



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

KIDSGROVE TOWN COUNCIL

FINANCE AND GENERAL-PURPOSE COMMITTEE

Minutes of the meeting held on Thursday 15th May 2025

Meeting started: 7.00pm Concluded: 8.09pm

Present: Cllr Paul Waring (chair), Cllr Dave Grocott, Cllr Kevin Johnson, Cllr Mike Stubbs, Cllr Mary Maxfield, and Cllr Jill Waring.

Officer present – N Antoney Town Clerk

FGP/24-25/08/01 Apologies

It was **RESOLVED** to receive and approve apologies from:
Cllr Loren Skelding

FGP/24-25/08/02 Declaration of Pecuniary and Other Interests

None were declared

FGP/24-25/08/03 To approve the minutes of the previous meeting held on 6th March 2025

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

FGP/24-25/08/04 Public Participation

None present

FGP/24-25/08/05 Terms of Reference

Member discussed and considered the terms of reference for the committee

It was **RESOLVED** to approve the terms of reference for recommendation to Full Council.

FGP/24-25/08/06 Policies

Members considered the policies.

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

- a) Flag Flying Policy
- b) Age Verification Policy.

FGP/24-25/08/07 Fire Risk Assessment

The committee discussed the report and the actions that required to either be carried out or reviewed

It was **RESOLVED** to note the fire risk assessment and bring back to next committee meeting progress to date.

FGP/24-25/08/08 Financial

- a) To review, consider and recommend for approval the councils Year End Accounts for the financial year 2024 - 2025

Members discussed the year end accounts, and the chair explained the issues that had arisen in finalising the accounts but that all issues had now been resolved.

It was **RESOLVED** to approve the year end accounts for recommendation to Full Council.

- b) Bank Reconciliation for March 2024

It was **RESOLVED** to note the reconciliation for March 2025.

- c) Payment List for 2024 – 2025.

It was **RESOLVED** to note the payment list for 2024 - 2025.

- d) To consider and approve the direct debit list for the coming 2025 – 2026 Financial Year.

The Clerk advised that the list was correct to date but will be brought back to committee if there are any updates

It was **RESOLVED** to approve the direct debit list for the coming financial year 2025 - 2026.

- e) To consider and approve the following invoices

It was **RESOLVED** to approve the invoices for recommendation to full council to approve for the Ranger Service and CCTV Service for 2025 – 2026 and for a final decision on the electrical circuit board.

It was **RESOLVED** to take to full council for final decision.

FGP/24-25/08/09 To consider and approve grant application

No grant applications were submitted.

FGP/24-25/08/10 Victoria Hall/Town Hall

Members discussed the report of the clerk in regard to an update on the hall and the impact it could potentially have on budgets. Members also discussed whether to re-introduce a security deposit in light of a recent booking whereby additional cleaning was required. Further discussion was had regarding the interior and exterior of the building and a that a programme of works was currently being created to identify what work can done inhouse and what work would need to be contracted out. This would include minor repairs, painting inside and outside.

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

- a) To approve the reintroduction of a security deposit at the discretion of the clerk.
- b) To explore further with discussions with the Bar Franchise the possibility of exclusive use of the bar.

FGP/25-26/08/11 Public and Press Exclusion

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

FGP/25-26/08/12 To Consider, review and approve the Bar Contract

Committee discussed the contract and with the amendments it was approved.

It was **RESOLVED** to approve the contract and for it to be signed by both parties and a summary of all finances paid to the council for the year 2024 – 2025 to be presented to next scheduled committee meeting.

FGP/24-25/08/13. Date of the Next Meeting

To note the date, time and venue of the next meeting scheduled for Thursday 10th July 2025 at 7.00pm, Victoria Hall, Liverpool Road, Kidsgrove, Staffordshire, ST7 4EL



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

Contents

1. Introduction
- 2. Scope and Purpose**
- 3. Document Handling**
- 4. The Retention/Disposal Protocol**
- 5. Roles and Responsibilities**
- 6. Data Protection Act 2018 and General Data Protection Regulations**
- 7. Disposal**
- 8. Monitoring**
- 9. Photographs and Digital Images**
- 10. Document Table**

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 Claims	While valid and permanent archive Destroy after 7 years	Management
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

Contents

INTRODUCTION	2
GRANT SCHEMES	2
APPLYING FOR A SMALL GRANT	2
APPLYING FOR A LARGE GRANT OVER £500	3
GRANT EVALUATIONS.....	4

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

Report to FGP

Report Number FGP-100725 - 1

Date of meeting

Thursday 10th July 2025

Report compiled by

Town Clerk

Internal Audit & Scrutiny Working Group

Background

Those who are responsible for the conduct of public business and for spending public money are accountable for ensuring that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this accountability, the Council (both members and officers) are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of the resources at their disposal as required by section 2 of the annual return.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3 members from the Finance and General Purposes committee to form an 'internal controls working group' that is tasked to ensure that the internal control checks are carried out once every six months. Accompanying this report is an internal check list that would be used by the internal controls working group and used a report to the Finance and General Purpose Committee on a quarterly bases.



Internal Audit and Scrutiny Working Group Terms of Reference

Draft: July 2025

Adopted:

Minute Ref:

Internal Audit & Scrutiny Working Group Terms of Reference

1. The 'Internal Audit & Scrutiny Working Group' membership shall be determined by resolution of the Finance Committee at the first meeting in the new mayoral year with casual vacancies filled during the year as they arise by further resolution.
2. The 'Internal Audit & Scrutiny Working Group' shall comprise three members from the Finance and General-Purpose Committee.
3. The quorum for the 'Internal Audit & Scrutiny Working Group' will be two members (note 4 below).
4. The Internal Audit & Scrutiny Working Group does not have delegated powers to make decisions on behalf of the Finance Committee or the Town Council.
5. The 'Internal Audit & Scrutiny Working Group' shall produce a quarterly report to the Finance Committee at its next meeting to include its findings from the audit and recommendations for improvements to the financial stewardship. It is acceptable for the Q4 audit to be delayed due to the external audit process.
6. In carrying out the quarterly audit the working group should make reference to
 - 10% of debit entries
 - 10% of credit entries
 - Full paper trails for the above
 - Evidence of compliance with Financial Regulations in all of the above.
 - Outstanding debts owed to the council
 - Evidence of debit entries being sanctioned.
 - Bank statements agreeing with the closing balance on the financial report (bank reconciliation report).
 - An annual review of the certified asset registers and a quarterly review of payment schedules to ensure that any assets purchased within the period are included on the register.
 - Reporting on actions taken on the points raised by the previous report
 - Accounting and financial record keeping where appropriate
 - 1 in 20 checks of completed BACS payments to compare the payment details with the account details on invoices.
 - Complaints
 - Employee leave, absences and flex records
7. The members of 'Internal Audit & Scrutiny Working Group' should report any serious matters e.g. suspected maladministration or misappropriation of funds immediately to the Chairman of the Finance Committee who should, in turn, bring the matter to the attention of the Town Mayor.
8. The Terms of Reference for the 'Internal Audit & Scrutiny Group' shall be reviewed annually at the first meeting of the Finance Committee in the new mayoral year.
9. That the Internal Audit & Scrutiny Working Group report its findings to the Responsible Financial Officer and the Finance and General Purpose Committee for remedial action as appropriate.



Kidsgrove Town Council

Review of the Internal Control System

Draft: July 2025

Adopted:

Date of Review:

REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL

Internal Control	Suggested Testing	Yes	No	Town Council Controls / Comments
Standing Orders & Financial Regulations	1) Has the Town Council formally adopted Standing Orders and Financial Regulations			
Payment Controls & Bookkeeping	1) Has a Responsible Financial Officer been appointed with specific duties? 2) Have items or services been competitively purchased? 3) Is the cashbook maintained and up to date? 4) Is a bank reconciliation carried out regularly? 5) Are payments in the cashbook supported by invoices, authorised in accordance with a minute resolution or delegated authority within the Scheme of Delegation? 6) Has VAT on payments been identified, recorded and reclaimed? 7) Is s137 expenditure separately recorded and within statutory limits? If the Council has declared the General Power of Competence, this is no longer a requirement.			
Receipts / Income Controls & Petty Cash	1) Is income properly recorded and banked? 2) Does the precept approved, agree to the Council Tax authority's notification? 3) Are the petty cash floats adequate in size to meet small expenditure and do not require reimbursement more frequently than a month? 4) Is all the petty cash recorded and supported by VAT invoices/receipts? 5) Is petty cash expenditure reported to a council meeting?			
Debt Collection	1) Does the Council have in place debt monitoring arrangements for the collection of sums of money owed to them for Allotments and other council activities, for example, room and hall hire?			
Employment / Payroll Controls	1) Do all employees have contracts of employment with clear terms and conditions? 2) Do salaries paid agree with those approved by the Council? 3) Are other payments to employees reasonable and approved by the Council? 4) Have PAYE/NIC been properly and operated by the Council as an employer?			

Asset Controls	1) Does the Council maintain an asset register of all material owned or in its care? 2) Are the assets and investments register's up to date? 3) Do asset insurance valuations agree with those in the asset register?			
Risk Management Arrangements	1) Does a review of the minutes identify any unusual financial activity? 2) Do minutes record the council carrying out an annual corporate risk assessment? 3) Is the insurance cover appropriate and adequate, including the arrangement for Fidelity Guarantee?			
Bank Accounts	1) Is the bank mandate up to date and have the list of authorised signatories been approved by the Council?			
Budget and Financial Statement	1) Has the Council prepared an annual budget in support of its precept? 2) Is actual expenditure against the budget regularly reported to the Council? 3) Are there any significant unexplained variances from budget?			
Year End Controls	1) Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure) by the RFO or by a competent individual ie Accountant?			

Signed:	Print Name:	Date:

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 30/04/2025		
	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 Council	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

Kidsgrove Town Council
Receipts From Customer

Voucher	Date	Minute	Bank	Receipt No	Description	Net	VAT	Total
Marina Giorgino								
29	03/05/2024		Unity Current Account		5% of monthly bar takings - Victoria Tap I	703.28		703.28
71	03/06/2024		Unity Current Account		Monthly Bar Takings - Victoria Tap Room	665.83		665.83
80	22/07/2024		Unity Current Account		5% of monthly bar takings - Victoria Tap I	449.61		449.61
82	22/07/2024		Unity Current Account		5% of monthly bar takings - Victoria Tap I	554.41		554.41
100	27/08/2024		Unity Current Account		5% of monthly bar takings - Victoria Tap I	498.90		498.90
185	03/12/2024		Unity Current Account		5% of monthly bar takings - Victoria Tap I	2,209.58		2,209.58
200	22/01/2025		Unity Current Account		5.5% Bar Takings	1,061.39		1,061.39
201	22/01/2025		Unity Current Account		5.5% Bar Takings	1,244.16		1,244.16
209	10/02/2025		Unity Current Account		5.5% Bar Takings	444.56		444.56
233	18/03/2025		Unity Current Account		5.5% Bar Takings	685.65		685.65
Marina Giorgino totals								
Total						8,517.37		8,517.37

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															

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



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

Report to FGP

Report Number FGP-170725 -

Date of meeting

Thursday 17th July 2025

Report compiled by

Town Clerk

Intruder Alarm for Victoria Hall

Current

We have been experiencing some issues with our alarm, as members are aware we are currently joined with the Borough. Over the last 6 weeks both myself and the staff have had numerous calls from the alarm to say alarms going off at town hall, 95% of these we have established are the borough side and nothing to do with us, I have even had a call at 11:20pm on a Friday night to say alarms gone off and been reset, we know this was the borough side 1, it was reset 2 as it was the a Friday night, the bar was open until midnight so therefore could not be the hall side. Most of the calls we are being advised that alarms gone off and has been reset. This has also caused our caretaker to come out on occasion to check the premises over, which has an impact on hours etc.

Proposed:

It is proposed to separate the alarm, so any call out in future will be for us only and not for the borough.

Below is a breakdown of cost involved. I have had discussion with the borough, and they are happy for the split. Quotes sent separately to report.

COMPANY A

Labour Costs

Labour to Split the alarm system and undertake 2 x maintenance visits. **£1,248.00**

Materials

1 x Galaxy 96 intruder alarm panel **£411.37**

1 x Galaxy Rio **£90.48**

1 x 12v 12AH battery **£21.96**

1 x 100m of 8 Core Alarm Cable. **£26.84**

1 x 230v supply, Cable/Fused Spur **£24.40**

1 x GPRS Dual STU Plus 2 High Gain Aerials. **£225.70**

1 x Sundries - Containment, cable clips and Screws **£24.40**

Total £2073.15nett

Exclusions

Out of hours works (Normal hours of work, 08:00-17:00 Mon-Fri Exc bank holidays)

Delays due to access

Delays due to Asbestos

Electrical upgrades to comply with 18th Edition Regulations.

Including amendments Plastering, decoration & carpet repairs

Access equipment unless stated Additional equipment other than that stated or existing faulty/damaged

COMPANY B

Galaxy 3-96 control panel The alarm system to be controlled by a control panel capable of providing 16 zones, expandable to 96. This product is classed as Security Grade 3. The control equipment will have a standby battery giving 12 hours of operation in case of a mains failure

1 x Galaxy Control Panel

3 x Galaxy Rio device (existing)

1 x remote keypad

1 x self-actuating sounder – front elevation

1 x self-actuating sounder – rear elevation

Total - £1708.00+vat

Decision required:

- a) To agree to the splitting of the intruder alarm
- b) To agree to a company to carry out the split
- c) To delegate to the clerk to progress.



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

Report to FGP

Report Number FGP-170725 -

Date of meeting

Thursday 17th July 2025

Report compiled by

Town Clerk

Cleaning Contracts – Victoria Hall

Current

We currently using Initial for our washroom, matts and sanitary bins for Victoria Hall. We have had several issues with them including not resolving the issue with our gentleman's toilets, no soap dispenser in one of the disabled toilets and no water management in place, to name a few. Whilst we have tried to resolve these issues including having them out for several visits, the resolution has not been forth coming, and the level of customer services has been in adequate.

Proposed:

It is proposed to end the contract with the required notice and engage with a new company.

We are also looking to change our hall cleaner; we are currently on a rolling one month notice for them.

Below are the quotes to date. Quotations are separate to the report.

COMPANY A

To include the following:

Sanitary units x 7, 12 visits per year

Water Management x 1, 12 visits per year

Air Fresheners x 5, 12 visits per year

Soap/hand care x 5, 12 visits per year

Hand dryer x 5, 12 visits per year

Floor & care Matts x 3 12 visits per year

Total £2401.00+vat

Three year contract

COMPANY B

Sanitary units x 7, 4 weekly service

Soap dispensers x 9, 4 weekly service

Air fresheners x 6, 8 weekly service

Hand dryers x 5

Water management system

Total £2823.60+vat

Current hall cleaner averaging £6000 for the year.

Decision required:

- a) To agree to change contractor
- b) To delegate to the clerk to progress
- c) To agree to delegate authorisation to the clerk to change the cleaning contractor subject to budgets



Level Access Lifts
Level House
Little Firs
Barney Hayes Lane
Cadnam
Southampton
SO40 2ND
T 0845 4662 999
F 0845 4662 777
28/05/2025

Dear Roy

Quotation Ref: EL17110
Project Ref: KIDSGROVE TOWN COUNCIL

Thank you for your recent enquiry. I now have the pleasure in submitting our quotation together with the relevant product specification for the supply and installation of one **Tech Lift M4 platform lift** at the above project address

The Tech Lift M4 is a cost effective lifting solution for any environment. Raising and lowering on four telescopic legs means that there are no unsightly lifting columns or masts. The Tech Lift M4 has clean modern lines and can be supplied in a colour of your choice, so that it complements the built environment. The Tech Lift M4 can often be fitted without any building work required and as all loads are sent to the floor, unlike other products, there is very minimal force applied to the running face of the lift.

Our offer includes for a removal of current Lift (client to supply skip and arrange disposal), builders work drawings, a pre installation site check, manufacture, installation and commissioning, and 12 months warranty and servicing. All of this will be taken care of by our experienced team to help ensure your project runs smoothly.

Our price is made up as follows:

£13,509.92	Supply / Installation / Test & Commission Tech Lift M4 Platform Lift
£337.75	2.5% PPD (Prompt Payment Discount)
£13,172.17	Total Amount Payable excluding VAT

We trust you will find this quotation to be of interest. Should you require any further information, please do not hesitate to contact us. We look forward to hearing from you in the near future.

Yours sincerely

Dorinda Swift
Direct Dial: 02380 817922
Email: dorinda.swift@levellifts.co.uk

Tech Lift M4 Specification

Lift to be Situated	Internally
Travel Height	1000mm
Fixing	Floor Mounted
Handrail Height	1100mm (<i>Part M Compliant</i>)
Platform Dimensions	1400mm Long x 900mm Wide
Required Floor Area	1600mm Long x 1150mm Wide (plus a minimum of 100mm each side for clearance if against flank wall/s)

Technical

Capacity	400kg (evenly distributed)
Drive Type	Synchronised Electric Motors (x4)
Power Requirements	240v 50hz Single Phase Supply
Back Up	Battery Back Up in Case of Power Failure
Control Voltage	24v dc
Noise Emitted	<70db
Overall Unit Weight	100kg (approx.)
Configuration	Through Access

Standard Features

Platform and Landing Controls	Up, Down, Alarm and Stop on carriage (plus reset switch), Call & Send on landings. Constant Pressure Controls.
Emergency Lowering	Battery Backed Emergency Lowering from the on-board lift buttons. This allows the user to lower the lift to the ground floor in the event of a power failure.
Upper Protection	Safety Door - Aluminium with Smoked Polycarbonate Plexi Glass 1100mm High
Lower Protection	Safety Door on Platform - Aluminium with Smoked Polycarbonate Plexi Glass 1100mm High
Platform Floor	Aluminium with Anti-Slip Strips
Enclosure Colour	Black RAL9005

Please note that all of the above dimensions and details are subject to confirmation from our Site Specific Builders Work Drawings and Site Surveys.

Options

Unit Framework	Black or Silver as Standard	Black Selected
	Special RAL Colour	£1,225.00
Call Stations	Wireless Wall Mounted – 1 Button (call) (Each)	Free
	Wireless Wall Mounted – 2 Buttons (call & send) (Each)	Included
	Wireless Wall Mounted – 2 Buttons + Key Locking (Each)	Free
	Wireless Key Ring Transmitter (Each)	£118.75
	Call Station Pedestal to 'post mount' Call Stations (Each)	£437.50
Entry Options	Fixed Ramp	Included
	Tilting Ramp	Free
	Folding Ramp (folds when lift leaves landing)	Free
	Pit Mount – 40mm deep (no ramp)	Free
Communication	Autodialler - GSM 4G (Customers own Sim Card Required)	£1,025.00
Enclosure	Aluminium Guard Panels in front of guides (to hide an uneven or unsightly fixing wall)	Included
	Side Access Enclosure at Upper Level	£2,650.00
Gates	Powered Gate Operators (per landing). Opened by Electric actuator, closes by gas spring to ensure functionality even in the event of a power failure	£812.50
Capacity Increase	Upgrade to 500kg capacity	£1,875.00

Other

Defects Liability Period	3 Years* Parts & Labour Warranty (from Installation Completion), including x2 service visits in the first year. * Subject to the uptake of a maintenance contract with LAL for years two and three. The warranty period shall revert to 12 months if no maintenance agreement in place.	
Delivery	Typically 8 Weeks from Approval of our Drawings	
Servicing	We will provide 2 Maintenance Visits in the First 12 months (Commencing upon Completion of Installation)	
Peace of Mind	Our partner company Level Lift Services Ltd support all of our platform lift installations, offering maintenance and repair service during the defects liability period.	
Pricing Notes	This quotation is fixed for 30 days. All prices quoted are excluding VAT and subject to change. Please note that all details contained are subject to a final site survey.	

Clients Responsibilities

Power Supply	Provision of a dedicated 240V 50Hz single phase supply fused at 6 amps and terminating in a switched spur outlet or lockable isolator. All in accordance with the latest edition of requirements for electrical installation as published by the IEE (BS7671). This is to be made available prior to installation of the lift.
Main Contractors Note	Due to the limited time given to return your tender, we have not at this time been able to prepare a detailed response to the proposed conditions of contract. Should our quotations prove favourable, we would be most willing to prepare a full response to the tender documentation. In the meantime, we have submitted our quotation on the basis that any order will be placed on our terms and conditions.
Compliance	Platform lift SS EN 81-41 2006/42/EC EMC Directive/ EMC 2014/30 EU EN-610000-6-3 SS 2097-7 ISO 9001: 2016, ISO 3834-3, ISO 9386-1 Lifting column IEC60601-1, ES60601-1, IEC60601-1-2 Electricity/ Control EN-55022B
Web Information	Please visit our website for further information: http://www.levellifts.co.uk/enclosed_vertical_platform_lifts.htm https://www.levellifts.co.uk/products/tech-lift-m4/

This quotation has been created using:

Please note that all details contained in this quotation are subject to a final site survey.

This quotation must be read in conjunction with the enclosed Terms & Conditions & Attendances
 Level Access Lifts (Ltd) reserve the right to alter product or component specification without prior notice
 Level Access Lifts do not accept the use of self-billing systems



Tech Lift M4

1.5m Steplift

- Indoor or Outdoor
- Quick Delivery
- Competitively Priced
- One day installation
- 3 Year Warranty*
- Ultra Slim Design
- Easy to use
- No Specialist Builders Work Required



Features

Standard Features

Tech Lift M4 is based on 4 telescopic lifting columns which gives the lift a clean and stylish appearance, the operation is almost maintenance-free and has a very quiet drive.

The lift can be used both indoors and outdoors and fits equally well in private and public environments.



01

Suitable for outdoor installations at no extra cost (IP65 rated)

05

Plexi-glass vision panels - Smoked or Clear

02

Upper and lower gates included - with or without mid-rail

06

Aluminium platform flooring with Anti-slip strips

03

Ultra-slim due to telescopic lifting legs

07

Wireless wall mounted call station (2 buttons) - 'call & Send'

04

Framework in Black (RAL 9005) or Silver (Interpon 700 AS)

08

Floor mounted fixed ramp (no need for a pit)

Features

Delivery & Installation

✓

Extremely quick delivery, usually from stock

✓

No specialist builders' work required

✓

One day installation (to prepared area)

✓

Can be relocated



Features

Optional Features

Emergency Communication

- GSM Autodialler (sim card by client) – required for public access applications (EN81:40 – 1st April 2023 onwards)

Landing Buttons & Hand-held Controls

- Wireless wall mounted call station:
 - 'Call' (1 button)
 - 'Call & Send' + key locking (2 buttons)
- Hand held key fob transmitter

Platform Entry

- Tilting ramp / Wheelstop
- Folding ramp (folds when lift leaves landing)
- Pit mount (40m deep)

Gates

- Automatic openers on one or both gates

Lift Colour

- Seamlessly blend in with the built environment, match your corporate colours or make a bold design statement, the choice is yours when choosing an optional (RAL) colour.



Specification

Tech Lift M4: Technical Specification

Environment	Indoors & Outdoors
Maximum Lifting Height	1.5m / 2 stops (1.46m if pit mounted)
Minimum Platform Size	800mm (w) x 1400mm (L) (wheelchair user)
Standard Platform Size	900mm (w) x 1400mm (L) (Wheelchair User)
Maximum Platform Size	1100mm (w) x 1400mm (L) (wheelchair user + attendant)
Lifting Capacity (max)	400kg
Pit Depth	40mm (if preferred) or simply floor mount with a choice of entry ramp
Travel Speed	40mm/sec max
Entrance Configuration(s)	Through Access
Door Type(s)	Single Swing – Manual or Automatic (optional)
Flooring Type(s)	Aluminium with anti-slip strips
Lift Colours / Finishes	Black RAL9005 or Silver (Interpon 700 AS)
Landing Push Buttons	Wireless
Fixing Method(s)	Floor Mounted and at Threshold (no specialist builders work required)
Power Supply Requirement	220v Single Phase, 6 amp
Conformity	EN-81-41:2010 S: Machine Directive 2006/42/EC
Warranty	3 Years* parts and labour (including two service visits in the first year).



Contact

Level Access Lifts Ltd

t: 023 8081 4924

e: sales@levellifts.co.uk

w: levellifts.co.uk

*Subject to the uptake of a maintenance contract for years two and three.
The warranty period shall revert to 12 months if no maintenance agreement in place.





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

Report to FGP

Report Number FGP-170725 -

Date of meeting

Thursday 17th July 2025

Report compiled by

Town Clerk

Fire Proofing and cleaning stage curtains

Current

As member are aware, we had a fire risk assessment earlier in the year and part of the assessment was the fire proofing of the stage curtains or replacement. We struggled to locate business that actually did this service.

Proposed:

At this time, it is proposed to fireproof our stage curtains, whilst the council investigates to replace all the hall curtains at a later stage as part of its refurbish programme.

Below is the cost of the stage curtains only.

Location Address:

Kidsgrove Town Council, Town Hall, Kidsgrove, Stoke-on-Trent, ST7 4EL
Phone No.: 01782 782254

Curtain Area (m²):

- 4 curtains: 18ft (5.49m) high x 8ft (2.44m) wide = 53.51m²
- 3 curtains: 35ft (10.67m) long x 18ft (5.49m) high = 175.70m²
- 2 curtains: 35ft (10.67m) long x 16ft (4.88m) high = 104.15m²
- **Total Area: 333.36m²** (unlined)

Cleaning Costs:

- $333.36\text{m}^2 \times £4.00/\text{m}^2 = £1,333.44$
- Discount Applied (Over 300m²): £3.20/m²
- Total: **£1,066.75**

Fireproofing Costs:

- $333.36\text{m}^2 \times £4.00/\text{m}^2 = £1,333.44$
- Discount Applied (Over 300m²): £3.20/m²
- Total: **£1,066.75**

Travel Expenses:

- Approx. 188 miles one way x 2 = 376 miles
- 376 miles x £0.50/mile = **£188.00**

Financial Summary:

- **Subtotal (excluding VAT):** £2,321.50
- **VAT (20%):** £464.30
- **Total (including VAT):** £2,785.80



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

Report to FGP

Report Number FGP-170725 - 2

Date of meeting

Thursday 17th July 2025

Report compiled by

Town Clerk

Staff Mobile Contract

In this day and age everyone uses mobile phones. Council Staff are having to use their own personal phones for council business especially the caretaker, whether that is coordinating with contractors, deliveries, or hirers.

Due to the level this is done it would be prudent from the council perspective for council staff to have a council mobile contract phone. The town ranger has one in which the council pays for.

This is also from a safety aspect and that staff should not be giving out their personal phone numbers to carry out council work functions to all of Kidsgrove Parish and beyond.

Having looked at a variety of options it is recommend that the council buy a mobile phone and pays for a sim only contract hence keeping costs down.

Phone one off costs options:

- | | |
|--|-------------|
| 1. Samsung Galaxy A16 Android Smartphone 3 Year Warranty | £87.50 +VAT |
| 2. Xiaomi Poco C75 Black Smartphone 2 year warranty | £52.07+VAT |
| 3. Moto G24 Matte 12 months warranty | £74.99 +VAT |

Sim contracts:

- | | |
|--------------------------------|----------------|
| 1. EE Business Essentials plan | £13.00 monthly |
| 2. Voda Phone | £18.00 monthly |
| 3. Tesco Mobile | £12.50 Monthly |

All sim contracts are business contracts

Decision required:

- To agree to staff mobile phone
- To agree a set limit to purchase a phone outright
- To set a limit to which sim contract is set at
- To delegate to the clerk to progress and arrange.

KIDSGROVE TOWN COUNCIL

FIVE YEAR ACTION PLAN

DRAFT Version 1 – Review July 2025



Note – References to Kidsgrove refer to all communities within the Town Council boundary unless stated otherwise.

The designated committee must comply with Council policies regarding decisions which must be made at Full Council and make appropriate recommendations. This document does not delegate decision making more refers to the running of projects.

No	Objectives	Key Tasks	Responsibility	Timescales	Source of Funding	Comments
A - Office and Administrative Matters						
A1	To build a staffing structure appropriate and adequate to support the Town Council.	<ul style="list-style-type: none"> Caretaker provision in the Victoria Hall. Admin/deputy support to the Clerk 	Staffing Committee		Costs to be allocated and forecast from precept income	Care taker employed from the beginning of August 2019 Assistant Clerk in place Admin to be filled
A2	To ensure Town Council office space is adequate.	<ul style="list-style-type: none"> Storage space - files Storage space – hall furniture/equipment Office work stations 	F&GP and Staffing		Funding not allocated at present.	Discussion ongoing with NULBC. Some office file storage space has been made available. Negotiating regarding office space is ongoing.
A3	Ensure that the Council operates according to legislation and keeps abreast of new legislation	<ul style="list-style-type: none"> Training Policy Training for staff Training for Councillors Training Records 	F&GP /all councillors and staff	Continuously		Training for councillors should be seen as key to Council development.

		<ul style="list-style-type: none"> Foundation Level Quality Council Award 				Quality Status will inspire confidence in the Council and its procedures.
A4	To effectively communicate to the electorate and to ensure openness and transparency.	<ul style="list-style-type: none"> Full compliance with the transparency code for larger councils. Effective use of website. Use of Social Media Published newsletter Email distribution list Press releases Noticeboards Consultations when appropriate through a variety of media Appropriate policies to be in place. 	F&GP	On-going	Ensure budgetary provision for communication.	Website currently being update More social media presence Compliance with transparency code on going
A5	To ensure the town council's finances are effectively managed.	RFO to ensure legislative requirements are met.	F&GP	On-going	None required	
A6	Ensure compliance with the GDPR legislation 2018.	Some criteria already met. Some policies still required.	F&GP	On-going	None required	Currently being reviewed
A7	Appropriate and effective tendering processes in place	<ul style="list-style-type: none"> Produce a procurement policy Ensure contracts are properly documented. Consider SLAs and list of preferred suppliers. 	F&GP	March 2020	None required	All contracts and SLA currently being reviewed

VH - Victoria Hall – Management and Commercial Aspects

VH1	Health and Safety Aspects	<ul style="list-style-type: none"> • Training as appropriate • React to health and safety surveys and fire risk assessment. • First Aid training and designated first aider. 	F&GP	On-going	Ongoing use of a health and safety consultant requires budgeting for.	First Aid training currently being sourced Fire Risk assessment done, most recommendations have been carried out.
VH2	Caretaking and security provision	Continue to monitor caretaking needs.	Staffing/ F&GP	On-going	Ensure adequate budgetary provision.	Caretaking duties increasing due to hirers request, job role currently being reviewed
VH3	Promotion of the Venue for commercial events to contribute to revenue required for the upkeep.	<ul style="list-style-type: none"> • Balance community use versus commercial use. • Update booking costs and booking forms. • 	F&GP			Usage and marketing under review
VH4	Community Use – To ensure the building serves the community as a hub.	<ul style="list-style-type: none"> • Concession policy required. • Support community group as appropriate. 	F&GP/Events and Community	On-going	Not applicable.	

E - Environmental Projects including Ranger Activity

E1	Parks and Green Spaces throughout all three wards – to survey, monitor and strive to improve the town's green spaces and play areas.	<ul style="list-style-type: none"> • Report from each ward. • To compile a detailed plan. • Focus on one area • Possible working party 	Planning and Environment Committee	Ongoing each year		<ul style="list-style-type: none"> • Talks ongoing with NULBC regarding partnership working at Newchapel Recreation Ground. • Talks ongoing with NULBC regarding creation of a sensory garden behind the pavilion in Clough Hall Park.
----	--	--	------------------------------------	-------------------	--	--

E2	Planting and basket schemes throughout all three wards – to improve provision.	<ul style="list-style-type: none"> Start immediately costing up planters where required. Imaginative schemes: Community Orchard Wildflowers/pollinator Contact companies for help S106 money requests 	Planning and Environment Committee	Ongoing each year		<ul style="list-style-type: none"> Railing baskets provided in the Rookery (Newchapel Rd). Baskets currently bought yearly from Borough Other planting in various areas done through ranger and community help Other areas under review to be brought back to committee for discussion
E3	Identifying uncared for spots within the area.	<ul style="list-style-type: none"> Fanny Pool off Birchenwood 	Planning and Environment Committee	Ongoing each year		
E4	Footpaths and PROWS – to monitor and ensure maintenance of the town's PROW network.	<ul style="list-style-type: none"> To identify and log the condition of PROWs within the Parish To act where required. 	Planning and Environment Committee			<ul style="list-style-type: none"> Working party established to begin to meet now Covid is over.
E5	Bench Provision	To identify spots within the parish that would benefit from bench provision.	Environment and allotments Committee	Ongoing each year	£4800 in earmarked reserves	<ul style="list-style-type: none"> Spots identified and permissions and updated quotes being sought, licences currently being drafted.
AL - Allotments						
AL1	Crown Bank Expansion Project	Create more space to cater for allotment need.	FGP Committee			
AL2	Lamb Street – land ownership to be passed to Town Council		FGP Committee			

AL3	Ownership of driveway – Crown Bank		FGP Committee			
AL4	Allotment – Water Supply	To provide a water supply at Crown Bank	FGP Committee			
Town Centre improvements (including the villages: Newchapel, Mow Cop, Talke, Butt Lane)						
TC1	Notice boards	To investigate styles and prices of notice boards. 2019-20 – concentrate on mapping what there is and repairing to make good.	Planning, and Environment Committee	2019-2024	Money to be budgeted over the next three years.	Rolling program.
TC2	Mapping and signage	<ul style="list-style-type: none"> • Work with and support partners especially Go Kidsgrove • Heritage Signs • Large Map 	Planning, and Environment Committee	2019- 2023	Look for funding	
TC3	Train Station	Need to wait and see what transpires with the regeneration planned.	Planning, and Environment Committee	2020-2024	Funding streams – money passed down from Central Government.	
TC4	To work with businesses and other Community Groups to foster pride and care.		All committees			
TC5	Markets: To work to bring back markets to Kidsgrove centre– both outdoor and using the Victoria Hall.		Events and Community Committee			Market companies currently being sought and discussion ongoing. Christmas Market established in hall as part of the Christmas light Switch on

TC6	To promote diversity of businesses and to encourage brand names	Work with partners to encourage diversity.	Planning, and Environment Committee	2020-2024	Funding pots.	Will be part of the Neighbourhood Plan.
TC7	To encourage future proofing of the area	<ul style="list-style-type: none"> Car charging points. – Will need to work with NULBC who are looking at this. 	Planning, and Environment Committee	2020-2024	No budget forecast as present	
TC8	CCTV	<ul style="list-style-type: none"> Establish locations required for cameras Additional locations to be found for moveable cameras Relocation of the one in Clough Hall Park to the opposite entrance 	Planning, and Environment Committee	2026 -2031	To increase budget from 6k to 10k for 2026/2027 onwards, to be monitored	Camera now in situ, discussion on going with police regarding potential future locations for moveable cameras.
TC9	Christmas Lights: To improve the Christmas Lights in Kidsgrove.	<ul style="list-style-type: none"> Potential of local business sponsorship to be investigated More Community involvement 	Events and Community Committee	2026 - 2031	Grants to be explored, sponsorship	
PN – Planning and Neighbourhood Planning						
PN1	To produce a Neighbourhood Plan for Kidsgrove	Initial steps. <ul style="list-style-type: none"> Information events Form a steering group Consultations 	Planning, Infrastructure and Highways Committee – via a Neighbourhood Plan Group sub-committee	2019-2022	Funding from locality with contributions from the Town Council funds.	
PN2	To consider planning application in the Town Council's area and to respond to Newcastle Borough Council.	To respond to Planning Applications in a timely manner.	Planning, and Environment Committee	Ongoing	N/A	

HI - Highways and Infrastructure						
HI1	Road Safety – Speed Watch – To encourage and support the Speed Watch Initiatives	<ul style="list-style-type: none"> Provide boundary signs Future support for equipment and training 	Planning, and Environment Committee	2019-2024	Budgetary provision in 2019-2020.	
HI2	Road safety – SID provision throughout Kidsgrove	<ul style="list-style-type: none"> Poles to be placed so SIDS can be rotated. 	Planning, and Environment Committee	2020-2024	Budget for 1 SID a year.	
HI3	To help to improve and maintain transport links for Kidsgrove in communication with relevant bodies.	To encourage better communication between Highways England and Staffordshire County Council	Planning, and Environment Committee	Ongoing	-	
HI4	To investigate helping maintain school crossing patrols in Kidsgrove	Currently being discussed with SCC – options need ascertaining.	Planning, and Environment Committee			
Tourism						
T1	Canals network – To work with the Canal and River Trust to capitalise on the canal network and the visitors which that brings to the canal.		Events and Community			
T2	Town Centre Promotion		Events and Community			
T3	To promote the town's heritage aspects		Events and Community		2026	Town Council currently working with local group to establish a long term heritage program at Victoria Hall
T4	To promote, improve and protect the town's conservation area (working with NULBC)	This will be progressed through the Neighbourhood Plan.	Planning, and Environment Committee	Ongoing	No budgetary provision.	

		To consider communication with residents.				
EC - Events and Community						
EC1	To consult with the community regarding events that would appeal and to help facilitate the organisation.		Events and Community			
EC2	To administer a community grants scheme to support community projects	<ul style="list-style-type: none"> Grant scheme ongoing 	F&GP	2026 - 2031	Currently £4400 in budget for 25/26 £7000 in earmarked reserves	
EC3	To promote activities aimed at offering career advice and training support to both young people and adults	<ul style="list-style-type: none"> Improve links with schools. 	Events and Community			
EC4	Youth support and provision: To work with community groups to help provide, promote and facilitate youth activities.		Events and Community			
EC5	Town Council Twinning - To foster the town twinning project to the benefit of both communities.		Events and Community			
EC6	Community Events – To continue to provide the Town a diversity of community events.		Events and Community			
Health and Wellbeing						
HW1	Dementia Project: To progress Kidsgrove as a dementia friendly community.	See action Plan HW1	F&GP			Currently being reviewed

HW2	Defibrillator Project: To ensure Kidsgrove has adequate public access defibrillator provision.	See action plan HW2	F&GP			Currently being reviewed, additional defib now located on Market Street.
HW3	To consider and plan the long-term provision of leisure facilities for Kidsgrove					
HW4	Youth provision in Kidsgrove	To set up a cross party working party to examine options.	F&GP	2020	Needs not currently determined. Funding may be available.	
HW5	Social Isolation assistance		F&GP			

KIDSGROVE TOWN COUNCIL

PROGRESSING KIDSGROVE TO BEING A DEMENTIA FRIENDLY TOWN

HW1/DEMENTIA

Version 04 – July 2025



As part of its five-year strategic plan, Kidsgrove Town Council has determined to work towards Kidsgrove become a Dementia Friendly Town.

Note – References to Kidsgrove refer to all communities within the Town Council boundary unless stated otherwise.

This document does not delegate decision making. All actions should be approved at Council or F&GP as appropriate.

No	Objectives and Actions/Key tasks Key Tasks	Responsibility	Timescales	Funding considerations	Comments and updates
HW1-1	<p>Provide Dementia Champions and Dementia Friends training at Kidsgrove Town Hall and other locations as appropriate (care homes schools, community centres, businesses) to include invitations to:</p> <ul style="list-style-type: none">a) Staff Training (one at least to become a champion).b) Councillors with aim of all at least trained to be Dementia Friendsc) Statutory service staffd) Health Care providerse) Children (through schools or family sessions)f) Community Group workers/voluntary sector	CD/AC with the office support.	On-going	None.	Two sessions have been provided to date: late April and early May. Both events open to all and advertised on Facebook and the Council's website.
HW1-2	<p>To act as a central focus for the Dementia initiative in Kidsgrove with a full overview of Dementia provision within the wards; and to identify gaps in provision and seek to fill them.</p> <ul style="list-style-type: none">a) Network with other groups- create a database of contactsb) To effectively network with other partner organisationsc) Identify all Friends and Championsd) Identify Dementia Friendly Sitese) Create and maintain a data base of information.			None	

HW1-3	<p>To keep abreast of Dementia Friendly initiatives nationally and to gather ideas for use in Kidsgrove:</p> <ul style="list-style-type: none"> a) Keep abreast of literature and charity initiatives b) Network with surrounding areas (Biddulph, Congleton, Audley, Alsager etc) to share ideas. c) Join relevant external bodies – e.g. Staffordshire Dementia Alliance. 				
HW1-4	To ensure that the Victoria Hall is a Dementia Friendly Location.				
HW1-5	<p>Identify key areas within the town for Dementia Friendly signage.</p> <p>To consider costing and funding options.</p>				
HW1-6	<p>To build awareness within Kidsgrove:</p> <ul style="list-style-type: none"> a) To provide information using Council resources (website, social media and having literature available in the Town Hall) both of Dementia and the Town Council's role. b) To supply relevant Dementia literature to key public areas such as the Town Hall, shops, library and other community areas. 				
HW1-7	Include Dementia Friendly approach in Kidsgrove Town Council run activities				
HW1-8	<p>Encourage and support the adoption systems in place to assist those with Dementia and their carers:</p> <ul style="list-style-type: none"> a) Encourage adoption of the 'safe place' window spot system for local shops and public areas as orientation signs to assist those with Dementia find support and reduce anxieties b) Increase awareness of and make available the Herbert Protocol and Ask Angela initiative posters paperwork /leaflets and advertise their availability. c) Liaise with the police regarding these initiatives. 				

HW1-9	To encourage and be proactive in the provision of Dementia Friendly events within The Kidsgrove area. (Cafes, cinema screenings, tea dance/party other events).				
HW1-10	To encourage and be proactive in providing fixed (as opposed to events) leisure provision. Examples are a Memory Walk, Sensory Garden etc)				
HW1-11	To build a database of volunteers and to co-ordinate those volunteers.				

KIDSGROVE TOWN COUNCIL

DEFIBRILLATOR PROVISION

HW2/DEFIBRILLATORS

Version 02 – July 2025



Within Kidsgrove Town Council five year strategic plan there is acknowledgment that Kidsgrove could benefit from increased numbers of public access defibrillators.

Note – References to Kidsgrove refer to all communities within the Town Council boundary unless stated otherwise.

This document does not delegate decision making. All actions should be approved at Council or F&GP as appropriate.

No	Objectives and Actions/Key tasks Key Tasks	Responsibility	Timescales	Funding	Comments and updates
HW2-1	<p>For Kidsgrove Town Council to do a mapping exercise and locate all currently sited public defibrillators.</p> <p>a) Advertise the mapping exercise to encourage residents, Councillors, businesses and defib owners to participate in the mapping. Eg. Website, social media, posters in public areas</p> <p>b) Liaise with statutory services, Ambulance, Fire, and providers such as First Responders, Rotary and community groups. Find where they have located and monitored Defibrillators within Kidsgrove.</p> <p>c) Inform and liaise with Emergency services regularly regarding known public defibs - With the aim that all are known to them and active.</p>				

HW2-2	<p>To produce a network map and database of defibrillators within Kidsgrove to include such information as location, cabinet type (if applicable), ownership and check responsibility.</p> <p>To maintain the database going forward such that the Town Council is fully informed and can responsibly act according to need.</p>				
HW2-3	To work with the Midlands Ambulance Service and First Responders to ensure that available defibrillators are known to them and have a designated person responsible to provide the necessary regular checks.				
HW2-4	To set a good example by ensuring that the Victoria Hall defibrillator becomes public access: To provide a cabinet for an outside wall after checking with NULBC planning and Council/F&GP approving costs.	The Clerk to progress	Aim for completion by August 2019.	H and W budget. Approval required for expenditure	
HW2-5	<p>Identify key geographical areas that have no defibrillators within all Wards. Prioritise areas most in need based on factors such as population, high usage and terrain.</p> <p>a) Offer support for public access defib and/or cabinet provision in locations identified and as a priority work with partnerships to try and achieve a sited defib.</p> <p>b) The Town Council identify sites and directly supply a defibrillator when appropriate.</p>				
HW2-6	To encourage defibrillators currently owned by businesses to be moved to be sited externally and to become public access.				
HW2-7	To promote and provide defibrillator training sessions including the mechanism of locating and understanding need.				

	<p>a) Organise & advertise training sessions at Victoria Hall.</p> <p>b) Help promote and encourage training sessions organised by other providers Such as First Responders.</p>				
--	--	--	--	--	--

Finance and General Purposes Committee

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

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



Grant Application Summary – July 2025

Name of Applicant	Douglas Macmillan Hospice
Project	Dementia Support Services
Small or Large Grant	Small Grant
Project Cost	£681,063
Amount applied for	£500 Full application circulated separately

Name of Applicant	Burlsem Golden Gloves Boxing Club
Project	Help with travel expenses to competitions
Small or Large Grant	Small
Project Cost	£
Amount applied for	£500 Full application circulated separately

Name of Applicant	Lamb Street Allotment Association
Project	Preparation of site for the bluebell school project
Small or Large Grant	Small
Project Cost	£1200
Amount applied for	£500 Full application circulated separately



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

Report to FGP

Report Number FGP-170725

Date of meeting

Thursday 17th July 2025

Report compiled by

Town Clerk

Town Council Office – UPDATE

Background

In 2022, the Town Council entered into negotiations to rent out the current office, a deal was put on the table Which was discussed at Finance and General Purpose Committee in December 2022 and Full Council 2023 where it was approved. See the accompanying pack for details.

Current

We have received an invoice for the rent/service charge for the year 2024 – 2025 amounting to £4893.76 plus VAT. This takes us over budget as the Council has only budgeted £2000 for office rent/service. If they invoice for the current year at the same price, that would indeed put us over budget by £7787.52. Whilst this can be covered by general reserves, it would be prudent to revisit current deal. The breakdown for the office expenditure for 2024/25 is as follows:

Kidsgrove Town Council has occupied this room which is in Kidsgrove Town Hall (Borough Council owned) since 1st November 2022.

An agreement was not completed but your Council agreed the terms which included paying a rent and service charge and have occupied the space.

The room Kidsgrove Town Council occupy in the Town Hall is 6.54% of the overall space. The service charge breakdown/calculation is set out below

Expenditure 2024/25 - Kidsgrove Town Hall				KTC
C204/2660	Water	570.58	6.54%	37.32
E115/1101/E215	Salaries	13,785.36	6.54%	901.56
E115/1298/E215	Employers National Insurance	647.12	6.54%	42.32
	Repairs & Maintenance - Buildings	590.00	6.54%	38.59

E115/2119/E215	Repairs & Maintenance - Fire Alarms	125.00	6.54%	8.18
E115/2120/E215	Repairs & Maintenance - Security	462.00	6.54%	30.21
E115/2510/E215	Electricity	24,744.02	6.54%	1,618.26
E115/2651/E215	NNDR	15,288.11	6.54%	999.84
E115/2660/E215	Water	4,311.94	6.54%	282.00
E115/4517/E215	Telephones	7.50	6.54%	0.49
E152/2001/E215	Repairs & Maintenance - Buildings	8,477.04	6.54%	554.40
E152/2001/E215	Repairs & Maintenance - Buildings	160	6.54%	10.46
E152/2011/E215	Statutory Inspections	6,611.27	6.54%	432.38
E115/2501/E224	Gas		6.54%	-62.24
				4,893.76

Options to consider are as follows:

1. to continue being a tenant of NULB at the above cost.
If agreed then a barrier desk is required to be bought to stop residents being able to just walk into the office and up to the staff desk where private and confidential information may be on show.
2. To consider the refreshment room as a possible relocation of the office. This would involve some initial outlay to convert, eg a counter to be built to stop people just being able to walk up to the desk where private and confidential information may be show. We would need to relocate the internet and phone lines as well. Of course, this will lead to a certain amount of revenue loss as follows:
2023/24 =
2024/25 =

This option would enable us to have the front door to Victoria Hall open mon – fri 9am – 1pm and residents would be able to just walk into the town council and see us and not walk through kitchen as has to happen now therefore making us more open and approachable. From a security point this is better than the current set up we have, as we would be to see who is in the building.

3. To consider the Chairman Room option. This room has two doors into it, so the room can easily be divided into two rooms, the main office and a committee room. This would not effect committee meetings only full council whereby we would need to use the hall or refreshment room for Full Council . A door from the office to the committee room would be installed between both rooms to allow for daytime meetings and ease of access for setting up meetings. Again as with the refreshment room, we would need to relocate the internet and phone lines as well as having a wall/door built.

This option would enable to have the front door to Victoria Hall open mon – fri 9am – 1pm and residents would be able to just walk into the council and see us and not walk through kitchen as has to happen now therefore making us more open and approachable. From a security point this is better than the current set up we have, as we would be to see who is in the building.

Decision Required:

- a) To continue to be a borough tenant
- b) To consider either option 2 or 3 as the new council office.
- c) To delegate to the clerk to obtain costs to relocation and bring back to committee.

I can confirm that I am prepared to recommend to my Council that Kidsgrove Town Council be granted a licence to occupy the room shown edged red on the attached plan subject to the following terms:

Licensee: Kidsgrove Town Council

Licence fee: £1,475 per annum plus service charge, building insurance and VAT

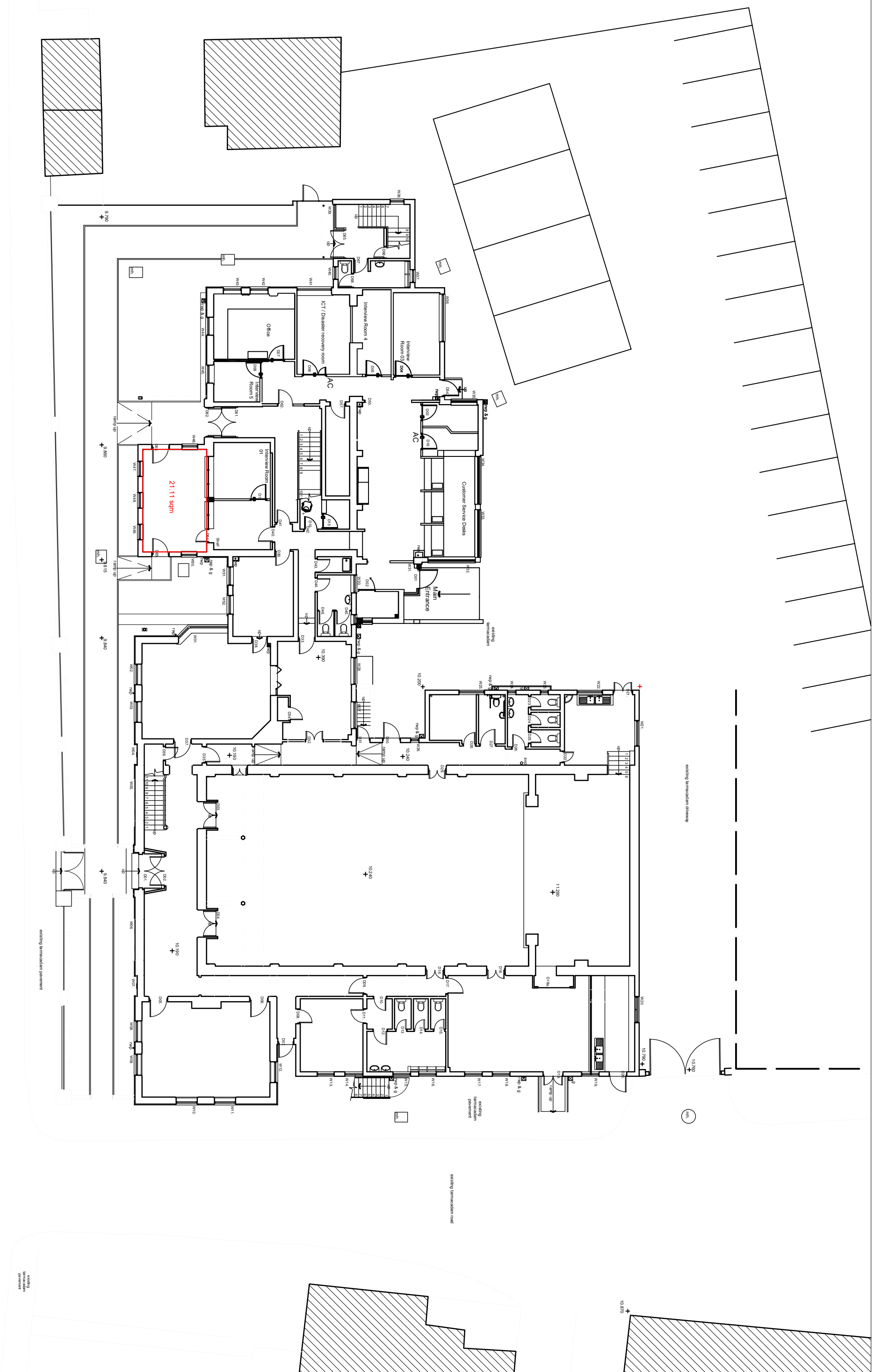
Term: 3 years

Licence commencement date: 1st November 2022

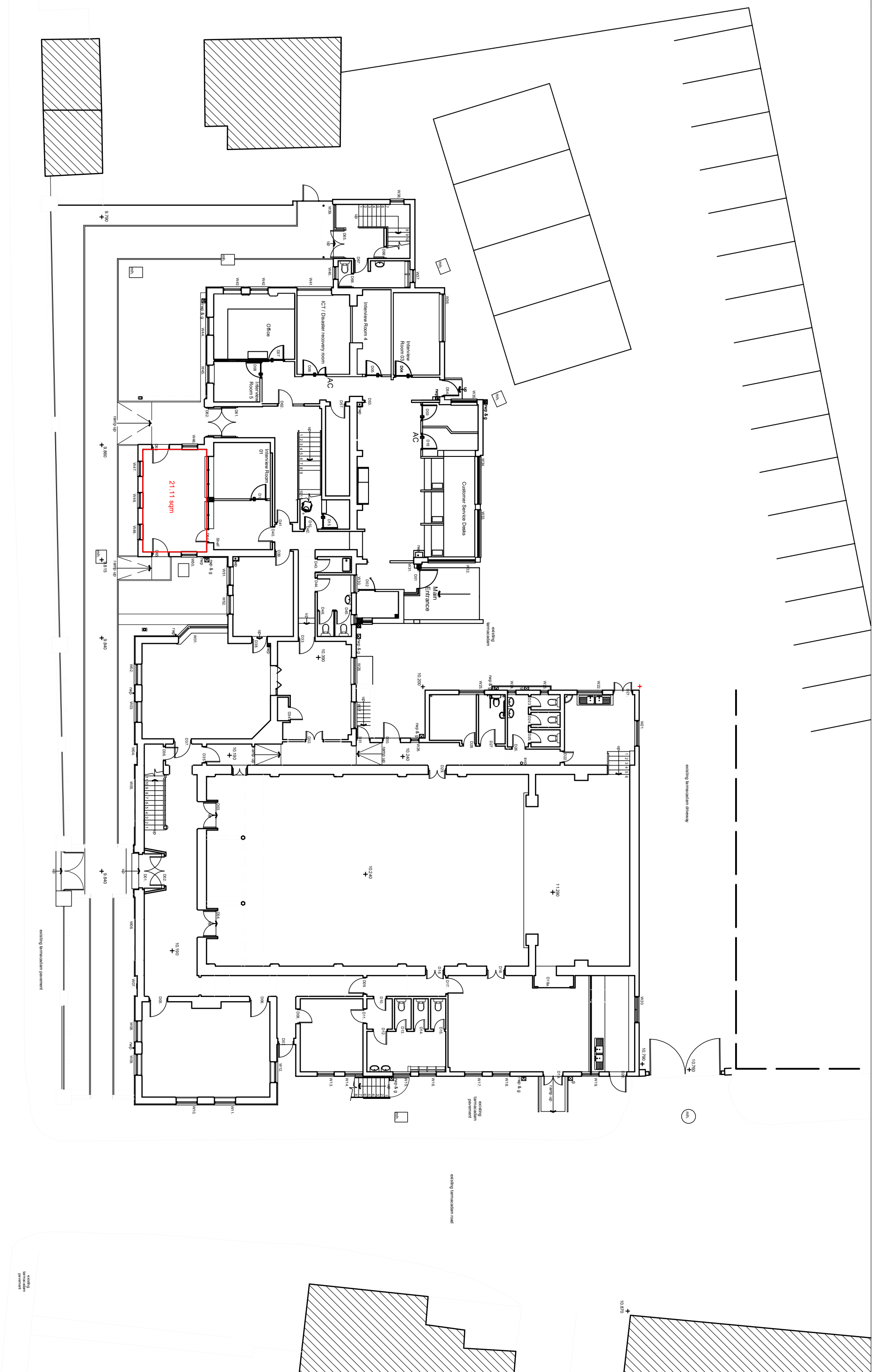
Repairs and Decoration: Licensee to be responsible for internal repairs and decoration

Legal Fees: Licensee to be responsible for the Borough Council's legal costs

With regard to the alarm setting in the evening when you have meetings, we are obtaining a quote from our contractors to disable the sensors in this room as our Insurers are not happy that the building remains unalarmed. Unfortunately this cost will have to be paid for by the Town Council.



Scale 1:200



Scale 1:200

Finance and General Purposes Committee

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

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



Minutes of the meeting held on Tuesday 13th December 2022

- FGP/22-23/5/01** Present:-
Councillors David Grocott, Kevin Johnson, Mary Maxfield and Paul Waring (Chair)
- FGP/22-23/5/02** To receive apologies for absence
Apologies were received from Councillor Andrew Gould, Loren Skelding and Mike Stubbs
- FGP/22-23/5/03** To receive and confirm the minutes of the previous meeting
The minutes of the previous meeting were approved
- FGP/22-23/5/04** To receive declarations of Members' interests
No declarations of Members' interests were made
- FGP/22-23/5/05** Public Participation
There were no questions or comments submitted by members of the public
- FGP/22-23/5/06** To receive bank reconciliations and schedule of payments covering the period 1st October 2022 and 31st October 2022
The bank reconciliations and schedule of payments were noted
- FGP/22-23/5/07** To consider matters related to the Interim Internal Audit
Members reviewed the Interim Internal Audit document and noted its findings
It was **resolved** to appoint the Parkinson Partnership LLP to carry out a review of the Councils
- FGP/22-23/5/08** To consider matters related to Data Protection
Members **resolved** to recommend to Council that the Personal Data Complaints Policy be adopted
- FGP/22-23/5/09** To consider matters related to a licence to occupy additional office space at Kidsgrove Town Hall
Members **resolved** to recommend to Council that the licence to occupy additional office space at Kidsgrove Town Hall is accepted
- FGP/22-23/5/10** To consider matters related to grant applications
There were no grant applications submitted to discuss

FGP/22-23/5/11 To consider matters related to the subscription of financial software for the financial year 2022 / 2023

Members **resolved** to recommend to Council that a subscription to Scribe is accepted relating to financial software for the financial year 2022 / 2023

FGP/22-23/5/12 Reports – Information only and related to the Committee

- a) Members Items
- b) Clerk's Items
- c) Chair's Items

There were no items to discuss

Town Council Meeting

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

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



Minutes of the Full Council Meeting held on Tuesday 17th January 2023

- 22-23-FC7-01** Present:-
Councillors Gill Burnett, Cressida Dickens, Stephen Gallimore, David Grocott, Vic Jukes, Mary Maxfield, Loren Skelding, Mike Stubbs, Ray Tait, Jill Waring and Paul Waring (Chair)
- 22-23-FC7-02** Apologies for absence

Apologies were received from Councillors David Allport, Christine Duffy, Sylvia Dymond, Kevin Johnson, Simon Jones, Craig Skelding and Amy Wood
- 22-23-FC7-03** Declarations of Members' interests

No declarations of Members' interests were made
- 22-23-FC7-04** To receive and confirm the minutes of the previous meeting

It was **resolved** to approve the minutes of the previous meeting
- 22-23-FC7-05** Public Participation

There were no questions or comments submitted to the Council
- 22-23-FC7-06** To receive recommendations from the Finance and General Purposes Committee to consider matters related to:-
 - To adopt the Personal Data Complaints Policy
 - To occupy additional office space at Kidsgrove Town Hall
 - That Council takes out a subscription of financial software with Scribe for the financial year 2023 / 2024
Members **resolved** to adopt the Personal Data Complaints Policy

Members **resolved** to accept the licence to occupy additional office space at Kidsgrove Town Hall

Members **resolved** to take out a subscription for financial software with Scribe for the financial year 2023 / 2024
- 22-23-FC7-07** To consider matters related to the Neighbourhood Plan

Members **resolved** to defer this item to a future meeting of Council subject to additional information being received relating to the Newcastle under Lyme Local Plan
- 22-23-FC7-07** To note the tax base and precept calculation from Newcastle under Lyme Borough Council

Members noted that the tax base calculation remains at £34.05 for a Band D property and that the total precept for the financial year 2023 / 2024 is £235,836

22-23-FC7-08 To receive reports and updates from the Mayor and the Clerk

Members were provided with an update relating to CCTV by the Clerk

The Clerk advised Members that the Council had recently received grant funding of £250 from Newcastle under Lyme Borough Council to establish a Warm Space for local residents

The Town Council will be working in partnership with Newcastle under Lyme Borough Council and other organisations on the project

22-23-FC7-09 To agree the date of the next meeting – Thursday 16th February 2023

The date of the next meeting was approved



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

Report to FGP

Report Number FGP-170725 -

Date of meeting

Thursday 17th July 2025

Report compiled by

Town Clerk

Seating Booth Area of Bar

Current

The current seating area has been in for some time and is currently starting to show signs of wear and tear. I have tried to find when the seating in the bar was last done and can't find any information, so unsure as to how long ago it was last done if it is not the original. We are currently obtaining quotes for recovering or replacement.



We are trying to keep it as local as possible, and we are hoping to have the quotes in time for September meeting.

We are looking at updated and traditional seating. This update is to keep the committee informed as this will have an impact on budgets and reserves.



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

Report to FGP

Report Number FGP-170725 -

Date of meeting

Thursday 17th July 2025

Report compiled by

Town Clerk

Victoria Hall

Current

As committee members are aware, the floor in the hall is showing a lot of signs of wear and tear, as a result we have had some slips and falls, nothing serious which have to be investigated. This has resulted in us calling in a company who specialises in sprung floor in halls. As a result, we have had a variety of options presented to us including the refurbishing of the floor. This was to for us to start a discussion due to cost of the replacement which is substantial and the committee would need to make recommendations to council to start budgeting for the replacement over the coming years. The quote is split into two sections, one for the hall floor and one for the stage.



With that in mind the company provided a variety of options in the meantime please find these below.

Hall Floor:

- | | |
|---|-----------------------|
| 1. To clean (rather than Sand & Seal) the existing Maple Flooring | £1,750.85+vat |
| 2. To Sand & Seal the existing Maple Flooring (probably not possible) | £5,850.00+vat |
| 3. To overlay Amtico Spacia Maple Flooring (Not Spiders Web) | £17,032.00+vat |
| 4. To Overlay Amtico Spacia Maple Flooring (Spiders Web) | £21,625.00+vat |
| 5. To replace existing Maple Flooring (Not Spiders Web) | £41,500.00+vat |
| 6. To replace existing Maple Flooring (Spiders Web) | £56,650.00+vat |

Stage Floor

- | | |
|---|----------------------|
| 1. To Sand & Seal the Stage Flooring | £2,770.00+vat |
| 2. To overlay Amtico Spacia Plank on the Stage Flooring | £5650.00+vat |



NOTE: There is more to add to the above quotes Information wise, and may require some additional work etc. There are too many options to fit everything on this quote, for example, the stage to be sanded may be more labour intensive due to exposed fixing points/ nails /screws that may need be further recessed to be able complete the task properly. So we may need to chat and confirm things contingency wise , so everyone is Appraised and Happy

Decision Required:

- To agree a maintenance course for the hall floor?
- To agree which option.
- To agree a maintenance course for stage floor.
- To agree which option.
- To delegate to the clerk the authority to progress.



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

Report to FGP

Report Number FGP-170725 -

Date of meeting

Thursday 17th July 2025

Report compiled by

Town Clerk

Children's Birthday Party Charge and Package

Current

We are getting more and more children's party enquiries and after doing some research, a lot of places are doing special children's party rates. We have been looking at a variety of packages that other places charge including hall only and full party packages. This is something we would like to explore more. A lot of places are starting to introduce a minimum hire for example for a party a 2-hour minimum charge. Some packages include the following a dj, bouncy castle. This would need to be explored further, and the possibility of delivery ascertained as well. Children's party venues packages are increasing. It helps take the stress out of organising. I think this could be something the council could offer, and it help increase footfall and revenue in the hall especially at weekends.

We currently offer an hourly rate and think it would be prudent to offer a children's hire rate that includes the hall, refreshment room and kitchen.

After sourcing a variety of venues located within a 5–10-mile radius of us and a variety of venues, including halls and community centres, it common for them to charge a children's party rate. This can vary from £95 - £135 with a set hire of 3 hours. This doesn't always include the kitchen for food preparation.

Proposal

The committee consider a children's party hire charge, and the clerk and assistant clerk look at a potential package offering to parents.

It is proposed a set fee of £150 including the kitchen and refreshment room for the following hours 3 – 5 hours.

Decision required:

- a) Agree to a children's party charge
- b) Agree to the proposal proposed
- c) Agree to investigate further the potential of a full childrens package
- d) To delegate to the clerk to progress and bring back to committee