



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

KIDSGROVE TOWN COUNCIL
Annual Full Council
Minutes of the meeting held on Thursday 22nd May 2025
Meeting started: 7.00pm Concluded: 8.30pm

Present: Cllr Kevin Johnson (chair for opening of meeting), Cllr Jonathan Gullis (Chair), Cllr Gill Burnett-Faulkner, Cllr Keith Cooper, Cllr Cressida Dickens, Cllr Dave Grocott, Cllr Simon Jones, Cllr May Maxfield, Cllr Jason Owen, Cllr Sarah Pickup, Cllr Mike Stubbs, Cllr Ray Tait, Cllr Jill Waring and Cllr Paul Waring.

Cllr Craig Skelding and Cllr Loren Skelding arrived at 7.06pm

Officer present: Nicola Antoney (Town Clerk)

Sue Woodward (Assistant Town Clerk)

The outgoing Mayor Cllr Kevin Johnson thanked all his fellow councillors and staff for all their support and help over the last year.

FC/25-26/01/01 Election of Town Mayor for the Civic Year 2025 – 2026

Cllr Johnson called for nominations for the position of Mayor of Kidsgrove Town Council
Cllr P Waring proposed and was seconded by Cllr Maxfield that Cllr Jonathan Gullis be nominated for the position. No other nominations were received.

It was **RESOLVED** that Cllr Jonathan Gullis be elected as the Town Mayor of Kidsgrove Town Council for the civic year of 2025 - 2026

Cllr Johnson, Cllr Gullis and the Town Clerk left the meeting for the new Mayor to receive the Chains of Office and sign their Declaration of Office

Cllr Jonathan Gullis chaired the meeting from this point forward.

The Mayor gave his thanks to Cllr Johnson for his service as Mayor. He also gave thanks to the long service of those councillors present, who had given their time over the years for the residents of Kidsgrove Parish.

FC/25-26/01/02 Election of Deputy Town Mayor for the Civic Year 2025 – 2026

Nominations were called for the position of Deputy Town Mayor

Nominations were received for

Cllr Cressida Dickens – proposed by Cllr Kevin Johnson, seconded by Cllr Jill Waring

Cllr Jason Owen – Proposed by Cllr Sarah Pickup and seconded by Cllr Mike Stubbs

Vote was by show of hands in the order nominations received.

It was **RESOLVED** that Cllr Cressida Dickens be elected as the Deputy Town Mayor of Kidsgrove Town Council for civic year 2025 – 2026

Cllr Jill Waring, Cllr Cressida Dickens and the Clerk left the meeting for the Deputy to receive the Deputy Chains of Office and sign their Declaration of Office.

Cllr Dickens gave thanks and was looking forward to supporting the Mayor and the Council in the coming year.

FC/25-26/01/03 Apologies

Apologies were received and approved from:

Cllr Sylvia Dymond (holiday)

Cllr Dave Allport (holiday)

Cllr Andrew Gould (work)

Cllr Steve Gallimore (work)

FC/25-26/01/04 Declaration of Pecuniary and Other Interests

None were declared

FC/25-26/01/05 Public Participation

No questions raised.

FC/25-26/01/06 Confirmation of Previous Minutes

It was **RESOLVED** that the minutes of the following meeting 20th March 2025 be approved as a true and accurate record.

FC/25-26/01/07 Committee Minutes

It was **RESOLVED** that the minutes of the following committee meetings be noted and received:

- a) Staffing Committee – 04.03.2025
- b) Staffing Committee – 07.04.2025
- c) Staffing Committee – 14.04.2025
- d) Finance and General Purpose – 06.03.2025
- e) Finance and General Purpose – 15.5.2025
- f) Planning and Environment – 10.04.2025
- g) Events and Community – 30.01.2025

FC/25-26/01/08 Standing Orders and Financial Regulations

It was **RESOLVED** to approve and adopt the following

- Standing Orders
- Financial Regulations
- Code of Conduct

FC/25-26/01/09 Committee Membership

It was **Resolved** to approve and adopt the following:

- Committee Structure
- Committee Membership – see **Appendix A**
- Committee Terms of Reference

FC/25-26/1/10 Financial

A query was raised on the trial balance due to not balancing, the Town Clerk advised she would review and update council.

It was **RESOLVED** to note and approve the following

- Year End 2024 – 2025 subject to trial balance being reviewed
- Payment list for the financial year 2024 – 2025
- Contracts Register for 2025-2026
- That the invoices for the Ranger Services and CCTV be approved

Members discussed the invoices for the new Electrical Circuit Board and how it was difficult to gain the 3rd quote, due to the nature of the work involved and the highlight in our recent Fire Risk Assessment.

It was **RESOLVED** that should a 3rd quote not be obtained by Friday 30th May that Argon Electrical Services be appointed as the contractor to carry out the work.

FC/25-26/01/11 External Support Services

Members were advised that it was best practice to approve the external support that the council received. Members queried the need for a Data Protection Officer as an external source. The Clerk advised that while some council appoint, most are in house, but as we were already committed to this year, however, this was an area being explored further over the coming year. The Clerk highlighted that Worknest was a three-year contract and that it was due to finish in July 2026.

It was **RESOLVED** to approve the following external support services.

- Worknest for 2025 - 2026
- Stoke on Trent City Council for CCTV provision
- JDH Business Services Ltd for Internal Auditor and Data Protection Officer
- Scribe for Financial Service Software
- Vast Services 1920 for payroll support
- NGL Technology Limited for IT Support

FC/25-26/01/12 Memberships

It was **RESOLVED** to approve the following external support services.

- Affiliation to Staffordshire Parish Council Association inc NALC
- Membership to the Information Commissioners Office (ICO)
- Membership to Support Staffordshire
- Membership to the National Allotment Society
- Membership to the Society of Local Council Clerks (SLCC)

FC/25-26/01/13 Road at Side of Victoria Hall

Members discussed the road at side of Victoria Hall, members discussed that as no one owns it that no one was taking responsibilities for it, it was discussed as part of the Town Deal and that if the Town Council was prepared to take ownership and adopt it, that as part of the town deal that it can be financed to bring it up to a standard that would last years but going forward the Town Council would be responsible. Members discussed the responsibility of taking ownership and that there were better placed organisations to take responsibilities.

The question was raised why the County would not take responsibility when there was funding to bring it up to standard being offered? The estimated cost to the Town Board was approximately £25,000. It was discussed that if we do not take the opportunity now then it was a wasted opportunity.

Concerns were raised over future costings and the burden it could potentially put on the council. How many times has the council been in this position where the council had a chance to make a difference, an improvement

It was **RESOLVED** to proceed with the adoption of the road at the side of Victoria Hall.

It was further added that this be communicated in writing to the Town Board and request an urgent meeting with the County highways, to discuss them taking it over in the coming years as we make sure the Town Deal funding is spent in Kidsgrove and that the work is done.

FC/25-26/01/14 Date of the Next Meeting

To note the date, time and venue of the next meeting scheduled for Thursday 24th July 2025 at 7.00pm, Victoria Hall, Liverpool Road Kidsgrove Staffordshire ST7 4EL

Signed

Dated



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KIDSGROVE TOWN COUNCIL

Full Council

Minutes of the meeting held on Wednesday 18th June 2025

Meeting started: 7.00pm Concluded: pm

Present: Cllr Cressida Dickens (Chair), Cllr Gill Burnett-Faulkner, Cllr Keith Cooper, Cllr Kevin Johnson, Cllr Steve Gallimore, Cllr Sarah Pickup, Cllr Mike Stubbs, Cllr Jill Waring and Cllr Paul Waring.

Officer present: Nicola Antoney (Town Clerk)

Sue Woodward (Assistant Town Clerk)

FC/25-26/02/01 Apologies

Apologies were received and approved from:

Cllr Sylvia Dymond (personal)
Cllr Dave Grocott (personal)
Cllr Mary Maxfield (holiday)
Cllr Jason Owen (personal)
Cllr Dave Allport (personal)
Cllr Dave Grocott (personal)
Cllr Ray Tait (personal)
Cllr Jonathan Gullis (personal)
Cllr Andrew Gould (personal)

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

None were declared

FC/25-26/02/03 Public Participation

No questions raised.

FC/25-26/02/04 Year End Internal Audit

Members discussed the year end report and noted the recommendations.

It was **RESOLVED** to note and approve the Year End Internal report and its recommendations.

FC/25-26/02/05 Annual Governance and Accountability Review

It was **RESOLVED** that the AGAR be complete, approved and signed as follows:

- Approve the annual governance statements for 2024/2025
- Approve the annual accounting statements for 2024/2025
- Agree the dates for the notice period of public inspection commencing on 20th June 2025 – 31st July 2025

FC/25-26/02/06 Banking Arrangements

Members were advised that the Clerk had been advised by unity that according to our mandate we should have three signatories and currently have only two, therefore the clerk cannot be added as a signatory without it being approved by council in minutes

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

Unity Bank

To add the Town Clerk Nicola Antoney to be a full signatory on the account and also to confirm the following:

Current signatories as Cllr Mike Stubbs and Cllr Cressida Dickens

Internet users Cllr Paul Waring, Cllr Mary Maxfield and Cllr Kevin Johnson

Assistant Clerk Sue Woodward for inputting payments

CCLA

To remove previous signatories and add Town Clerk Nicola Antoney as a director (signatory) to the CCLA savings account and to confirm the following as directors (signatories)

Cllr Paul Waring

Cllr Kevin Johnson

Cllr May Maxfield

Cllr Sarah Pickup

Cllr Mike Stubbs

FC/25-26/02/07 Committee Chair and Vice Chair Appointee

It was **Resolved** to approve the following nominations as committee chairs and vice chairs for the coming year 2025/26:

- **Finance and General Purpose**
Chair – Cllr Paul Waring
Vice Chair – Cllr Mary Maxfield
- **Planning and Environment**
Chair – Cllr Jill Waring
Vice Chair – Cllr Paul Waring
- **Events and Community**
Chair – Cllr Jonathan Gullis
Vice Chair – Cllr Kevin Johnson
- **Staffing**
Chair – Cllr Mary Maxfield
Vice Chair – Cllr Kevin Johnson

FC/25-26/01/14 Date of the Next Meeting

To note the date, time and venue of the next meeting scheduled for Thursday 24th July 2025 at 7.00pm, Victoria Hall, Liverpool Road Kidsgrove Staffordshire ST7 4EL

Signed

Dated



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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/25-26/01/01 Apologies

It was **RESOLVED** to receive and approve apologies from:
Cllr Jonathan Gullis (personal)

FGP/25-26/01/02 Declaration of Pecuniary and Other Interests

None were declared

FGP/25-26/01/03 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/25-26/01/04 Public Participation

None present

FGP/25-26/01/05 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/25-26/01/06 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/25-26/01/07 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/25-26/01/08 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/25-26/01/09 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/25-26/01/10 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/25-26/08/11 Bar Franchise Request

No documents received for request.

FGP/24-25/08/12. 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



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Victoria Hall

Lettings and Concession Policy

Draft Version: March 2025

Date adopted: March 2025

Review: March 2026

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.



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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 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



Kidsgrove Town Council Fixed Asset Policy

Responsible Officer:	Town Clerk
Draft:	July 2025
Approved:	
Minute Number:	
Scheduled Review	July 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 £100 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 assets¹

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.²
- 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

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

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

apply.³

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.

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



Kidsgrove Town Council

Meeting Recording Policy

Responsible Officer:	Town Clerk
Draft:	July 2025
Approved:	
Minute Number:	
Scheduled Review	July 2027

1. Introduction

Kidsgrove Town Council is committed to the principles of openness and transparency and encourages members of the public to attend all meetings of the council, its committees and sub-committees.

It therefore embraces the rights to record, film and to broadcast meetings of the parish meeting as established under the Openness of Local Government Regulations 2014.

For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Those who attend a public meeting should expect to be filmed unless they object.

This policy is applicable to meetings of this council, its committees and subcommittees.

2. Limitations

Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

Staffing Committee meetings remain confidential and may not be recorded or reported on outside the meeting.

Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.

3. Notice of recording

Notice of the recording of meetings will be displayed in and outside the place of meeting and Council consent forms for the public will be signed prior to the meeting. Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they must not be included in the recording.

4. Recordings by members of the public

The recording and reporting on meetings of the Town Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the UK GDPR, the Data Protection Act 2018 and the laws of libel and defamation.

The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

The Town Council would expect any recording in breach of these rules to be removed from public view.

The Town Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

The following rules apply to any member of the public, or press, who wish to record or report on a council meeting:

- Any person wishing to record a meeting in any format whatsoever is asked to contact the Clerk at least a few days prior to the meeting with the following information:
 - Which meeting the request refers to
 - The name, organisation (if applicable) and contact details of the person making the request
 - What equipment it is intended to be used (to determine what facilities might be required)
 - What the photographs/recording will be used for and/or where the information is to be published
- Discussing requirements with the Clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
- The Council will display a statement at each of its meetings, or the Chair will read it aloud, which says: “This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded”.
- The Clerk will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, e.g. provision of a table. However, the council should point out that the physical layout of any room may restrict the council’s ability to make any provision.
- All recording will be undertaken from a static point.
- All recording shall be overt, i.e. clearly visible to anyone at the meeting.
- Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.
- Persons who are recording are requested not to leave their equipment unattended and are responsible for their equipment at all times.
- The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.
- Filming elsewhere in the building outside of the meeting room is not permitted without permission.
- The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a nondisruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.

- A person or persons recording the meeting are reminded that the “Public Participation” period is not part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
- Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
- The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
- People seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned.
- Use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.
- All those filming a meeting must only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting and who have given written explicit consent in advance.
- For organisations that are recording a meeting, members of the public should be provided with that organisations privacy policy. You should ensure that the public is informed that their image will be taken and the context in which their image will subsequently be used.
- The Parish Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
- A person or persons making a recording has no right to interrupt a Council/Committee meeting by asking questions or making comments for the purpose of the recording.
- A person or persons recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
- The Chair of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
- If the Clerk of the meeting feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop.
- If use continues the Chair or Clerk will ask the person to leave the meeting. If the person refuses to leave, then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
- If a meeting is adjourned by the Chair, then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned.
- If during the meeting, a motion is passed to exclude the press and public, on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography.
- Regarding filming Officers of the Council, the Council is obliged to comply with the Health and Safety Regulations to provide a safe workplace. If the Council received a complaint from their employees that the recordings were being used to harass or

threaten staff (or Members) then the Council may take action by warning those recording, not allow recording and potentially involve the Police.

5. Recordings by the council

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its data retention policy.

However, the minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

The Chair of the meeting will make an announcement at the beginning of the meeting to make sure everyone understands that the meeting will be recorded and will ask if any members of the public object to being recorded.

The Chair of the meeting has the discretion to request the termination or suspension of the recording if continuing to record would prejudice the proceedings of the meeting. This would include:

- Public disturbance, disruption or suspension of the meeting.
- The meeting agreeing to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with statutory procedures.
- Where it is considered that continued recording/photography/filming/ webcasting might infringe the rights or privacy of any individual (including staff members) or intimidate them.
- For any other reason which the Chairman considers reasonable in the circumstances.

The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.

People seated in the public seating area will not be photographed, filmed or recorded without the consent of the individuals concerned.

Use will not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.

Where the Council records its own meetings, it does not prevent any other person or persons from also recording.

Recordings made by the Council of any of council meetings will be the available on the Council's Facebook Channels' for the period as set out in the Data Retention Policy.

Recordings may be removed from the Council's YouTube Channel before the minimum retention period if it is deemed all or part of the content of the recording is, or is likely to be, in breach of any statutory provision or common law rule, for example Data Protection and/or Human Rights legislation or provisions relating to confidential or exempt information. It is

anticipated, however, that meetings will be conducted lawfully and that the need to remove recordings will occur only on an exceptional basis.

Unless given permission by the Chair, councillors should not record, photograph or film other councillors, staff or members of the public during a meeting.

6. Council recording at meetings notice

A notice will be placed in a conspicuous place outside the meeting room for each meeting that is being recorded.

7. The Public's Rights

If, as a member of the public, you do not wish to be photographed, filmed or recorded please inform the Clerk in attendance at the meeting or the Chair of the meeting when notice is given that a request to photograph / record has been received.

The Council requires your written consent to include the recording of you at the meeting.



KIDSGROVE TOWN COUNCIL

Document Management Policy

Responsible Officer:	Town Clerk
Draft:	July 2025
Approved:	
Minute Number:	
Scheduled Review	July 2028

All policies are on a scheduled review but can be updated at anytime due to best practice or legislation

Document Management Policy

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1. INTRODUCTION

In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information both electronically and in hard copy.

Retention of specific documents may be necessary to:-

- Fulfil statutory or other regulatory requirements
- Evidence events/agreements in the case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value

The untimely destruction of documents could cause the Council:-

- Difficulty in defending litigious claims
- Operational problems
- Embarrassment
- Failure to comply with the Freedom of Information or Data Protection Acts
- A breach of a particular piece of legislation.

Conversely, the permanent retention of all documents is undesirable, and appropriate disposal is to be encouraged for the following reasons:-

- There is a shortage of new storage space
- Disposal of existing documents can free up space for more productive activities, even in digital form
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk (in case of paper records)
- There is evidence that the de-cluttering of office accommodation can be psychologically beneficial for many workers

Modern day records management philosophy emphasises the importance of organisations having in place systems for the timely and secure disposal of documents/records that are no longer required for business purposes. Additionally, both the Freedom of Information Act and new data protection legislation make it important for the Council to have clearly defined policies and procedures in place for disposing of records, and that these are well documented.

2. Scope and Purpose

The purpose of this policy is to provide a corporate policy framework to govern management decisions on whether a particular document (or set of documents) should either be:

- Retained – and if so in what format, and for what period; or
- Disposed of – and if so when and by what method

Additionally, this policy seeks to clarify the roles and responsibilities in the decision-making process.

This policy is not concerned with the disposal/retention of unused materials (e.g. stocks of paper, unused forms, duplicated documents).

3. Document Handling

The Council will keep paper records to the absolute minimum and where ever possible hard copy information will be scanned and circulated by email. The email will be retained in line with policy and the hard copy recycled or shredded depending on its nature and level of confidentiality.

Documents will be filed in either cabinets (hard copy) or on Sharepoint (digital). Where documents in either form contain confidential, personal or sensitive information, they will be stored securely with authorised access only on a “need” basis.

The Council’s electronic records are backed up according to the Digital and ICT Policy.

4. The Retention/Disposal Protocol

Any decision whether to retain or dispose of a document should be taken in accordance with the following criteria:

- Has the document been appraised?
- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to evidence events in the case of dispute?
- Is retention required to meet the operational needs of the Council?

Where a retention period has expired in relation to a particular document a review should always be carried out before a final decision is made to dispose of that document. Such reviews need not necessarily be detailed or time consuming. Where the Managing Officer is familiar with the contents of the document or where the contents are straightforward and easily apparent then such an exercise may only take a few minutes.

In the event that a decision is taken to dispose of a particular document or set of documents, then consideration should be given to the method of disposal.

5. Roles and Responsibilities

Responsibility for determining (in accordance with the Retention/Disposal protocol mentioned above) whether to retain or dispose of specific documents rests with the Town Clerk, in respect of those documents that properly fall within the remit or control of his/her responsibilities. The rationale for this is that it is reasonable to both assume and expect that the Town Clerk should be broadly conversant with the types of documents received, generated and stored.

Managing officers are expected to make the decisions for disposing of routine documents and junk mail within their remit. With non-routine documents they should recommend a course of action and seek approval from the Town Clerk. Similarly, individual officers are expected to cull their emails of unwanted documents, particularly those containing personal information.

Because of the clear benefits resulting from the disposal of unnecessary documentation, the Town Clerk is expected to be proactive in carrying out or instigating audits of existing documentation that may be suitable for disposal.

Councillors are also encouraged to properly dispose of unnecessary council related documentation and emails.

6. Data Protection Act 2018 and General Data Protection Regulations

Managing Officers are aware that under the data protection regulations, personal data processed for any purpose must not be kept for longer than is necessary for that purpose. In other words, retaining documents or records that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

7. Disposal

Disposal can be achieved by a range of processes:-

- Confidential waste – i.e. making available for collection by a designated refuse collection service.
- Physical destruction on site (paper records – shredding)
- Deletion – where digital files are concerned. Deleted records must also be cleared
- Migration of document to external body

Managing Officers should take in to account the following considerations when selecting any method of disposal:-

- Under no circumstances should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to third parties, and render the Council liable to prosecution or other enforcement action under the Data Protection Act. Such documents should be destroyed on site (e.g. by shredding) or placed in the specially marked “Confidential Waste” refuse bins for collection by a designated contractor.
- Deletion – the Information Commissioner has advised that if steps are taken to make data virtually impossible to retrieve, then this will be regarded as equivalent to deletion.
- Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value. The third party here could well be the Cheshire Record Office. “Migration” can, of course, include the sale of documents to a third party.
- Recycling – wherever practicable disposal should further recycling, in-line with the Council’s commitment to sustainable development and promoting an alternative waste disposal strategy.

Disposal of all but routine documents should be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal. The documenting of disposal will be particularly important to ensure compliance with the Freedom of Information Act.

8. Monitoring

Member Audits will take place to periodically monitor compliance with this Policy.

9. Photographs and Digital Images

This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.

The Town Council use images and videos for a variety of purposes, publicity, records of events, training purposes, security, crime prevention and the website. Whilst we recognise the benefits of photography and videos to our work and the community, we also understand that these can have significant risks for those involved. Under the legal obligations of the Data Protection Act and GDPR, the council has specific responsibilities in terms of how photos and videos are taken, stored and retained.

For the purpose of this policy we consider photographs and digital images as documents and have included a retention guide below.

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
Democracy		
Record of disposal records	Destroy after 12 years	Common practice
Approved Minutes Council and Committee / Sub-Committee	Permanent archive after administrative use Copy available on website	Public Inspection/Scrutiny
Notices and Agendas Council/Committee meetings	Destroy 1 year after year end	Local decision
Council/Committee meetings Reports and other documents	Electronic archive after administrative use	Local decision
Working party agendas, reports	Destroy after 5 years	Local decision
Minute taking notes	Destroy after minutes approved	Local decision
Record of Officer decisions under delegated authority and background documents	Destroy after 6 years	Statutory (2014 Regulations)
Scales of Fees and Charges	5 years	Management
Elections Register and associated lists	Destroy after 4 years	Local choice
Lists of candidates	Destroy after 4 years	Local choice
Election results	Permanent	Local choice Permanent record with Newcastle under Lyme Borough Council
Member contact and other details	Personal Details – review regularly and delete if retention can no longer be justified Other details – generally destroy when no longer a member of Council, except if ongoing issue, then destroy.	Data Protection Common practice and Data Protection
Representation – list of members representing the Council on outside bodies	4 years	Local choice
Finance		
Receipt and payment(s) accounts	6 years	VAT
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books/records	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Agreements between organisations and partners	Destroy 6 years after expiry	Common practice
Quotations and tenders Successful	12 years	Limitation Act
Quotations and tenders Unsuccessful	Destroy after 3 years	Challenge
Contracts and Tendering All documents	Destroy 6 years after last action except contract under seal (12 years)	Part Limitations Act
Correspondence and papers on	Destroy 5 years after last activity or archive.	Local choice

important local issues or activities		
Building contracts	Life of building + 15 years	Statutory
Licensing or lease Agreements. Rental/ Hire Purchase Agreements	Indefinite Archive after end date	Limitations Act
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act
VAT records	6 years	VAT
PAYE returns and supporting documents	6 years	Income Tax
PAYE related records not needed by Inland Revenue	3 years after end of tax year	Local choice
Budget and estimates	Permanent archive after 3 years	Statutory
Working papers	2 years	Local choice
Accounts and Audits	Permanent archive after administrative use concluded.	Common practice
Associated documents	Destroy after administrative use	
Postage and telephone records	6 years	Tax, VAT and Limitation Act
Timesheets	Last completed audit year	Audit
Salaries and wages documents, Inland Revenues (tax and NI)	12 years	Superannuation Limitation Period
Record of Members allowances	6 years	Income Tax, Limitation Act
Insurance policies	While valid and permanent archive	Management
Claims	Destroy after 7 years	
Insurance Certificates / Employers' Liability Certificates	Indefinite, archive after 5 years.	Management
Investments	Indefinite, archive 5 years after ended	Audit, Management
Loans	Permanent archive after 2 years	Common practice
Annual Return to external auditor	Destroy after 6 years	Audit
Internal and external audit reports	Destroy after 6 years	Audit
Grants and donations made	Destroy after 6 years Where personal data included, destroy once no longer needed unless written permission to retain	Audit and VAT

Personnel Records

Personnel administration	Destroy 5 years after person leaves Authority (except staff working with children-25 years)	Local choice and statutory
Recruitment and interview documents	1 Year for most documents Equality monitoring forms, immediately person not appointed	Equal opportunities claims
Volunteers e.g. marshalls for events, work experience	Destroy 1 year after volunteering completed, unless written permission to retain for future volunteering	Local choice Data Protection
Employers Liability Certificates	Retain for 40 years	Common Practice
Equality documents,	Destroy 15 years after last action	Common practice
Records with Personal or sensitive information	Review regularly. Destroy when no longer needed or cannot be justified for one of specified reasons	Data Protection

Health and Safety	Destroy 15 years after last action or after 6 years if superseded 40 years for asbestos and other occupational health records	Statutory and Common practice
Administration		
Title deeds, leases, agreements, contracts	Indefinite, archive after 5 years	Audit, Management
Maps, plans and surveys of property owned by Council	Indefinite. Archive after 5 years.	Common Practice
Planning lists, plans and observations	Destroy after 1 year.	Local choice
Statutory Development Plans	Destroy 5 years after expiry or when draft is superseded do the same	Local choice
Observations		
Consultations on statutory functions e.g. Licensing, Highways	Destroy after 1 year	Local choice
Corporate plans, Strategies, policies Business plans, annual reports, Asset register	Permanent archive after superseded	Common practice
Routine correspondence, papers and emails	Destroy when not current or no longer needed for operations. Where contains personal information, destroy as soon as matter resolved	Local choice and Data Protection
Complainants and enquirers about the council's own services, and enquiries about other third-party services e.g.) unitary authority and housing associations and allotment associations	Destroy when not current or no longer needed for operations. Where contains personal information, destroy as soon as matter resolved. Do not pass on details without written permission	Local choice and Data Protection
Documents, and emails containing personal information Officers and Councillors	Destroy as soon as possible. i.e. when retention no longer justified for one of the specified reasons.	Data Protection
Third party emails and contact details containing personal data	Destroy, when retention no longer justified for one of the specified reasons.	Data Protection
Email account contents Former Councillors	Review and permanently delete within 2 months of leaving council, except if relate to an ongoing issue then destroy when no longer needed	Common practice and Data Protection
Email account contents Former Employees	Review and permanently delete within 2 months of leaving council, except if relate to an ongoing issue then destroy when no longer needed	Common practice and Data Protection
Statutory returns to Government etc.	7 years	Common practice
Operating procedures	1 year after superseded	Local choice
Consultations of public and staff	Destroy after 3 years from closure	Common practice
Record of complaints against Council	Destroy after 6 years Destroy personal information once matter resolved unless permission to retain.	Common practice Data Protection
Freedom of information Reviewing the quality, efficiency, or performance of the Council	Destroy after 5 years	Common practice
Publicised work of the Council	One copy to Permanent Archive Destroy after administrative use	Common practice

Media Relations Records of interactions	Destroy after 3 years	Common practice
Marketing and promotions literature	Destroy after 6 years	Local choice
Civic and Royal events Records of organising documents	Permanent Archive after administration use concluded Destroy after 7 years	Common practice Common practice
Making local byelaws, copies and procedures	Permanent archive after administrative use ended	Common practice
Administration and enforcement of local byelaws	Destroy 2 years after conclusion of action	Common practice
Emergency planning and Environmental issues	Destroy 7 years after administration concluded	Common practice
Town newsletters, press cuttings and photographs not containing personal information.	Archive after no longer current	Historic value
Ancient and historical records	Record, archive or to Staffordshire Records Office	Historic value
Reports, Guides, handbooks etc from other bodies	Destroy when no longer current or useful	Local choice
Consultees Details of persons responding to consultations by hard copy, email, online or social media	Destroy once information taken for statistical Purposes. Only attribute comments with written consent	Data Protection and good practice
Competition entrants	Destroy once competition over. Require written permission to use personal details for publicity. e.g. winners	Data Protection and good practice
Civic and ball list of attendees	Destroy once event over. Require written permission to use personal details for publicity or future invitations	Data Protection
Twinning and details of visitors or organisers	Destroy personal information once matter completed unless permission to retain.	Data Protection
Community safety and vulnerable persons information received through community engagement.	Destroy, when retention no longer justified for one of the specified reasons.	Data Protection
Photographs and Digital Images		
Photographs / images without personal data, including from CCTV	Destroy when no longer of use Indefinite archive if required as permanent record or required for historical record	Local choice
Photographs/images considered to contain personal data, including from CCTV	Destroy as soon as possible. i.e. when retention no longer justified for one of the specified reasons. Retain only if positive consent of data subject and for the period of the consent only.	Data Protection Data Protection



Kidsgrove Town Council

Freedom of Information and Publication Scheme

Responsible Officer:	Town Clerk
Draft:	July 2025
Approved:	
Minute Number:	
Scheduled Review	July 2027

1. Introduction

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council to: -

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- specify the information that is held by the Council and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information the Council makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

Classes of Information

Class One - Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.

Class Two - What we spend and how we spend it: Financial information relating to projected and actual income/expenditure, tendering, procurement and contracts.

Class Three - What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

Class Four - How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class Five - Our policies and procedures: Current written protocols for delivering our functions and responsibilities.

Class Six - Lists and Registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class Seven – Services we Offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally release include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

2. Method of Publication

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on its website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

3. Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:-

- photocopying
- postage and packaging
- costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying at 10p per sheet (black and white)	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail Standard 2nd Class

Other charges are specified in the table below.

4. Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

5. Contact Details

If you require a paper version of any information or want to ask whether information is available please contact the Council by telephone, email or letter. Contact details are set out below. Alternatively, you can visit our website: www.kidsgrovetowncouncil.gov.uk

Email: townclerk@kidsgrovetowncouncil.gov.uk

Tel: 01782 782 254

Contact Address Kidsgrove Town Council, Victoria Hall, Liverpool Road, Kidsgrove, Staffordshire ST7 4EL

To help us to process requests quickly, please mark your correspondence “Publication Scheme Request”. If the information you’re looking for isn’t available via the scheme [and isn’t on our website], you can still contact Kidsgrove Town Council to ask if we have it.

Information available from Kidsgrove Town Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		As per guide above unless specified below
Who's Who on the Council and its Committees	Website/hard copy/electronic	
Contact details for the Town Clerk and Council Members	Website/hard copy/electronic	
Location Details of main Council Office	Website/hard copy/electronic	
Privacy and Cookie Policy	Website/hard copy/electronic	
Staffing Structure	Website/hard copy/electronic	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit) Current and previous financial year as a minimum	(hard copy, website or arrangements to view)	As per guide above unless specified below
Precept	Website/hard copy/electronic	
Budget information	Website/hard copy/electronic	
Annual accounts	Website/hard copy/electronic	
Auditor's annual report	Website/hard copy/electronic	
Financial Regulations	Website/hard copy/electronic	£5.00
Grants Given and received	Website/hard copy/electronic	
Contracts awarded	Hard copy	
Members allowances and expenses	Website/hard copy/electronic	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy, website or arrangements to view)	As per guide above unless specified below
Five-year plan and mission statement (currently in production)	Website/hard copy/electronic	
Audits other than governance and financial	Hard copy	£5.00 each
Minutes relating to the Annual Town Meeting	Website/hard copy/electronic	
Results of consultations conducted by the Town Council	Website/hard copy/electronic	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum **NB this will exclude information that has been considered with the press and public excluded due to the nature of the material (staff matters and commercially sensitive information)		As per guide above unless specified below
Timetable of Meetings – both Council and Committees	Website/hard copy/electronic	
Agendas of meetings (Council Meetings and Committee Meetings)	Website/hard copy/electronic	
Reports presented to Council and Committees **	Some on website/hard copy/electronic	
Minutes of meetings **	Website/hard copy/electronic	
Responses to consultations	Website/hard copy/electronic	
Responses to planning applications	Website/hard copy/electronic	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		As per guide above unless specified below
All adopted policies not solely related to the employment of staff	Website/electronic/hardcopy	
All adopted policies not solely related to the employment of staff	Electronic/hardcopy	
Schedule of adopted policies	Hard copy/electronic/online	
Schedule of Charges (for publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only		As per guide above unless specified below
Asset Register	Website/electronic/hardcopy	
Register of Members Interests	Website/electronic/hardcopy	
Register of Gifts and Hospitality	Website/electronic/hardcopy	
Training Records of Councillors	Website/electronic/hardcopy	
Training Records of Officers/staff	Electronic/hardcopy	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only.		As per guide above unless specified below
Allotments	Website/electronic/hardcopy	
Newsletters	Website/electronic/hardcopy	



KIDSGROVE TOWN COUNCIL COMMUNITY GRANTS POLICY

Responsible Officer:	Town Clerk
Draft:	July 2025
Approved:	
Minute Number:	
Scheduled Review	July 2028

***All policies are on a scheduled review but can be updated at anytime
due to best practice or legislation***

Community Grants Policy

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INTRODUCTION

Kidsgrove Town Council has a commitment to encourage, support and promote volunteer organisations and charities within its boundary and for the benefit of the community and area. The Town Council makes an annual budget provision for Community Grants to help meet its aims.

Community grants come from the precepted money and as such is public money. It is therefore important to ensure that grant expenditure is open and transparent. In awarding funding, the council seeks to ensure that the allocation of funding is proportionate to the number of residents benefitting from the award.

Decisions related to Community Grants will be made by Full Council or, for lesser amounts, by a relevant committee as outlined in this policy. The policy acts as both a guideline for applicants and councillors when considering applications.

Applicants are encouraged to look at alternative sources of funding in addition to this scheme.

GRANT SCHEMES OUTLINE AND ELIGIBILITY

The Town Council operates two separate grant policies:

The Small Grants Scheme is for grants of a value up to £500. Applications for this scheme may be considered by the Finance and General Purposes Committee or otherwise by Full Council.

The Large Grants Scheme is for grants of a value over £500 and up to £1000. Applications for this scheme may be initially considered by the Finance and General Purposes Committee but can only be approved by Full Council.

Applications for over £1000 will only be considered in exceptional circumstances.

Proposals must provide a benefit to residents within the Town Council's boundary.

Applicants must have a bank account in the organisation's name.

The Town Council will not fund hospitality, salaries or projects. In addition, applications from parties with any party-political links, from groups which the Council considers to be of a controversial nature within the Community or from groups which are considered to be unfairly discriminatory in any way will not be considered.

The Town Council will only consider one application from an organisation within any financial year.

The Town Council only provides grants to organisations and does not provide grants to individuals.

APPLYING FOR A SMALL GRANT

- a) Applications should be made on the Kidsgrove Town Council application form which can be found on the Town Council website or by contacting the office:

Townclerk@kidsgrovetowncouncil.gov.uk
01782 782254

All the information requested should be included with the form. An application will not be considered by the Finance and General Purposes Committee or Full Council until all requested information has been received.

The completed form and further information should be returned to the Kidsgrove Town Council Office by post, email or in person.

The Clerk, upon receipt of the application, may ask for extra information before the item being considered by committee or Full Council.

The following information must be submitted in addition to completing the form:

- Quotations or other evidence of cost for any proposed purchases over £100
- Where expenditure on a single item would exceed £100 the applicant should demonstrate that best value has been sought; this may be by submitting more than one quotation.

If requested, a representative of the organisation should attend the committee meeting or Full Council meeting where their grant will be considered to answer any questions which may arise.

There may be occasions when consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant.

APPLYING FOR A LARGE GRANT OF OVER £500 AND UP TO £1000

- a) Applications should be made on the Kidsgrove Town Council application form which can be found on the Town Council website or by contacting the office:

Townclerk@kidsgrovetowncouncil.gov.uk
01782 782254

- b) All the information requested should be included with the form. An application will not be considered by committee or Full Council until all requested information has been received.
- c) The completed form and further information should be returned to the Kidsgrove Town Council Office by post, email or in person.
- d) The Clerk, upon receipt of the application, may ask for extra information before the item being considered by committee or Full Council.
- e) The following information must be submitted in addition to completing the form:
- Constitution or other evidence demonstrating the governance of the organisation.
 - The previous two years' accounts.
 - The copy of a recent bank statement – within 3 months.
 - Quotations or other evidence of cost for any proposed purchases over £100
 - Where expenditure on a single item would exceed £100 the applicant should demonstrate that best value has been sought; this may be by submitting more than one quotation.
- f) A representative of the organisation must attend the committee or Full Council meeting where their grant will be considered to answer any questions which may arise.

- g) There may be occasions when consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant.
- h) The deadline for the receipt of applications for large grants in each financial year will be set by the Clerk and displayed on the website as soon as practically possible each year.

GRANT EVALUATIONS

Recipients receiving a grant in excess of £200 shall provide an evaluation within twelve months of receipt of the grant on the prescribed form to be found on the Council website from the Town Council office.

Receipts for all expenditure above £100 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

CONDITIONS OF GRANTS

An application under both schemes shall indicate agreement to the following conditions:

- a) Recipients shall complete an evaluation as required.
- b) The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- c) Recipients are expected to positively promote the Council.
- d) Recipients should acknowledge the financial support received from the Council in any press releases and publicity that the organisation issues. The Council will provide logos for use to indicate its support.
- e) Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within the previous two years.
- f) The Council may apply any additional conditions it deems necessary as part of the grant award.

RECEIPT OF GRANT

- a) Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant
 - b) Payments shall be made to the organisation within four weeks of receipt of the agreement.
 - c) Payments shall only be made to an organisation. The Council will not issue grants to an individual.
- Approved at the Full Council Meeting dated:



Kidsgrove Town Council

Code of Conduct for Council Employees Policy

Responsible Officer:	Town Clerk
Draft:	July 2025
Approved:	
Minute Number:	
Scheduled Review	July 2027

1. Introduction

This Code sets out the standards which are expected of all employees (Officers), under contract of employment with the Council and includes permanent, temporary, part-time, casual, voluntary and agency staff.

2. Standards

2.1 All employees are expected to give the highest possible standard of service to the public, and, where it is part of their duties, to provide appropriate and impartial advice to Councillors and fellow employees.

2.2 Employees must always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial delivery of services to all groups and people within the community according to the Council's policies. Employees, in performing their duties must act with integrity, honesty, impartiality and objectivity.

2.3 Employees must not divulge to any person (other than another member of staff or member of the Council that requires the information for the performance of their duties), any information which has been obtained by reason of their employment, except where that information is in the public domain as stipulated in the Data Protection Act 2018.

2.4 In particular, no member of staff shall divulge personal information regarding any employee, person or contractor, having dealings with the Council and information relating to tenders or other such issues as stipulated in the Data Protection Act 2018.

2.5 Whilst Employees are encouraged to be open to the press, the press should only be provided with information which normally would be available to the public. If an employee has any doubt as to whether information can be disclosed, they should seek prior approval from the Town Clerk.

2.6 Employees must comply with the Nolan Principles of Public Life.

3. Relations

3.1 Employees serve the Council as a whole and must ensure the individual rights of all elected Members are respected. Whether or not employees are politically restricted by law, they must follow the lawfully expressed policies of the Council and must not allow their own personal or political opinions to interfere with their work.

3.2 Mutual respect between Employees and Councillors is essential. It is therefore vital that all employees conduct themselves in an exemplary manner in all aspects of their work, in particular:

- Working relationships should always be kept on a professional basis
- Personal familiarity with individual Members is to be avoided (unless employees and members are related)
- Members and other staff should be dealt with sympathetically, efficiently, with courtesy and without bias.

4. Standing Orders

4.1 Whilst some employees may not use Standing Orders in their day-to-day work, they should be aware that it is a useful reference for all matters relating to the composition of the Council, rules about Members, committee meetings, financial and procurement procedures and other issues of relevance to employees.

4.2 All employees involved in financial activities and transactions on behalf of the Council, including budgetary control, payment of accounts, payments of salaries, use of charge cards and orders for works, must abide by the Council's Financial Regulations and other council approve policies and procedures.

5. Fraud and Corruption

5.1 Employees will be made aware that it is a serious criminal offence under the Bribery Act 2010 and the Prevention of Corruption Act 2018 to receive or give any gift, loan or reward or advantage in their official capacity "for doing" or "not doing", or "showing favour or disfavour to any person".

5.2 Under the Local Government Act 1972, section 117; council employees must make a formal declaration about council contracts where the employee has a financial interest in any existing or proposed contract and to notify the council in writing.

5.3 It is an offence under section 117 of the Local Government Act 1972 for any employee to access any fee or reward other than his or her proper remuneration in the course of his/her duties.

5.4 For an employee's own protection, if anyone makes an approach or might seem to a third party, to be trying to obtain some form of preferential treatment, or there are any suspicious circumstances in connection with a contract, they must report the matter to the Town Clerk.

6. Gifts and Hospitality

6.1 All gifts and hospitality should be politely refused. In some situations, occasional small gifts or hospitality under £25 in value may be permitted unless this gives the impression or influence or reward. Officers cannot accept any gift or hospitality over £25 in value without first obtaining the consent of the Town Clerk who shall record it in a gifts and hospitality register.

6.2 Further guidance on Gifts and Hospitality is set out in the councils Gifts and Hospitality Policy.

7. Council Resources

7.1 The Council is responsible for the efficient use of the public resources it controls. Employees must not use Council premises, property, vehicles, time or other resources for anything other than Council work unless authorised to do so.

7.2 Employees using IT equipment and telephones as part of their duties should make themselves familiar with the rules relating to personal use of equipment set out within the Employee Handbook.

7.3 All creative designs, writings, drawings and inventions produced which are directly related to an employee's work with the Council remains the property of the Council.

7.4 Where an employee takes up additional employment, such employment should not in any way conflict with or react detrimentally to the authority's interests or in any way weaken public confidence in the conduct of the Council.

7.5 Employees must declare to the Town Clerk details of any other paid employment.
If this applies to the Town Clerk, the declaration should be made to the Town Mayor.

7.6 No private work may be undertaken in the town council's time, or on the town council's premises, or on town council equipment, without prior written approval of the town clerk.

8. Declaration of Interests Form and Dispensations

8.1 All employees are required to complete the employee declaration form which shall be retained on file.

8.2 Declarations shall be periodically checked by the Audit Working Group and reported back to Committee.

9. Leaving

9.1 After leaving the Council, ex-employees still have a duty not to disclose personal data relating to others or exempt/confidential information that has been acquired in the course of working for the Council.

10. Generally

10.1 The Council is committed to the highest standards of openness, probity and accountability. If an employee has any concerns arising from their employment contract or employment in general, they should follow the Council's Grievance Procedure.

10.2 If an employee becomes aware of any deficiencies in service delivery or procedures or improprieties that breach this code, they should bring to the attention of the Town Clerk, or if they feel unable to discuss the matter with the Town Clerk an employee can discuss the issue with the Town Mayor.

10.3 This code cannot cover every eventuality. Its purpose is to identify the standards expected of employees. It does not replace the general requirements in law.

10.4 Any breaches of these instructions may lead to disciplinary action that could lead to possible dismissal.

10. Review

10.1 The Council will keep this policy under review and will make changes as deemed appropriate following consultation with Officers.

Kidsgrove Town Council
Code of Conduct for Council Employees

Declaration form

The Council's Code of Conduct for Employees requires the completion of this form. You must declare any private or personal interest which may relate to your work within the Council and could result in a conflict or apparent Conflict of Interest or a breach of the Nolan Principles. Refer to the Code for guidance on completion of this form.

Name..... Post Title.....

Service Area

Work Address

.....

.....

..... Phone No (work)

Name of Line Manager

Section 2 – Type of Interest

Financial (you):

Organisation/Club Membership:

Financial (close family member/friend):

Other (please explain):

Section 3 – Approval Granted

Date approval granted:

Section 3 – Declaration

I confirm that the information completed on this form is accurate and contains all the relevant details.

Signed (Employee)..... **Date**

I also confirm that I have notified the employee concerned of further action he/she must not undertake. Any approvals granted will be recorded on this form and reasons provided. Signed

Signed (Town Clerk) **Date**



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

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



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

Environmental and Sustainability Policy

Draft: April 2025

Policy Statement

The Town Council is committed to preserving and protecting the environment by adopting an Environmental and Sustainability Policy. In all decisions taken by Kidsgrove Town Council Staff and Councillors the environmental impact will be taken into account, and a green or greener option will be adopted unless there is a significant or justifiable reason not to do so.

Aims

Kidsgrove Town Council is committed to protecting the environment and the natural heritage of the Parish and recognises the importance and value of this environment and its contribution to quality of life for the wider community.

In carrying out its own activities the Town Council will strive to make a positive contribution to protecting the local and wider environment.

In conjunction with other Councils, local businesses, community groups, schools and the public, the Town Council aims to help meet the needs of today's society without compromising future generations' ability to meet their own needs.

Council activities

In carrying out its own activities, where practical and economical, the Town Council will:

- Minimise waste and pollution
- Reduce the use of resources
- Re-use materials whenever possible
- Recycle when waste is produced
- Seek to eliminate the unnecessary use of energy and reduce carbon and greenhouse gas emissions
- Provide information electronically as much as possible
- Avoid and advocate against the use of single-use plastic items
- Minimise the environmental impact of travelling on Council business, where practicable and safe, by, walking, cycling, car sharing or the use of public transport

Procurement

When purchasing services and goods, where practical and economical, the Town Council will give preference to:

- Local suppliers
- Options that are environmentally friendly
- Products that have been manufactured from recycled materials
- Products that can be disposed of in an environmentally sustainable manner
- Products manufactured and sourced in the United Kingdom where possible.

Contractors and maintenance

The Town Council will require that contractors, Councillors and volunteers who carry out maintenance, at the instigation of Council officers:

- Minimise the use of harmful pesticides and chemicals
- Minimise adverse impacts on air quality
- Undertake the work in a manner that, where practicable, benefits wildlife and the environment
- Where practicable, use locally sourced plants grown in the UK.
- In appropriate locations encourage the use of native, wildflower and bee friendly species

Biodiversity and Green Spaces

The Town Council will aim to ensure that the following is adhered to:

- Protect and enhance the quality of Knutsford's natural environment and open spaces
- Support the conservation of trees, hedgerows, ponds and streams
- Manage green spaces to promote and protect biodiversity
- Minimise the use of chemical pesticides and herbicides
- Ensure its planning schemes are predominantly pollinator friendly perennial flowers

Awareness, Lobbying and Partnerships:

The Town Council will strive the following:

- Encourage partner organisations to meet these environmental objectives
- Promote the awareness of environmental issues within the community
- Support and initiate projects which contribute towards meeting these environmental objectives across the wider community

Decision Making

In its decision making the Town Council will take careful consideration of:

- The importance of encouraging walking, cycling and the use of public transport when practicable
- The need to reduce, re-use and recycle to protect resources
- The need to avoid adverse impacts on air quality
- The need to conserve and improve natural habitats
- The need to protect vulnerable and protected species
- The need to conserve the natural beauty of its woodlands and surrounding landscape

General

Where the Town Council has the opportunity, in a way that is both practical and economic, it will:

- Encourage a 'Plastic Free Kimberley Town' by discouraging the use of single use plastics and encouraging businesses to use alternatives
- Encourage the conservation and sustainable use of natural resources
- Encourage reduction, re-use and recycling of resources
- Encourage the use of materials and systems that improve energy efficiency of developments, both new-build and changes, to reduce greenhouse gas emissions
- Recognise the importance of trees, hedgerows and deadwood, as an essential corridor for the movement of wildlife, and a support for animals and plants
- Encourage local activities in support of the environment
- Highlight the importance and value of our local environment and its contribution to our community's quality of life
- Ensure the nature conservation value by encouraging maintenance and enhancements
- Encourage any person or organisation carrying out works to do so in line with the points made above

NOTE:

Plastic free does not mean avoiding all use of plastic; it refers to eliminating single-use plastics such as single use plastic bottles, plastic cups and straws.



Kidsgrove Town Council Flag Flying Policy

Draft: May 2025

Adopted:

Minute reference:

Review date: January 2028

The purpose of this policy

As a civic body, Kidsgrove Town Council wishes to adhere to established protocol when it comes to flying flags from its flagpole at the Town Hall.

Flags have come to symbolize recognition and respect for national events, memorials and occasions. In addition, they can be used to show support and solidarity for causes the Council wishes to promote.

Adhering to this policy will ensure that appropriate respect, dignity and support are observed at all times.

1) Flying the Flag

- a) In Kidsgrove, the civic flagpole is located at the Town Hall
- b) Flags may be flown on every day of the year
- c) Flags will be flown at day and night.
- d) The following flags will be flown – the Union Flag, the flag of St George, Kidsgrove Town flag and such other flags as may be approved by the Council.
- e) The Union flag will be flown unless there is a reason to fly a different flag.
- f) The Kidsgrove Town Flag will be flown on occasions approved by the Council – such as during festivals, community events and civic occasions
- g) Kidsgrove Town Council will fly the flag of St George for a week in April to commemorate St George's Day.
- h) Such other flags will be flown to show the Council's support during appropriate times or on nominated occasions.
- i) Flags will be flown at full mast on the following occasions:
 - (i) Armistice Day (11th November)
 - (ii) Remembrance Sunday
 - (iii) The birthday of The Sovereign (currently 14th November)
 - (iv) The Official Birthday of The Sovereign

2) Flags at Half-mast

- a) Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole.
- b) When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position.
- c) When a flag is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.
- d) Flags should be flown at half-mast on the following occasions:

- i) From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full-mast following the proclamation.
 - ii) From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
 - iii) On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case
 - iv) The funerals of prime ministers and ex-prime ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
 - v) Any other occasions where the Sovereign has given a special command.
- 3) The above covers Royal and national mourning, but flags may be flown at half-mast on private or non-government buildings on other relevant local occasions. Kidsgrove Town Council will follow the Government's guidance with regard to when it is relevant to fly the Union flag at half - mast on other national occasions.
 - 4) The Council will fly Kidsgrove Town flag at half-mast to commemorate the death of Councillors, ex Councillors and other civic dignitaries. Please refer to the Civic Protocol for the procedures to be followed on these occasions.
 - 5) The Council will fly the Holocaust Memorial Day flag at full mast on Holocaust Memorial Day, 27th January, each year.
 - 6) Adverse weather conditions. Flags must be taken down in adverse weather conditions – i.e. if flying a standard flag and wind speeds are expected to exceed 30MPH.
 - 7) The Flagpole should be inspected at least annually.

******Dates below are for guidance only and can be changed and altered******

Date	Occasion	Flag
27 th January	Holocaust Day	Holocaust Flag
March (2 nd Monday)	Commonwealth Day	Commonwealth
March 1st	St David's Day	Welsh Dragon
March 17 th	St Patrick Day	Flag of Ireland
April 23 rd	St George's Day	St George Cross
May (variable)	Mayor Making	Town Flag
June	Pride	Rainbow
June 14 th	Official birthday of current sovereign.	Union
June (variable)	Armed Forces Day	Armed Forces Flag/Union Flag
November 11th	Armistice Day	Union Flag
November (2 nd Sunday)	Remembrance Sunday	Union Flag
November 30 th	St Andrews Day	St Andrews Flag
14 th November (currently)	Sovereign Birthday	Union Flag

Premises Age Verification Policy

This policy applies in relation to the sale or supply of alcohol on the following premises

Name of premises:

.....

Address of premises:

.....
.....
.....

Name of premises licence holder:

.....

Name of designated premises supervisor:

.....

1. The premises licence holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This must as a minimum require individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

2. Responsible Persons

For the purposes of this policy the following are considered to be responsible persons:

- the holder of the premises licence;
- the designated premises supervisor;
- a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; or
- a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question.

ANNEX A: Further guidance

- By selling alcohol to a person who is under 18 it is **YOU** that commits the offence as well as the customer.
 - Persistently selling of alcohol to children is defined as selling alcohol on the same premises to a person who is under 18 on two or more occasions within a single three month period. Currently there are three avenues by which action can be taken against those found to be persistently selling alcohol to children.
1. The licence holder, if prosecuted, can plead not guilty and go to court and if found guilty can be given a fine of up to £10,000 with up to 3 months suspension of the alcohol licence.
 2. As an alternative to prosecution, the police or trading standards officers can give the licence holder the option to voluntarily accept a 48 hour closure notice rather than face criminal liability.
 3. The police can make a representation to the relevant licensing authority to ask them to review the licence. This can also happen in addition to options 1 and 2.

The premises licence holder must ensure that staff (in particular staff who are involved in the supply of alcohol) are made aware of the existence and content of the age verification policy applied by the premises.

Signed.....
PREMISES LICENCE HOLDER

Date.....



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

Victoria Hall

Lettings and Concession Policy

Draft Version: March 2025

Date adopted: March 2025

Review: March 2026

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.

Kidsgrove Town Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025		390,124.52
	ADD Receipts 01/04/2025 - 30/04/2025		240,523.22
	SUBTRACT Payments 01/04/2025 - 30/04/2025		630,647.74 15,017.12
	Cash in Hand 30/04/2025 (per Cash Book)		615,630.62
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Unity Current Account 30/04/2025	177,811.00	
	CCLA 30/04/2025	437,819.62	
			615,630.62
	Less unrepresented payments		615,630.62
	Plus unrepresented receipts		
	Adjusted Bank Balance		615,630.62
	A = B Checks out OK		

Kidsgrove Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		390,124.52
	ADD Receipts 01/04/2025 - 30/06/2025		250,702.29
	SUBTRACT Payments 01/04/2025 - 30/06/2025		640,826.81 57,711.26
	Cash in Hand 30/06/2025 (per Cash Book)		583,115.55
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Unity Current Account 30/06/2025	42,381.62	
	CCLA 30/06/2025	540,733.93	
			583,115.55
	Less unrepresented payments		583,115.55
	Plus unrepresented receipts		
	Adjusted Bank Balance		583,115.55
	A = B Checks out OK		

Kidsgrove Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2025		390,124.52
	ADD Receipts 01/04/2025 - 31/05/2025		243,859.80
	SUBTRACT Payments 01/04/2025 - 31/05/2025		633,984.32
			46,126.25
	Cash in Hand 31/05/2025 (per Cash Book)		587,858.07
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	0.00	
	Unity Current Account 31/05/2025	48,762.88	
	CCLA 31/05/2025	539,095.19	
			587,858.07
	Less unrepresented payments		
			587,858.07
	Plus unrepresented receipts		
	Adjusted Bank Balance		587,858.07
	A = B Checks out OK		

Kidsgrove Town Council

9 July 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
33	Telephone/Broadband	04/04/2025		Unity Current Accour		Telephone / Broadband / Mobil	CTR Services UK	S	73.63	14.73	88.36
4	Office Sundries	15/04/2025		Unity Current Accour	Keys Cut	Victoria Hall Maintenance	Kidsgrove Town Council	X			
5	Subscriptions	15/04/2025		Unity Current Accour	Fire Risk Assessme	Maintenance	Fireriskassessments	S	550.00	110.00	660.00
6	Telephone/Broadband	15/04/2025		Unity Current Accour	Ranger Phone Rep	Ranger Service	Kidsgrove Town Council	X	15.00		15.00
7	IT Software	15/04/2025		Unity Current Accour	Desktop Packages	Support / Consultancy	NGL Tech	S	2,147.76	429.55	2,577.31
10	Audit Fees	15/04/2025		Unity Current Accour	Audit	Services	JDH Business Services Ltd	S	450.00	90.00	540.00
12	Services	15/04/2025		Unity Current Accour	HR Support (Staffii	Support / Consultancy	Strategi Solutions Group Li	S	164.70	32.94	197.64
15	Office Sundries	15/04/2025		Unity Current Accour	Shredding	Services	Chaffinch Green Ltd	S	79.17	15.83	95.00
17	Salaries	15/04/2025		Unity Current Accour	Payroll Adjustment	Payroll	Kidsgrove Town Council	E	30.00		30.00
11	Maintenance Costs	15/04/2025		Unity Current Accour	Bar Flooring	Victoria Hall Maintenance	Exclusive Flooring Cheshire	S	750.00	150.00	900.00
3	Service Charge / Utilities	15/04/2025		Unity Current Accour	Cleaning Kitchen e	Maintenance	VCM	S	450.00	90.00	540.00
13	Cleaning and Security	15/04/2025		Unity Current Accour	Contract Cleaning	Contract Cleaning	SJ Cleaning Services Maccl	X	435.00		435.00
16	Grants and Donations	15/04/2025	FGP/2425/07/10	Unity Current Accour	Grant AFVBC Plant	Grant Payment	Kidsgrove Town Council	E	1,000.00		1,000.00
1	Civic Regalia	15/04/2025		Unity Current Accour	Valuation	Services	CJ Skelhorne	S			
2	Civic Regalia	15/04/2025		Unity Current Accour	Valuation	Services	CJ Skelhorne Jewellers	S			
14	Pantomime	15/04/2025		Unity Current Accour	2025 Panto Deposi	Event	Touring Pantos	X	150.00		150.00
8	Events - Other	15/04/2025		Unity Current Accour	VE Day Event	Event Materials	Amazon	S	13.23	2.65	15.88
9	Events - Other	15/04/2025		Unity Current Accour	VE 80 Event	Event Materials	Amazon	S	149.32	29.63	178.95
44	Office Sundries	16/04/2025		Unity Current Accour		Office Supplies	Chaffinch Green Ltd	S			
37	Telephone/Broadband	16/04/2025		Unity Current Accour		Telephone / Broadband / Mobil	Kidsgrove Town Council	X			
42	IT Software	16/04/2025		Unity Current Accour		IT Software	NGL Tech	S			
47	Audit Fees	16/04/2025		Unity Current Accour		Audit Fees	JDH Business Services	S			
46	Services	16/04/2025		Unity Current Accour		Services	Strategi Solutions Group Li	S			
34	Maintenance Costs	16/04/2025		Unity Current Accour		Victoria Hall Maintenance	VCM Group of Companies	S			
38	Maintenance Costs	16/04/2025		Unity Current Accour		Victoria Hall Maintenance	Exclusive Flooring Cheshire	S			
40	Maintenance Costs	16/04/2025		Unity Current Accour		Expenses - Staff	Kidsgrove Town Council	E	20.00		20.00
41	Health and Safety	16/04/2025		Unity Current Accour		Victoria Hall Maintenance	Fireriskassessments	S			
36	Cleaning and Security	16/04/2025		Unity Current Accour		Contract Cleaning	SJ Cleaning Services Maccl	X			
39	Grants and Donations	16/04/2025	FGP/24-25/07/10	Unity Current Accour		Grant Payment	AFVBC Kidsgrove	E			
45	Civic Regalia	16/04/2025		Unity Current Accour		Civic	CJ Skelhorne Jewellers	S			
45	Civic Regalia	16/04/2025		Unity Current Accour		Civic	CJ Skelhorne Jewellers	S			
43	Pantomime	16/04/2025		Unity Current Accour		Event	Touring Pantos	E			
35	D-Day/VE Day Activities	16/04/2025		Unity Current Accour		Event Materials	Amazon	S			
35	D-Day/VE Day Activities	16/04/2025		Unity Current Accour		Event Materials	Amazon	S			

Kidsgrove Town Council

9 July 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
48	Salaries	17/04/2025		Unity Current Accour		Payroll	Salaries	X			
49	Service Charge / Utilities	23/04/2025		Unity Current Accour		Gas Charges	Total Energies	S	1,443.73	288.75	1,732.48
18	Salaries	24/04/2025		Unity Current Accour	April Salaries	Payroll	Kidsgrove Town Council	E	4,114.52		4,114.52
18	Employers NI	24/04/2025		Unity Current Accour	April Salaries	Payroll	Kidsgrove Town Council	E	1,268.52		1,268.52
18	Pension Contributions	24/04/2025		Unity Current Accour	April Salaries	Payroll	Kidsgrove Town Council	E	266.70		266.70
50	Pension Contributions	25/04/2025		Unity Current Accour		Payroll	Salaries	X			
52	Banking deposit	28/04/2025		Unity Current Accour		Deposit	CCLA	X			
51	Cleaning and Security	28/04/2025		Unity Current Accour		Service Charge	Rentokill Initial	S	151.17	30.24	181.41
53	Bank Charges	30/04/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	X	10.35		10.35
69	Telephone/Broadband	07/05/2025		Unity Current Accour		Telephone / Broadband / Mobil	CTR Services UK	S	71.84	14.37	86.21
22	Waste Disposal	07/05/2025		Unity Current Accour	Skip empty and re	Skip Hire	Belford Brothers Skip Hire l	S	284.00	56.80	340.80
24	Office Sundries	13/05/2025		Unity Current Accour	Stickers and Tape	Equipment	Amazon	S	14.98	3.00	17.98
23	Audit Fees	13/05/2025		Unity Current Accour	audit fees for 23/2	Audit Fees	Forvis Mazars	S	840.00	168.00	1,008.00
25	Maintenance Costs	13/05/2025		Unity Current Accour	Flagpole Maintenai	Victoria Hall Maintenance	Flagpole Express	S	663.80	132.76	796.56
19	Service Charge / Utilities	13/05/2025		Unity Current Accour	From 1/4/25 to 30,	Quarterly Service Charge	Newcastle Under Lyme Bor	S	1,245.83	249.17	1,495.00
27	Victoria Hall Other Costs	13/05/2025		Unity Current Accour	Polo Shirts multiple	Equipment	Printforce Embroidery & Pr	S	124.10	24.82	148.92
26	Payroll Services	13/05/2025		Unity Current Accour	Payroll Services	Payroll	VAST Services 1920	S	180.00	36.00	216.00
21	Ranger Equipment/Materials	13/05/2025		Unity Current Accour	Ranger Mobile	Ranger Service	Telappliant	S	37.61	7.52	45.13
28	Mayor's Allowance	13/05/2025		Unity Current Accour	Mayoral Civic Allow	Allowance	Kidsgrove Town Council	E	1,000.00		1,000.00
29	Events - Other	13/05/2025		Unity Current Accour	Aldi	Event Materials	Kidsgrove Town Council	E	32.73		32.73
30	Events - Other	13/05/2025		Unity Current Accour	Easter Eggs	Event	Kevin Johnson	E	52.75		52.75
31	Events - Other	13/05/2025	FC/24-25/07/09	Unity Current Accour	Peace Garden Plan	Event	Sylvia Dymond	C	18.50		18.50
20	Events - Other	13/05/2025		Unity Current Accour	VE80 Saturday 10t	Refreshments	Lunchbox Buttlane	X	577.50		577.50
70	Service Charge / Utilities	19/05/2025		Unity Current Accour		Service Charge	Newcastle Under Lyme Bor	S			
71	Events - Other	19/05/2025		Unity Current Accour		Event	Lunchbox Buttlane	E			
72	Service Charge / Utilities	20/05/2025		Unity Current Accour	Gas Charges 31/03	Gas Charges	Total Energies	S	889.85	177.97	1,067.82
32	Salaries	27/05/2025		Unity Current Accour	May Salaries	Payroll	Kidsgrove Town Council	E	4,108.68		4,108.68
32	Employers NI	27/05/2025		Unity Current Accour	May Salaries	Payroll	Kidsgrove Town Council	E	1,353.37		1,353.37
32	Pension Contributions	27/05/2025		Unity Current Accour	May Salaries	Payroll	Kidsgrove Town Council	E	291.72		291.72
62	Advertising	29/05/2025		Unity Current Accour	Good News June/J	Subscriptions	Good news Publishing	X	110.00		110.00
64	Subscriptions	29/05/2025		Unity Current Accour	Subscription 25/26	Subscriptions	Staffordshire Parish Counci	E	1,834.62		1,834.62
58	Service Charge / Utilities	29/05/2025		Unity Current Accour	Quarterly Service C	Service Charge	Newcastle Under Lyme Bor	S			
56	Service Charge / Utilities	29/05/2025		Unity Current Accour	Quarterly Service C	Service Charge	Newcastle Under Lyme Bor	S	2,000.00	400.00	2,400.00
65	Maintenance Costs	29/05/2025		Unity Current Accour	Electrical Compon	Materials	C.E.F (Newcastle - under -	S	130.55	26.11	156.66
59	Maintenance Costs	29/05/2025		Unity Current Accour	Repairs Tap Room	Maintenance	Allied Property Services	S	160.00	32.00	192.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
60	Maintenance Costs	29/05/2025		Unity Current Accour	Key Cutting	Materials	Kidsgrove Town Council	X	16.00		16.00
61	Maintenance Costs	29/05/2025		Unity Current Accour	Lift Repairs	Maintenance	Nationwide Lift	S	450.00	90.00	540.00
63	Maintenance Costs	29/05/2025		Unity Current Accour	Key Cutting	Equipment	Kidsgrove Town Council	X	27.00		27.00
67	Maintenance Costs	29/05/2025		Unity Current Accour	Bulbs	Victoria Hall Maintenance	Amazon	S	33.81	6.76	40.57
66	Cleaning and Security	29/05/2025		Unity Current Accour	April Invoice	Contract Cleaning	SJ Cleaning Services Maccl	X	505.00		505.00
68	Grants and Donations	29/05/2025	FGP/24-25/07/10	Unity Current Accour	Small Grant	Grant / Donation	Kidsgrove Town Council	E	160.00		160.00
54	Events - Other	29/05/2025		Unity Current Accour	Buffet Mayor Makin	Event	Kevs Catering	E	304.50		304.50
55	Events - Other	29/05/2025		Unity Current Accour	Pizzas (Football Ev	Event	Mohammed Arfan	X	500.00		500.00
57	CCTV	29/05/2025		Unity Current Accour	CCTV (annual fee)	Services	Stoke on Trent City Council	S	9,560.00	1,912.00	11,472.00
74	Cleaning and Security	30/05/2025		Unity Current Accour		Services	Rentokill Initial	S	151.17	30.24	181.41
73	Bank Charges	31/05/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	X	11.70		11.70
91	Telephone/Broadband	05/06/2025		Unity Current Accour		Telephone / Broadband / Mobil	CTR Services UK	S	67.97	13.59	81.56
92	Printer/Copier	06/06/2025		Unity Current Accour		Printing	Ricoh UK Ltd	S	92.00	18.40	110.40
93	Telephone/Broadband	16/06/2025		Unity Current Accour		Telephone / Broadband / Mobil	Telappliant	S	12.30	2.46	14.76
94	Service Charge / Utilities	18/06/2025		Unity Current Accour		Gas Charges	Total Energies	L	191.77	9.59	201.36
75	Office Sundries	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	5.41	1.08	6.49
75	Office Sundries	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	10.37	2.07	12.44
75	Office Sundries	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	6.43	1.29	7.72
81	Office Sundries	24/06/2025		Unity Current Accour	Polo Shirts Staff	Expenses - Staff	Printforce Embroidery & Pr	S	63.00	12.60	75.60
82	Office Sundries	24/06/2025		Unity Current Accour	Hi Viz Jacket	Expenses - Staff	Roy Barber	X	20.00		20.00
88	Staff Training	24/06/2025		Unity Current Accour	Nicola Antoney Qu	Training	SLCC	S	30.00	6.00	36.00
86	Audit Fees	24/06/2025		Unity Current Accour	Year End Internal	Audit Fees	JDH Business Services Ltd	S	548.00	109.60	657.60
75	Maintenance Costs	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	33.81	6.76	40.57
75	Maintenance Costs	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	51.87	10.38	62.25
87	Health and Safety	24/06/2025		Unity Current Accour	Annual Inspection	Victoria Hall Maintenance	I & P Lifting Gear	S	270.00	54.00	324.00
85	Health and Safety	24/06/2025		Unity Current Accour	Servicing of Boilers	Victoria Hall Maintenance	Ford Mainwaring	S	320.00	64.00	384.00
75	Health and Safety	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	24.99	5.00	29.99
80	Cleaning and Security	24/06/2025		Unity Current Accour	May Cleaning	Contract Cleaning	SJ Cleaning Services Maccl	X	570.00		570.00
78	Bar Licence	24/06/2025		Unity Current Accour	Premise Licence	Annual Premise Licence	Newcastle Under Lyme Bor	X	180.00		180.00
75	Victoria Hall Other Costs	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	19.53	3.91	23.44
77	Victoria Hall Other Costs	24/06/2025		Unity Current Accour		Maintenance	Clive JS Read	X	250.00		250.00
76	Civic Regalia	24/06/2025		Unity Current Accour	Valuation and Insp	Civic	CJ Skelthorne Jewellers	S	500.00	100.00	600.00
76	Civic Regalia	24/06/2025		Unity Current Accour	Valuation and Insp	Civic	CJ Skelthorne Jewellers	S	36.00	7.20	43.20
75	D-Day/VE Day Activities	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	13.23	2.65	15.88
75	D-Day/VE Day Activities	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	16.63	3.33	19.96

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
75	Events - Other	24/06/2025		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	74.49	14.90	89.39
79	Environment	24/06/2025		Unity Current Accour	Hanging Baskets S	Services	Newcastle Under Lyme Bor	S	700.00	140.00	840.00
83	Environment	24/06/2025		Unity Current Accour	Plants for Ranger f	Ranger Service	Lindley Plants	X	961.00		961.00
84	Environment	24/06/2025		Unity Current Accour	Trade Point	Ranger Service	Kidsgrove Town Council	X	67.97		67.97
89	Salaries	25/06/2025		Unity Current Accour		Payroll	Salaries	E	3,899.07		3,899.07
89	Employers NI	25/06/2025		Unity Current Accour		Payroll	Salaries	E	1,309.05		1,309.05
89	Pension Contributions	25/06/2025		Unity Current Accour		Payroll	Salaries	E	455.60		455.60
90	Salaries	26/06/2025		Unity Current Accour	June Salaries	Payroll	Kidsgrove Town Council	E			
96	Bank Charges	30/06/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	E	1.70		1.70
96	Bank Charges	30/06/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	E	12.60		12.60
95	Cleaning and Security	30/06/2025		Unity Current Accour		Services	Rentokill Initial	S	151.17	30.24	181.41
Total									52,440.37	5,270.89	57,711.26

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Administration															
Bank Interest															
Precept															
Council Tax Support Gr:															
Election Charges	10,000.00													10,000.00	
Advertising	500.00		110.00											110.00	390.00
Office Equipment	1,000.00														1,000.00
Office Sundries	1,200.00	79.17	14.98	105.21										199.36	1,000.64
Telephone/Broadband	1,200.00	88.63	71.84	80.27										240.74	959.26
IT Software	3,000.00	2,147.76												2,147.76	852.24
Website	500.00														500.00
Printer/Copier	600.00			92.00										92.00	508.00
Bank Charges	280.00	10.35	11.70	14.30										36.35	243.65
Staff Training	2,000.00			30.00										30.00	1,970.00
Members Training	1,000.00														1,000.00
Office Lease / Rental	2,000.00														2,000.00
Subscriptions	2,000.00	550.00	1,834.62											2,384.62	-384.62
Accountancy Fees	500.00														500.00
Audit Fees	3,000.00	450.00	840.00	548.00										1,838.00	1,162.00
Insurance	4,800.00														4,800.00
Legal Fees	2,000.00														2,000.00
VAT Reclaim															
Services		164.70												164.70	-164.70
Reverse Payment															
Banking deposit															
Allotments															
Allotment Income															
Subscription	60.00														60.00
Waste Disposal	600.00		284.00											284.00	316.00

Kidsgrove Town Council

9 July 2025 (2025-2026)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Maintenance	640.00														640.00
Civic Costs															
Civic Regalia	1,000.00			536.00										536.00	464.00
Mayor's Allowance	1,000.00		1,000.00											1,000.00	
Deputy Mayor's Allowan	250.00														250.00
Events and Communit															
Christmas Lights	4,500.00														4,500.00
Christmas Switch On	500.00														500.00
Pantomime	1,300.00	150.00												150.00	1,150.00
D-Day/VE Day Activities	1,000.00			29.86										29.86	970.14
Events - Other	1,500.00	162.55	1,485.98	74.49										1,723.02	-223.02
Lantern Parade	3,500.00														3,500.00
Remembrance Sunday	1,000.00														1,000.00
Beer Festival															
Kidsgrove LAP															
Christmas Market	200.00														200.00
Grants and Donations															
Grants and Donations	4,020.00	1,000.00	160.00											1,160.00	2,860.00
Mayor's Charity Fundr															
Christmas Market															
Panto Tickets															
Mayor's Charity Fundrai															
Beer Festival Donation															
Payroll															
Salaries	77,250.00	4,144.52	4,108.68	3,899.07										12,152.27	65,097.73
Employers NI	10,000.00	1,268.52	1,353.37	1,309.05										3,930.94	6,069.06
Pension Contributions	16,000.00	266.70	291.72	455.60										1,014.02	14,985.98
Payroll Fees	600.00														600.00
Payroll Services			180.00											180.00	-180.00
Planning and Environi															
Highways and Safety	1,000.00														1,000.00

Kidsgrove Town Council

9 July 2025 (2025-2026)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
CCTV	6,000.00		9,560.00											9,560.00	-3,560.00
Grit Bins															
Neighbourhood Plan															
Environment	1,000.00			1,728.97										1,728.97	-728.97
Defibs	1,000.00														1,000.00
Noticeboards / Plaques	1,000.00														1,000.00
Bus Shelter															
Ranger Service															
Ranger Contract	48,000.00														48,000.00
Ranger Training	300.00														300.00
Ranger Equipment/Mate	500.00		37.61											37.61	462.39
Community Garden	1,000.00														1,000.00
Victoria Hall															
Maintenance Costs	10,000.00	770.00	1,481.16	85.68										2,336.84	7,663.16
Advertising	1,300.00														1,300.00
Service Charge / Utilities	32,000.00	1,893.73	4,135.68	191.77										6,221.18	25,778.82
Health and Safety	8,000.00				614.99									614.99	7,385.01
Cleaning and Security	8,000.00	586.17	656.17	721.17										1,963.51	6,036.49
Business Rates															
Bar Licence	200.00			180.00										180.00	20.00
Victoria Hall Other Costs	1,000.00		124.10	269.53										393.63	606.37
Victoria Hall Income															
Victoria Hall															
Bar Franchise															
Room Hire															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
	280,800.00	13,732.80	27,741.61	10,965.96											
														Total:	52,440.37
														Variance:	228,359.63

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Administration															
Bank Interest	15,000.00	1,285.72	1,275.57	1,638.74										4,200.03	-10,799.97
Precept	238,253.00	238,253.00												238,253.00	
Council Tax Support Gr:															
Election Charges															
Advertising															
Office Equipment															
Office Sundries															
Telephone/Broadband															
IT Software															
Website															
Printer/Copier															
Bank Charges															
Staff Training															
Members Training															
Office Lease / Rental															
Subscriptions															
Accountancy Fees															
Audit Fees															
Insurance															
Legal Fees															
VAT Reclaim															
Services															
Reverse Payment															
Banking deposit															
Allotments															
Allotment Income	1,300.00		46.58	605.54										652.12	-647.88
Subscription															
Waste Disposal															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Maintenance															
Civic Costs															
Civic Regalia															
Mayor's Allowance															
Deputy Mayor's Allowan															
Events and Communit															
Christmas Lights															
Christmas Switch On															
Pantomime															
D-Day/VE Day Activities															
Events - Other															
Lantern Parade															
Remembrance Sunday															
Beer Festival			674.43											674.43	674.43
Kidsgrove LAP															
Christmas Market															
Grants and Donations															
Grants and Donations															
Mayor's Charity Fundr															
Christmas Market															
Panto Tickets															
Mayor's Charity Fundrai															
Beer Festival Donation															
Payroll															
Salaries															
Employers NI															
Pension Contributions															
Payroll Fees															
Payroll Services															
Planning and Environi															
Highways and Safety															

Kidsgrove Town Council

9 July 2025 (2025-2026)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
CCTV															
Grit Bins															
Neighbourhood Plan															
Environment															
Defibs															
Noticeboards / Plaques															
Bus Shelter															
Ranger Service															
Ranger Contract															
Ranger Training															
Ranger Equipment/Mate															
Community Garden															
Victoria Hall															
Maintenance Costs															
Advertising															
Service Charge / Utilities															
Health and Safety															
Cleaning and Security															
Business Rates															
Bar Licence															
Victoria Hall Other Costs															
Victoria Hall Income															
Victoria Hall	17,500.00	939.50	1,310.00	2,384.25										4,633.75	-12,866.25
Bar Franchise	7,000.00			2,213.96										2,213.96	-4,786.04
Room Hire	4,250.00	45.00	30.00											75.00	-4,175.00

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
	283,303.00	240,523.22	3,336.58	6,842.49											
														Total:	250,702.29
														Variance:	-32,600.71