

# Town Council Meeting

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

Tel: 01782 782254  
www.kidsgrovetowncouncil.gov.uk



13<sup>th</sup> May 2022

To: **Members of Kidsgrove Town Council**

Dear Councillor,

You are summoned to attend the Annual Council Meeting of Kidsgrove Town Council to be held at **7.00pm** on Thursday, 19<sup>th</sup> May 2022. The Meeting will take place 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 nominations for and to elect the Town Mayor for the civic year 2022-2023.**

Following the election of the Town Mayor for 2022-2023, the outgoing Mayor and newly elected Mayor will each address the Council.

**2. To receive nominations for and to elect the Deputy Mayor for the year 2022-2023.**

**3. Declaration of Office Forms.**

The Mayor and Deputy Mayor will each sign their declaration of Office Forms for those roles witnessed by the Clerk.

The Council to receive an update on the completion of declaration of office forms from councillors and to give opportunity for any outstanding forms to be signed.

**4. Apologies for Absence:**

To receive apologies from absence. Note apologies must be sent to the Proper Officer before the start of the meeting.

**5. Declarations of Interest:**

To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.

**6. Public Participation:**

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

**7. To receive and resolve to approve the minutes of the Council Meeting held on the 31<sup>st</sup> March 2023.**

Draft minutes circulated with the agenda and available on the website.

**8. To receive and note the following draft minutes of Committee Meetings not previously presented to Council and circulated as a committee minutes pack:**

*Any recommendation to council contained within will be considered at the next Full Council meeting.*

- a. Draft minutes of the Planning, Infrastructure and Highways Committee Meeting held on 7<sup>th</sup> March 2022.
- b. Approved minutes of the Environment and Allotment Meeting held on the 14<sup>th</sup> March 2022.
- c. Approved minutes of the Draft minutes of the Events and Communities Committee held on the 22<sup>nd</sup> of March 2022
- d. Draft minutes of the Finance and General Purposes Committee held on the 12<sup>th</sup> April 2022.
- e. Draft minutes of the Environment and Allotments Committee held on the 28<sup>th</sup> April 2022.
- f. Draft minutes of the Events and Community Committee Meeting of the 29<sup>th</sup> April 2022.

**9. To agree Committees for the 2022/23 Civic Year: (All documents circulated)**

- a. Finance and General Purposes Committee
  - i. To approve the Terms of Reference.
  - ii. To agree and resolve to approve Committee Members.
  - iii. To receive nominations for and to elect a chair.
  - iv. To receive nominations for and to elect a vice-chair.
- b. Planning, Infrastructure and Highways Committee

- i. To approve the Terms of Reference.
    - ii. To agree and resolve to approve Committee Members.
    - iii. To receive nominations for and to elect a chair.
    - iv. To receive nominations for and to elect a vice-chair.
  - c. Environment and Allotments Committee
    - i. To approve the Terms of Reference.
    - ii. To approve Committee Members.
    - iii. To receive nominations for and to elect a chair.
    - iv. To receive nominations for and to elect a vice-chair.
  - d. Events and Community Committee
    - i. To approve the Terms of Reference.
    - ii. To approve Committee Members.
    - iii. To receive nominations for and to elect a chair.
    - iv. To receive nominations for and to elect a vice-chair.
  - e. Staffing Committee
    - i. To approve the Terms of Reference
    - ii. To approve Committee Members
    - iii. To receive nominations for and to elect a chair.

**10. Council Meetings: To receive and resolve to agree a meeting schedule.**

**11. To resolve to agree the continuation of the Neighbourhood Plan Group:**

- a. Membership
- b. Chair
- c. Vice-chair

**12. To resolve to agree to continue and agree membership of the following task groups and working parties. To agree a chair for each or delegate to the group the selection of a chair.**

- a. Dementia Friendly Kidsgrove Task Group. (Feeds into the Fand GP committee.)
- b. Environmental Working Party. (Feeds into the Environment and Allotments Committee.)

**13. Governance Policies (Circulated)**

- a. To consider and approve the Standing Orders dated May 2022, subject to any agreed changes.
- b. To consider and approve the Financial Regulations dated May 2022, subject to any agreed changes.

- c. To consider and approve the Management Plan (Standing Order Addendum) subject to the insertion of committee membership and approved committee terms of reference.

**14. Other Policies. (Circulated)**

- a. To consider and resolve to approve the Council's complaints policy.
- b. To consider and resolve to approve the Council's Publication Scheme.
- c. To consider and resolve to approve the Council's Press and Media Policy.

**15. To agree arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

- a. A contract is in place with Newcastle-under-Lyme Borough Council (NUBC) for the secondment of a member of staff to act as the Kidsgrove Town Council Ranger.
- b. An arrangement is in place with NULBC to share costs of some services (utilities, fire alarm and security alarms) at the Victoria Hall/Town Hall. Kidsgrove Town Council is billed a 'service charge' from NULBC.
- c. A contract is in the process of being agreed for the provision of monitoring of CCTV cameras around Kidsgrove and which will belong to Kidsgrove-Town Council.

**16. To receive from the Clerk confirmation of Insurance arrangements in respect of all insurable risks.**

**17. To resolve to agree the following arrangements and appointments (subject to any review of contracts during the year):**

- a. Internal Auditor – JDH Business Services
- b. Data Protection Officer – JDH Business Services
- c. Payroll – Shire Payroll services
- d. Health and Safety consultant – Ellis Whittam
- e. Employment consultant consultant – Ellis Whittam
- f. Email provision – Element Hosting
- g. Website hosting – Netwise

**18. Solicitor and legal arrangements – To resolve to agree the following legal arrangements:**

- a. The Council will use Staffordshire County Council's legal team by default except if specified otherwise by resolution of the Council or committee.
- b. To note Blain Boland are currently working on a lease on one of the allotments sites.

**19. To review and approve the Council's and/or staff subscriptions to other bodies.**

- a. Staffordshire Parish Council Association. (£1443.78 per annum)

- b. Contribution to the Clerk's Society of Local Council Clerk's subscription. (Approx £200).
- c. Support Staffordshire (less than £100).
- d. CCIN Membership (£250 membership per annum).

**20. To agree and approve Member representatives to serve on outside bodies to represent Kidsgrove Town Council and agree the feedback mechanism:**

- a. Staffordshire Parish Councils Association (note – candidates need electing to the SPCA board through their systems if a vacancy arises.)
- b. To confirm Town Council LAP representation.
- c. To confirm Town Board representation.
- d. Go Kidsgrove
- e. Rotary Kidsgrove
- f. Royal British Legion
- g. Other community groups

**21. 'In House audits' - To agree arrangements and to nominate councillors for 'in-house' audits for the 2022-23 financial year.**

**22. Bank Mandates – to agree banking arrangements and agree signatories for the following accounts:**

- a. Barclays:
  - To resolve to agree that all existing full signatories are removed except for the Clerk and that the Mayor, deputy Mayor and chair of F&GP are added as full signatories. (Full signatories can sign mandate change forms and can sign cheques.)
  - To resolve to agree that the assistant Clerk and Mayor are added as online signatories in addition to the Clerk and administration assistant who are existing signatories.
  - To resolve to agree that the balance of the account should be maintained below £20,000.

*Note - The Barclays account is used for hall bookings and is dual authorisation. The Council also has a Mayor's charity account which carries the same authorisation and signatories. As such, online signatories have access to both accounts when using online banking.*

- b. Unity Trust Bank:
  - To resolve to agree the full signatories to the account.
  - To resolve to agree the online signatories to the account.

*Note – This bank receives the precept and is the account used for all payments. The account is triple authorisation requiring one officer and two members for any payment to process.*

- c. NSI Account
  - To resolve to close the NSI account due to ongoing issues with their response to any request and current low interest rate.
  - To resolve that all monies are transferred from the NSI account to the Unity Bank Account.
- d. To agree that the F&GP committee working with the Clerk produce an investments and treasury report and plan to be brought back to Council for consideration.

**23. General Power of Competence:**

To resolve that Kidsgrove Town Council adopts the General Power of Competence under S.1(1) of the Localism Act 2011 by virtue of meeting the following criteria:

- The Council has an appropriately qualified clerk to at least CiLCA level.
- A minimum of two-thirds of the total number of councillors have been elected.

**24. To receive a report and review from the Clerk on S137 expenditure (Local Government Act 1972) and the General Power of Competence.**

**25. To suspend standing orders (7.j.xiii) and to delegate to the Finance and General Purposes Committee the approval of the asset register dated 31<sup>st</sup> March 2022 subject to it being presented to the next Full Council.**

**26. To receive any Mayor's items, Clerk's reports and correspondence received.**

**27. To agree the date and time of the next meeting: Thursday 16<sup>th</sup> June 2022, 7:00pm Victoria Hall, Kidsgrove.**

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

**28. 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.

**29. To receive a verbal report from Cllr P Waring regarding the Town Deal Board plans and proposed future Town Council involvement. To discuss Cllr Waring's report and to note a further report will be brought to the June 2022 Town Council meeting.**