



Victoria Hall Liverpool Road Kidsgrove Staffordshire ST7 4EL  
**Tel:** 01782 782254 **Email:** townclerk@kidsgrovetowncouncil.gov.uk  
**Website:** www.kidsgrovetowncouncil.gov.uk

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**KIDSGROVE TOWN COUNCIL**  
**Full Council**

**Minutes of the meeting held on Thursday 23<sup>rd</sup> January 2025**

Meeting started: 7.00pm Concluded: 8.18pm

Present: Cllr Jill Waring (chair), Cllr Dave Allport, Cllr Gill Burnett-Faulkner, Cllr Cressida Dickens, Cllr Jonathan Gullis, Cllr Sylvia Dymond, Cllr Steve Gallimore, Cllr Andrew Gould, Cllr Dave Grocott, Cllr Kevin Johnson, Cllr Simon Jones, Cllr May Maxfield, Cllr Jason Owen, Cllr Sarah Pickup, Cllr Craig Skelding, Cllr Loren Skelding, Cllr Mike Stubbs, Cllr Ray Tait, Cllr Paul Waring and Cllr Keith Cooper.

**FC/24-25/06/01 Apologies**

None

**FC/24-25/06/02 Declaration of Pecuniary and Other Interests**

None were declared

**FC/24-25/06/03 Public Participation**

A member of the member spoke in regard to agenda item 5 Kidsgrove Victoria Hall Gallery Project. The resident spoke in regard to the presentation that the members would be discussing. The member of the public highlighted the heritage of Kidsgrove, the thousands of photos of the area and the need to safeguard the heritage. The resident spoke regarding the potential visual impact it could have and that there were 3 options to consider. The resident would welcome working with a working group of the council in order to progress the project further. Spoke regarding the timeline restraints and advised that currently no funding would be required from the council.

A resident raised a query with regards to the legality of the meeting due to the Chair of the Council Cllr Kevin Johnson, being present at the meeting and not chairing the meeting. Cllr Johnson advised that he was unwell and had asked the deputy Mayor to chair. It was at this time the Clerk advised that as being present then the Chair should chair the meeting. At this point the Chair Cllr Kevin Johnson left the meeting.

The resident raised a second query in regard to the an issue in a previous audit where by the internal auditor had picked up that the then clerk did not have a signed contract for several months and asked if all current staff had contracts. The Clerk advised that all current employees of the council had current contracts of employment in place.

#### **FC/24-25/06/04 Co Option**

Members considered all applicants after they all spoke for five minutes regarding their application.

After voting it was **RESOLVED** to appoint Jonathan Gullis to the Town Council, whereby he signed his declaration of office and joined the council for the rest of the meeting.

#### **FC/24-25/06/05 Kidsgrove Victoria Hall Gallery project**

Member discussed the project proposal. The following aspects were discussed: who owns the memorabilia, who would insure the items, potential damage to building, must be subtle to blend in with the buildings and its heritage. A task group from within the Events and Community Committee, ground rules to be established. Project to be fully documented, time frame to be considered.

It was **RESOLVED** to agree in principle and to delegate to the Events and Community Committee to oversee the project, anything relating to any financial request to be overseen by the Finance and General-Purpose Committee. To be added to the next Events and Community Committee agenda to be discussed further including the setting up a working group.

#### **FC/24-25/06/06 Confirmation of Previous Minutes**

It was **RESOLVED** that the minutes of the following meetings 28<sup>th</sup> November 2024 and 16<sup>th</sup> of January 2025 be approved as a true and accurate record.

#### **FC/24-25/06/07 Committee Minutes**

It was **RESOLVED** that the minutes of the following committee meetings:

- a) Events and Community – 13<sup>th</sup> January 2025
- b) Planning and Environment – 13<sup>th</sup> January 2025
- c) Finance and General Purpose – 14<sup>th</sup> January 2025

It was **RESOLVED** to receive and note the minutes of the committees.

#### **FC/24-25/06/08 Community Day**

Members discussed the importance of this community day and that the Council had long support it

It was **RESOLVED** to approve the following:

- a) To grant Cllr Dymond a dispensation in regard to the Community Day
- b) That the Rotary Community Day be granted the free use of the Victoria Hall on 12<sup>th</sup> April 2025

#### **FC/24-25/06/09 Payments**

It was **Resolved** to approve and note the payments from April 2024 – December 2024.

#### **FC/24-25/06/10 Marinas Tea Room**

Members discussed the proposal within the report. How it came about and that due to the circumstance the council found itself in, an agreement has not been finalised to date. Whilst approval in principle was given, it was **RESOLVED** that Finance and General Purpose Committee to be delegated with drafting the agreement with the following to be considered:

- Timings of the kitchen being used
- That it was a commercial kitchen
- To be mindful of other hirers including long term hirers.

**FC/24-25/06/11 Town Hall Defibs**

The Clerk advised the current situation of the defibs at the Town Hall and that the one that was at the town hall in fact belonged to the borough and that when the borough was not open, that the Town Council did not have access to it and that the nearest ones available were located at Tesco's and the Labour Club. Whilst the Council had sourced a defib, we were advised that we could not have this as a locked unit. The Council felt that it should be a locked unit that is accessed via a code. It had also been raised that the map currently on the town council website was not up to date.

It was **RESOLVED** that the Clerk be delegated to purchase a lockable defib to be located on the outside of the town hall and to start the updating of the defib map on the council website.

**FC/24-25/06/12 Kidsgrove Ranger SLA Agreement**

Members discussed the SLA for the ranger for Kidsgrove and agreed that the ranger was a valuable asset to the town council. It was noted a slight increase in the cost.

It was **RESOLVED** to agree to the SLA for the town ranger for the coming year 2025/26 and to delegated authority to the Clerk to progress.

**FC/24-25/06/13 Pay Award 2024 - 2025**

The Clerk advised that Full Council are required to note the pay award for 2024/25 and that it had been implemented.

It was **RESOLVED** to note that the pay award for 2024/25.

**FC/24-25/06/14 Date of the Next Meeting**

To note the date, time and venue of the next meeting scheduled for Thursday 20<sup>th</sup> March 2025 at 7.00pm, Victoria Hall, Liverpool Road Kidsgrove Staffordshire ST7 4EL



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## KIDSGROVE TOWN COUNCIL

### STAFFING COMMITTEE

#### Minutes of the meeting held on 4<sup>th</sup> March 2025

Meeting started: 1.00pm Concluded: 1.45pm

Present: Cllr Paul Waring (chair), Cllr Dave Allport, Cllr Sylvia Dymond, Cllr Mary Maxfield, Cllr Kevin Johnson and Cllr Jill Waring

#### **SC/24-25/07/01 Apologies**

It was **RESOLVED** to receive and approve apologies from  
a) Cllr Skelding (work)

#### **SC/24-25/07/02 Declaration of Pecuniary and Other Interests**

None were declared

#### **SC/24-25/07/03 To approve the minutes of the previous meeting held on 7<sup>th</sup> February 2024**

It was **RESOLVED** to approve the previous minutes as a true and accurate record.

#### **SC/24-25/07/04 Public Participation**

None present

#### **SC/24-25/07/05 Public and Press Exclusion**

It was **RESOLVED** to exclude the Public and the Press on the grounds of confidential nature of the business to be transacted.

#### **SC/24-25/07/06 Staffing**

Members discussed the interviewees and the merits of each candidate.

It was **RESOLVED** to

- a) It was **RESOLVED** to offer the position to the chosen candidate
- b) A start date of 24<sup>th</sup> March was agreed.

#### **SC/24-25/07/07 Staffing Report.**

Members discussed the report of the Town Clerk and its recommendation. Members also discussed the current staffing structure and the policies in place with regards to recruitment. The Clerk advised that she had discussed the recommendation and reported that the advice received as long as policies were adhered to then the recommendations could proceed.

It was **RESOLVED** to agree to the recommendation of the report and agreed the SCP scale and to advertise the vacant position.

**8. Date of Next Meeting**

That the next meeting be called as required.



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## KIDSGROVE TOWN COUNCIL

### FINANCE AND GENERAL PURPOSE COMMITTEE

#### Minutes of the meeting held on Thursday 6<sup>th</sup> March 2025

Meeting started: 7.00pm Concluded: 8.25pm

Present: Cllr Paul Waring (chair), Cllr Mary Maxfield, and Cllr Jill Waring.

Officer present – N Antoney Town Clerk

#### **FGP/24-25/07/01 Apologies**

It was **RESOLVED** to receive and approve apologies from:

Cllr Kevin Johnson (work)

Cllr Loren Skelding (work)

#### **FGP/24-25/07/02 Declaration of Pecuniary and Other Interests**

None were declared

#### **FGP/24-25/07/03 To approve the minutes of the previous meeting held on 7<sup>th</sup> February 2025**

It was **RESOLVED** to approve the previous minutes as a true and accurate record.

#### **FGP/24-25/07/04 Public Participation**

None present

#### **FGP/24-25/07/05 Victoria Hall**

Member considered and discussed the hire charges for the coming financial year 2025-2026 and discussed allowing Bouncy Castles.

It was **RESOLVED** to agree the following

- a) Victoria Hall hire charges to be amended as agreed and implemented from 1<sup>st</sup> April 2025
- b) Bouncy castles to be allowed at parties subject to the following, that the bouncy castles used are only from reputable companies that have full liability insurance and risk assessments, and that proper matting is used underneath to protect the sprung floor.

### **FGP/24-25/07/06 Waste Collection**

The Clerk highlighted the new rules coming in April 2025 regarding waste collection that the Borough are implementing. The Clerk advised that the Council need to start being stricter on recycling including food waste, as the borough have now provided a food waste bin, the quote provided by the Borough for the Council waste collection. Members raised the query regarding who is using our bins, the Clerk advised that she did not know and that it would be investigated.

It was **RESOLVED** to approve the quote provided.

### **FGP/24-25/07/07 Banking Hub**

The Clerk went through the banking hub and what it could potentially mean to the town of Kidsgrove especially in light of the issues currently surrounding the towns post office currently. The clerk advised that she had been trying to get answers regarding the post office but to no avail currently. Cllr Waring advised that it had been investigated under the Town Deal umbrella but could not get a response. With the post office currently shut, the people of Kidsgrove do not have anywhere to deposit cheques or cash currently. This could have a real impact on the residents of Kidsgrove. Members advised that there was a banking hub at the leisure centre, but this was not a withdrawal or deposit hub, and only one bank Barclays was in attendance.

It was **RESOLVED** to agree to for the Clerk to progress and application for Kidsgrove to be considered to have a full banking hub and to keep Council updated.

### **FGP/24-25/07/08 Financial**

- a) A review of the council year to date financial position

Members discussed the position to date, the Clerk advised that she was currently working on year end and the variance report.

It was **RESOLVED** to note the current year to date.

- b) Earmarked Reserves

Members discussed the reserves to date

It was **RESOLVED** to note the current earmarked reserves.

- c) Financial Risk Assessment and Asset Register.

Members discussed and noted the Risk assessment. The Clerk highlighted some queries on the asset register including low value items to be removed, the clerk's manual, and operation manual. The clerk also highlighted in yellow, some items that required removing or amending including the following Signature flooring, Foyer lighting, Security door and alterations to dressing room. The clerk also advised the item highlighted in blue were currently being located. This is being updated and will be recirculated.

It was **RESOLVED** to note the asset register.

- d) Bank reconciliation for January and February 2025

It was **RESOLVED** to note the reconciliation for both January and February 2025.

- e) To note the payment list for January and February 2025

It was **RESOLVED** to note the payment list for January and February 2025

- f) To consider and approve a corporate council card and card policy

The Clerk went through the policy and highlighted the need for a corporate card as per our financial regulation 6.19 (personal credit or debit card of members or staff shall not be used under any circumstances) the clerk highlighted that this restricts purchasing either in store or online.

It was **RESOLVED** to approve a corporate card and recommend for adoption the Card Policy

### **FGP/24-25/07/09 Meetings Calendar**

Members discussed the proposed dates of the coming meetings for 2025 - 2026. Some amendments were made to some dates.

It was **RESOLVED** after some amendments to approve the meetings calendar for the coming year 20256 to Full Council.

### **FGP/24-25/07/10 Grant Applications**

Members discussed the grant applications and the merits of each application.

It was **RESOLVED** to approve the following grants

- a) The Big Clothes Movement grant of £160
- b) AFBC Kidsgrove grant of £1000.

### **FGP/24-25/07/11 To consider quote for Hall Lighting**

The Clerk talked through the quote to replace and upgrade the existing light on four wall lights to led lighting. The clerk advised that this would also go towards making the Hall greener and go towards helping reduce lighting costs.

It was **RESOLVED** to appoint Argon Electrical Services and approve the quote provided.

### **FGP/24-25/07/12. Date of the Next Meeting**

To note the date, time and venue of the next meeting scheduled for Thursday 15<sup>th</sup> May 2025 at 7.00pm, Victoria Hall, Liverpool Road, Kidsgrove, Staffordshire, ST7 4EL





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**Report to Full Council**

**Report Number 2025-FC5**

**Date of meeting**

**Thursday 20<sup>th</sup> March 2025**

**Report compiled by**

**Town Clerk**

## **Community Safety**

### **CCTV**

The cameras are a valuable asset and are used on a regular basis for a range of issues, including the ongoing problems we are experiencing with ASB/motorbikes on Clough Hall Park. They allow us to monitor activity in the area via a live feed and the footage can also be reviewed retrospectively.

The most recent example of their use is outlined by Matt below, whereby footage was seized regarding a robbery/assault. This could prove vital to the investigation - CCTV footage is quite often the deciding factor in whether offenders are convicted in court, or are found not guilty.

Aside from that, they act as a visible deterrent, particularly in our hotspot areas.

There is several GW cameras in the Kidsgrove area. They were installed around 2022.

Clough hall park (pavilion)- 7221- 7228

Mount road, Birchenwood car park – 7305

Bathpool park- 7306

Pump Track, Newchapel road- 7304

King street- 7301 7302

Whitehall Avenue- 7303

The camera's get regularly used by myself and other colleagues. Nikki has rang them today to view some footage in Clough hall park.

Yesterday 11/03, I shouted up to inform officers there were GW cameras at the location.

Pump track, Birchenwood and Clough hall park are mainly used for ASB and off road bikes.

Bathpool is used for ASB, off road bikes and is very useful for MISPER's.

Within the last month I've seized CCTV for a robbery/violence against person and concern for safety. This was for King street and Whitehall Avenue.

From previous knowledge, majority of the cameras are fixed but a couple can be moved if required.

GW are used if the incident is happening at the time. They'll view the cameras and capture anything required and provides us with vital information whilst officers are enroute. If the incident isn't live, we book an appointment and attend to view/seize.

## **Beat Report**

The system has been checked for the ASB report figures, 12 months shows there is 4% increase in ASB for Kidsgrove.

- November 2024 There are 25 reports
- December 2024 There are 15 reports
- January 2025 There are 17 reports
- February 2025 There are 10 reports

As of the 12<sup>th</sup> of March 2025 we have already received 19 reports. This is made up of the issues with the youths on off road bikes.

For educational purposes Reginal Michell Primary School has had an ASB input for ages 7-11 yrs and St, Saviours Primary School ages 8-11 yrs.

# Kidsgrove Town Council Meetings 2025/2026

2025																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Apr</b>	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th P&E	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	
<b>May</b>	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th FGP	Fr	Sa	Su	Mo	Tu	We E&C	Th FC	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
<b>Jun</b>	Su	Mo	Tu	We	Th P&E	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	
<b>Jul</b>	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th FGP	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu P&E	We	Th FC	Fr	Sa	Su	Mo	Tu	We	Th E&C
<b>Aug</b>	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
<b>Sep</b>	Mo	Tu	We FGP	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu E&C	We	Th FC	Fr	Sa	Su	Mo	Tu	
<b>Oct</b>	We	Th P&E	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
<b>Nov</b>	Sa	Su	Mo	Tu	We	Th E&C	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th FC	Fr	Sa	Su	
<b>Dec</b>	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th P&E	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
2026																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Jan</b>	Th	Fr	Sa	Su	Mo	Tu	We	Th FGP	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th FC	Fr	Sa
<b>Feb</b>	Su	Mo	Tu	We	Th P&E	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th E&C	Fr	Sa			
<b>Mar</b>	Su	Mo	Tu	We	Th FGP	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We FC	Th	Fr	Sa	Su	Mo	Tu
<b>Apr</b>	We	Th P&E	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	

## Kidsgrove Town Council

### Net Position by Cost Centre and Code

#### Cost Centre Name

<u>Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Bank Interest		8,000.00	14,383.46			6,383.46
2	Precept		238,423.00	238,423.00			
3	Council Tax Support Grant		13,266.00	13,266.00			
7	Payroll Fees				650.00	423.00	227.00
8	Election Charges				10,000.00	9,963.29	36.71
9	Advertising				1,000.00	430.00	570.00
10	Office Equipment				500.00	536.25	-36.25
11	Postage						
12	Office Sundries				1,800.00	488.51	1,311.49
13	Telephone/Broadband				1,200.00	1,057.99	142.01
14	IT Software				4,000.00	1,510.00	2,490.00
15	Website				300.00	330.00	-30.00
16	Printer/Copier				800.00	270.11	529.89
17	Bank Charges				280.00	150.30	129.70
18	Staff Training				1,000.00		1,000.00
19	Members Training				1,000.00		1,000.00
20	Office Lease / Rental				2,000.00	2,000.00	
21	Subscriptions				2,200.00	2,119.00	81.00
22	Accountancy Fees					450.00	-450.00
35	Audit Fees				3,000.00	988.00	2,012.00
36	Insurance				4,000.00	4,509.54	-509.54
37	Legal Fees				2,000.00	2,077.80	-77.80
61	VAT Reclaim			1,734.48			1,734.48
75	Services					1,149.00	-1,149.00
76	Reverse Payment			130.55			130.55
			<b>259,689.00</b>	<b>£267,937.49</b>	<b>35,730.00</b>	<b>£28,452.79</b>	<b>15,525.70</b>

<u>Allotments</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
30	Allotment Income		1,300.00	1,019.04			-280.96
31	Subscription				60.00	55.00	5.00
32	Waste Disposal				600.00	495.00	105.00
33	Maintenance				640.00		640.00
			<b>1,300.00</b>	<b>£1,019.04</b>	<b>1,300.00</b>	<b>£550.00</b>	<b>469.04</b>

<u>Civic Costs</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43	Civic Regalia				1,000.00		1,000.00
44	Mayor's Allowance				1,000.00	1,000.00	
45	Deputy Mayor's Allowance				250.00	500.00	-250.00
46	Town Crier						
					<b>2,250.00</b>	<b>£1,500.00</b>	<b>750.00</b>

<u>Events and Community Committee</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
47	Christmas Lights				5,000.00	4,375.00	625.00
48	Christmas Switch On				1,000.00	1,307.30	-307.30
49	Pantomime				1,200.00	1,195.00	5.00
50	D-Day Activities				2,000.00	537.73	1,462.27
51	Events - Other				1,500.00	406.34	1,093.66
52	Clough Hall Event						
53	Remembrance Sunday				1,000.00	615.35	384.65
64	Beer Festival					1,738.61	-1,738.61
71	Kidsgrove LAP			483.31			483.31
72	Christmas Market			247.50		79.36	168.14
				<b>£730.81</b>	<b>11,700.00</b>	<b>£10,254.69</b>	<b>2,176.12</b>

<u>Grants and Donations</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Kingsgrove Town Council

### Net Position by Cost Centre and Code

#### Cost Centre Name

42 Grants and Donations	4,400.00	4,060.00	340.00
	<b>4,400.00</b>	<b>£4,060.00</b>	<b>340.00</b>

#### Mayor's Charity Fundraising / Donations

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
65 Christmas Market						
67 Panto Tickets			464.00			464.00
68 Mayor's Charity Fundraisir			455.09			455.09
70 Beer Festival Donation			350.00			350.00
			<b>£1,269.09</b>			<b>1,269.09</b>

#### Payroll

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4 Salaries				75,000.00	56,311.45	18,688.55
5 Employers NI				10,000.00	7,053.80	2,946.20
6 Pension Contributions				25,000.00	5,704.43	19,295.57
74 Payroll Services						
				<b>110,000.00</b>	<b>£69,069.68</b>	<b>40,930.32</b>

#### Planning and Environment Committee

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
54 Highways and Safety				500.00		500.00
55 CCTV				5,000.00	11,092.00	-6,092.00
56 Grit Bins						
57 Neighbourhood Plan				2,000.00		2,000.00
59 Planters				2,000.00	3,013.00	-1,013.00
60 Defibs				1,000.00	56.00	944.00
62 Noticeboards / Plaques						
63 Bus Shelter						
				<b>10,500.00</b>	<b>£14,161.00</b>	<b>-3,661.00</b>

#### Ranger Service

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
39 Ranger Contract			1,650.00	46,000.00	39,181.00	8,469.00
40 Ranger Training				300.00		300.00
41 Ranger Equipment/Materia				1,000.00	289.09	710.91
69 Community Garden Grant					4,472.36	-4,472.36
			<b>£1,650.00</b>	<b>47,300.00</b>	<b>£43,942.45</b>	<b>5,007.55</b>

#### Victoria Hall

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
25 Maintenance Costs			250.00	11,000.00	7,251.39	3,998.61
26 Advertising				1,200.00	200.00	1,000.00
27 Service Charge / Utilities				20,000.00	40,843.48	-20,843.48
28 Health and Safety				7,000.00	6,462.97	537.03
29 Cleaning and Security				10,000.00	6,977.51	3,022.49
34 Business Rates				8,700.00		8,700.00
38 Bar Licence				200.00	180.00	20.00
58 Victoria Hall Other Costs				1,500.00	104.79	1,395.21
73 Health & Safety : 28						
			<b>£250.00</b>	<b>59,600.00</b>	<b>£62,020.14</b>	<b>-2,170.14</b>

#### Victoria Hall Income

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
23 Victoria Hall		15,000.00	16,407.25			1,407.25
24 Bar Franchise		5,000.00	7,581.72			2,581.72
66 Room Hire		4,250.00	3,654.50			-595.50

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Kidsgrove Town Council**  
**Net Position by Cost Centre and Code**

Cost Centre Name

	24,250.00	£27,643.47			3,393.47
<b>NET TOTAL</b>	<b>285,239.00</b>	<b>£300,499.90</b>	<b>282,780.00</b>	<b>£234,010.75</b>	<b>64,030.15</b>

**Kidsgrove Town Council**  
**Reserves Balance**  
**2024 - 2025**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>CurrentBalanc</u>	Notes
<b>Earmarked</b>				
Victoria Hall Maintenance Fund	£70,000.00		£70,000.00	
Staffing and Office	£14,706.15	-£66.25	£14,639.90	to cover over spend of £66.25
Christmas Lights	£8,068.21		£8,068.21	
Environmental Improvements	£8,800.00		£8,800.00	
Planting and Schemes	£4,800.00	-£1,013.00	£3,787.00	additional planting costs throughout the year
Allotment Legal Fees	£1,585.00		£1,585.00	
Crown Bank Allotment Expansion	£6,585.00		£6,585.00	
Kitchen Upgrade - Victoria Hall	£10,500.00		£10,500.00	
Victoria Hall Transfer Costs	£1,500.00		£1,500.00	
Donations	£4,400.00		£4,400.00	
Dementia Friendly Project	£1,500.00		£1,500.00	
Defibrillator Provision	£4,109.00		£4,109.00	
Highways Projects	£11,000.00		£11,000.00	
SID Provision	£8,000.00		£8,000.00	
Noticeboard Provision	£2,157.62		£2,157.62	
CCTV Capital Costs	£23,279.00	-£6,092.00	£17,187.00	CCTV costs over budget
Mining Memorial	£10,000.00		£10,000.00	
Boxing Club Support	£6,000.00		£6,000.00	
Bench Provision	£4,800.00		£4,800.00	
Parks and Green Spaces	£15,000.00		£15,000.00	
Internal CCTV - Victoria Hall	£2,000.00		£2,000.00	

Bus Stop Provision	£5,000.00		£5,000.00	
Grit Bin Provision	£2,000.00		£2,000.00	
Grants	£7,000.00		£7,000.00	
Footpaths	£500.00		£500.00	
Community Garden Project	£5,000.00	-£4,472	£528.00	community garden project
Mayor's Charity Fundraising	£4,410.47		£4,410.47	
<b>Tot Earmarked</b>	<b>£242,700.45</b>		<b>£231,057.20</b>	

**TOTAL RESERVE** £242,700.45 -£11,643.61 £231,092.64

**GENERAL FUND** £165,024.17

**TOTAL FUNDS** £396,116.81

**Descion required:**

- a) to approve the transfer of reserves
- b) to agree to the clerk to progress





# Kidsgrove Town Council Risk Assessment

## March 2025

**Notes**

***The greatest risk facing a Local Authority is not being able to deliver the activity or services expected from the Council***

Risk Assessment is a general systematic examination of working practices and financial management to identify any and all potential risks inherent in the practices. Based on a recorded assessment the Council should then take all necessary and practical steps to reduce or eliminate the risks, in so far as is reasonably practicable.

This document has been produced to enable the Kidsgrove Town Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise the following plan was followed:-

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and amend if required.

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Business Continuity	Town Council not being able to continue its business due to unexpected, or tragic circumstances	1	2	L	<p>There is a level of reserve in place for contingencies and insurance provision. In addition, the Town Council would seek the immediate help and advice from the Staffordshire Parish Council Association.</p> <p>The Council is putting in place a policy that would come into effect if the Council became unable to meet to make provision for essential business.</p>	Review at least annually
Precept	<p>Adequacy of Precept</p> <p>Requirements not submitted to NULB</p> <p>Amount not received from NULBC</p>	1	3	M	<p>The council reviews the budget expenditure for the current year and at least the one previous year prior to the agreement of a budget and precept requirement for the following year. The Council will regularly review capital projects to allow for accurate financial projections.</p> <p>The budget setting process and approval by Full Council takes place prior to the submission date of budgetary requirements to Newcastle Borough Council.</p> <p>The Council holds a level of general reserve sufficient to allow Council business to continue for at least 6 months in the absence of the timely receipt of precept.</p>	Review at least annually.
Financial Records	<p>Financial records</p> <p>Financial irregularities</p>	1	1	L	The Town Council has Financial Regulations which set out the procedures that the Council and its staff must adhere to.	Existing procedure adequate. Financial Regulations are reviewed annually.
Bank and Banking	<p>Inadequate checks</p> <p>Bank mistakes</p> <p>Loss</p> <p>Charges</p>	1	1	L L L L	<p>The Town Council has Financial Regulations which set out the requirements for banking, cheques, and reconciliation of accounts.</p> <p>The Clerk reconciles the bank accounts once a month when the statements are received and monitors the bank statements monthly. These are presented to either the next Finance and General Purposes or Full Council.</p>	Review at least annually

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
	Loss of signatories	2	1	L	The Council has several Councillors and Officers as signatories to minimise this risk. The Council would choose replacements when signatories are lost but the bank takes time to implement the changes so ensuring enough signatures are in place to cover the contingency is essential.	
Direct Costs Overhead Expenses Debts	Goods not supplied or inadequate but billed Unpaid Invoices	2	1	L	The Town Council has Financial Regulations which set out the requirements  Town Council approves list of requests for payments  Unpaid invoices to the Town Council for services are pursued.	Review at least annually
Employees	Fraud or error by employee  Action taken by staff	1	3	M	The requirements of the Fidelity Guarantee Insurance to be adhered to with regard to fraud.  Staff should be provided with relevant training, reference books, access to assistance and legal advice to undertake the role.  The procedure for payments uses Unity Bank online banking which requires one officer and two councillor to input and release payments.	Existing procedures are adequate Re-evaluate financial procedures and insurance at least annually.
Salaries, Pensions, and associated Costs	Salary paid incorrectly  Wrong Deduction of NI and Tax / Pensions  Unpaid Tax and NI to HM Revenue and Customs			L  L  L	The Town Council authorises the appointment of the Clerk and other staff. Salary rates are reviewed annually. Salary analysis and payslips are produced by a Payroll Company to which at least two members have sight of each month prior to the payment of salaries being processed.  Staff maintain a timesheet that members can view upon request and which ensures the correct hours are worked. Staff have Contracts of Employment and Job Description.	Review at least annually
VAT	Re-Claiming / Charging Exempt business activity assessment against £7,500 threshold	1	1	L	The Town Council is not VAT registered and so does not charge VAT. It is entitled to reclaim VAT paid on goods and services and reclaims are made during the year.	Review at least annually

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					<p>A VAT consultant was used to provide VAT advice early in 2018. A VAT calculation to be undertaken each year to ensure that the threshold for exempt activities is not exceeded.</p> <p>Ensure that relevant staff receive training in VAT matters. The Council should assess the impact on VAT when making financial decisions.</p>	
Reporting and Audit	Compliance Information communication	1	1	L	<p>Financial information is a regular agenda item and discussed/reviewed and approved at most F&amp;GP and Full Council meeting. An 'in house' audit is conducted at least quarterly by nominated councillors and reported to Council.</p> <p>An internal audit is conducted at least annually. The Internal Auditor is chosen each year by a resolution of the Council.</p> <p>The Annual return is prepared and signed by the Town Council and Clerk/RFO and is displayed according to the Transparency legislation in place for Councils with a turnover of more than £200,000.</p>	Review at least annually.
Best Value Accountability	Work awarded incorrectly Overspend on services	1	1	L	<p>Normal Town Council practice is to strive to seek 3 quotations for any substantial work to be undertaken or supply of goods. The procedure to be followed is laid down in Financial Regulations which are reviewed annually.</p> <p>Contracts are where applicable subject to three quotations or formal tender as outlined in financial regulations which are reviewed at least annually to ensure the best value for money is maintained.</p>	Review at least annually
Election Costs	Risk of Election Costs	2	1	L / M	The Town Council maintains an allocated sum of money to cover unexpected election costs.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Council	1	3	M	Public Liability insurance covers general personal injury claims where the Town Councils found to be at fault, but not spurious or frivolous claims – these cannot be insured against.	Existing procedure adequate

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Legal Powers	Illegal activity or payments	1	1	L	All activity and payments within the powers of the Town Council to be resolved and minuted at full Town Council Meetings.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality	1	1	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.	Existing procedures adequate. Members adhere to Code of Conduct
	Business conduct	1	1	L	Minutes are approved and signed at the next Town Council meeting (or for Committees, at the next committee meeting). Agendas displayed according to legal requirements.  Business conducted at Town Council meetings should be managed by an elected Chair	
Members interests	Conflict of interests Register of members' interests	2	1	L	Declarations of interest by members at Town Council meetings.  A register of members' interests forms reviewed annually and updated if required.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	1	2	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers, Employees, and Public Liability insurance is necessary and must be paid for.  Ensure compliance measures are in place  Ensure fidelity checks are in place	Existing procedure adequate. Review insurance provision annually.
Freedom of Information	Policy Provision	2	1	L	The Town Council has a Model Publication scheme in place. The Town Council is aware that if a substantial request came in it could create a number of additional hours' work. The Town Council can request a fee to supplement the extra hours.	Monitor any requests made under FOI

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Town Council Records – Paper	Loss through theft, fire, or damage	1	2	L	Current working documents and more recent historical minutes and accounts kept at the Victoria Hall in locked cabinets and locked storage room or office. Documents of importance are also scanned and stored electronically.	Damage (apart from fire) and theft is unlikely and so provision is adequate. Review at least annually.
Town Council Records – Electronic	Loss through theft, fire, data corruption, or physical damage	1	1	M	The Councils electronic records are stored on the Council's computers and also in a Cloud storage. Most key documents are also uploaded to the website. All passwords are placed in a sealed envelope held in the Council's safe.	Review at least annually
Assets	Loss or Damage Risk / damage to third party(ies) property	2	1	L	An annual review undertaken for insurance provision, storage and maintenance provisions	Asset register to be reviewed at least annually.
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	1	1	L L L	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned / authorised with the correct procedures of the Town Council. All assets are insured and reviewed annually.	Review at least annually
Victoria Hall	Health and Safety Insurance	1 1	3 3	M M	The Town Council is in the process of having the ownership of the Victoria Hall registered. A professional contractor will provide Health and Safety support.  Separate Insurance cover has been taken out on the building.  Money has been allocated into an earmarked reserve to ensure the Town Council can fulfil maintenance requirements to the building.  Security and caretaking arrangements are under review continuous review to ensure adequacy.	Review annually.

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					The Victoria Tap Room Bar is contacted out and the contract holder has the appropriate licences and is the nominated Premises Supervisor.	
GDPR	General Data Protection Legislation should be adhered to, to avoid a costly claim.	2	2	4	The Council contracts a Data Protection Officer to annually audit the Council.  Emphasis and priority needs to be put into ensuring all related GDPR legislation is compiled to.	Ongoing review.
Emergency situation, for example Covid-19	The Council cannot fulfil its functions.	3	2	6	In the event of a national emergency, the Council is putting measures in place to ensure business continuity.	In progress
Risk of Supplier Fraud	Supplier fraud could lead to the council being defrauded leading to loss of monies.	1	2	2	<p>Training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.</p> <p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. The Clerk is authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change.</p> <p>Periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p> <p>The Council must check the credit history and rating of any company where there is a concern or risk of being defrauded. Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account is routine using the authorisation of payments procedures.</p>	Review procedures annually.

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Cyber Security and danger of Cyber attack		2	2	M	<p>The Council's records will be backed up regularly. Officers will be instructed not to use their computing equipment for any other purpose other than work for Kidsgrove Town Council.</p> <p>Appropriate software (ant-virus, firewall, malware) will be purchased to protect computing equipment.</p>	





# Kidsgrove Town Council

## Fixed Asset Policy

Responsible Officer:	Responsible Financial Officer
Draft:	March 2025
Approved:	
Minute Number:	
Scheduled Review	March 2027

## 1. Introduction

In accordance with Section 14.6 of its Financial Regulations, Kidsgrove Town Council (KTC) is required to ensure that it maintains a record of its fixed assets in order to ensure that assets are appropriately recorded and safeguarded. This Policy identifies how that fixed asset register should be maintained, what should be included in it, the insurance arrangements and how assets will be disposed of.

The fixed asset register:

- forms a basis for completion of box 9 in the Annual Return
- informs decisions on risk and insurance
- provides information on the age and replacement strategy
- provides a basis for asset audits, to check the existence, ownership and valuation of our assets.

The register is approved annually by KTC but is updated on each change.

## 2. Scope of the Fixed Asset Register

KTC defines tangible fixed assets as property, plant, machinery and equipment with a useful life of more than three years and a minimum acquisition value of £500. Intangible fixed assets are non-physical assets with an ongoing value to KTC and a minimum acquisition value of £500.

The following items are included in the register, whether they were purchased, gifted or otherwise acquired by KTC:

- Land and buildings held freehold or on long term lease in the name of the council.
- Community assets (if any)
- Vehicles, plant and machinery
- Assets considered to be portable, attractive or of community significance
- Expenditure on improvements or renewals to a fixed asset
- Any other long-term asset estimated to have an acquisition value of £500 or more
- Any other asset that needs to be included in reports to the insurer.

The values included in the register will inform the relevant section of the Annual Return.

For clarity, the following are not included in the register:

- Land and buildings held on short term lease or rented
- Assets rented or loaned to the council
- Stationery and other consumable items
- Inventory held for sale in the normal course of business, eg food and drink
- Boundaries of land owned (fences, hedges, gates etc)
- Plants and trees
- Assets with an estimated value below £500 at acquisition**
- Repairs (unless these have added value to an asset which is already included on the register)
- Cash, short-term investments and other current assets.

### **3. Valuation of Fixed Assets**

Assets are valued by the purchase price (excluding VAT where applicable) if the purchase price is known. A separate insurance valuation is recorded which will normally initially be the acquisition value of the asset. Where the purchase price is not known, the insurance valuation should be applied. As a last resort, a nominal value of £1 should be applied. Assets gifted to FTC will be given a nominal value of £1.

The register will include reference to the insurance valuation, which is based on the estimated cost to replace each item. This figure is reviewed annually.

There is no depreciation of the Council's fixed assets<sup>1</sup>

### **4. Revaluation of fixed assets**

- a. Assets will be revalued if there is a major change in the market value,, ie in excess of £50000. Normally, this will only be for land and buildings. The new value will also be used for insurance purposes.
- b. A professional independent valuation will be used as the basis for these revaluations.

### **5. Register Maintenance**

- a. The asset register is reviewed formally by the Finance and General Purposes committee on an annual basis.
- b. All acquisitions, including those of fixed assets, are subject to the restrictions contained within the Council's Financial Regulations.
- c. On delivery of each qualifying acquisition, the asset register is updated with the purchase price and the insurance value. Purchased assets will normally have the insurance value the same as the purchase value.
- d. A physical check of the asset register will be completed periodically. Major assets (those over £50,000 insurance value) will be inventoried annually. All other assets will be inventoried on a rolling three year basis. The location and responsible manager will be recorded to facilitate this audit.

### **6. Disposal of Fixed Assets**

- a. Individual assets with an insurance value less than £1000 may be disposed of on the authorisation of the Town Clerk (or the RFO in the absence of the Town Clerk), and will be reported to the Finance and General Purposes Committee at their next meeting.
- b. Individual assets with a purchase value higher than £1000 or a number of assets with a cumulative value of more than £1000 will require the authorisation of the Finance and General Purposes Committee prior to disposal.
- c. Proceeds from the disposal of fixed assets are known as capital receipts and are subject to statutory controls. Such proceeds cannot be used for revenue purposes and can only be used for capital purposes. Separate records will be kept as required to demonstrate compliance with this requirement.<sup>2</sup>
- d. Where the total proceeds from the sale of a fixed asset is below a specified amount (currently £10,000) it is deemed to be de minimis and these requirements do not

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<sup>1</sup> (Joint Panel on Accountability and Governance Practitioners' Guide (March 2022) para 5.65)

<sup>2</sup> (Joint Panel on Accountability and Governance Practitioners' Guide (March 2022) para 5.146)

apply.<sup>3</sup>

## **7. Protection of Fixed Assets**

- a.** In the event that any assets are damaged or broken by officers or councillors, whether damaged accidentally or deliberately, the Council will only be able to request payment for the damage if the employee's contract, or the issue agreement with the councillor, states that this will be the case.
- b.** If there is no such agreement, the officer or councillor will not be required to cover any costs.
- c.** The council may ask for a contribution towards the repair/replacement of the assets, but there is no requirement for the individual to pay.
- d.** If there is reasonable evidence to believe the damage has been caused deliberately, the Council will treat this as a disciplinary/code of conduct matter, and due process will be followed.
- e.** Fixed assets issued to individuals (for example lap-tops) for use off the Council premises will be signed for, and there will be a requirement to confirm that the individual still holds the asset on at least an annual basis.

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<sup>3</sup> (Joint Panel on Accountability and Governance Practitioners' Guide (March 2022) para 5.147)







Victoria Hall Liverpool Road Kidsgrove Staffordshire ST7 4EL  
**Tel:** 01782 782254 **Email:** townclerk@kidsgrovetowncouncil.gov.uk  
**Website:** www.kidsgrovetowncouncil.gov.uk

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Dated: March 2025

## **Credit/Debit Card Policy**

### **1.0 Purpose of the Policy**

#### **1.1** The purpose of this policy document is:

- To ensure strong financial management and accountability controls are in place for the Council's business credit/debit card transactions.
- To protect both staff and the Council from the risk of fraud and unauthorised expenditure.
- To ensure compliance with the Council Financial Regulations

### **2.0 Credit/debit Card Provision for Kidsgrove Town Council**

**2.1** The Council recognise that the provision of a business credit/debit card helps to achieve best value and efficient processing for some forms of minor business expenditure.

**2.2** The Council has a single business credit/debit card with Unity Bank. The business credit/debit card has a credit/debit limit of £2000 (over £1000 to be in authorised by Chair of Finance and Mayor). Single transaction limit of up to a £1000 as per our Financial Regs 6.17 unless authorised by Full Council or Finance Committee.

**2.3** The Principal Officer is the named cardholder on the business credit/debit card account. Any requests for additional cardholders must be authorised by the FGP Committee.

**2.4** The credit/debit card can only be used for Council related expenditure within the Principal Officer's delegated authority. Use of the card for personal transactions is strictly prohibited.

**2.5** The credit/debit card has been set up to pay the full balance automatically each month if credit card or automatic if debit card.

### **3.0 Authorisation of Transactions**

**3.1** The Principal Officer will complete and process all credit/debit card transactions and log all requests originating from other members of staff for such purchases.

**3.2** All credit/debit card transactions will be reported to the FGP Committee via the schedule of accounts presented to bank mandate holders for authorisation, at the next relevant meeting following receipt of the monthly credit/debit card statement.

**3.3** The credit/debit card can be used for payments online, in-person and on the phone (if absolutely necessary). When online payments are made, the cardholder should be aware of internet security precautions and, where possible, only purchase from reputable and known suppliers with a valid website security certificate. Credit/debit card details and security information should not be supplied via email as this is not a secure method of sharing payment information.

#### **4.0 Credit/debit Card Procedures**

**4.1** The credit/debit card should only be used for low value and one-off purchases requiring immediate payment and where the payment on invoice option is unavailable.

**4.2** The Council's Financial Regulations apply to all transactions made by credit/debit card.

**4.3** No cash withdrawals are to be made with the card.

**4.4** Original receipts, including VAT receipts, are to be obtained for all card transactions. Prepaid invoices should be made out in the name of Kidsgrove Town Council showing the Council's office address.

**4.5** The credit/debit card and PIN should be kept separately in a locked cabinet. If the card is lost or the PIN is compromised, the Principal Officer must inform the card provider immediately.

**4.6** The Principal Officer will monitor the monthly credit/debit card balance as part of the financial monitoring process. Any anomalies identified will be followed up and in the case of a suspicious transaction, the credit card/debit company will be contacted immediately.

**4.7** Any named cardholder who leaves the employment of the Town Council or ceases to be an authorised named cardholder will have their use of the card immediately revoked pending full cancellation of the card.

#### **5.0 Unauthorised Use of the Credit/debit Card**

**5.1** The use of the credit/debit card for any purpose that is not in accordance with this policy may result in action being taken under the Council's Disciplinary Policy and the withdrawal of the card. Examples of unauthorised use include transactions for personal or non-business use, the use of the card without prior authorisation by the Principal Officer and the failure to comply with the terms of this policy.

**5.2** Transactions must only be made by the named business credit/debit cardholder.

#### **6.0 Council Staff Declaration**

**6.1** This policy is to be issued to all Town Council officers.



DRAFT



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**Website:** www.kidsgrovetowncouncil.gov.uk

### Victoria Hall Hire Charges, April 1<sup>st</sup> 2025

<b>Hall Only</b>	
Hourly	£ <b>25.00</b>
Day (12pm - Close)	£ <b>275.00</b>
<b>Refreshment Room/Kitchen</b>	
Hourly	£ <b>10.00</b>
Day (12pm - Close)	£ <b>60.00</b>
<b>Victoria Hall and Kitchen</b>	
Hourly	£ <b>35.00</b>
Day (12pm - Close)	£ <b>325.00</b>
<b>Wedding Hire</b>	
Hall, refreshment room and Kitchen	Please contact the office for wedding rates



Victoria Hall Liverpool Road Kidsgrove Staffordshire ST7 4EL  
**Tel:** 01782 782254 **Email:** townclerk@kidsgrovetowncouncil.gov.uk  
**Website:** [www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)

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# Victoria Hall

## Lettings and Concession Policy

**Draft Version: March 2025**

**Date adopted:**

### **1. Introduction and General Policy**

- a. Kidsgrove Town Council is responsible for the ownership, upkeep and use of the Victoria Hall and its various rooms. These include the main hall, refreshments room, kitchen and Council chamber (chairman's room).
- b. The Town Council wishes to manage the facilities such that they provide an affordable option for both private events and community functions whilst being mindful that letting income should assist with overheads and maintenance costs preserve the building for future generations.
- c. Events which lose money are effectively subsidised by the council tax paying residents of Kidsgrove. As such, the Council draws careful distinction between business users, private functions and community events.
- d. Letting of facilities is managed through the Town Council office, who will follow the guidance provided in this policy with respect to determining which users groups are permissible and deciding the appropriate rate for the hire.
- e. The Council is mindful of equality in its treatment towards different groups especially when granting concessions.
- f. The Town Council reserves the right to set aside the main hall or meeting rooms for its own use or for the use of its partners for the progression of Council business meaning that some time slots will be unavailable.

## **2. Responsibilities**

- a. The Council as a body is responsible for the management of the hall and other rooms.
- b. The Council has delegated the responsibility of management to the Finance and General Purposes Committee.
- c. The day-to-day management of managing bookings, as defined in this policy, are further delegated to the Town Clerk.
- d. The Clerk is not delegated to make decisions around hall hire and concessions if not defined in this policy or in the scheme of delegation to be found in the management plan.
- e. Individual councillors, including the Mayor, cannot make decisions regarding bookings. Hirers should not put pressure on individual councillors. If approached, individual councillors should direct the potential hirer to the office.

## **3. General Procedures**

- a. Users wishing to hire facilities should contact the Town Council with their initial enquiry. Provisional bookings may be agreed by telephone or email, subject to completion of a lettings form, detailing contact information, dates and times of hire, acceptance of terms and conditions. The hirer must agree to carry out Risk Assessments as appropriate and directed by the Town Clerk.
- b. Users may book multiple recurring events, and the Town Council reserve the right to offer a reduced fee for regular users regardless of their status (business, private or community). The reduced fee for main hall usage will be agreed by the F&GP Committee and by the Town Clerk for meeting room hire. These cases will be determined on an individual basis, and, for transparency, a list of such reductions will be kept.
- c. Bookings will be prioritised on a first- come, first-served basis but for the main hall, aren't secured until the deposit has been received.
- d. Except for regular bookings, no booking will be accepted without completion of a booking form.
- e. The decision as to whether to accept a booking or not rests with the Town Council office staff. Any complaint regarding the refusal of a booking should be addressed to the Town Clerk in the first instance and then to the chair of F&GP if the complaint still stands. The complaint and reason for refusal in such cases will be considered by the F&GP Committee.
- f. For non-regular or one-off bookings, the booking cannot be taken as being confirmed until a booking confirmation has been issued by the Council.
- g. For bookings at prime time such as Friday or Saturdays and evenings, or any other time directed by the Town Clerk, a deposit will be payable in advance and before the booking can be confirmed.

- h. Surety payments will be requested for larger events. The decision to return of the surety payment will be delegated to the clerk. Any dispute around the return of a surety payment will be taken to the next available F&GP meeting for consideration with the hirer given opportunity to state their case in writing in advance. The Clerk should evidence reasons for non-return.
- i. The Town Council reserves the right to add security provision which will be chargeable to the hall hirer.

#### **4. Lettings Charges**

- a. The lettings charges will be reviewed annually by the F&GP Committee.
- b. The letting prices will be displayed on the Town Council's website and will be available upon request from the Town Council office.
- c. When letting charges are revised, existing one-off bookings will remain on the pricing structure in place at the time the booking was made.
- d. Regular booking charges will be review annually and the hirer informed in writing giving 30 days' notice of the increase.

#### **5. Concessions**

- a. To be considered for a concession, the booker must be a non-profit making group or charity offering a service to the community to include Kidsgrove or be booking an event which is primarily a charity fundraiser. Proof of non-profit status may be requested in the form of a constitution, accounts, or any other evidence requested by the Clerk or the F&GP Committee.
- b. Businesses and private functions will not be eligible for concessions.
- c. The refreshments room, required for the purpose of meetings by the hirer, may be offered at a concessionary rate and very occasionally free of charge on weekdays for 'one-off' meetings or for partnership groups as long as the group is Kidsgrove Civil Parish based, volunteer led and serves a direct benefit to the community. The Clerk has delegation to determine the concession to be awarded as long as the group meets this criterion and those listed in (a). Usually, the concessionary rate will be 75% of full rate.
- d. Concession requests for the main hall usage, for groups fulfilling the requirements in point 5a, will only be offered as follows:
  - i. A 20% concession (80% of full rate) may be offered for non-profit making community groups and charities. Proof of status (charity, community, none profit making) will be requested unless the Town Council already has this evidence.
  - ii. For community groups and charities which are Kidsgrove based and where the main beneficiaries are Kidsgrove residents, a further 20% concession may be offered resulting in a 40% concession in total (60% of full rate).
- e. Concession requests for the main hall will be determined by the F&GP Committee, not the Town Clerk. The decision of the F&GP Committee will be final.

- f. Concession requests for the main hall at weekends can only be considered up to 3 months in advance.
- g. Some concession requests may be considered, and the decisions deviate from this policy if there is good reason.
- h. If the F&GP Committee feels it's in the public interest, free hall usage may very occasionally be granted.
- i. The Town Clerk will maintain a log of all concessions granted.

DRAFT

# Kidsgrove Town Council

27 February 2025 (2024 - 2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
178	Office Equipment	09/01/2025		Unity Current Accour		Equipment	Amazon	S	20.27	4.05	24.32
179	Office Equipment	09/01/2025		Unity Current Accour		Equipment	Amazon	S	4.17	0.84	5.01
180	Website	09/01/2025		Unity Current Accour		Services	NetWise	S	330.00	66.00	396.00
185	Telephone/Broadband	09/01/2025		Unity Current Accour		Telephone / Broadband / Mobil	Telappliant	S	11.91	2.38	14.29
189	Insurance	09/01/2025		Unity Current Accour		Insurance	Zurich Municipal	X	4,199.22		4,199.22
186	Services	09/01/2025		Unity Current Accour		Services	Newcastle Under Lyme Bor	S			
188	Maintenance Costs	09/01/2025		Unity Current Accour		Maintenance	Allyed Property Services	S	595.00	119.00	714.00
187	Service Charge / Utilities	09/01/2025		Unity Current Accour		Service Charge	Newcastle Under Lyme Bor	S	2,000.00	400.00	2,400.00
184	Service Charge / Utilities	09/01/2025		Unity Current Accour		Gas Charges	Total Energies	S	1,894.42	378.88	2,273.30
181	Health and Safety	09/01/2025		Unity Current Accour		Materials	Monkey Office	S	54.21	10.84	65.05
182	Health and Safety	09/01/2025		Unity Current Accour		Services	Waterman Environmental C	S	478.78	95.76	574.54
183	Cleaning and Security	09/01/2025		Unity Current Accour		Contract Cleaning	SJ Cleaning Services Maccl	X	570.00		570.00
202	Services	27/01/2025		Unity Current Accour		Services	Rentokill Initial	S	151.17	30.24	181.41
195	Advertising	28/01/2025		Unity Current Accour		Advertising	Good news Publishing	E	110.00		110.00
192	Office Sundries	28/01/2025		Unity Current Accour		Materials	Amazon	S	27.07	5.41	32.48
199	Telephone/Broadband	28/01/2025		Unity Current Accour		Telephone / Broadband / Mobil	Telappliant	S	11.91	2.38	14.29
197	IT Software	28/01/2025		Unity Current Accour		Finance and Booking Software	Scribe Accounts	S	900.00	180.00	1,080.00
198	Subscriptions	28/01/2025		Unity Current Accour		Membership	Support Staffordshire	E	25.00		25.00
196	Services	28/01/2025		Unity Current Accour		Services	JDH Business Services	S	1,149.00	229.80	1,378.80
190	Salaries	28/01/2025		Unity Current Accour		Payroll	Kidsgrove Town Council	E	4,966.12		4,966.12
190	Employers NI	28/01/2025		Unity Current Accour		Payroll	Kidsgrove Town Council	E	1,274.69		1,274.69
190	Pension Contributions	28/01/2025		Unity Current Accour		Payroll	Kidsgrove Town Council	E	510.87		510.87
191	Maintenance Costs	28/01/2025		Unity Current Accour		Victoria Hall Maintenance	Allyed Property Services	S	2,850.00	570.00	3,420.00
193	Deputy Mayor's Allowance	28/01/2025		Unity Current Accour		Civic	Jill Waring	E	250.00		250.00
194	Christmas Lights	28/01/2025		Unity Current Accour		Event	Daniel Dawson	E	355.00		355.00
201	Christmas Switch On	28/01/2025		Unity Current Accour		Event	RH Traffic Management	S	1,000.80	200.16	1,200.96
200	Events - Other	28/01/2025		Unity Current Accour		Event Materials	Trophies Plus Medals	S	10.46	2.09	12.55
203	Bank Charges	31/01/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	E	12.00		12.00
205	Office Sundries	20/02/2025		Unity Current Accour		Stationary - card-paper	Amazon	S	18.38	3.68	22.06
213	Office Equipment	20/02/2025		Unity Current Accour		Equipment	Amazon	S	27.98	5.59	33.57
214	Office Equipment	20/02/2025		Unity Current Accour		Equipment	Amazon	S	7.12	1.42	8.54
208	Office Sundries	20/02/2025		Unity Current Accour		Stationary - card-paper	Kidsgrove Town Council	X	11.14		11.14
210	Maintenance Costs	20/02/2025		Unity Current Accour	214915	Maintenance	Calbarrie Compliance Servi	S	75.00	15.00	90.00
207	Maintenance Costs	20/02/2025		Unity Current Accour		Maintenance	Ford Mainwaring	S	376.18	75.24	451.42

# Kidsgrove Town Council

27 February 2025 (2024 - 2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
212	Maintenance Costs	20/02/2025		Unity Current Accour		Maintenance	C.E.F (Newcastle - under -	S	130.55	26.11	156.66
206	Victoria Hall Other Costs	20/02/2025		Unity Current Accour		Stationary - card-paper	Amazon	S	49.79	9.97	59.76
211	Ranger Equipment/Materials	20/02/2025		Unity Current Accour		Ranger Service	Telappliant	S	11.91	2.38	14.29
209	Ranger Equipment/Materials	20/02/2025		Unity Current Accour		Ranger Service	Lindley Plants	X	992.00		992.00
204	Grants and Donations	20/02/2025	FGP/24-25/05/05	Unity Current Accour		Grant Payment	Dizzy Heights Staffs CIC	E	750.00		750.00
215	Salaries	24/02/2025		Unity Current Accour		Payroll	Kidsgrove Town Council	E	4,630.93		4,630.93
215	Pension Contributions	24/02/2025		Unity Current Accour		Payroll	Kidsgrove Town Council	E	434.64		434.64
218	Audit Fees	24/02/2025		Unity Current Accour	First Interim intern	Audit Fees	JDH Business Services	S	493.00	98.60	591.60
215	Employers NI	24/02/2025		Unity Current Accour		Payroll	Kidsgrove Town Council	E	1,254.83		1,254.83
216	Cleaning and Security	24/02/2025		Unity Current Accour	January Cleaning	Contract Cleaning	SJ Cleaning Services Maccl	E	480.00		480.00
217	Christmas Lights	24/02/2025		Unity Current Accour	2024 xmas lighting	Event	NPT Electrical Services Ltd	X	4,020.00		4,020.00
219	Christmas Market	24/02/2025		Unity Current Accour	Coloured xmas car	Event Materials	Yorkshire Purchasing Orgai	S	21.97	4.39	26.36
<b>Total</b>									<b>37,547.49</b>	<b>2,540.21</b>	<b>40,087.70</b>





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**Report to Full Council**

**Report Number 2025-FC6**

**Date of meeting**

**Thursday 20<sup>th</sup> March 2025**

**Report compiled by**

**Town Clerk**

## **Funding Request**

### **Cllr Sylvia Dymond**

#### **£100.00 funding request**

A small project between ranger, council staff and Cllr Dymond and a nearby school to tidy and plant an area of beds in the Peace Garden on Butte Lane.

Some plants have already been sourced and some additional equipment is required such as children's trowels, gloves and some tomato plants.

Cllr Dymond will be doing a small presentation. This would be a small partnership event.

Decision required:

- a) To agree to the funding request of £100.00
- b) To agree to the Clerk to progress.



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**Report to Full Council**

**Report Number 2025-FC6**

**Date of meeting**

**Thursday 20<sup>th</sup> March 2025**

**Report compiled by**

**Town Clerk**

## **Funding Request**

From April 1<sup>st</sup>, last year we have had a fantastic range of Newspapers available online via Bolinda (Borrowbox).

*Metro, Mirror, Daily Express, Independent, Daily Mail, Observer, Guardian, iPaper, Leek Post, Black Country Bugle, Burton Mail, Staffordshire Newsletter, Stoke Sentinel Tamworth Herald, Cricket, Football league*

Therefore, it has been suggested that we cancel the subscription to The Sentinel Newspaper, which is delivered to Kidsgrove Library. Often the value of our library is measured by how many books are issued, so our priority is to offer a good range. However, this does not take into account our value added services and other benefits which are usually much more difficult to measure.

We feel some of our older people in the community will be less likely to read online and will suffer the most by this reduction and there are also others who just will not manage navigating on computers.

Our staff are committed to providing the best service for the community of Kidsgrove so we would like to check if there was any possibility of Kidsgrove Town Council taking on the funding of the Sentinel newspaper, in its paper format.

I appreciate that resources are stretched across the board and there are lots of areas in need of support.

But having a paper on hand draws in people to the Library and gives them an opportunity to discuss what's featured. Some people may never come in to take out a book to read but enjoy reading the paper. It makes people feel part of the community

and connected to the wider population. Having a chat over the paper can also help to reduce the loneliness that some people feel.

**The yearly subscription cost is £442.**

Thank you for your kind consideration of this matter.

Library Development Officer for Newcastle and the Staffordshire Moorlands Libraries.

**Decision Required:**

- a) To approve the funding request for the Stoke Sentinel in Kidsgrove Library for the financial year 2025/2026.
- b) To agree to the Clerk to progress.



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**Report to Full Council**

**Report Number 2025-FC5**

**Date of meeting**

**Thursday 20<sup>th</sup> March 2025**

**Report compiled by**

**Town Clerk**

## **Local government reorganisation and devolution**

In December 2024, the government set out plans for how they'd like to move powers from central to local government across England. They call this 'devolution'.

A big part of their plan for this involves reorganising the way local councils work.

The government's plans are set out in a document called the English Devolution White Paper [English Devolution White Paper - GOV.UK](#)

We've summarised the important points for you below.

### **Devolution**

#### **What is devolution and what's the government's plan around this?**

Devolution means giving more power and decision-making authority to local and regional governments.

It's about shifting power away from the central government in Westminster and putting it in the hands of people closer to the communities they serve.

Some of the key features of the government's plans for devolution are:

- **Strategic Authorities:** These are groups of local councils working together to cover larger areas. Think of them as regional governing bodies. Many areas already have Combined Authorities, which would become Strategic Authorities. The government's goal is to eventually have Strategic Authorities covering all of England.
- **Mayors:** The government strongly believes in having directly elected mayors to lead these Strategic Authorities. They see mayors as strong, visible leaders who can drive change and be held accountable by the public.
- **Funding:** Strategic Authorities, particularly those led by mayors, would receive more funding from central government. This would give them more control over how money is spent locally.
- **Powers:** Devolution would give Strategic Authorities more control over key areas that affect people's lives, things like transport, housing, skills, and economic development.

## Local Government Reorganisation

### What is local government reorganisation and what's the government's plan around this?

Local government reorganisation basically means changing the way local government is structured – the number and size of councils and who is responsible for what.

Right now, in many parts of England, there are two or more levels of council:

- **County councils:** These cover larger areas and deal with things like education, social care, and transportation.
- **District or borough councils:** These cover smaller areas within counties and handle things like local planning, housing, and waste collection.
- **Parish and town councils:** These councils may look after very local amenities such as allotments, public clocks, play areas and equipment.

In Staffordshire, we have:

- Staffordshire County Council, which covers the whole of Staffordshire.
- Eight district and borough councils. These are South Staffordshire District Council, Lichfield District Council, Cannock Chase District Council, Stafford Borough Council, Newcastle Under-Lyme Borough Council, East Staffordshire Borough Council, Tamworth Borough Council and Staffordshire Moorlands District Council.
- 180 town and parish councils.
- We also have a small unitary council - Stoke-on-Trent City Council. They are responsible for providing all council services in their area.

Local government reorganisation aims to simplify the way local government works by:

- Creating unitary councils: These would be single councils responsible for all local government services within a particular area, replacing the two-tier system.
- Ensuring councils are a suitable size to be efficient and effective: The government thinks that there should be at least 500,000 residents in most new unitary councils.

### **What does devolution and local government reorganisation mean for Staffordshire?**

The government's plans may lead to fewer councils in Staffordshire and Stoke-on-Trent in the future and changes to what each council is responsible for.

All the same services will still need to be provided, but this may be by a number of newly formed unitary authorities and a Strategic Authority, rather than the ten councils that currently operate across the county and city.

The government thinks that new unitary authorities should provide services for around 500,000 people. They think that new Strategic Authorities should cover around 1.5 million people.

Exactly what this looks like for Staffordshire and Stoke-on-Trent has not been agreed at this early stage.

Leaders and Chief Executives of councils across the county and city have started to discuss what the options are and what would bring the biggest benefit to our residents and businesses.

Town or parish councils will not be affected structurally by the changes.

### **Staffordshire County Council's outline proposal (February 2025)**

We believe that two-tier local government works in Staffordshire – it strikes the right balance between countywide strategic services and local council services that meet the needs of our different communities. The government are clear however, that they want to see this replaced with fewer, bigger unitary councils in the future.

On 27 February 2025, we published an outline proposal which was considered by Cabinet Members at a meeting on 5 March. This was approved and will now be taken to a meeting of Full Council on 13 March.

In brief, our proposal is to create:

- A new Mayoral Strategic Authority to cover the whole county, including Stoke-on-Trent.
- A new Staffordshire unitary council to provide services in areas currently run jointly by the county council and Staffordshire's district and borough councils.

### **Why we're proposing this**

We believe that this way of working would:

- unlock extra powers and funding from Westminster to boost our local economy further,
- set the new unitary council up for success by building on a strong foundation – well-run councils which are financially stable and able to invest in their communities and
- ensure that people depending on vital services like social care continue to get what they need without unnecessary disruption.

### **What happens next?**

The next step is for us to submit outline proposals for local government reorganisation to the government by 21 March 2025.

There's still lots of work to do before any reorganisation of councils and responsibilities takes place.

Full proposals will need to be submitted to government by 28 November 2025.

As we work towards submitting these more detailed proposals in the autumn, we will be guided by what the evidence tells us is in the best interests of Staffordshire's people.

The whole process of change will take a number of years and the earliest we'd expect to see changes fully up and running is 2028.

As such, the county council elections will go ahead as planned in May 2025.

### **How we'll keep you updated**

Any change will take several years to work through.

Proposals will be considered as part of an open and democratic process, including public cabinet meetings and council meetings.

There will also be opportunities for people across Staffordshire and Stoke-on-Trent to share their views.

You can follow the latest updates on the [Staffordshire Newsroom](#) and on our social media channels.

You can also [sign up for MyStaffordshire](#), a fortnightly email update delivered to your inbox



## Frequently Asked Questions

### **What's likely to happen in Staffordshire?**

The government's plans may lead to fewer councils in the future and changes to what each council is responsible for.

Counties such as Staffordshire, which have county and district/borough councils, have been invited by government to submit proposals for creating new unitary authorities. The final decision on how local government will be structured in Staffordshire will lie with central government.

Nothing has been agreed for Staffordshire and Stoke-on-Trent at this early stage.

Leaders and Chief Executives of councils across the county and city have started to discuss what the options are and what would bring the biggest benefit for our residents and businesses.

We will submit an outline proposal for local government reorganisation to government by 21 March 2025. [You can read about our proposal here.](#)

As we work towards submitting more detailed proposals in the autumn, we will be guided by what the evidence tells us is in the best interests of Staffordshire's people.

### **Will we have a new elected mayor?**

No proposal has yet been agreed for Staffordshire and Stoke-on-Trent.

Whilst a devolution agreement with a new elected mayor was not something we had envisaged; the government have been clear in their White Paper that this is their preferred way of working and that they aim to create new Mayoral Strategic Authorities across the country.

We want to unlock extra powers and funding from Westminster, so our interim proposal includes the creation of a new Mayoral Strategic Authority.

### **Are the county council elections going ahead?**

Yes, the county council elections for May 2025 are going ahead as planned.

### **Where can I find out more?**

You might want to read the full English Devolution White Paper.

[English Devolution White Paper - GOV.UK](#)

You can also read the follow up letter sent by Jim McMahon, Minister of State for Local Government and English Devolution, to Staffordshire's councils,

[Letter: Staffordshire and Stoke-on-Trent - GOV.UK](#)

setting out timescales and the government's expectations.