

# Finance and General Purposes Committee Meeting

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
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## Minutes of the Meeting held on Thursday 15<sup>th</sup> March 2022 7:30pm Meeting held in the Victoria Hall, Kidsgrove.

*The meeting opened at 7:30pm.*

**FPG/21-22/8/1**

**Present**

Cllrs A Cooper(chair); A Cartwright; C Dickens; S Dymond; Cllr M Maxfield; Cllr M Stubbs; Cllr P Waring

Clerk to the Council – Sue Davies

**FPG/21-22/8/2**

**To receive and consider apologies for absence.**

No apologies received.

**FPG/21-22/8/3**

**To note declarations of Member's Interests**

Cllrs S Dymond and C Dickens declared an interest in the agenda item relating to the Kidsgrove Rotary Grant due to being members. They highlighted Rotary Corps and Kidsgrove Rotary are separate organisations. Cllr M Maxfield declared an interest due to being an honorary member of the same organisation.

**FPG/21-22/8/4**

**To consider and approve the minutes of the Finance and General Purposes Committee meeting held on Thursday 17<sup>th</sup> February 2022.**

The committee resolved to approve the minutes of the meeting on Thursday 17<sup>th</sup> February 2022.

Chair .....

**FPG/21-22/8/5**      **Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**

No comments made.

**FPG/21-22/8/6**      **Matters Arising: Updates only on items outstanding not otherwise on the agenda or currently requiring further actions agreeing or decisions.**

None raised.

**FPG/21-22/8/7**      **Finance:**

**a) The receive payments for approval.**

Deferred.

**b) To receive a budget update from the Clerk dated 31<sup>st</sup> January 2022.**

Budget information dated 31<sup>st</sup> January 2022 was received by the committee.

**c) To receive a statement of reserves dated 31<sup>st</sup> January 2022.**

A statement of earmarked reserves dated 31<sup>st</sup> January 2022 was approved. It was agreed that this should go onto the website.

**FPG/21-22/8/8**      **To receive a VAT forecast for the 2021-22 financial year to date**

The Clerk presented a list of payments relating to the payments made which have to be attributed to the Council's VAT exempt business activity. It was noted that the total VAT on these invoices is under £7500 without the apportionment ratio being made between business and council activity. However, it was noted that over £5000 is still committed on payments to the maintenance of the hall and the bill for the reaming service charge is still to be received.

**FPG/21-22/8/9**      **Grant Applications:**

**a) To receive and consider a grant application received from Rotary Corps and to agree any recommendation to Full Council. (Appendix 1).**

It was noted that the grant application is in the name of Kidsgrove Rotary Club, not Rotary Corps.

It was further noted that the grant, if allocated, could not be processed from the current year due to timing and also due to the current year's grant expenditure having been already allocated. The amount would take all the following year's grant budget.

It was clarified that the food hub doesn't utilise a referral system and that the food is the perishable food supplied by local supermarkets and that would otherwise be thrown away. It was raised about the

The committee expressed support for the project in principle. The committee agreed that the Clerk should write to Kidsgrove Rotary and request the following:

- Clarification as to which organisation is making the application.
- Quotes for both purchase and lease of a van.
- A basic business plan to indicate some figures around ongoing costs of a van and other factors and how that will be funded.
- Information around the continuity and the longevity of the use of the current premises and details about the lease.

It was agreed that the grant request would be taken to the new Council in May after receipt of the requested material.

**b) To receive an update on the grant application from Tom Lowe Golden Gloves.**

The committee heard an update and asked that further clarification regarding the status of the group in relation to the current premises be brought to the next meeting.

**c) To receive an update from the Clerk on the grant award to Kidsgrove Sports Centre Community Group.**

The Clerk informed that two payments of £25,000 have been made and a further payment of £20,000 would be put into the bank for approval.

**d) Town Council Contract and regular suppliers: To receive and agree the Council's regular suppliers, including proposed dates of re-tender.**

The Clerk presented a first draft of the list of regular suppliers and contracts. Suggested approved suppliers were also listed. It was agreed that written contracts should be available for some of the regular suppliers. The document intention is as a live document to be reviewed regularly through the year. It was raised that where possible contracts should be agreed prior to budget setting.

The committee felt that costs less than £500 a year for regular suppliers shouldn't need tendering unless there are problems with a supplier. It was felt a list could be added to the document of such suppliers.

Approved suppliers were considered, and it was agreed that a limit of £500 should apply for their use except in emergency. Above this limit, except in an emergency, the clerk should seek estimates and quotes without approval from committee or Council to do otherwise.

**Victoria Hall Matters:**

**a) To receive a verbal 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 8<sup>th</sup> March 2022 and to discuss and consider the implications and potential solutions to the maximum permitted number assessment.**

The Clerk updated the committee on the outcome of the recent inspection from Staffordshire Fire and Rescue Service.

It was noted that the maximum numbers in the building has been restricted to 170 due to the amount and type of fire exits. It was further stated that the balcony is restricted to 110 which is included in the 170, not in addition to.

The Clerk is investigating measures which can be taken to improve the numbers. A quote has been sought to make the door into the bar from the hall a formal fire door by adding an emergent exit light. Bar security will need consideration. Building a over for the box was suggested to allow the door to only be a fire exit when required.

The committee agreed with this approach.

Another outcome from the inspection is that the front wooden doors in the entrance to the building must be open when over 60 people are in the building. This may raise security issues on some events.

The Clerk was also advised by the inspectors to ensure hirers risk asses their events adequately within the health and safety rules of the Council.

**ii) To receive an update with progress with the premises licence**

The Clerk informed that there is currently no progress to report on the 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.**

A recent break-in in the NULBC side of the building was noted. It was agreed that the clerk pursue some quotes for CCTV provision inside the building. In addition, it was agreed an intercom and buzzer system be investigated.

The committee was informed that the staffing committee will be working on a lone working policy.

**b) Other issues to be reported.**

None

**FPG/21-22/8/11**      **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 action.**

The Clerk reported that bookings were increasing post covid.

The Mayor reported that she had given one of her free hall uses away to the Accordion Club of Stoke-on-Trent who wish to put on a performance to raise money for aid in Ukraine.

It was noted that Rotary Kidsgrove have asked to use the hall on Christmas Day.

**FPG/21-22/8/12**      **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.**

The committee approved expenditure for the Clerk to purchase a defibrillator and cabinet for the Sports Centre up to £1500.

**FPG/21-22/8/13**      **To receive and consider an update to the five-year plan.**

No update made.

**FPG/21-22/8/14**      **Clerk's and Chair's Reports**

None

**FPG/21-22/8/15**      **To agree and note the date and time of the next meeting:**

Thursday 12<sup>th</sup> April 2022.

**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/21-22/8/16**      **To receive an update on the bar contract including receiving a draft contract. To authorise any further expenditure which may be incurred.**

No update available.

The meeting closed: 9:20pm

Chair .....