

## Town Council Meeting

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



Tel: 01782 782254  
www.kidsgrovetowncouncil.gov.uk

25<sup>th</sup> March 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, 31<sup>st</sup> March 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, 24<sup>th</sup> February 2022. (Available on the website and circulated separately)**
- 5. To receive and note the following draft minutes of Committee Meetings not previously presented to Council (available on the website):**
  - a. Approved staffing committee minutes of the 5<sup>th</sup> August 2022.
  - b. Approved minutes of the Planning, Infrastructure and Highways held on the 25<sup>th</sup> January 2022.

- c. Approved minutes of the Finance and General Purposes Committee meeting held on the 11<sup>th</sup> February 2022.
  - d. Approved minutes of the Environment and Allotments Committee held on the 17<sup>th</sup> February 2022.
  - e. Draft minutes of the Planning, Infrastructure and Highways Committee 7<sup>th</sup> March 2022.
  - f. Draft minutes of the Environment and Allotments Committee meeting held on the 14<sup>th</sup> March 2022.
  - g. Approved Minutes of the Staffing Committee held on the 15<sup>th</sup> March 2022.
  - h. Draft minutes of the Finance and General Purposes Committee held on the 15<sup>th</sup> March 2022
  - i. Draft minutes of the Events and Communities Committee held on the 22<sup>nd</sup> March 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.*

**7. Finances:**

- a. To receive bank reconciliations and statements dated 28<sup>th</sup> February 2022. (Appendices 1 and 2.)

**8. Budget 2021-2022: To receive a month 11 budget summary including consideration of earmarked reserves. To consider and resolve to approve or otherwise the recommendations subject to any agreed changes. (Finance reports circulated separately)**

Recommendations:

- There is an ongoing project to supply benches to Coal Pit Hill using £1800 budgeted for 2021-2022 (code 4033). As this project is ongoing, and so as not to impact on the £3000 precepted for benches in 2022-2023, it is recommended that the council earmark the £1800 from 2021-2022.
- To increase the earmarked fund for 2022-2023 to £3000 for planters and hanging baskets (code 4030)– there are impending orders.
- To earmark the £7500 allocated to parks and green spaces in 2021-2022 to supplement the £7500 precepted for next year (code 4031). (Agreed at budget setting in principle.)
- The Council is currently seeking quotes for the provision of CCTV in the Victoria Hall. It will span the financial years and so the Council is asked to agree the recommendation to earmark the £2000 (code 4061).
- The Crown Bank Fencing is currently on order (code 4306) but the work will not now be completed until April 2022 due to delays in delivery. It is recommended to earmark the £12,000 allocated in the 2021-2022 budget to enable payment in 2022-2023.

- A bus shelter for Butt Lane is currently being progressed with Staffordshire County Council and £5000 was precepted in 2021-2022. It is recommended to earmark this £5000 for this purpose to allow the project to continue in 2022-2023.
- To consider the grit bin funding required in 2022-2023 (code 4507).
- The Council precepted £2500 for the Queens Jubilee (code 4071). It is recommended to earmark anything residual (estimated to be £1500) to continue the plans.

**9. Internal Audit:**

To note that the first part of the internal was completed on the 21<sup>st</sup> March 2022. The report is awaited.

**10. To receive and review the ranger contract for 2022-2023 and to resolve to approve. (To be circulated.)**

**11. To receive a draft Equality and Diversity Policy and to approve the recommendation of the staffing committee to resolve and adopt the policy. (To be circulated separately)**

**12. Planning Applications to be considered:**

[22/00116/FUL](#)

115 Old Butt Lane Kidsgrove Staffordshire  
Proposed Two Storey Side and Single Storey Rear Extensions

[22/00080/FUL](#)

MWI Animal Health Pit Lane, Talke Pits  
Installation of new loading bay located along south west elevation of the building (in association with new 384m<sup>2</sup> internal cold room facility) plus installation of 4no. externally mounted condenser units and associated pipework.

[22/00084/OUT](#)

Land To East Of Manor Farm High Street Newchapel  
Outline application with all matters reserved for a 4 bedroomed 1 3/4 storey detached house.

[22/00173/FUL](#)

43 Ravenscliffe Road Kidsgrove  
Single storey extension and internal remodel of existing property

[22/00178/FUL](#)

7 Red Lion Close Talke Stoke-On-Trent  
Proposed ground floor rear extension and alterations

[22/00190/FUL](#)

160 Newcastle Road Talke  
Replace original roof and flat roof extension for a hipped roof which covers the entire footprint.

[22/00195/FUL](#)

8 Sands Road HARRISEAHEAD Stoke-On-Trent  
Rear Single Storey, Side Two Storey Extension and Outbuilding

**13. CCIN membership - to receive an update from Cllr M Stubbs.**

**14. 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)

### **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.**

### **Matters to be considered with the Press and Public Excluded:**

#### **17. 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.**

#### **18. Honorary Freemen Awards**

To consider the Council awarding Honorary Freedom of the Parish (Local Government Act 1972, s249(5)) to any deserving candidates and to agree a process to identify potential candidates and process within the confines of the legislation and the current purdah status due to the impending elections.

It should be noted that awards can only be resolved at a specially called meeting and by 2/3rds majority of those present and voting.

#### **19. Staffing Issues**

To receive feedback and consider and agree items raised at recent staffing committee meetings.

Appendix 1 – 28<sup>th</sup> February 2022 Reconciliations

Date: 15/03/2022

Kidsgrove Town Council 2021/22

Page 1

Time: 09:16

**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 1 - Current Bank A/c**

User: LIZZIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C	28/02/2022	60	163,323.27
			<u>163,323.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			163,323.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			163,323.27
		<b>Balance per Cash Book is :-</b>	<b>163,323.27</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 15/03/2022

Kidsgrove Town Council 2021/22

Page 1

Time: 10:04

**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 2 - National Savings Account**

User: LIZZIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
National Savings Account	28/02/2022	13	171,478.58
			<u>171,478.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			171,478.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			171,478.58
		<b>Balance per Cash Book is :-</b>	<b>171,478.58</b>
		<b>Difference is :-</b>	<b>0.00</b>

Appendix 1 – 28<sup>th</sup> February 2022 Reconciliations

Date: 15/03/2022

Kidsgrove Town Council 2021/22

Page 1

Time: 09:27

**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 4 - Unity Current Account T2**

User: LIZZIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank 20409649	28/02/2022	45	73,725.40
			0.00
			<u>73,725.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			73,725.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			73,725.40
		<b>Balance per Cash Book is :-</b>	<b>73,725.40</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 15/03/2022

Kidsgrove Town Council 2021/22

Page 1

Time: 10:24

**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 5 - Unity Trust Bank Credit Card**

User: LIZZIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Credit Card	28/02/2022	20	0.00
			0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Statement of your account



BANK WITH US. BANK ON US.

03058311 | 05132  
Mrs Susan Davies  
Town Hall  
Liverpool Road  
Kidsgrove  
STOKE-ON-TRENT  
ST7 4EL

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit [www.unity.co.uk/update-your-details/](http://www.unity.co.uk/update-your-details/)

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

### Contact us

Tel: 0345 140 1000  
Email: [us@unity.co.uk](mailto:us@unity.co.uk)  
Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: Kidsgrove Town Council

Date: 28 February 2022

Statement 045 (page 1 of 1)

Account number: 20409649

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
31 JAN 22	Balance brought forward			77,258.51 *
11 FEB 22	B/P to: Newchapel Res Ass	160.00		
11 FEB 22	B/P to: Waterman Environme	378.00		
11 FEB 22	B/P to: Kleenscape	427.80		
11 FEB 22	B/P to: Newcastle BC	11,400.00		
11 FEB 22	B/P to: Ford Mainwaring Lt	134.40		
11 FEB 22	B/P to: Voice 2 Voice Ltd	12.60		
11 FEB 22	B/P to: Microshade Busines	307.80		
11 FEB 22	B/P to: Netwise Training L	360.00		
11 FEB 22	B/P to: Shires Accountants	42.00		64,035.91 *
16 FEB 22	Direct Debit (LLOYDS BANK PLC)	3.00		64,032.91 *
17 FEB 22	B/P to: Element Hosting Lt	2,271.00		61,761.91 *
24 FEB 22	B/P to: NALC	60.00		
24 FEB 22	B/P to: Miss E Norton	844.33		60,857.58 *
28 FEB 22	B/P to: Mr G Barker	631.24		
28 FEB 22	B/P to: S E Davies	2,473.74		
28 FEB 22	B/P to: P Pattison	584.10		
28 FEB 22	B/P to: Staffs Pension	1,842.04		
28 FEB 22	B/P to: HMRC	1,601.06		
28 FEB 22	KIDS TOWN COUSW		20,000.00	73,725.40 *
28 FEB 22	Balance carried forward			73,725.40 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

## Appendix 2 – Bank Statements dated 28<sup>th</sup> February 2022

THE OFFICIALS  
KIDSGROVE TOWN COUNCIL  
TOWN HALL  
KIDSGROVE  
STOKE ON TRENT  
ST7 4EL

### Your Business Current Account

### At a glance

#### 01 - 28 Feb 2022

Date	Description	Money out £	Money in £	Balance £
1 Feb	<b>Start Balance</b>			<b>182,211.75</b>
2 Feb	<b>Giro</b> Direct Credit From The Victoria Tap R Ref: 482		304.15	182,515.90
4 Feb	€ Commission Charges For The Period 13 Dec 2021/12 Jan 2022	12.16		182,503.74
	Business Banking Loyalty Reward For Period 13 Dec - 12 Jan		0.92	182,504.66
14 Feb	<b>Giro</b> Direct Credit From Eternity Entertain Ref: 491		180.00	182,684.66
16 Feb	<b>Giro</b> Direct Credit From The Victoria Tap R Ref: 492		30.00	182,714.66
	<b>Giro</b> Direct Credit From Partners in Creati Ref: Appetite Hire 26/3		150.00	182,864.66
	<b>Giro</b> Direct Credit From The Victoria Tap R Ref: 487		408.61	183,273.27
28 Feb	On-Line Banking Bill Payment to Unity Bank Ref: Trans Barc-Unity	20,000.00		163,273.27
	<b>Giro</b> Direct Credit From Reece J) Ref: 494		50.00	163,323.27
28 Feb	<b>Balance carried forward</b>			<b>163,323.27</b>
	<b>Total Payments/Receipts</b>	<b>20,012.16</b>	<b>1,123.68</b>	

Start balance	£182,211.75
Money out	£20,012.16
▶ Commission charges	£12.16
▶ Interest paid	£0.00
Money in	£1,123.68
▶ Loyalty Reward	£0.92
<b>End balance</b>	<b>£163,323.27</b>

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



Appendix 2 – Bank Statements dated 28<sup>th</sup> February 2022



004847 009360 STUA510A 34700 9610432671

KIDSGROVE TOWN COUNCIL  
 SUSAN ELAINE DAVIES  
 KIDSGROVE TOWN COUNCIL  
 VICTORIA HALL  
 LIVERPOOL ROAD  
 STOKE-ON-TRENT  
 ST7 4EL



Cardholder helpline 0800 096 4496  
[www.lloydsbank.com/commercialbanking/](http://www.lloydsbank.com/commercialbanking/)



Corporate Card

Page 1

Cardholder details

Your account at a glance

<b>Statement date</b>	02-02-2022	<b>Previous balance</b>	£3.00	<b>Transaction refunds</b>	£0.00
<b>Account number</b>	5563-1407-1049-5526	<b>Payments received</b>	£3.00	<b>Account charges</b>	£3.00
<b>Card limit</b>	£500.00	<b>Purchases</b>	£0.00	<b>Current balance</b>	£3.00
		<b>Cash advances</b>	£0.00		

Transaction date	Reference	Description	Amount
18-01-2022		DIRECT DEBIT PAYMENT - THANK YOU	£3.00 CR
	XXXX-XXXX-XXXX-0236 DAVIES, SUSAN ELAINE		£3.00
02-02-2022		MONTHLY FEE	£3.00

009360 STUA510A 1 of 2

**Payment is due by 16 February 2022** **Balance** £3.00

Payment will be collected by direct debit on 16 February 2022.	
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009360 STUA510A 1 of 2



004796 009218 STUA589A 34700 9610477256

KIDSGROVE TOWN COUNCIL  
 SUSAN ELAINE DAVIES  
 KIDSGROVE TOWN COUNCIL  
 VICTORIA HALL  
 LIVERPOOL ROAD  
 STOKE-ON-TRENT  
 ST7 4EL



**Cardholder helpline 0800 096 4496**  
[www.loydsbank.com/commercialbanking/](http://www.loydsbank.com/commercialbanking/)



**Corporate Card**

Page 1

**Cardholder details**

**Statement date** 02-03-2022  
**Account number** 5583-1407-1049-5528  
**Card limit** £500.00

**Your account at a glance**

**Previous balance** £3.00  
**Payments received** £3.00  
**Purchases** £0.00  
**Cash advances** £0.00  
**Transaction refunds** £0.00  
**Account charges** £3.00  
**Current balance** £3.00

Transaction date	Reference	Description	Amount
16-02-2022		DIRECT DEBIT PAYMENT - THANK YOU	£3.00 CR
	XXXX-XXXX-XXXX-0236	DAVIES, SUSAN ELAINE	£3.00
02-03-2022		MONTHLY FEE	£3.00

000218 STUA589A 1 of 2

**Payment is due by 16 March 2022** **Balance** £3.00

Payment will be collected by direct debit on 16 March 2022.