 10 Rotary Corp and around 8 volunteers

What does your organisation do?

As a Rotary Club we have long been aware of social and financial deprivation in Kidsgrove and surrounding areas. We have been helping and supporting our community in a variety of ways for over 50 years. We hold regular and extremely successful charity events which the community benefit from and which enables us to have a good understanding of the needs of our community as well as supporting individual causes. We are experienced in planning and holding large events to raise money for charity and to give back to the community, EG: community day, health awareness day Easter egg event, bonfire and firework display, along with reindeer collections. These events involve careful planning and hard work from our volunteers and working with outside agencies both private and public sector. Rotary is a recognized international charity with vast worldwide experience and knowledge. We are widely recognized in our community both as individuals and as a group. Over the years we have built up an enormous amount of respect and trust within the community and also from local businesses and outside agencies. Rotary's motto is SERVICE ABOVE SELF and we strive to do this in everything we do. As a club we aim to support our community and develop strong links with people of all ages and from all backgrounds.

Appendix 1 – Grant Application - Rotary

Who do you work with?		
Children under 16 x	Young people under 25 x	Older people over 55 x
People of minority ethnic origin x	Disabled people x	Women x
Other (please state)	All age groups and all ethnicities and backgrounds	

Details of Grant Requested

Title or Brief Description of your Request for Funding? Van/vehicle to collect and transport food and furniture.

Details of the Project, Work or Equipment for which Funding is requested? We run a food hub four days a week. We also offer hot drinks and a social corner. We need a van to collect the food we distribute and also to transport essential household items to those in most need. We are currently relying on our own personal vehicles or the Rotary minibus which is often committed to other projects such as The Book Bus etc. This is not ideal, as we need a reliable van that is suitable in size not just to collect food, but when the community speaks out in need for house hold items, we as a charity call out to the community to help. We then collect and deliver. We would also need funds to keep the vehicle road worthy, and cover expenses and maintenance.

Appendix 1 – Grant Application - Rotary

How will your project benefit the local community within the Kidsgrove town boundary?

We collect food from the local supermarkets to be given out at the food hub. Our service provides essential food items. We work closely with the local community champions in our area. This project has developed from an awareness of the need for extra support amongst many of our very vulnerable community members. We have had requests and referrals for help from the Trussell Trust, local churches, individuals and other agencies and charity groups. It is apparent from feedback that this is a vital life line and service that the community would benefit from enormously. This project is already making a significant difference to the lives of members of our community. A few specific examples are: A guy came to our food hub and disclosed to us that he had contemplated taking his own life but had gone for a walk and came across our food hub where he was welcomed. He now is a regular volunteer and says his life has purpose. An elderly lady visits us daily and stays for the whole time. She has hot drinks and chats with volunteers and others who come in to collect food. In tears, she said that the food hub is her life line. We have a heavily pregnant lady and her partner who walk from Hanley to collect food from us. Our help, support and engagement within the community is vital and a must in these difficult times. Energy bills and other essential costs are constantly increasing leaving less and less for those in hardship to spend on food.

Why is this project needed?

Approximately how many people within the Kidsgrove town boundary will benefit from the project? There is currently only one food bank operating in Kidsgrove one afternoon a week. This is a referral only agency so is not accessible to all. Our aim is to support vulnerable people within our community and offer a life line to all who need it. We are currently having approx. 20 -30 people through our doors daily. If we had a van we would be able to expand our food service significantly thus helping even more people. Without a van our service will not be able to commit to collecting non perishable food. Currently we are only collecting

Appendix 1 – Grant Application - Rotary

fresh and perishable goods as we do not have the space to accommodate items in bulk. In order for the food hub to expand and develop it is essential that we branch out into providing a wider range of nutrition. Our research and consultations with other successful food banks confirm this. This van will enable us to be a life line for our community in terms of supporting those in hardship at a time where national insurance, gas and electricity to name a few are going up potentially meaning heat or eat.

Project Costs and Finances

How much will your overall project cost? £12000

How much are you requesting as a grant from Kidsgrove Town Council? £10,000

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
NA	

What will funds from Kidsgrove Town Council be used to pay for?		
Item **	Total Costs	Requested from Kidsgrove Town Council
Van	£10,000	£10,000
	£	£
	£	£
	£	£
	£	£

Appendix 1 – Grant Application - Rotary

	£	£
Grand Totals	£10,000	£10,000

** Where possible, please provide any quotes and estimates

Have you previously applied grant funding from Kidsgrove Town Council?

Yes

-No

If Yes, when did you apply?

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

NA

Declaration

I am authorised to make this application on behalf of the above organisation. I certify that the information contained in this application is correct.
If the information in the application changes, I will inform Kidsgrove Town Council as soon as possible.

I give permission for Kidsgrove Town Council to record the details of my organisation electronically and contact my

Appendix 1 – Grant Application - Rotary

organisation by phone, mail or email with information from time to time.

I have read and agree to the Conditions contained within the Council's Community Grants Policy.

Signed: R Barber

Date: 23/02/2022

Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

Previous two years accounts <input type="checkbox"/> <i>awaiting from</i>	Constitution or Governing document <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Copy of a bank statement less than three months old
Policy documents <input type="checkbox"/> (if applicable)	All copies of written quotes and estimates <input checked="" type="checkbox"/>	

Please send your completed application to:-

Appendix 1 – Grant Application - Rotary

The Town Clerk
Kidsgrove Town
Council Town Hall
Liverpool Road
Kidsgrove
Stoke-on-Trent
ST7 4EL

Email:
townclerk@kidsgrovetowncouncil.gov.uk Tel:
01782 782254

Please ensure you keep a copy of this application form for your records

Appendix 2 – Email from Staffordshire Fire and Rescue as a consequence of the inspection and my reply.

Kidsgrove Town Hall occupancy numbers



Paul Marrow <Paul.Marrow@staffordshirefire.gov.uk>
To Town Clerk



Thu 10/03/2022 12:57

You replied to this message on 10/03/2022 14:56.

Dear Sue,

Having looked at the plans of the building we have worked out the total occupancy as follows:

To complete the calculations we start with discounting the largest exit as if to simulate a fire that will close off those doors for people escaping, the largest doors are opposite the ground floor main exit and because they are close together, they fall under the 45 degree rule so both double doors are discounted from the occupancy numbers.

Next we calculate the exit widths of the remaining exits.

There are two doors to escape from the hall. Both these doors are 850mm in width, the door to the left opens in the direction of escape but the door to the right opens inwards.

Therefore the door to the left will allow 110 people to escape through it and the door to the right 60 people through (due to opening inwards) This gives a total number of people in the downstairs of 170 and includes all performers, staff and any people in the bar lounge.

The balcony is independent and can accommodate up to 110 persons.

We understand that Kidsgrove town hall is a listed building and that the space in the hall could take more people than 170 but the exit widths restrict this to the 170.

So in summary when the hall is in use, the total number of people on the ground floor must not exceed 170, the balcony people cannot join people in the hall as this will exceed the safe capacity numbers for escape.

Your fire safety risk assessment will require amending to reflect the above figures.

Paul M

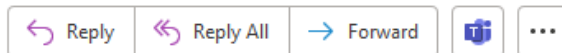
Paul Marrow MIIRSM
Fire Safety Advisor
Northern Service Delivery Group
Newcastle Community Fire Station
Knutton Lane
Newcastle under Lyme
Staffordshire
ST5 2SL

Appendix 2 – Email from Staffordshire Fire and Rescue as a consequence of the inspection and my reply.

RE: Kidsgrove Town Hall occupancy numbers



Town Clerk
To ○ Paul Marrow



Thu 10/03/2022 14:57

Hi Paul,

Thank you so much for getting back to us so speedily.

Could I clarify the following please:

- I fully understand that currently we must now restrict the downstairs to 170 due to available exits.
- I understand the door into the bar cannot currently be classed as a fire escape. If the Council were to put a fire exit light above and correct signage, am I right in believing this would add 110 onto the numbers?
- Would the door adjacent to it, which is marked up, correctly lit and leads into the corridor still be adding 60 on making 280 in total? These doors, although adjacent, both lead to separate exterior fire doors (one double fire door in the bar and a single barred fire door in the corridor) and we could make this clearer with signage? Or would this not be the case as I think you indicated on the phone, making our total downstairs 220?
- I understand that when events use the balcony that the numbers can increase by another 110 but that if those balcony users come downstairs during the evening, then they must contribute to the downstairs number rather than be in addition. Can I ask you to clarify if
 - a) these users can come down to purchase drinks only, taking their drinks straight back upstairs and only use the corridors to access the bar, ie not passing through the main hall, as long as the bar numbers remain below 120 (given the bar has a double door sized fire exit itself).
 - b) If that's not permitted, can the balcony users come down to use the toilets in the corridor (which has its own fire exit)? If toilet use isn't permitted without balcony numbers having to be absorbed into downstairs numbers, then going forward, the balcony effectively adds no capacity in the fire risk assessment, only adding comfort level?
- Is there anything else the Town Council could reasonably modify to assist with our permitted numbers?

Once I'm clear, I will contact the company that conducts our annual risk assessment and ask them to adjust their figures, as you have asked.

Thanking you in advance for your time explaining this and kind regards

Sue

Send/Receive All folders are up