



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

KIDSGROVE TOWN COUNCIL
Full Council
Minutes of the meeting held on Thursday 24th July 2025
Meeting started: 7.00pm Concluded: 7.25pm

Present: Cllr Jonathan Gullis (Chair), Cllr Dave Allport, Cllr Gill Burnett-Faulkner, Cllr Keith Cooper, Cllr Sylvia Dymond, Cllr Andrew Gould, Cllr Dave Grocott, Cllr Kevin Johnson, Cllr Mary Maxfield, Cllr Jason Owen, Cllr Sarah Pickup, Cllr Craig Skelding Cllr Mike Stubbs.

Officer present: Nicola Antoney (Town Clerk)

Sue Woodward (Assistant Town Clerk)

The Mayor announced that the part two agenda item was being removed due to the staffing meeting not being quorate and that the meeting is being rescheduled.

FC/25-26/03/01 Apologies

Apologies were received and approved from:

Cllr Ray Tait (work)
Cllr Jill Waring (personal)
Cllr Paul Waring (personal)
Cllr Cressida Dickens (personal)
Cllr Steve Gallimore (holiday)
Cllr Simon Jones (personal)
Cllr Loren Skelding (work)

FC/25-26/03/02 Declaration of Pecuniary and Other Interests

None were declared

FC/25-26/03/03 Public Participation

A Member of the public raised the query regarding the council resolution of adopting the side road to Victoria Hall and that under the Town Council could not adopt it.

It was discussed that this was actually being looked into to try and establish whether it is recognised as a road or a piece of land and that a full report would be coming to the next Full Council meeting. It was also advised that some discussion had already taken place regarding this matter and that further investigation was required.

County Cllr Tony Screen was introduced and welcomed by the Mayor. Cllr Screen went on to advise that both county Cllrs would be attending future council meeting going forward and that they had been on training since becoming county Cllrs and attending meetings. Cllr Screen also advised of the new county Cllrs session that were being held in the library every other Friday 1pm – 4pm and that all were welcome and that they hoped it would benefit the community.

FC/25-26/03/04 Confirmation of Previous Minutes

It was **RESOLVED** to approve and adopt the minutes as an accurate record of the following meetings:

- a) **20th May 2025**
- b) **18th June 2025**

FC/25-26/03/05 Committee Minutes

It was **RESOLVED** to receive and note the minutes of the Finance and General Purpose meeting held on 17th July 2025.

FC/25-26/03/06 Polices

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

- a) Fixed Asset Policy
- b) Meeting Recording Policy
- c) Document Management Policy
- d) FOI and Publication Scheme Policy
- e) Grants Scheme Policy
- f) Code of Conduct for Employee Policy
- g) Concession Policy
- h) Credit – Debit Card Policy
- i) Environmental and Sustainability Policy
- j) Flag Flying Policy
- k) Age Verification Policy
- l) Concession Policy

FC/25-26/03/07 Financial

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

- a) The banking reconciliation for April, May and June 2025.
- b) To note and approve the payment list for April, May and June 2025
- c) To note the budget to date for 2025/26

FC/25-26/03/08 Date of the Next Meeting

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

Signed

Dated



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KIDSGROVE TOWN COUNCIL

FINANCE AND GENERAL-PURPOSE COMMITTEE

Minutes of the meeting held on Wednesday 3rd September 2025

Meeting started: 7.00pm Concluded: 7:42pm

Present: Cllr Paul Waring (chair), Cllr Jonathan Gullis, Cllr Mike Stubbs, Cllr Dave Grocott substituting for Cllr Sarah Pickup

Officer present – N Antoney Town Clerk

FGP/25-26/03/01 Apologies

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

Cllr Sarah Pickup (holiday)
Cllr May Maxfield (holiday)
Cllr Kevin Johnson (holiday)
Cllr Cressida Dickens (personal)

FGP/25-26/03/02 Declaration of Pecuniary and Other Interests

None were declared

FGP/25-26/03/03 To approve the minutes of the previous meeting held on 17th July 2025

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

FGP/25-26/03/04 Public Participation

None present

FGP/25-26/03/05 Policies

Members considered the policies. Members raised a point regarding the Investment Policy and that it was confirmed that we are keeping a check on this.

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

- a) **Investment Treasury Management Policy**
- b) **Procurement Policy**
- c) **Reserves Policy**
- d) **Expenses Policy**
- e) **Gifts and Hospitality Policy**
- f) **Dignity at Work Policy**
- g) **Civility and Respect Pledge**

FGP/25-26/03/06 Budget

Members discussed the up coming budget and the potential of a three year budget. The Clerk advised that whilst the council set a three-year budget, this would change as each budget year came round but as good practice it would give the council indication of what to budget for, for example new projects, services and potential high purchases. Members also discussed what would need to be raised within the budget in light of information that has come to light over recent months. Members discussed the on going projects and uplift of the hall both interior and exterior including the kitchen refurbishment.

FGP/25-26/03/07 Financial

Members discussed and approved the following:

- a) The bank reconciliations for July 2025

It was **RESOLVED** to approve the bank reconciliation for July 2025.

- b) Payment List for July and August 2025.

It was **RESOLVED** to note the payment list for July and August 2025.

- c) To note the budget to date

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

- d) Office Rental Update

Cllr Waring and the Clerk updated Members with regards to a meeting that they had with the Borough Council inlight of a recently raised invoice for the office rental. Whilst the original offer was advised office rental and service charge, the exact amount of service charge was not made clear, hence the meeting called with the borough to clarify the higher that expected costs. Members were advised that even though we had occupied the office for the last three years we were not being charged for the first two.

It was **RESOLVED** to agree to the proposal and recommend Full Council to approve.

- e) To consider the External Audit for 2024 – 2025

The Clerk advised that whilst it had been put on the agenda, no response had come from the external auditors to date.

FGP/25-26/03/08 Quotes

The Clerk advised that she had managed to engage a further two companies to supply quotes for the kitchen refurbishment but that they would not be with us until the following week and that all quotes would be provided to Full Council.

The Clerk advised that whilst both exterior decorating quotes were not like for like, one of them would included the railings at the front of Victoria Hall, members discussed the merits of each quote.

It was **RESOLVED** to appoint Eva Property Services for the exterior decorating.

FGP/25-26/03/09 Grant Applications

Members discussed the merits of the following applications and resolved the following.

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

- a) Church Lawton Community Group - £500 Community Christmas Day including free hall hire as part of the Mayor's free usage.
- b) Kidsgrove & District U3A - £200

FGP/25-26/03/10 Internal Audit Process Update

Members picked up from the previous meeting as to whether it was necessary for an internal audit group for the following reasons, that we already employ a Internal Auditor to carry out audit checks twice a year. Two councillors already come into the office periodically and check all invoices, minutes, payroll and legal processes. Payment lists are supplied to all finance and general-purpose committee meetings and a minimum of twice a year to full council.

It was **RESOLVED** to carry on the process that was being carried out.

FGP/25-26/03/11 Bar Franchise Request

No documents received for request.

FGP/24-25/03/12. Date of the Next Meeting

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

Signed

Dated



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KIDSGROVE TOWN COUNCIL

STAFFING COMMITTEE

Minutes of the meeting held on 18th September 2025

Meeting started: 10.00am Concluded: 10.45am

Present: Cllr Mary Maxfield (chair), Cllr Keith Cooper, Cllr Cressida Dickens, Cllr Kevin Johnson and Cllr Paul Waring.

SC/25-26/04/01 Apologies

No apologies received

SC/25-26/04/02 Declaration of Pecuniary and Other Interests

None were declared

SC/25-26/04/03 To approve the minutes of the previous meeting held on 14th April 2024

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

SC/25-26/04/04 Public Participation

None present

SC/25-26/04/05 Public and Press Exclusion

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

SC/25-26/04/06 Staffing

The Clerk updated the committee on the appraisal of the staff and the report that was circulated separately with the recommendation.

- a) It was **RESVOLED** that the recommendation of the report be approved and recommended to Full Council

It was 10:15am the Clerk left the meeting.

Following discussion of the Clerk's appraisal update,

- b) It was **RESOLVED** to recommend to full Council that the Clerk's contract be extended for six months from 25th September 2025 with a review in February 2026.

8. Date of Next Meeting

It was **RESOLVED** that the next meeting to would be called as required.



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Report to Full Council

Date of meeting

Report compiled by

Report Number FC – 25092025

Thursday 25th September 2025

Town Clerk

Committee Structure

Town council committees are smaller groups of councillors, or in some cases external experts, established by the town council to focus on specific areas or projects, such as planning, finance, or community matters. These committees thoroughly discuss issues and make recommendations before presenting them to the full council for final decisions. They allow for more focused attention on particular topics, leading to better-informed decisions by the council.

Purpose of Committees

- **Focus on Specific Issues:**

Committees are formed to deal with particular topics, like the environment, finance, planning, or personnel.

- **In-depth Review:**

They allow for more detailed examination of issues than might be possible in a large full council meeting.

- **Advisory Role:**

Committees often act as advisory bodies, providing recommendations and making suggestions to the full council.

- **Active Involvement:**

They enable more councillors to be actively involved in the decision-making process.

How They Work

- **Membership:**

Committees are made up of councillors elected to serve on them at the annual town council meeting.

- **Terms of Reference:**

Each committee has a set of "terms of reference" that clearly define its specific purpose, objectives, scope, and responsibilities.

- **Regular Meetings:**

Committees meet regularly to conduct council business.

- **Ratification:**

The full council then considers the committee's minutes and resolutions, often ratifying their recommendations.

Common Types of Committees

- **Planning Committees:** Focus on development proposals and land use.
- **Finance & Policy Committees:** Manage the council's finances and shape its overall policies.
- **Community Committees:** Address local community needs and well-being.
- **Audit & Scrutiny Committees:** Oversee the council's finances and the work of other committees and departments.

Kidsgrove Town Council currently has the following committees:

- **Finance & General Purpose**
- **Planning and Environment**
- **Events and Community**
- **Staffing**

The last two Planning Committee and Events Committee meetings have not taken place due to being inquorate. This means the work the office has done in putting agendas and reports together has resulted in lost man hours that could have been used on other council work.

Recommendation:

- a) To split Planning and Environment in the following way
 - All Planning to Full Council
 - All Environment to Events and Community
- b) To keep Events and Community and add Environment to the committee

Decision required:

- a) To agree to recommendation
- b) To amend Terms of Reference accordingly and bring back to next Full Council meeting to approve
- c) To delegate to the Clerk to action.



Kidsgrove Town Council

Investment Treasury Management Policy

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

1. Introduction

Kidsgrove Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018. The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

The Local Government Act 2003 states that a local authority may invest:-

- for any purpose relevant to its functions under any enactment.
- for the purpose of prudent management of its financial affairs.

The Guidance states:-

- a) where a Town or Parish Council expects its investments at any time during a financial year to exceed £500,000, the Guidance should apply in relation to that year.
- b) where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
- c) where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.

The Council expects its investments during the 2025 – 2026 and 2026 - 2027 financial year to be less than £500,000, but may exceed this amount in future years and therefore has agreed to apply made in sterling and, as aggregated in an interest-bearing bank account.

2. Investment Objectives

The Council defines its treasury management activities as *“the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks”*.

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks and should be read in conjunction with the Council’s Financial Regulations.

The Council’s investment priorities are:

- the **security** of its reserves, and
- the adequate **liquidity** of its investments, and
- the **return** on investment (the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity).

The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

Investments will be spread over different providers to minimise risk. The current Financial Services Compensation Scheme (FSCS) limit is £85,000 per institution licence. It should be noted that some apparently different banks trade under the same licence.

3. Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Kidsgrove Town Council will use:-

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Those investments which have greater potential risk (e.g. investment in the money market, stocks and shares) are inherently unpredictable and uncertain, and as such the Council will not use this type of investment.

Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counter-party.

- Long term investments are defined in the Guidance as greater than 12 months.
- The Council does not currently hold any funds in long term investments.

Council will invest as much of its balances as possible in low risk products in order to achieve its investment objectives.

4. Approved Organisations

The investments will be split between banks and institutions approved by the Town Council from time to time. The day-to-day banking will remain with Unity Trust for the time being.

The aim is to spread the risk amongst institutions to retain as much FSCS protection as possible. The intention is to retain up to three month's operating cash in the current account, drawing from the linked deposit account in the same bank. Investment movements will be carried out between approved organisations by the RFO in accordance with the investment objectives. Approved banks and funds are set out in Schedule A which may be amended from time to time on a recommendation from the RFO.

5. Investment Reports

The Responsible Finance Officer (RFO) will provide a report on investment activity (the Balance Sheet) for the Council quarterly.

6. Review and Amendments

The Treasury Management and Investment Strategy must be reviewed annually and revised if considered necessary.

The Council reserves the right to make variations to the Treasury Management and Investment Strategy at any time on receipt of a report from the RFO. Any variations will be made available to the public.

7. Freedom of Information

In accordance with the Freedom of Information Act 2000, the Council's Treasury Management and Investment Strategy will be published on the Town Council's website and is also available as hard copy from the Town Council Offices.

Schedule A

Approved banks (and subsidiaries thereof):-

- Lloyds Banking Group
- TSB
- Barclays
- HSBC
- Royal Bank of Scotland (RBS)
- NatWest
- Ulster Bank
- Coutts & Co
- Santander UK
- The Co-operative Bank
- Bank of Ireland UK
- Clydesdale Bank PLC
- Sainsbury's Bank
- Tesco Bank
- Virgin Money
- Unity Bank

Building societies

- Nationwide BS
- Yorkshire BS
- Coventry BS
- Skipton BS
- MHBS

Other approved funds

- CCLA Public Sector Deposit Fund
- Other Government Schemes and Bonds of short term liquidity (not more than one year)



Kidsgrove Town Council Procurement Policy

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

1. Introduction

Kidsgrove Town Council will strive to attain best value for all goods, materials and services which it purchases. “*Best Value*” will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations, Standing Orders and any relevant Council policies.

- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating “*best value*”, the past record of the supplier will be taken into account.
- For goods, materials or services over £25,000, an evaluation model encompassing both price and quality, will be developed in advance, against which best value can be judged. A simpler scoring matrix should be used for all purchases or contracts above £3,000 for which quotations are required.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested, in accordance with the Council’s Environmental Policy and Community and Social Policy.
- The Council will purchase Fair Trade goods where possible
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.



KIDSGROVE TOWN COUNCIL

Reserves Policy

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

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1. Introduction

Kidsgrove Town Council strives to maintain adequate financial reserves to meet the needs of the organisation and to protect against the risk of the council having insufficient funding for future projects whilst ensuring that public money is not being unnecessarily hoarded. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Local authorities are required under statute to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement¹. However, there is no specified minimum level of reserves that an authority should hold. It is the responsibility of the Responsible financial Officer and the Members of the Council to determine the level of reserves and to ensure that there are procedures for their establishment and use.

The Good Councillors Guide to Finance and Transparency 2017 and Governance and Accountability for Smaller Authorities in England (2020) advises that a council should typically hold between three- and twelve-months expenditure as a general (revenue) reserve. If the reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if it is too high then local electors have paid a tax which is not being used for the benefit of the local community.

2. Types of Reserves

a) Earmarked Reserves

This provides a means of accumulating funds, for use in a later financial year, to meet known or planned policy initiatives.

Earmarked Reserves will increase through decisions of the Council and will decrease as they are spent on their specific intended purposes.

The purpose of an Earmarked Reserve is to set aside amounts for projects that extend beyond one year or as a contingency against a specific situation occurring. Where expenditure is planned in future accounting periods, it is prudent to build up reserves in advance.

When an earmarked reserve is established, a clear reason/purpose should be set out, together with how and when the funds are expected to be used. It is the responsibility of the Responsible Finance Officer (RFO) to ensure funds are spent in line with their purpose. The purpose of each Earmarked Reserve should be reviewed at least annually to ensure that it is still relevant.

The Council may hold an Election Reserve, as all reasonable costs of holding town council elections can be fully recharged by Newcastle Borough Council. In the case of contested elections in all three wards the costs can be relatively high (approximately £10,000 in 2017).

¹ Local Government Finance Act 1992, Sections 32 and 43

b) General Reserves

General reserves are money held that isn't ring fenced in any way. The purpose of general reserves to provide a working balance. Governance and Accountability for Smaller Authorities in England (2020) recommends that the minimum level should be maintained at between three and twelve months Net Revenue Expenditure (NRE), which is essentially precept/income minus transfers to earmarked reserves and capital expenditure. It is further suggested that Councils with NRE over £200,000 remain nearer the 25% NRE level than the 100% level.

Having insufficient general reserves is a risk to the council due to the financial impact of emergencies and unforeseen events. The Council's risk assessment should be considered when determining an appropriate level of general reserves.

3. Procedure for Reserves Review

Kidsgrove Town Council will review and produce and approve clear and transparent statements of reserves held:

- At the precept/budget setting
- At year end for inclusion in the report on the end of year accounts.
- At any time that changes to earmarked reserves are resolved at Full Council.

Earmarked reserves will be explained and justified in the statement.

General reserves should be examined to ensure they are adequate to protect the Council against risks.

The Reserves Statements will explain the reserves held and will be approved by Full Council.

4. Procedure for spending from Reserves.

Spending from any reserve must be by approval of the Full Council upon recommendation from the Clerk/RFO or from a committee.

To be reviewed bi-annually.



Kidsgrove Town Council Expenses Policy

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

1. Introduction

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

2. General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk or the Chairperson of the Council.

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Clerk or the Chairperson of the Council for approval. Once approved the claim form should be sent to the Clerk/RFO for payment.

Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk or the Chairperson of the Council. The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by BACs.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Clerk or the Chairperson of the Council before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the Clerk/RFO or the Chairperson.

3. Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will provide the following equipment necessary to enable homeworking employees to do their job.

- desk with lockable drawer or separate secure document store
- Laptop or personal computer
- Printer

Alternatively, the council will agree with homeworkers a suitable sum to cover use of their own equipment.

The council should also pay the employee for the costs associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: www.gov.uk/expenses-and-benefits).

4. Training

When attending training courses all employees will be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

5. Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Clerk (or the Chairperson in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

6. Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

7. Meals

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;

- £20 for dinner; and
- a daily allowance of £5 per night for general incidental costs such as a newspaper or telephone calls.

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

8. Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk (or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

9. Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

10. Expenses that will not be reimbursed

The Council will not reimburse you for:-

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

11 False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.



Kidsgrove Town Council Gifts and Hospitality Policy

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

1. Introduction

This policy provides guidance for all Councillors and Officers of the Town Council when considering whether to accept gifts or hospitality from individuals or organisations, and if accepting such then how to record this correctly. It reflects directly on the perception of Councillors and of the Town Council as acting in the public interest or as acting for the personal advantage of friends and for what personal benefit Councillors can get out of their position.

The Council must ensure that all councillors and employees of the Town Council are aware that they should not use their position(s) with the Council for their own personal gain or for the personal gain of third parties (normally external companies and suppliers) to whom they have a professional or business association.

The law on acceptance of gifts and hospitality is set out in the Bribery Act 2010. These legal requirements are supplemented by the procedures adopted by this Town Council to provide a set of rules for the protection of both Councillors, the Town Council and employees.

Failure to follow this policy could lead to a code of conduct complaint or criminal proceedings under the Bribery Act 2010.

2. Code of Conduct

When Councillors make their Declaration and Acceptance of Office they acknowledge in writing that they will comply with the adopted Code of Conduct. It is important that Councillors understand the Code of Conduct, a copy of which has been given to all Councillors in their Members' Handbook.

3. General Caution

The Council's guidance is that any Councillor or employee ought to treat any offer or gift, favour or hospitality with caution that is made, or may be perceived to have been made, in connection with their position as an officer or Councillor.

The acceptance of gifts or hospitality is not always unlawful or inappropriate. The decision in every case is whether it is appropriate to accept any gift or hospitality that might be offered to you, the source of the gift or hospitality and having regard to how it might be perceived.

If any Councillor or employee has any doubt over whether or not to accept a gift or hospitality, they should err on the side of caution or seek the advice of the Town Clerk.

4. Criminal Law

It is a criminal offence to corruptly solicit or receive any gift, reward or advantage as an inducement to do or forbearing to do anything in respect of any transaction involving the Town Council.

The onus would be on the individual to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from Kidsgrove Town Council.

5. Definitions

For the purposes of this policy, the following definitions are implied:

- a) A gift is defined as anything given, a present, either in or out of working hours, by suppliers or potential suppliers usually endorsed with their trade name or logo, or consumables such as food and drink.
- b) Hospitality is defined as "a friendly and generous reception and entertainment of guests" - this will include lunches, dinners, drinks, events or accommodation paid or provided by potential suppliers of any goods or services.
- c) A reward is defined as "a thing given in recognition of service, effort or achievement" – this will include remuneration, reimbursement and fee, offered, paid, promised or implied.

6. Appropriate Gifts and Hospitality

There are circumstances during the formal course as a Councillor or employee where gifts and hospitality may be accepted:

- Civic hospitality provided by another public authority.
- Any formal invite to an event as a Councillor or employee of the Council.
- Normal and modest refreshment in connection with any meeting in the course of your work as a Councillor or employee (e.g., tea, coffee, normal beverages, biscuits and light lunches)
- Small low value gifts (below £25 such as pens, calendars, diaries, or other business stationery, flowers or other mementos or tokens)
- Tickets for sporting, cultural and entertainment events that are sponsored by Kidsgrove Town Council or bodies to which you have been appointed by Kidsgrove Town Council, and the tickets are offered in relation to that sponsorship or promotion.
- Drinks or other modest refreshment in the normal course of socializing arising consequentially from Town Council business (e.g. a round of drinks after a meeting).
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from a Civic event).
- Invitations to local Community clubs or groups hospitality events in an official capacity as a Councillor or employee of Kidsgrove Town Council where hospitality is available.

7. Principals for Accepting Gifts and Hospitality

In deciding whether it is appropriate to accept gifts or hospitality, the Councillor or employee must consider the following:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Councillor or employee. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - From parties involved with Kidsgrove Town Council in a competitive tending or procurement process.
 - From applicants for planning permission and other applications for licences, consents and approvals in which Kidsgrove Town Council has an involvement, even as a consultee.
 - From applications for grants, including voluntary bodies and other bodies applying for public funding from Kidsgrove Town Council.
 - From parties in legal proceedings with Kidsgrove Town Council.
- Do not accept a gift or hospitality if you believe it would put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of doing so.

8. Gifts Received and Donated to the Chairman's Charity

Councillors or employees on receiving gifts of value may pass them onto the Chairman to be used for fundraising activities rather than retaining them personally.

Councillors or employees should indicate this intention to the provider and should register this on the Register of Gifts and Hospitality.

9. Registration of Gifts and Hospitality

Councillors and employees offered a gift or hospitality, even if not accepted and regardless of monetary value, must declare by completing the Gift and Hospitality Form to the Town Clerk, who will enter it onto the Council's Register of Gifts and Hospitality, 2 Registers will be held, for Councillors and for Employees. All declarations must be made within 28 days of receipt of offer.

In the situation of the Town Clerk being the intended recipient, they should include the entry in the Register of Gifts and Hospitality and inform the Chairman to countersign any acceptance.

For Councillors, the Monitoring Officer at Newcastle-under-Lyme Borough Council will give advice wherever possible but it will be a matter for the Councillor to make the decision on whether to accept or decline.

10. Reporting of Inappropriate Gifts and Hospitality Offered

It is a criminal offence for a person corruptly to give or offer a gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as an officer or Councillor of Kidsgrove Town Council.

You must immediately report to the Town Clerk any circumstances where an inappropriate gift or hospitality has been offered to you.

You may thereafter be required to assist the Police in providing evidence.

Declaration of Gifts and Hospitality

Your Full Name	
Name of person or organization from whom the gift or hospitality was received	
Was the gift or hospitality accepted	
Date gift or hospitality was received	
Nature of gift or hospitality	
When and where did you receive the gift or hospitality	
Was advice sought before acceptance and from whom?	
What is the estimated cost	
Any other comments	
Signature	
Date	
Signature of the Town Clerk	
Date notification received	



Kingsgrove Town Council

Dignity At Work Policy



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

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

DIGNITY AT WORK POLICY

Kidsgrove Town Council believes that civility and respect are important in the working environment, and expect all Council, Officers and the public to be polite and courteous when working for, and with the Council.

Purpose

Kidsgrove Town Council is committed to creating a working environment where all Council employees, Council, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Kidsgrove Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) and [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by Officers and all employees engaged to work at Kidsgrove Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Kidsgrove Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the Chair of the Council the complaint should be raised to the Deputy Chair or Chair of the Staffing Committee.

Agency staff, or contractors are equally expected to treat Council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, Council, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Kidsgrove Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the code of conduct, Civility and Respect Pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:-

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property

- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality and Diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Council is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e., you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the Clerk/or a Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Councillor

If you are being bullied or harassed by a Councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Council Code of Conduct must be investigated by the Monitoring Officer.

The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying

If you witness such behaviour, you should report the incident in confidence to the Clerk or a Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. Alternatively, you may wish to ask the Clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Chair of the Council. (If your concern relates to the Chair, you should raise it with the Chair of the personnel/staffing committee). The Chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the Council's grievance procedure. You should raise your complaint to the Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Council Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a Council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVV Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all Council representatives to create workplaces that allow people to maintain their dignity at all times. If your Council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A Council may want to update references where relevant to reflect local terminology and structure, however, should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:-

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related to someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include:-

- Making assumptions about someone's ability due to their **age** or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the Council enables employees with different backgrounds and beliefs to share ideas and shape how the Council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The Council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The Council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the Council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the Council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and Council jointly determine the working culture, Council are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how Council behave with each other in Council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All Council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the Council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the Council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that Councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the Clerk, another employee of the Council, or a Councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for Council employees this may be the Clerk, and for the Clerk this could be the Chair/deputy Chair, or possibly Chair of a Staffing Committee.

Bullying and harassment and performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the Council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – Council, Clerks, Officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a Councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small Council it is likely that it will be clear that the accused will know where the accusation has come from. The Council representative (Clerk/Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a Council to consider an anonymous complaint, however if the concerns are significant and compromise the Council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the Council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Council

Following the Ledbury case, the law is clear that any formal complaint about a Councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the Council has made the complaint, that the Council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the Council as a whole due to lack of support related to Councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the Council, or require exploration of the Council behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Council where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the Council and can therefore be dealt with by the Council's grievance procedure or against a Councillor and can only be dealt with by the Monitoring Officer.

Civility and Respect Project

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech and in written word

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and being kind

Background

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) Councils, Councillors, Clerks and Council staff and the resulting effectiveness of local Councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

The Pledge

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for Councils to sign up for and it will enable Councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

By signing the Pledge, Kidsgrove Town Council is agreeing that the Council will treat Councillors, Clerks, Officers, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles. Council is required to register to the Pledge and agree the following statements:-

- Has put in place a training programme for Councillors and staff
- Has signed up to the Code of Conduct for Councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion Council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Kidsgrove Town Council resolved to sign the Pledge on 24th November 2022

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 31/07/2025		
	Cash in Hand 01/04/2025		390,124.52
	ADD Receipts 01/04/2025 - 31/07/2025		253,935.18
	SUBTRACT Payments 01/04/2025 - 31/07/2025		644,059.70 73,219.04
	Cash in Hand 31/07/2025 (per Cash Book)		570,840.66
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Unity Current Account 31/07/2025	28,206.67	
	CCLA 31/07/2025	542,633.99	
			570,840.66
	Less unrepresented payments		570,840.66
	Plus unrepresented receipts		
	Adjusted Bank Balance		570,840.66
	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 31/08/2025		
	Cash in Hand 01/04/2025		390,124.52
	ADD Receipts 01/04/2025 - 31/08/2025		259,168.36
	SUBTRACT Payments 01/04/2025 - 31/08/2025		84,977.01
	Cash in Hand 31/08/2025 (per Cash Book)		564,315.87
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Unity Current Account 31/08/2025	69,733.79	
	CCLA 31/08/2025	494,582.08	
			564,315.87
	Less unrepresented payments		564,315.87
	Plus unrepresented receipts		
	Adjusted Bank Balance		564,315.87
	A = B Checks out OK		

Kidsgrove Town Council

16 September 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
111	Telephone/Broadband	04/07/2025		Unity Current Accour		Telephone / Broadband / Mobil	CTR Services UK	S	67.77	13.55	81.32
112	Telephone/Broadband	14/07/2025		Unity Current Accour		Telephone / Broadband / Mobil	Telappliant	S	12.49	2.50	14.99
113	Service Charge / Utilities	17/07/2025		Unity Current Accour		Gas Charges	Total Energies	L	148.32	7.42	155.74
97	Salaries	24/07/2025		Unity Current Accour	July Salaries	Payroll	Kidsgrove Town Council	E	4,769.60		4,769.60
97	Employers NI	24/07/2025		Unity Current Accour	July Salaries	Payroll	Kidsgrove Town Council	E	527.83		527.83
97	Pension Contributions	24/07/2025		Unity Current Accour	July Salaries	Payroll	Kidsgrove Town Council	E	366.42		366.42
116	Victoria Hall	24/07/2025		Unity Current Accour		Hall Hire	Gillespie Theatre Group	E			
98	Expenses	28/07/2025		Unity Current Accour		Expenses - Staff	Roy Barber	X	143.03		143.03
99	Expenses	28/07/2025		Unity Current Accour		Expenses - Staff	Kidsgrove Town Council	X	155.00		155.00
106	Payroll Fees	28/07/2025		Unity Current Accour		Payroll	VAST Services 1920	S	54.00	10.80	64.80
102	Maintenance Costs	28/07/2025		Unity Current Accour		Maintenance	Argon Electrical Services	X	994.10		994.10
104	Health and Safety	28/07/2025		Unity Current Accour		Maintenance	Steel Stair Inspector	S	520.00	104.00	624.00
105	Health and Safety	28/07/2025		Unity Current Accour		Maintenance	Thunderbolt Test & Mainte	S	64.00	12.80	76.80
103	Cleaning and Security	28/07/2025		Unity Current Accour		Contract Cleaning	SJ Cleaning Services Maccl	X	750.00		750.00
107	Insurance	28/07/2025		Unity Current Accour		Health and Safety and HR Serv	Worknest	L	182.50	13.00	195.50
101	Victoria Hall Other Costs	28/07/2025		Unity Current Accour		Victoria Hall - Cleaning	Amazon	S	11.66	2.33	13.99
101	Victoria Hall Other Costs	28/07/2025		Unity Current Accour		Victoria Hall - Cleaning	Amazon	S	94.44	18.89	113.33
101	Victoria Hall Other Costs	28/07/2025		Unity Current Accour		Victoria Hall - Cleaning	Amazon	S	6.84	1.37	8.21
101	Victoria Hall Other Costs	28/07/2025		Unity Current Accour		Victoria Hall - Cleaning	Amazon	S	44.13	8.83	52.96
108	Maintenance Costs	28/07/2025		Unity Current Accour		Maintenance	Richard Parker	X	110.00		110.00
109	Maintenance Costs	28/07/2025		Unity Current Accour		Maintenance	Nationwide Lift	S	337.50	67.50	405.00
107	Health and Safety	28/07/2025		Unity Current Accour		Health and Safety and HR Serv	Worknest	S	4,617.84	923.57	5,541.41
117	Cleaning and Security	28/07/2025		Unity Current Accour		Victoria Hall - Cleaning	Rentokill Initial	S	151.17	30.24	181.41
114	Cleaning and Security	28/07/2025		Unity Current Accour		Victoria Hall - Cleaning	Rentokill Initial	S			
100	Subscription	28/07/2025		Unity Current Accour		Subscriptions	National Allotment Society	S	70.00	14.00	84.00
110	Maintenance Costs	30/07/2025		Unity Current Accour	Screwfix 4 x items	Expenses - Staff	Kidsgrove Town Council	E	65.14		65.14
115	Bank Charges	31/07/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	X	13.20		13.20
Total									14,276.98	1,230.80	15,507.78

Kidsgrove Town Council

16 September 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
137	Telephone/Broadband	06/08/2025		Unity Current Accour		Telephone / Broadband / Mobil	CTR Services UK	S	67.50	13.50	81.00
133	Telephone/Broadband	18/08/2025		Unity Current Accour		Telephone / Broadband / Mobil	Telappliant	S	19.89	3.98	23.87
134	Service Charge / Utilities	19/08/2025		Unity Current Accour		Gas Charges	Total Energies	L	74.91	3.75	78.66
120	Advertising	21/08/2025		Unity Current Accour	August/September	Advertising	Good news Publishing	E	110.00		110.00
124	Staff Training	21/08/2025		Unity Current Accour	ILCA COURSE SUE	Training	SLCC	S	120.00	24.00	144.00
118	Salaries	21/08/2025		Unity Current Accour		Payroll	Payroll	E	5,591.26		5,591.26
118	Employers NI	21/08/2025		Unity Current Accour		Payroll	Payroll	E	651.03		651.03
118	Pension Contributions	21/08/2025		Unity Current Accour		Payroll	Payroll	E	437.46		437.46
125	Office Sundries	21/08/2025		Unity Current Accour	VARIOUS ITEMS F	Equipment	Amazon	S	36.12	7.22	43.34
125	Office Sundries	21/08/2025		Unity Current Accour	VARIOUS ITEMS F	Equipment	Amazon	S	58.72	11.74	70.46
126	Office Sundries	21/08/2025		Unity Current Accour	Roy expenses x 3	Expenses - Staff	Roy Barber	E	99.44		99.44
125	Telephone/Broadband	21/08/2025		Unity Current Accour	VARIOUS ITEMS F	Equipment	Amazon	S	11.98	2.40	14.38
125	Maintenance Costs	21/08/2025		Unity Current Accour	VARIOUS ITEMS F	Equipment	Amazon	S	23.27	4.66	27.93
125	Maintenance Costs	21/08/2025		Unity Current Accour	VARIOUS ITEMS F	Equipment	Amazon	S	44.94	8.99	53.93
119	Maintenance Costs	21/08/2025		Unity Current Accour	Gas cooker hose re	Maintenance	Ford Mainwaring	S	296.88	59.38	356.26
125	Maintenance Costs	21/08/2025		Unity Current Accour	VARIOUS ITEMS F	Equipment	Amazon	S	15.72	3.15	18.87
121	Health and Safety	21/08/2025		Unity Current Accour	Stage Inspection tr	Maintenance	Taylor Stage Services Limit	S	875.00	175.00	1,050.00
122	Cleaning and Security	21/08/2025		Unity Current Accour	Cleaning JULY	Contract Cleaning	SJ Cleaning Services Maccl	E	615.00		615.00
126	Maintenance Costs	21/08/2025		Unity Current Accour	Roy expenses x 3	Expenses - Staff	Roy Barber	E	33.00		33.00
126	Maintenance Costs	21/08/2025		Unity Current Accour	Roy expenses x 3	Expenses - Staff	Roy Barber	E	64.80		64.80
123	Waste Disposal	21/08/2025		Unity Current Accour	SKIP HIRE CROWN	Equipment	Belford Brothers Skip Hire l	S	260.00	52.00	312.00
127	Grants and Donations	21/08/2025		Unity Current Accour	Small Grant Kids C	Grant / Donation	Kidsgrove Town Council	E	500.00		500.00
128	Grants and Donations	21/08/2025		Unity Current Accour	Douglas Mac. Sma	Grant / Donation	Kidsgrove Town Council	E	500.00		500.00
129	Grants and Donations	21/08/2025		Unity Current Accour	Golden Gloves Box	Grant / Donation	Kidsgrove Town Council	E	500.00		500.00
130	Events - Other	21/08/2025		Unity Current Accour	Reimbursement Pc	Event Materials	Ann Blairs	E	17.75		17.75
131	Events - Other	21/08/2025		Unity Current Accour	Reimbursement Pc	Event Materials	Mega Griffith	E	101.50		101.50
132	Ranger Equipment/Materials	26/08/2025		Unity Current Accour	B & Q Weed Spray	Victoria Hall Maintenance	Kidsgrove Town Council	E	70.00		70.00
135	Service Charge / Utilities	29/08/2025		Unity Current Accour		Services	Rentokill Initial	S	152.44	30.49	182.93
136	Bank Charges	31/08/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	E	11.10		11.10
Total									11,359.71	400.26	11,759.97

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 16/09/2025)

		Last Year 2024 - 2025				Current Year 2025-2026								Next Year	
Administration		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Bank Interest	8,000.00	15,557.70			15,000.00	8,048.18		8,048.18						
2	Precept	238,423.00	238,423.00			238,253.00	238,253.00		238,253.00						
3	Council Tax Support C	13,266.00	13,266.00												
8	Election Charges			10,000.00	9,963.29					10,000.00					
9	Advertising			1,000.00	540.00					500.00	220.00		220.00		
10	Office Equipment			500.00	607.90					1,000.00					
11	Postage														
12	Office Sundries			1,800.00	488.51					1,200.00	393.64		393.64		
13	Telephone/Broadband			1,200.00	1,057.99					1,200.00	420.37		420.37		
14	IT Software			4,000.00	1,510.00					3,000.00	2,147.76		2,147.76		
15	Website			300.00	330.00					500.00					
16	Printer/Copier			800.00	282.86					600.00	92.00		92.00		
17	Bank Charges			280.00	174.30					280.00	60.65		60.65		
18	Staff Training			1,000.00						2,000.00	150.00		150.00		
19	Members Training			1,000.00						1,000.00					
20	Office Lease / Rental			2,000.00	2,000.00					2,000.00					
21	Subscriptions			2,200.00	2,434.00					2,000.00	1,834.62		1,834.62		
22	Accountancy Fees				450.00					500.00					
35	Audit Fees			3,000.00	988.00					3,000.00	1,838.00		1,838.00		
36	Insurance			4,000.00	4,509.54					4,800.00	182.50		182.50		
37	Legal Fees			2,000.00	2,077.80					2,000.00					
61	VAT Reclaim														
75	Services				1,149.00						164.70		164.70		
76	Reverse Payment		156.66												
77	Banking deposit														
78	Expenses										298.03		298.03		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 16/09/2025)

SUB TOTAL		259,689.00	267,403.36	35,080.00	28,563.19	253,253.00	246,301.18	246,301.18	35,580.00	7,802.27	7,802.27				
Last Year 2024 - 2025					Current Year 2025-2026								Next Year		
Allotments		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
30	Allotment Income	1,300.00	1,019.04			1,300.00	1,071.34		1,071.34						
31	Subscription			60.00	55.00					60.00	70.00		70.00		
32	Waste Disposal			600.00	495.00					600.00	544.00		544.00		
33	Maintenance			640.00						640.00					
SUB TOTAL		1,300.00	1,019.04	1,300.00	550.00	1,300.00	1,071.34		1,071.34	1,300.00	614.00		614.00		
Last Year 2024 - 2025					Current Year 2025-2026								Next Year		
Civic Costs		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
43	Civic Regalia			1,000.00						1,000.00	536.00		536.00		
44	Mayor's Allowance			1,000.00	1,000.00					1,000.00	1,000.00		1,000.00		
45	Deputy Mayor's Allowance			250.00	500.00					250.00					
46	Town Crier														
SUB TOTAL				2,250.00	1,500.00					2,250.00	1,536.00		1,536.00		
Last Year 2024 - 2025					Current Year 2025-2026								Next Year		
Events and Community		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
47	Christmas Lights			5,000.00	4,375.00					4,500.00					
48	Christmas Switch On			1,000.00	1,307.30					500.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 16/09/2025)

49	Pantomime		1,200.00	1,195.00				1,300.00	150.00		150.00
50	D-Day/VE Day Activities		2,000.00	537.73				1,000.00	640.09		640.09
51	Events - Other		1,500.00	406.34				1,500.00	1,232.04		1,232.04
52	Lantern Parade							3,500.00			
53	Remembrance Sunday		1,000.00	615.35				1,000.00			
64	Beer Festival			1,738.61		674.43		674.43			
71	Kidsgrove LAP	483.31									
72	Christmas Market	247.50		79.36				200.00			
SUB TOTAL		730.81	11,700.00	10,254.69		674.43	674.43	13,500.00	2,022.13	2,022.13	

Grants and Donations

		Last Year 2024 - 2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
42	Grants and Donations			4,400.00	3,900.00					4,020.00	2,660.00		2,660.00		
SUB TOTAL				4,400.00	3,900.00					4,020.00	2,660.00		2,660.00		

Mayor's Charity Fundraising /

		Last Year 2024 - 2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
65	Christmas Market														
67	Panto Tickets		464.00												
68	Mayor's Charity Fundr		627.47												
70	Beer Festival Donatior		350.00												
SUB TOTAL			1,441.47												

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 16/09/2025)

		Last Year 2024 - 2025				Current Year 2025-2026								Next Year	
Payroll		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4	Salaries			75,000.00	60,657.08					77,250.00	25,069.56		25,069.56		
5	Employers NI			10,000.00	8,308.63					10,000.00	2,751.85		2,751.85		
6	Pension Contributions			25,000.00	6,090.45					16,000.00	1,617.42		1,617.42		
7	Payroll Fees			650.00	522.00					600.00	234.00		234.00		
74	Payroll Services														
SUB TOTAL				110,650.00	75,578.16					103,850.00	29,672.83		29,672.83		

		Last Year 2024 - 2025				Current Year 2025-2026								Next Year	
Planning and Environment		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
54	Highways and Safety			500.00						1,000.00					
55	CCTV			5,000.00	11,092.00					6,000.00	9,560.00		9,560.00		
56	Grit Bins														
57	Neighbourhood Plan			2,000.00											
59	Environment			2,000.00	3,013.00					1,000.00	1,728.97		1,728.97		
60	Defibs			1,000.00	56.00					1,000.00					
62	Noticeboards / Plaque									1,000.00					
63	Bus Shelter														
SUB TOTAL				10,500.00	14,161.00					10,000.00	11,288.97		11,288.97		

		Last Year 2024 - 2025				Current Year 2025-2026								Next Year	
Ranger Service		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 16/09/2025)

39	Ranger Contract	1,650.00	46,000.00	39,181.00	48,000.00		
40	Ranger Training		300.00		300.00		
41	Ranger Equipment/Ma		1,000.00	277.18	500.00	107.61	107.61
69	Community Garden			4,472.36	1,000.00		
SUB TOTAL		1,650.00	47,300.00	43,930.54	49,800.00	107.61	107.61

Last Year 2024 - 2025						Current Year 2025-2026								Next Year	
Victoria Hall		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
25	Maintenance Costs		250.00	11,000.00	7,251.39					10,000.00	4,772.19		4,772.19		
26	Advertising			1,200.00	200.00					1,300.00					
27	Service Charge / Utiliti			20,000.00	43,016.62					32,000.00	6,146.85		6,146.85		
28	Health and Safety			7,000.00	6,462.97					8,000.00	7,241.83		7,241.83		
29	Cleaning and Security			10,000.00	7,462.60					8,000.00	3,479.68		3,479.68		
34	Business Rates			8,700.00											
38	Bar Licence			200.00	180.00					200.00	180.00		180.00		
58	Victoria Hall Other Co:			1,500.00	104.79					1,000.00	550.70		550.70		
73	Health & Safety : 28														
SUB TOTAL			250.00	59,600.00	64,678.37					60,500.00	22,371.25		22,371.25		

Last Year 2024 - 2025						Current Year 2025-2026								Next Year	
Victoria Hall Income		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
23	Victoria Hall	15,000.00	18,000.25			17,500.00	7,040.50		7,040.50						
24	Bar Franchise	5,000.00	8,267.37			7,000.00	3,990.91		3,990.91						
66	Room Hire	4,250.00	3,679.50			4,250.00	90.00		90.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 16/09/2025)

SUB TOTAL	24,250.00	29,947.12			28,750.00	11,121.41	11,121.41			

Summary

TOTAL	285,239.00	302,441.80	282,780.00	243,115.95	283,303.00	259,168.36	259,168.36	280,800.00	78,075.06	78,075.06
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National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries
Kevin Brandstatter, GMB

Mike Short, UNISON

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Local Government Association
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**To: Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council**

24 July 2025

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

NB: This circular replaces the one dated 23 July 2025 as it contained rounding errors in some of the hourly rates. The correct figures are now shown as underlined italics in the pay spine at Annex 1.

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2025** (covering the period 1 April 2025 to 31 March 2026). The new pay rates, each increased by 3.20 per cent per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should also be increased by 3.20 per cent, in accordance with Green Book Part 2 Para 5.4¹.

The new rates for allowances, uprated by 3.20 per cent, are set out at **Annex 2**.

The NJC has agreed that **from 1 April 2026, Spinal Column Point (SCP) 2 will be permanently deleted** from the NJC pay spine.

Backpay for employees who have left employment since 1 April 2025

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2025 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if

¹ The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

the ex-employee has pre-April 2014 LGPS membership and / or underpin protection) accordingly.

Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the [employer resources section](#) of www.lgpsregs.org

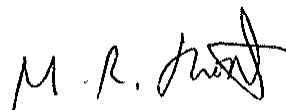
Yours faithfully,

*Naomi
Cooke*

Naomi Cooke

A handwritten signature in black ink, consisting of a stylized 'K' followed by a long horizontal stroke.

Kevin Brandstatter

A handwritten signature in black ink, appearing to read 'M. R. Short' with a stylized flourish at the end.

Mike Short

ANNEX 1

SCP	01-Apr-24		01-Apr-25	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£23,656	£12.26	£24,413	£12.65
3	£24,027	£12.45	£24,796	£12.85
4	£24,404	£12.65	£25,185	£13.05
5	£24,790	£12.85	£25,583	£13.26
6	£25,183	£13.05	£25,989	£13.47
7	£25,584	£13.26	£26,403	<u>£13.69</u>
8	£25,992	£13.47	£26,824	£13.90
9	£26,409	£13.69	£27,254	£14.13
10	£26,835	£13.91	£27,694	<u>£14.35</u>
11	£27,269	£14.13	£28,142	<u>£14.59</u>
12	£27,711	£14.36	£28,598	£14.82
13	£28,163	£14.60	£29,064	<u>£15.06</u>
14	£28,624	£14.84	£29,540	£15.31
15	£29,093	£15.08	£30,024	£15.56
16	£29,572	£15.33	£30,518	£15.82
17	£30,060	£15.58	£31,022	£16.08
18	£30,559	£15.84	£31,537	£16.35
19	£31,067	£16.10	£32,061	£16.62
20	£31,586	£16.37	£32,597	<u>£16.90</u>
21	£32,115	£16.65	£33,143	£17.18
22	£32,654	£16.93	£33,699	£17.47
23	£33,366	£17.29	£34,434	<u>£17.85</u>
24	£34,314	£17.79	£35,412	<u>£18.35</u>
25	£35,235	£18.26	£36,363	<u>£18.85</u>
26	£36,124	£18.72	£37,280	£19.32
27	£37,035	£19.20	£38,220	£19.81
28	£37,938	£19.66	£39,152	£20.29
29	£38,626	£20.02	£39,862	£20.66
30	£39,513	£20.48	£40,777	£21.14
31	£40,476	£20.98	£41,771	£21.65
32	£41,511	£21.52	£42,839	<u>£22.20</u>
33	£42,708	£22.14	£44,075	£22.85
34	£43,693	£22.65	£45,091	£23.37
35	£44,711	£23.17	£46,142	<u>£23.92</u>
36	£45,718	£23.70	£47,181	£24.46
37	£46,731	£24.22	£48,226	£25.00
38	£47,754	£24.75	£49,282	£25.54
39	£48,710	£25.25	£50,269	£26.06
40	£49,764	£25.79	£51,356	£26.62
41	£50,788	£26.32	£52,413	<u>£27.17</u>
42	£51,802	£26.85	£53,460	£27.71
43	£52,805	£27.37	£54,495	£28.25

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2025
£43.12

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2025
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2025
£1,539

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2025
£251

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2025
£181

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2025
£1,045

Outer Fringe Area:

1 April 2025
£729

Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2025
£34.71

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2025
£1,045

Outer Fringe Area:

1 April 2025
£729

Kidsgrove Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Bank Interest		15,000.00	6,100.09			-8,899.91
2	Precept		238,253.00	238,253.00			
3	Council Tax Support Grant						
8	Election Charges				10,000.00		10,000.00
9	Advertising				500.00	220.00	280.00
10	Office Equipment				1,000.00		1,000.00
12	Office Sundries				1,200.00	393.64	806.36
13	Telephone/Broadband				1,200.00	332.98	867.02
14	IT Software				3,000.00	2,147.76	852.24
15	Website				500.00		500.00
16	Printer/Copier				600.00	92.00	508.00
17	Bank Charges				280.00	49.55	230.45
18	Staff Training				2,000.00	150.00	1,850.00
19	Members Training				1,000.00		1,000.00
20	Office Lease / Rental				2,000.00		2,000.00
21	Subscriptions				2,000.00	1,834.62	165.38
22	Accountancy Fees				500.00		500.00
35	Audit Fees				3,000.00	1,838.00	1,162.00
36	Insurance				4,800.00	182.50	4,617.50
37	Legal Fees				2,000.00		2,000.00
61	VAT Reclaim						
75	Services					164.70	-164.70
76	Reverse Payment						
77	Banking deposit						
78	Expenses					298.03	-298.03
			253,253.00	£244,353.09	35,580.00	£7,703.78	18,976.31

Allotments		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
30	Allotment Income		1,300.00	698.70			-601.30
31	Subscription				60.00	70.00	-10.00
32	Waste Disposal				600.00	544.00	56.00
33	Maintenance				640.00		640.00
			1,300.00	£698.70	1,300.00	£614.00	84.70

Civic Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
43	Civic Regalia				1,000.00	536.00	464.00
44	Mayor's Allowance				1,000.00	1,000.00	
45	Deputy Mayor's Allowance				250.00		250.00
					2,250.00	£1,536.00	714.00

Events and Community Committee		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
47	Christmas Lights				4,500.00		4,500.00
48	Christmas Switch On				500.00		500.00
49	Pantomime				1,300.00	150.00	1,150.00
50	D-Day/VE Day Activities				1,000.00	640.09	359.91
51	Events - Other				1,500.00	1,232.04	267.96
52	Lantern Parade				3,500.00		3,500.00
53	Remembrance Sunday				1,000.00		1,000.00
64	Beer Festival			674.43			674.43
71	Kidsgrove LAP						
72	Christmas Market				200.00		200.00
				£674.43	13,500.00	£2,022.13	12,152.30

Grants and Donations		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
42	Grants and Donations				4,020.00	2,660.00	1,360.00

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

Kidsgrove Town Council

Net Position by Cost Centre and Code

Cost Centre Name

					4,020.00	£2,660.00	1,360.00
Mayor's Charity Fundraising / Donations							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
65	Christmas Market						
67	Panto Tickets						
68	Mayor's Charity Fundraisir						
70	Beer Festival Donation						
Payroll							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
4	Salaries				77,250.00	25,069.56	52,180.44
5	Employers NI				10,000.00	2,751.85	7,248.15
6	Pension Contributions				16,000.00	1,617.42	14,382.58
7	Payroll Fees				600.00	234.00	366.00
74	Payroll Services						
					103,850.00	£29,672.83	74,177.17
Planning and Environment Committee							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
54	Highways and Safety				1,000.00		1,000.00
55	CCTV				6,000.00	9,560.00	-3,560.00
56	Grit Bins						
57	Neighbourhood Plan						
59	Environment				1,000.00	1,728.97	-728.97
60	Defibs				1,000.00		1,000.00
62	Noticeboards / Plaques				1,000.00		1,000.00
63	Bus Shelter						
					10,000.00	£11,288.97	-1,288.97
Ranger Service							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
39	Ranger Contract				48,000.00		48,000.00
40	Ranger Training				300.00		300.00
41	Ranger Equipment/Materi				500.00	107.61	392.39
69	Community Garden				1,000.00		1,000.00
					49,800.00	£107.61	49,692.39
Victoria Hall							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
25	Maintenance Costs				10,000.00	4,772.19	5,227.81
26	Advertising				1,300.00		1,300.00
27	Service Charge / Utilities				32,000.00	5,919.50	26,080.50
28	Health and Safety				8,000.00	7,241.83	758.17
29	Cleaning and Security				8,000.00	3,479.68	4,520.32
34	Business Rates						
38	Bar Licence				200.00	180.00	20.00
58	Victoria Hall Other Costs				1,000.00	550.70	449.30
					60,500.00	£22,143.90	38,356.10
Victoria Hall Income							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
23	Victoria Hall		17,500.00	5,905.00			-11,595.00
24	Bar Franchise		7,000.00	2,213.96			-4,786.04
66	Room Hire		4,250.00	90.00			-4,160.00

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

Kidsgrove Town Council
Net Position by Cost Centre and Code

Cost Centre Name

	28,750.00	£8,208.96			-20,541.04
NET TOTAL	283,303.00	£253,935.18	280,800.00	£77,749.22	173,682.96



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

Report to Full Council

Date of meeting

Report compiled by

Report Number FC – 25092025

Thursday 25th September 2025

Town Clerk

DBS for Councillors and Staff

A Disclosure and Barring Service (DBS) check can be necessary to help employers make safer recruitment decisions by assessing an individual's criminal history and suitability for a role, particularly when working with vulnerable groups like children or adults. These checks prevent unsuitable people from working with vulnerable populations, provide reassurance to organisations and communities, and fulfil a legal requirement for certain roles.

Whilst we do not offer a service that covers services like adult services or children services, there are occasions the council can find itself setting up a youth club, or a pensioners club or even a dementia café/club and it would be prudent to have staff and even councillors covered, hence protecting not only staff and councillors but the Council itself.

Below are examples of the reasons why the council should consider having their staff and some councillors DBS checked.

For Employers & Organizations

- **Safer Recruitment:**

DBS checks allow employers to identify if a candidate has relevant criminal convictions or cautions that could make them a risk to the organization or its clients.

- **Protecting Vulnerable People:**

Checks are crucial for roles involving contact with children or vulnerable adults, ensuring that individuals who may cause harm are barred from such positions.

- **Risk Management:**

By conducting checks, organizations can mitigate the risk of hiring individuals who may pose a threat, thereby protecting their reputation and the safety of their stakeholders.

- **Fulfilling Legal Duty:**

Many roles have a legal requirement for a DBS check, making it a necessary part of the hiring process to ensure compliance with the law.

Costings

Standard DBS Check

- **Cost:** £18 government fee plus potential administrative fees.
- **Purpose:** Shows unspent convictions, cautions, reprimands, and warnings.
- **Who pays:** Employers usually pay for this.
- **Volunteer Discount:** No government fee is charged for volunteers, but an admin fee from the umbrella body may apply.

Enhanced DBS Check

- **Cost:** £38 government fee plus potential administrative fees.
- **Purpose:** Shows the same information as a Standard check and includes checks against the barred lists.
- **Who pays:** Employers usually pay for this.
- **Volunteer Discount:** No government fee is charged for volunteers, but an admin fee from the umbrella body may apply.

Important Considerations

- **Admin Fees:** Check with the [umbrella body](#) or [responsible organisation](#) you use for any additional administrative fees on top of the government fee.
- **Payment:** You pay for a Basic DBS check directly during the application process.
- **Update Service:** You can pay £13 per year to subscribe to the DBS Update Service to keep your Standard, Enhanced, or Enhanced with Barred Lists DBS certificate up-to-date.

Decision required

- a) To agree to staff and some councillors to be dbS checked
- b) To delegate to the clerk to action.



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Report Number FC – 25092025

Date of meeting

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Report compiled by

Town Clerk

Earmarked Reserves

An earmarked reserves transfer report details when and why a local authority moves funds into or out of its earmarked reserves, which are specific funds set aside for a particular purpose or project, like new equipment or capital programs. These reports, often found in council financial documents, explain the movement of these funds to support budgets, manage financial risks, or reallocate money to new priorities after Council approval.

- **Purpose of the transfer:**

Why funds are being moved, such as to address a budget deficit, fund a new capital project, or consolidate reserves.

- **Amount of funds:**

The specific sum of money being transferred.

- **Sources of funds:**

Where the money is coming from (e.g., closing an existing reserve, excess income).

- **Destination of funds:**

Where the money is going (e.g., the General Fund, a new Capital Funding Reserve).

- **Impact on overall reserves:**

How the transfer affects the council's total financial reserves and its ability to manage future risks.

- **Approval process:**

Information on who has the authority to approve these changes, often including the Chief Financial Officer (S151 Officer) and the Executive Cabinet.

Why Earmarked Reserves are Transferred

- **Addressing Budget Deficits:**

Reserves may be transferred to the General Fund to support a revenue budget shortfall, as seen in Cheshire East Council.

- **Funding Capital Projects:**

Funds can be transferred to a Capital Funding Reserve to pay for large capital projects or the purchase of new assets, such as a fleet of refuse vehicles.

- **Reallocating Priorities:**

Cabinet may approve the closure of old reserves and the transfer of their balances to a new reserve to align with current council priorities and spending plans.

- **Risk Management:**

Transfers can be made to manage financial risks, such as funding transformation initiatives to achieve greater efficiencies or to absorb unexpected costs.

Current Budget

Below are the current budget overspending that require a transfer from ear marked reserves to cover the overspend.

Code	Title	Budget	Actual	Transfer Required	EMR
20	Office Rental/Lease	£2,000	£4,893	£2,893	Staffing and Office CCTV Capital Costs Envir Improvements
55	CCTV	£6,000	£9,560	£3,560	
59	Environment	£1,000	£1,729	£729	

Current EMR

	Current	Transfer	Balance
Staffing and Office	£14,639	£2,893	£11,746
CCTV Capital	£17,187	£3,560	£13,627
Environmental Improvements	£8,800	£729	£8,071

Decision required:

- To agree to the transfers from earmarked reserves as recommended
- To agree to the Clerk to action.



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Report to Full Council

Report Number FC – 25092025

Date of meeting

Thursday 25th September 2025

Report compiled by

Town Clerk

Committee Recommendation

Committee – Finance and General Purposes

The FGP Committee met on Wednesday 3rd September. It discussed the occupation of the office in the Town Hall by the Town Council. Updated information was obtained from the borough council with regards to the lease and the financial implication to council and the impact it would have on the budget.

An invoice was received which required clarification, a meeting was had between the borough, the Clerk and Cllr Waring to clarify the invoices and service charge as it was significantly higher than expected and budgeted for. After clarification it was brought back to committee and discussed and highlighted. The committee discussed the benefits and approved for recommendation to full council to approve the signing of the licence and the invoice.

Decision required:

- a) That the occupancy of the office be continued
- b) The lease and invoice be approved
- c) Delegate to the clerk the authority to sign the lease on council behalf.



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Report to Full Council

Date of meeting

Report compiled by

Report Number FC-25092025

Thursday 25th September 2025

Town Clerk

Kitchen Refurbishment

Background

The kitchen in Victoria Hall is old and requires replacement and is no longer fit for purpose or the vision the council has for Victoria Hall. Along with the cupboards the fixed equipment is no longer fit for purpose. Council have resigned to refurbish the kitchen as part of Victoria Hall refurbishment. Below are the quotes.





Company A

To supply and install new kitchen **£12,050 +VAT**

Company B

To supply and install new kitchen **£11,965 +VAT**

Company C

To supply and install new kitchen **£11,723 +VAT**

Company D

To supply and install new kitchen **£11,565 +VAT**

*****All quotes and any plans sent separately to report*****

Benefits of New kitchen:

One of the benefits of the new kitchen, is the removal of the use of a tea urn (which can be seen in photo 1) and installation hot water boiler, hence removing the potential of an accident whereby a hirer could burn themselves, the need for an electrical pat test, the removal of an extension lead. The removal of a kettle, again eliminating the risks of someone burning themselves.

As the refurbishment progress there may be additional work required for the refurbishment to be completed. This may involve plumbers, builders or electricians. Subject to consultation with the Chair of Finance, it recommended that full authority be given to the Clerk for any additional work required to complete the refurbishment.

Decision required:

- a) To agree to appoint a contractor for the kitchen refurbishment
- b) To delegate to the Clerk full authority to oversee the project to completion.
- c) To delegate to the Clerk along with the Chair of Finance, full authority to authorise any additional associated work required to complete the refurbishment including electrical, plumbing and building works.