

# Town Council

## Minutes of Meeting

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
Kidsgrove  
Staffordshire

ST7 4EL

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[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



## Minutes of the Meeting held on Thursday 19<sup>th</sup> May, 2022, 7:00pm

### Meeting held at The Victoria Hall, Liverpool Road, Kidsgrove.

#### 22-23-FC1-01 Present

Cllrs D Allport; C Dickens; C Duffy; S Dymond; S Gallimore; A Gould; D Grocott; S Jones; V Jukes; M Maxfield; J Owen; C Skelding; L Skelding; R Tait; J Waring; P Waring

Attending: Sue Davies (Clerk) E Norton (Assistant Clerk)

Two members of the public present.

Cllr A Cooper (outgoing Mayor) was present to open the meeting.

#### 22-23-FC1-02 To receive nominations for and to elect the Town Mayor for the civic year 2022/2023.

Cllr P Waring was nominated and seconded to be Mayor for the 2022-23 civic year. No further nominations were received. Cllr P Waring was elected as Mayor for the 2022-2023 Civic year.

A Cooper thanked the council, officers and her deputy and consorts for their support.

Cllr P Waring and the Clerk left the room with A Cooper for the Mayoral chain to be passed over and for Cllr P Waring to sign his declaration of office as Mayor of Kidsgrove witnessed by the Clerk.

Upon return to the room, Cllr P Waring took over as chair of the meeting.

#### 22-23-FC1-03 To receive nominations for and to elect the Deputy Town Mayor for the civic year 2022/2023.

Cllr K Johnson was nominated and seconded to be the Deputy-Mayor for the 2022-23 civic year. No further nominations were received. Cllr K Johnson was elected as Deputy Mayor for the 2022-2023 Civic year. The declaration of office is to be signed at a later date.

**22-23-FC1-04 To receive apologies for absence.**

Apologies for absence were received from Cllr K Johnson, Cllr A Wood, Cllr G Burnett and Cllr M Stubbs.

**22-23-FC1-05 Declarations of Interests.**

None received.

It was noted that members needed to return their declaration of interest's form.

**22-23-FC1-06 Public Participation**

A member of the public who is a trader in the town informed the Council of the buy local scheme and hoped the Town Council who support this going forward. The chair offered that a presentation could be given to the F&GP committee in the near future to determine ways in which the council could support the project.

The Kidsgrove-19 event organiser extended a wish for members to attend his event and to contact him should they wish to purchase tickets. The chair affirmed that this was an individual decision but thanked the organiser.

**22-23-FC1-07 To receive and resolve to approve the minutes of the Council Meeting held on the 31<sup>st</sup> March 2022.**

The minutes of the meeting held on the 31<sup>st</sup> March 2022 were approved.

**22-23-FC1-08 To receive and note the following draft minutes of Committee Meetings not previously presented to Council and circulated as a committee minutes pack.**

**a) Draft minutes of the Planning, Infrastructure and Highways Committee meeting held on the 7<sup>th</sup> March 2022.**

The minutes were received and noted by the Council.

**b) Approved minutes of the Environment and Allotment Committee Meeting held on the 14<sup>th</sup> March 2022.**

The minutes were received and noted by the Council.

**c) Approved minutes of the Events and Community Committee held on the 22<sup>nd</sup> March 2022.**

The minutes were received and noted by the Council.

**d) Draft minutes of the Finance and General Purposes Committee held on the 12<sup>th</sup> April 2022.**

The minutes were received and noted by the Council.

**e) Draft minutes of the Environment and Allotment Committee held on the 28<sup>th</sup> April 2022.**

The minutes were received and noted by the Council.

- f) **The draft minutes of the Events and Community Committee Meeting held on the 28<sup>th</sup> April 2022 were noted.**

Deferred.

**22-23-FC1-09 To agree Committees for the 2022/23 Civic Year:**

**a) Finance and General Purposes Committee**

**i) To approve the Terms of Reference.**

The Council agreed to approve the Terms of Reference as they stand with the proviso that that the committee should conduct its own review in the near future and return a revised version to the Council for approval (if changes are proposed).

**ii) To agree and resolve to approve Committee Members.**

The Committee members indicated in Appendix 1 were approved by the Council.

**iii) To receive nominations for and to elect a chair.**

Cllr P Waring was nominated, seconded and elected chair by a majority show of hands.

**iv) To receive nominations for and to elect a vice-chair.**

Nominations and seconders were received for Cllr M Maxfield and Cllr M Stubbs. Cllr M Maxfield was elected as vice-chair by a majority show of hands.

**b) Planning, Infrastructure and Highways Committee**

**i) To approve the Terms of Reference.**

The Council agreed to approve the Terms of Reference as they stand with the proviso that that the committee should conduct its own review in the near future and return a revised version to the Council for approval (if changes are proposed).

**ii) To agree and resolve to approve Committee Members.**

The Committee members indicated in appendix 1 were approved by the Council.

**iii) To receive nominations for and to elect a chair.**

Election of a chair was deferred until the first meeting of the committee as allowed by standing orders.

**iv) To receive nominations for and to elect a vice-chair.**

Election of a vice-chair was deferred until the first meeting of the committee as allowed by standing orders.

**c) Environment and Allotments Committee**

**i) To approve the Terms of Reference.**

The Council agreed to approve the Terms of Reference as they stand with the proviso that that the committee should conduct its own review in the near future and return a revised version to the Council for approval (if changes are proposed).

**ii) To approve Committee Members.**

The Committee members indicated in Appendix 1 were approved by the Council.

**iii) To receive nominations for and to elect a chair.**

Election of a chair was deferred until the first meeting of the committee as allowed by standing orders.

**iv) To receive nominations for and to elect a vice-chair.**

Election of a vice-chair was deferred until the first meeting of the committee as allowed by standing orders.

**d) Events and Community Committee**

**i) To approve the Terms of Reference.**

The Council agreed to approve the Terms of Reference as they stand with the proviso that that the committee should conduct its own review in the near future and return a revised version to the Council for approval (if changes are proposed).

**ii) To approve Committee Members.**

The Committee members indicated in Appendix 1 were approved by the Council.

**iii) To receive nominations for and to elect a chair.**

Election of a chair was deferred until the first meeting of the committee as allowed by standing orders.

**iv) To receive nominations for and to elect a vice-chair.**

Election of a vice-chair was deferred until the first meeting of the committee as allowed by standing orders.

**e) Staffing Committee**

**i) To approve the Terms of Reference.**

The Council agreed to approve the Terms of Reference as they stand with the proviso that that the committee should conduct its own review in the near future and return a revised version to the Council for approval (if changes are proposed).

ii) **To approve Committee Members.**

The Committee members indicated in Appendix 1 were approved by the Council.

iii) **To receive nominations for and to elect a chair.**

A nomination and seconder were received for Cllr K Johnson. No other nominations were received and Cllr Johnson was named as vice-chair by a majority show of hands.

**22-23-FC1-10 Council Meetings: To receive and resolve to agree a meeting schedule.**

The Council received a Calendar of Meetings from the Clerk. It was noted that a further schedule beyond September would be produced. It was noted that each committee would consider frequency and time of meetings when reviewing terms of reference to enable a schedule for the year to be put in place.

**22-23-FC1-11 To resolve to agree the continuation of the Neighbourhood Plan Group:**

**a) Membership**

Deferred to the Planning, Infrastructure and Highways Committee.

**b) Chair**

Deferred to the Planning, Infrastructure and Highways Committee.

**c) Vice-Chair**

Deferred to the Planning, Infrastructure and Highways Committee.

**22-23-FC1-12 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 F and GP Committee.)**

This item was deferred.

**b) Environmental Working Party. (Feeds into the Environment and Allotments Committee.)**

This item was deferred.

**22-23-FC1-13 Governance Policies (Circulated)**

**a) To consider and approve the Standing Orders dated May 2022, subject to any agreed changes.**

The Council resolved to approve the Standing Orders dated May 2022. It was noted that a further review would occur in the future.

**b) To consider and approve the Financial Regulations dated May 2022, subject to any agreed changes.**

The Council resolved to approve the Financial Regulations dated May 2022. It was noted that a further review would occur in the future.

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

The Council resolved to approve the Management Plan subject to the inclusion of committee membership previously agreed. It was noted that a further review would occur in the future.

**22-23-FC1-14 Other Policies.**

- a) **To consider and resolve to approve the Council's complaints policy.**

The Council resolved to approve the Complaints Policy dated May 2022.

- b) **To consider and resolve to approve the Council's Publication Scheme.**

The Council resolved to approve the Publication Scheme dated May 2022 subject to the addition of a clause relating to the recording of meetings being held.

- c) **To consider and resolve to approve the Council's Press and Media Policy.**

The Council resolved to approve the Press and Media Policy dated May 2022.

*Cllr D Allport left the meeting at this point for work reasons.*

**22-23-FC1-15 To agree arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

The Clerk reported the following arrangements with other authorities and the council resolved that they continue:

- Contract with Newcastle-under-Lyme Borough Council (NUBC) for the secondment of a member of staff to act as the Kidsgrove Town Council Ranger
- 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
- Contract in the process of being agreed for the provision of monitoring of CCTV cameras around Kidsgrove and which will belong to Kidsgrove-Town Council.

**22-23-FC1-16 To receive from the Clerk confirmation of Insurance arrangements in respect of all insurable risks.**

The Clerk outlined that the Council has public liability, employer liability, fidelity insurance and personal accident as well as cover for assets. The insurance is with Zurich and becomes payable in December of each year.

**22-23-FC1-17 To resolve to agree the following arrangements and appointments:**

- a) **Internal Auditor – JDH Business Services**
- b) **Data Protection Officer – JDH Business Services**
- c) **Payroll – Shire Payroll services**

- d) **Health and Safety – Ellis Whittam**
- e) **Employment consultant – Ellis Whittam**
- f) **Email provision – Element Hosting**
- g) **Website hosting – Netwise**

The Council resolved to agree all the above arrangements and appointments for the Council's required services.

**22-23-FC1-18 Solicitor and legal arrangements – To receive a verbal report from the Clerk.**

**a) Legal Advice – General:**

It was resolved to agree the Council will use Staffordshire County Council's legal team by default except if specified otherwise by resolution of the Council or committee.

**b) It was noted Blain Boland are currently working on a lease on one of the allotments sites.**

It was resolved to agree that the Council will continue to use Blain Boland for matters relating to the allotments.

**22-23-FC1-19 To review and approve the Council's and/or staff subscriptions to other bodies.**

The Council resolved to approve the following subscriptions apart from the continued subscription the CCIN which would end:

- Staffordshire Parish Council Association (£1443.78 per annum)
- Contribution to the Clerk's Society of Local Council Clerk's subscription. (Approx £200).
- Support Staffordshire (less than £100).
- CCIN Membership (£250 membership per annum).

**22-23-FC1-20 To agree and approve Member representatives to serve on outside bodies to represent Kidsgrove Town Council and agree the feedback mechanism.**

The following was agreed:

**a) Staffordshire Parish Councils Association**

None nominated. (Note – candidates need electing to the SPCA board through the SPCA systems if a vacancy arises.)

**b) Town Council LAP representation.**

Cllr J Waring (Kidsgrove) and Cllr D Allport (Talke and Butt Lane)

**c) Town Board representation.**

Cllr P Waring.

- d) **Go Kidsgrove**  
Cllr P Waring.
- e) **Rotary Kidsgrove**  
Cllr C Dickens.
- f) **Royal British Legion**  
Cllr S Dymond.

**22-23-FC1-21 To agree arrangements and to nominate councillors for 'in-house' audits for the 2020-21 financial year.**

It was resolved that the following councillors would audit each quarter:

Cllr P Waring, Cllr K Johnson, Cllr D Allport and Cllr M Stubbs were agreed as 'in-house' audits.

**22-23-FC1-22 Bank Mandates – to agree banking arrangements and agree signatories for the following accounts, noting appropriate wording as required:**

**a) Barclays**

- It was resolved to agree that all existing full signatories are removed except for the Clerk and that the Mayor, Deputy Mayor are added as full signatories. (Full signatories can sign mandate change forms and can sign cheques.)
- It was resolved 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.
- It was resolved 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 Bank**

- It was resolved 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**

It was resolved to close the NSI account due to ongoing issues with their response to any request and current low interest rate.

The Clerk was asked to progress these mandate changes.



**22-23-FC1-23 General Power of Competence (GPoC):**

It was resolved 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.

**22-23-FC1-24 To receive a report and review from the Clerk on S137 expenditure (Local Government Act 1972) and the General Power of Competence.**

There has been no S137 expenditure not covered under the GPoC.

**22-23-FC1-25 To suspend standing orders (7.j.xiii) and to delegate to the Finance and General Purposes Committee the approval of the asset register dated 31st March 2022 subject to it being presented to the next Full Council**

The Council resolved to delegate the approval of the asset register dated 31<sup>st</sup> March 2022 to the F&GP Committee subject to the document being received by the council at the next meeting.

**22-23-FC1-26 To receive any Mayor's items, Clerk's reports and correspondence received.**

The Clerk informed the council of training courses available from both the Staffordshire Parish Council Association and Society of Local Council Clerks and agreed to circulate details.

**22-23-FC1-27 To agree the date and time of the next meeting: Thursday 16th June 2022, 7:00pm Victoria Hall, Kidsgrove**

The council agreed the date and time of the next meeting.

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

**22-23-FC1-28 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.

**22-23-FC1-29 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.**

Cllr P Waring presented an update on the Town Deal Board in relation to Town Council involvement with one of the projects. The Council agreed in principle to the proposal. It was further agreed that the progression of this be delegated to the F&GP Committee subject to the Council being kept updated.

**2022-2023 Committee Membership Proposal**

**Finance and General Purposes**

Cllr P Waring  
Cllr K Johnson  
Cllr M Stubbs  
Cllr D Grocott  
Cllr A Gould  
Cllr L Skelding  
Cllr M Maxfield

Chair – P Waring  
Vice chair -Mary Maxfield

**Planning, Infrastructure and Highways**

Cllr R Tait  
Cllr C Dickens  
Cllr M Stubbs  
Cllr J Owen  
Cllr S Dymond  
Cllr D Grocott  
Cllr V Jukes  
Cllr G Burnett  
Cllr S Jones  
Cllr C Skelding  
Cllr S Gallimore  
Cllr P Waring

Nominations for chair – To be decided  
Nominations for vice - To be decided

**Environment and Allotments Committee**

Cllr C Dickens  
Cllr S Dymond  
Cllr J Owen  
Cllr D Allport  
Cllr J Waring  
Cllr C Duffy  
Cllr A Gould  
Cllr R Tait  
Cllr P Waring  
Cllr G Burnett

2 allotment representatives

Chair .....

Nominations for chair – To be decided  
Nominations for vice – To be decided

**Staffing Committee**

Cllr M Stubbs  
Cllr D Allport  
Cllr P Waring  
Cllr K Johnson  
Cllr L Skelding

Chair – Cllr K Johnson

**Events and Community Committee**

Cllr S Dymond  
Cllr J Owen  
Cllr D Allport  
Cllr G Burnett  
Cllr C Duffy  
Cllr S Jones  
Cllr M Maxfield  
Cllr C Skelding  
Cllr A Wood  
Cllr S Gallimore

Plus, representatives from other organisations at the committee’s discretion.

Nominations for chair - To be decided  
Nominations for vice - To be decided