



Victoria Hall Liverpool Road Kidsgrove Staffordshire ST7 4EL
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KIDSGROVE TOWN COUNCIL

FINANCE AND GENERAL-PURPOSE COMMITTEE

Minutes of the meeting held on Thursday 17th July 2025

Meeting started: 7.00pm Concluded: 8.35pm

Present: Cllr Paul Waring (chair), Cllr Mary Maxfield, Cllr Cressida Dickens, Cllr Kevin Johnson, Cllr Sarah Pickup, Cllr Mike Stubbs.

Officer present – N Antoney Town Clerk

FGP/25-26/02/01 Apologies

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

Cllr Jonathan Gullis (personal)

FGP/25-26/02/02 Declaration of Pecuniary and Other Interests

None were declared

FGP/25-26/02/03 To approve the minutes of the previous meeting held on 15th May 2025

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

FGP/25-26/02/04 Public Participation

None present

FGP/25-26/02/05 Policies

Members considered the policies.

It was **RESOLVED** to approve the approve the following policies for adoption by Council:

- a) **Fixed Asset Policy**
- b) **Meeting Recording Policy**
- c) **Document Management Policy**
- d) **FOI and Publication Scheme Policy**
- e) **Grants Scheme Policy**
- f) **Code of Conduct for Employee Policy**

FGP/25-26/02/06 Audit and Scrutiny Working Group

The committee discussed the need and benefit of an audit working group and the reason behind it. A query was raised as to whether we are duplicating the work of the internal auditor.

It was **RESOLVED** to incorporate the proposal as part of the Finance Committee and at the next meeting to formulate a calendar of when this would be carried out.

FGP/25-26/02/07 Financial

Members discussed and approved the following:

- a) The bank reconciliations for April, May and June 2025

It was **RESOLVED** to approve the bank reconciliation for April, May and June 2025.

- b) Payment List for April, May and June 2025.
- c) A query was raised regarding a payment for IPT, the clerk advised that it was for an up to date report for the stage lift.

It was **RESOLVED** to note the payment list for April, May and June 2025.

- d) To note the income from the bar for 2024 - 2025.

The Clerk advised that this was only for the bar takings and nothing else.

It was **RESOLVED** to note the income from the bar for 2024 - 2025.

- e) To note the budget to date

A query was raised regarding the subscriptions and the Clerk she was already looking into this.

It was **RESOLVED** to note the budget to date.

- f) To consider the following quotes:

- **The Intruder Alarm**

The Clerk advised as per the report the calls and call outs we are getting alarms when it was a borough issue. The Clerk advised that 90% of calls we were being advised that there was an issue only that it had been reset. A meeting was had with the borough regarding this ongoing issue and it was agreed to separate the Victoria Hall to being independent of the Town Hall. The Clerk also advised that the Borough had agreed to offset some of the cost.

It was **RESOLVED** to agree to the separation and to appoint Security Services as the contractor.

- **Hall Stained Window**

The clerk advised the last quote only came in that day and that it did not seem as much work was required. A Full report to be tabled at next meeting.

It was **RESOLVED** to defer to next meeting pending a full report.

- **Stage Lift**

Members were updated regarding the stage lift and to its usage over the last 12 months. Some members advised that they had hardly seen it in use.

It was **RESOLVED** to defer to a further meeting.

- **Stage Curtain**

Members discussed the quote for the stage curtains and how it was a recommendation on the recent Fire Risk Assessment.

It was **RESOLVED** to defer to a further meeting.

- **Civic Regalia**

Members discussed whether this was required and necessary at this point in time. It was not budgeted for and would need to come out of reserves. Further quotes to be obtained.

It was **RESOLVED** to obtain further quotes and to bring back to a later meeting.

- **Cleaning Contract**

The Clerk advised of the issues that had occurred over the last six months and how herself and the caretaker have been trying to rectify them and that no progress was being made. The Clerk also discussed the current hall cleaner and the issues that were being had.

It was **RESOLVED** to award the contract to Elite Services, and it was further agreed a new hall cleaner could be sought for the hall at the discretion of the Clerk subject to not exceeding the current agreement.

- **Staff Mobile Phone**

The Clerk spoke about the work that was continuing by the caretaker and how they were giving out their own personal mobile to contractors, hirers and clients. The Clerk advised that she already had a separate phone for work purposes, and one was not required for her.

It was **RESOLVED** for the Clerk to delegated authority to purchase a mobile phone and sim contract for staff use.

FGP/25-26/02/08 Kidsgrove Town Council Five Year Plan

The Clerk advised that the plan was last adopted in 2021 and would need renewing or updating for 2026 for the next five years. Members discussed the practicality of achieving this in light of elections next year.

It was **RESOLVED** to review over the next six months and bring back to a later meeting.

FGP/25-26/02/09 Grant Applications

Members discussed the merits of the following applications and resolved the following, there was a late application received from Kidsgrove Core:

It was **RESOLVED** to approve the following grant applications

- a) Dougie Mac – Dementia Support Services - £500
- b) Burslem Golden Gloves Boxing Club - £500
- c) Lamb Street Allotment Association – further information required to ascertain Monterey level.
- d) Kidsgrove Core - £500

FGP/25-26/02/10 Victoria Hall and Town Hall

Members discussed the following points raised regarding the Victoria Hall and Town Hall

a) Office Rental

Due to a sudden invoice in from the borough regarding services, it was discussed that they didn't recall this amount being part of the original discussion in us taken a office space in the Town Hall and that further negotiations were to be had.

It was **RESOLVED** to meet with the Borough and discuss further before other options were explored.

b) Seating in bar area

The clerk bought the members up to date regarding the seating area of the bar and that it was discussed when the last time it was refurbished.

It was **RESOLVED** to obtain quotes for the next meeting.

c) Floor of Victoria Hall

Members went through the report of the clerk and the options that were available for the floor and stage floor. The Clerk advised that the company that came out had advised we had more strip and then we would need to replace it. Cllr Stubbs advised that when it was last stripped, it was advised then, that they had one more time that they could strip it, before they had to replace it. After discussing the merits of stripping and replacing,

It was **RESOLVED** to replace the floor as the funds were in the reserves, the Clerk to check the financial regulations as to the correct procedure to enable this.

d) Children's Party Charges

The Clerk advised that we were getting more enquiries for children's parties and after doing some research it advised that we charge a party charge with set hours due to sometimes the charges could amount

It was **RESOLVED** to agree to the proposal of £150 set charge with the set hours of 3-5 hours included.

FGP/25-26/02/11 Bar Franchise Request

No documents received for request.

FGP/25-26/02/12. Date of the Next Meeting

To note the date, time and venue of the next meeting scheduled for 3rd September 2025 at 7.00pm, Victoria Hall, Liverpool Road, Kidsgrove, Staffordshire, ST7 4EL

Signed

Dated