



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

---

## KIDSGROVE TOWN COUNCIL

### FINANCE AND GENERAL-PURPOSE COMMITTEE

#### Minutes of the meeting held on Wednesday 3<sup>rd</sup> 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 17<sup>th</sup> 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 20<sup>th</sup> November 2025 at 7.00pm, Victoria Hall, Liverpool Road, Kidsgrove, Staffordshire, ST7 4EL

Signed .....

Dated .....

3 Year Budget Plan			Budget		Budget		Budget		Budget		
			2025/2026		2026/2027		2027/2028		2028/2029		
			£		£		£		£		
Administration											
1	Bank Interest		£15,000.00		£12,000.00		£12,000.00		£10,000.00		
2	Precept		£239,000.00		£239,000.00		£250,000.00		£260,000.00		
3	Council Tax Support Grant		£0.00		£0.00		£0.00		£0.00		
Total Inflows			£254,000.00		£251,000.00		£262,000.00		£270,000.00		
8	Election Charges		£10,000.00		£10,000.00		£10,000.00		£10,000.00		
9	Advertising		£500.00		£500.00		£500.00		£500.00		
10	Office Equipment		£1,000.00		£1,000.00		£1,000.00		£1,000.00		
11	Postage		£0.00		£0.00		£0.00		£0.00		
12	Office Sundries		£1,200.00		£1,500.00		£1,500.00		£1,500.00		
13	Telephone / Broadband		£1,200.00		£1,260.00		£1,400.00		£1,389.00		
14	IT Software		£3,000.00		£3,150.00		£3,400.00		£3,472.00		
15	Website		£500.00		£510.00		£525.00		£550.00		
16	Printer / Copier		£600.00		£630.00		£660.00		£694.00		
17	Bank Charges		£280.00		£300.00		£320.00		£340.00		
18	Staff Training		£2,000.00		£2,500.00		£3,000.00		£3,000.00		
19	Members Training		£1,000.00		£1,000.00		£1,000.00		£1,000.00		
20	Office Lease / Rental/services		£2,000.00		£5,000.00		£5,250.00		£5,500.00	under review	
21	Subscriptions		£2,000.00		£2,200.00		£2,300.00		£2,400.00		
22	Accountancy Fees		£500.00		£500.00		£500.00		£500.00		
35	Audit Fees		£3,000.00		£3,100.00		£3,200.00		£3,400.00		
36	Insurance		£4,800.00		£4,800.00		£5,000.00		£5,200.00		
37	Legal Fees		£2,000.00		£2,000.00		£2,000.00		£2,000.00		
	HR Services				£2,000.00		£2,200.00		£2,000.00		
	Health and Safety Services				£2,000.00		£2,200.00		£2,000.00		
Total Outflows			£35,580.00		£43,950.00		£45,955.00		£46,445.00		
Surplus / Deficit			£218,420.00		£207,050.00		£216,045.00		£223,555.00		
Allotments											
30	Allotment Income		£1,300.00		£1,300.00		£1,400.00		£1,500.00	to be review	
Total Inflows			£1,300.00		£1,300.00		£1,400.00		£1,500.00		
31	Subscription		£60.00		£60.00		£70.00		£70.00		
32	Waste Disposal		£600.00		£600.00		£650.00		£700.00		
33	Maintenance		£640.00		£640.00		£680.00		£730.00		
Total Outflows			£1,300.00		£1,300.00		£1,400.00		£1,500.00		
Surplus / Deficit			£0.00		£0.00		£0.00		£0.00		
Civic Costs											
43	Civic Regalia		£1,000.00		£1,000.00		£1,000.00		£1,000.00		
44	Mayor's Allowance		£1,000.00		£1,000.00		£1,000.00		£1,000.00		
45	Deputy Mayor's Allowance		£250.00		£250.00		£250.00		£250.00		
Total Outflows			£1,250.00		£1,250.00		£1,250.00		£1,250.00		

Surplus / Deficit			£1,250.00		£1,250.00		£1,250.00		£1,250.00		
Events and Community Committee											
64	Beer Festival	Remove									
71	Kidsgrove LAP	Remove									
65	Christmas Market										
51	Dementia Café										
Total Inflows			£0.00		£0.00		£0.00		£0.00		
47	Christmas Lights		£4,500.00		£4,500.00		£5,000.00		£5,000.00		
48	Christmas Switch On		£500.00		£500.00		£750.00		£750.00		
49	Pantomime		£1,300.00		£1,300.00		£1,400.00		£1,450.00		
50	Special Events		£1,000.00		£0.00		£0.00		£0.00		
51	Events - Other		£1,500.00		£1,500.00		£1,500.00		£1,500.00		
52	Clough Hall Event	Remove									
53	Remembrance Sunday		£1,000.00		£1,000.00		£1,000.00		£1,000.00		
	Lantern Parade		£3,500.00		£3,500.00		£3,700.00		£3,800.00		
	Beer Festival	Remove									
72	Christmas Market		£200.00		£200.00		£250.00		£250.00		
Total Outflows			£13,500.00		£12,500.00		£13,600.00		£13,750.00		
Surplus / Deficit			-£13,500.00		-£12,500.00		-£13,600.00		-£13,750.00		
Grants and Donations											
42	Grants and Donations		£4,020.00		£5,000.00		£5,000.00		£5,000.00		
Total Outflows			£4,020.00		£5,000.00		£5,000.00		£5,000.00		
Payroll											
4	Salaries	3.2% actual	£77,250.00		£76,900.00		£80,000.00		£83,200.00		
5	Employers NI		£10,000.00		£8,400.00		£8,800.00		£9,150.00		
6	Pension Contributions		£16,000.00		£17,700.00		£18,400.00		£19,280.00		
7	Payroll Fees		£600.00		£600.00		£650.00		£675.00		
Total Outflows			£103,850.00		£103,600.00		£107,850.00		£112,305.00		
Planning and Environment Committee											
54	Highways and Safety		£1,000.00		£0.00		£0.00		£0.00		
55	CCTV		£6,000.00		£9,600.00		£10,300.00		£10,500.00		
56	Grit Bins										
57	Neighbourhood Plan										
59	Environment		£1,000.00		£2,000.00		£2,000.00		£2,000.00		
60	Defibs		£1,000.00		£1,500.00		£1,500.00		£1,500.00		
62	Noticeboards / Plaques		£1,000.00		£0.00		£0.00		£0.00		
63	Bus Shelter	Remove									
	Clough Hall Park Improvement	Remove									
Total Outflows			£10,000.00		£13,100.00		£13,800.00		£14,000.00		
Ranger Service											
39	Ranger Contract		£48,000.00		£39,500.00		£41,000.00		£42,500.00		
40	Ranger Training		£300.00		£300.00		£300.00		£300.00		
41	Ranger Equipment / Materials		£500.00		£500.00		£500.00		£500.00		
69	Community Garden		£1,000.00		£1,000.00		£1,000.00		£1,000.00		

Total Outflows			£49,800.00		£41,300.00		£42,800.00		£44,300.00		
Victoria Hall											
32	Lettings		£17,500.00		£18,500.00		£18,500.00		£19,000.00		
66	Room Hire										
24	Bar Franchise		£7,000.00		£7,500.00		£8,000.00		£8,500.00		
	Sundry income										
Total Inflows			£24,500.00		£26,000.00		£26,500.00		£27,500.00		
25	Maintenance Costs		£10,000.00		£10,500.00		£11,000.00		£11,500.00		
26	Advertising		£1,300.00		£1,350.00		£1,400.00		£1,450.00		
27	Service Charge / Utilities		£32,000.00		£33,000.00		£34,000.00		£35,000.00		
28	Health and Safety		£8,000.00		£2,000.00		£2,145.00		£2,300.00		
29	Cleaning and Security		£8,000.00		£8,250.00		£8,500.00		£9,000.00		
34	Business Rates		£0.00		£0.00		£0.00		£0.00		
38	Bar Licence		£200.00		£200.00		£200.00		£200.00		
58	Victoria Hall Other Costs		£1,000.00		£1,000.00		£1,000.00		£1,000.00		
Total Outflows			£60,500.00		£56,300.00		£58,245.00		£60,450.00		
Surplus / Deficit			-£36,000.00		-£30,300.00		-£31,745.00		-£32,950.00		
	Total Inflows		£279,800.00		£278,300.00		£289,900.00		£299,000.00		
	Total Outflows		£279,800.00		£278,300.00		£289,900.00		£299,000.00		
	Overall Variance		£0.00		£0.00		£0.00		£0.00		

# Kidsgrove Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/08/2025</b>		
	Cash in Hand 01/04/2025		390,124.52
	<b>ADD</b> Receipts 01/04/2025 - 31/08/2025		259,168.36
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/08/2025		84,977.01
	<b>Cash in Hand 31/08/2025</b> (per Cash Book)		<b>564,315.87</b>
<b>B</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	
			<b>564,315.87</b>
	Less unrepresented payments		564,315.87
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>564,315.87</b>
	<b>A = B Checks out OK</b>		

# Kidsgrove Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 30/09/2025</b>		
	Cash in Hand 01/04/2025		390,124.52
	<b>ADD</b> Receipts 01/04/2025 - 30/09/2025		263,680.89
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/09/2025		653,805.41 95,529.07
	<b>Cash in Hand 30/09/2025</b> (per Cash Book)		<b>558,276.34</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Unity Current Account 30/09/2025	61,937.23	
	CCLA 30/09/2025	496,339.11	
			<b>558,276.34</b>
	Less unrepresented payments		
			558,276.34
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>558,276.34</b>
	<b>A = B Checks out OK</b>		



# Kidsgrove Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/10/2025</b>		
	Cash in Hand 01/04/2025		390,124.52
	<b>ADD</b> Receipts 01/04/2025 - 31/10/2025		269,234.38
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/10/2025		659,358.90 129,572.19
	<b>Cash in Hand 31/10/2025</b> (per Cash Book)		<b>529,786.71</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Unity Current Account 31/10/2025	31,805.81	
	CCLA 31/10/2025	497,980.90	
			<b>529,786.71</b>
	Less unrepresented payments		529,786.71
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>529,786.71</b>
	<b>A = B Checks out OK</b>		

# Kidsgrove Town Council

13 November 2025 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
152	Telephone/Broadband	04/09/2025		Unity Current Accour		Telephone / Broadband / Mobil	CTR Services UK	S	67.29	13.46	80.75
153	Printer/Copier	05/09/2025		Unity Current Accour		Printing	Ricoh UK Ltd	S	173.63	34.73	208.36
154	Telephone/Broadband	15/09/2025		Unity Current Accour		Telephone / Broadband / Mobil	Telappliant	S	12.49	2.50	14.99
155	Service Charge / Utilities	17/09/2025		Unity Current Accour		Gas Charges	Total Energies	L	73.70	3.69	77.39
140	Office Sundries	25/09/2025		Unity Current Accour	Calendar	Equipment	Newcastle under Lyme Rot	E	10.00		10.00
144	Office Sundries	25/09/2025		Unity Current Accour		Office Supplies	Chaffinch Green Ltd	S	79.17	15.83	95.00
138	Salaries	25/09/2025		Unity Current Accour		Payroll	Salaries	X	4,973.22		4,973.22
138	Employers NI	25/09/2025		Unity Current Accour		Payroll	Salaries	X	558.33		558.33
138	Pension Contributions	25/09/2025		Unity Current Accour		Payroll	Salaries	X	389.45		389.45
146	Payroll Fees	25/09/2025		Unity Current Accour	PAYROLL	Office Supplies	VAST Services 1920	S	54.00	10.80	64.80
139	Maintenance Costs	25/09/2025		Unity Current Accour		Event Materials	Amazon	S	35.84	7.17	43.01
141	Maintenance Costs	25/09/2025		Unity Current Accour	Plumbing Job	Maintenance	Allyed Property Services	S	750.00	150.00	900.00
142	Maintenance Costs	25/09/2025		Unity Current Accour		Maintenance	I & P Lifting Gear	S	295.00	59.00	354.00
150	Health and Safety	25/09/2025		Unity Current Accour	Asbestos Managen	Maintenance	Griffin Environmental	X	680.00		680.00
145	Cleaning and Security	25/09/2025		Unity Current Accour		Maintenance	SJ Cleaning Services Maccl	E	660.00		660.00
143	Cleaning and Security	25/09/2025		Unity Current Accour	Washroom Service	Contract Cleaning	Elite Services Holdings Ltd	S	715.50	143.10	858.60
139	Ranger Equipment/Materials	25/09/2025		Unity Current Accour		Event Materials	Amazon	S	99.41	19.88	119.29
148	Grants and Donations	25/09/2025		Unity Current Accour	Small Grant	Grant Payment	Kidsgrove Town Council	E	200.00		200.00
139	Remembrance Sunday	25/09/2025		Unity Current Accour		Event Materials	Amazon	S	35.81	7.16	42.97
149	Security Deposit Refund	25/09/2025		Unity Current Accour	Return of Security	Deposit	Kidsgrove Town Council	E	200.00		200.00
156	Bank Charges	30/09/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	E	10.80		10.80
157	Bank Charges	30/09/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	E	11.10		11.10
179	Victoria Hall	01/10/2025		Unity Current Accour	Big Clothes Mover	Hall Hire	Nicola Van Gelder	E			
180	Bar Franchise	01/10/2025		Unity Current Accour	Electric Charges	5.5% Bar Takings	Marina Giorgino	E			
175	Telephone/Broadband	06/10/2025		Unity Current Accour		Telephone / Broadband / Mobil	CTR Services UK	S	67.33	13.46	80.79
176	Bank Charges	16/10/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	E	50.00		50.00
177	Telephone/Broadband	17/10/2025		Unity Current Accour	ranger mobile	Telephone / Broadband / Mobil	Telappliant	S	12.49	2.50	14.99
178	Service Charge / Utilities	17/10/2025		Unity Current Accour	gas charges for Vik	Gas Charges	Total Energies	L	507.64	25.38	533.02
158	Salaries	23/10/2025		Unity Current Accour		Payroll	Salaries	E	6,160.52		6,160.52
158	Employers NI	23/10/2025		Unity Current Accour		Payroll	Salaries	E	673.87		673.87
158	Pension Contributions	23/10/2025		Unity Current Accour		Payroll	Salaries	E	472.14		472.14
163	Office Sundries	30/10/2025		Unity Current Accour	Reimbursement Rc	Maintenance	Roy Barber	E	145.00		145.00
171	Office Lease / Rental	30/10/2025		Unity Current Accour	Service Charge 1.4	Quarterly Service Charge	Newcastle Under Lyme Bor	S	4,893.76	978.75	5,872.51
160	Maintenance Costs	30/10/2025		Unity Current Accour		Equipment	Amazon	S	43.19	8.64	51.83

# Kidsgrove Town Council

13 November 2025 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
159	Health and Safety	30/10/2025		Unity Current Accour	Fire Extinguisher C	Victoria Hall Maintenance	Hoyles Fire & Safety	S	515.00	103.00	618.00
165	Maintenance Costs	30/10/2025		Unity Current Accour	September Cleans	Contract Cleaning	SJ Cleaning Services Maccl	E	30.00		30.00
166	Maintenance Costs	30/10/2025		Unity Current Accour	Plumbing Work	Maintenance	Allyed Property Services	S	495.00	99.00	594.00
169	Maintenance Costs	30/10/2025		Unity Current Accour	Blue Seal Front Ste	Maintenance	GC Dewey & Son	S	88.50	17.70	106.20
170	Maintenance Costs	30/10/2025		Unity Current Accour	Isolation Valves Re	Maintenance	Waterman Environmental C	S	292.40	58.48	350.88
163	Maintenance Costs	30/10/2025		Unity Current Accour	Reimbursement Rc	Maintenance	Roy Barber	E	55.00		55.00
172	Service Charge / Utilities	30/10/2025		Unity Current Accour	Quarterly Service C	Quarterly Service Charge	Newcastle Under Lyme Bor	S	2,000.00	400.00	2,400.00
174	Health and Safety	30/10/2025		Unity Current Accour	Clean& Fire Retard	Maintenance	Taylor Stage Services	S	1,270.00	254.00	1,524.00
167	Health and Safety	30/10/2025		Unity Current Accour	Bar Seating	Maintenance	Contract Seating	S	480.00	96.00	576.00
168	Health and Safety	30/10/2025		Unity Current Accour	27.11.25 to 25.2.2	Contract Cleaning	Elite Services Holdings Ltd	S	715.50	143.10	858.60
160	Health and Safety	30/10/2025		Unity Current Accour		Equipment	Amazon	S	11.27	2.25	13.52
165	Cleaning and Security	30/10/2025		Unity Current Accour	September Cleans	Contract Cleaning	SJ Cleaning Services Maccl	E	630.00		630.00
160	Victoria Hall Other Costs	30/10/2025		Unity Current Accour		Equipment	Amazon	S	10.41	2.08	12.49
160	Ranger Equipment/Materials	30/10/2025		Unity Current Accour		Equipment	Amazon	S	16.02	3.20	19.22
160	Events - Other	30/10/2025		Unity Current Accour		Equipment	Amazon	S	10.69	2.14	12.83
160	Events - Other	30/10/2025		Unity Current Accour		Equipment	Amazon	S	9.61	1.92	11.53
160	Events - Other	30/10/2025		Unity Current Accour		Equipment	Amazon	S	21.50	4.30	25.80
160	Events - Other	30/10/2025		Unity Current Accour		Equipment	Amazon	S	10.73	2.15	12.88
162	Christmas Switch On	30/10/2025		Unity Current Accour	Reimbursement (R	Event	Kidsgrove Town Council	E	35.00		35.00
162	Remembrance Sunday	30/10/2025		Unity Current Accour	Reimbursement (R	Event	Kidsgrove Town Council	E	35.00		35.00
161	CCTV	30/10/2025		Unity Current Accour	CCTV Monitoring 1	CCTV	Stoke on Trent City Counci	S	9,560.00	1,912.00	11,472.00
164	Security Deposit Refund	30/10/2025		Unity Current Accour	REFUND FOR HIRE	Hall Hire	Raza Munir	E	585.00		585.00
181	Bank Charges	31/10/2025		Unity Current Accour		Bank Charges	Unity Trust Bank	E	10.50		10.50
Total									39,997.81	4,597.37	44,595.18

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 13/11/2025)

		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	11,447.00		11,447.00						
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	627.81		627.81		
13	Telephone/Broadband			1,200.00	1,057.99					1,200.00	579.97		579.97		
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	265.63		265.63		
17	Bank Charges			280.00	174.30					280.00	143.05		143.05		
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	4,893.76		4,893.76		
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 13/11/2025)

SUB TOTAL		259,689.00	267,403.36	35,080.00	28,563.19	253,253.00	249,700.00	249,700.00	35,580.00	13,345.83	13,345.83				
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	35.00		35.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 13/11/2025)

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	1,284.57		1,284.57
52	Lantern Parade							3,500.00			
53	Remembrance Sunday		1,000.00	615.35				1,000.00	70.81		70.81
64	Beer Festival			1,738.61		674.43	674.43				
71	Kidsgrove LAP	483.31									
72	Christmas Market	247.50		79.36		17.50	17.50	200.00			
SUB TOTAL		730.81	11,700.00	10,254.69		691.93	691.93	13,500.00	2,180.47		2,180.47

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	2,860.00		2,860.00		
SUB TOTAL				4,400.00	3,900.00					4,020.00	2,860.00		2,860.00		

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 Donations		350.00												
SUB TOTAL			1,441.47												

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 13/11/2025)

		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	36,203.30		36,203.30		
5	Employers NI			10,000.00	8,308.63					10,000.00	3,984.05		3,984.05		
6	Pension Contributions			25,000.00	6,090.45					16,000.00	2,479.01		2,479.01		
7	Payroll Fees			650.00	522.00					600.00	288.00		288.00		
74	Payroll Services														
SUB TOTAL				110,650.00	75,578.16					103,850.00	42,954.36		42,954.36		

		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	19,120.00		19,120.00		
56	Grit Bins														
57	Neighbourhood Plan			2,000.00											
59	Environment			2,000.00	3,013.00					1,000.00	2,793.97		2,793.97		
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	21,913.97		21,913.97		

		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 13/11/2025)

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	223.04	223.04
69	Community Garden			4,472.36	1,000.00		
SUB TOTAL		1,650.00	47,300.00	43,930.54	49,800.00	223.04	223.04

Last Year 2024 - 2025						Current Year 2025-2026								Next Year	
Victoria Hall		Receipts		Payments		Receipts				Payments				Receipts	Payments
		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	18,197.17		18,197.17		
26	Advertising			1,200.00	200.00					1,300.00					
27	Service Charge / Utiliti			20,000.00	43,016.62					32,000.00	9,038.58		9,038.58		
28	Health and Safety			7,000.00	6,462.97					8,000.00	10,913.60		10,913.60		
29	Cleaning and Security			10,000.00	7,462.60					8,000.00	5,485.18		5,485.18		
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	561.11		561.11		
73	Health & Safety : 28														
SUB TOTAL			250.00	59,600.00	64,678.37					60,500.00	44,375.64		44,375.64		

Victoria Hall Income		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
23	Victoria Hall	15,000.00	18,000.25			17,500.00	11,918.50		11,918.50						
24	Bar Franchise	5,000.00	8,267.37			7,000.00	5,657.61		5,657.61						
66	Room Hire	4,250.00	3,679.50			4,250.00	195.00		195.00						
79	Security Deposit Refu										785.00		785.00		



All Cost Centres and Codes (Between 01/04/2025 and 13/11/2025)

Summary										
TOTAL	285,239.00	302,441.80	282,780.00	243,115.95	283,303.00	269,234.38	269,234.38	280,800.00	130,788.31	130,788.31

Kidsgrove Town Council  
Town Hall  
Liverpool Road  
Kidsgrove  
Stoke-on-Trent  
ST7 4EL

Direct line +44 (0)191 383 6300  
Email [Local.councils@mazars.co.uk](mailto:Local.councils@mazars.co.uk)  
Date: 12 November 2025

Dear Ms Antony

**Clarification of Qualification included in our audit report to Kidsgrove Town Council for the year ended 31 March 2025**

In our audit report for the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, we reported the following qualification:

*The Council have asserted in their Annual Governance Statement that it maintained an adequate system of internal control during the accounting period (assertion 2). However, the Internal Auditor has ticked objective E as 'No' in the Internal Auditor's report within the Annual Governance and Accountability Return (AGAR). This was to reflect an issue with notifying the payroll agent of any pay rises that occur during the year. The Council should have ticked assertion 2 as 'No' to reflect that. In future, the Council should consider the findings of the internal auditor when responding to assertions in its Annual Governance Statement, responding as 'No' where appropriate.*

We wish to clarify that the reference to the notification of the payroll agent of any pay rises during the year was not the reason for the internal auditor selecting objective E as 'No'. Instead, this related to deficiencies in the budgetary control process during the period. As the internal auditor had ticked objective E, the Council should have ticked assertion 2 as 'No' to reflect that.

We wholeheartedly apologise for the inaccurate wording within our original report wording within our external auditor's report and would like to thank you again for your efforts with the Annual Governance and Accountability Return this year.

Yours sincerely

**Forvis Mazars LLP**

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

Kidsgrave Town Council

Kidsgrave town council . gov . uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

KEY: IA = Internal Audit

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		subject to budgetary control issue in interim IA report.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		✓	see income values in interim IA report.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		N/A no petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")		N/A	
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

29/01/2025 and 27/01/2025 and 31/05/2025

JDM BUSINESS SERVICES LTD

Signature of person who carried out the internal audit

Date

31/05/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Kidsgrove Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

18th June 2025

and recorded as minute reference:

FC125-26/02/05

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

*[Signature]*

Clerk

*[Signature]*

www.kidsgrovetowncouncil.gov.uk



## Section 2 – Accounting Statements 2024/25 for

Kidsgrove Town Council -  
RESTATED

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	297,336	335,229	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	235,836 <del>335,836</del>	238,423	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	60,106 RESTATED	64,404	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	99,864	75,056	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	158,186	154,130	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	335,229	408,870	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	354,164 <del>334,642</del>	390,200	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	453,894	485,256	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

18/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2025

as recorded in minute reference:

FC/25-26/02/05

Signed by Chair of the meeting where the Accounting Statements were approved

Diola



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

**Kidsgrove Town Council**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council have asserted in their Annual Governance Statement that it maintained an adequate system of internal control during the accounting period (assertion 2). However, the Internal Auditor has ticked objective E as 'No' in the Internal Auditor's report within the Annual Governance and Accountability Return (AGAR). This was to reflect an issue with notifying the payroll agent of any pay rises that occur during the year. The Council should have ticked assertion 2 as 'No' to reflect that. In future, the Council should consider the findings of the internal auditor when responding to assertions in its Annual Governance Statement, responding as 'No' where appropriate.

Other matters not affecting our opinion which we draw to the attention of the authority:

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

- I. The precept figure in Box 2 of 2023/24 did not initially agree to precepting information held on the government's website.
- II. The Box 8 of 2023/24 figure did not initially match the figure stated on the bank reconciliation for cash and short-term investments.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

Not applicable

External Auditor Name

**Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF**

External Auditor Signature

*Forvis Mazars LLP*

Date

**28 October 2025**



**Kidsgrove Town Council**  
**Reserves Balance**  
**2025-2026**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Victoria Hall Maintenance Fund	70,000.00				70,000.00
Staffing and Office	14,639.90	-2,893.00			11,746.90
Christmas Lights	8,068.21				8,068.21
Environmental Improvements	8,800.00	-729.00			8,071.00
Planting and Schemes	-1,013.00				-1,013.00
Allotment Legal Fees					0.00
Crown Bank Allotment Expansic	6,585.00				6,585.00
Kitchen Upgrade - Victoria Hall	10,500.00				10,500.00
Victoria Hall Transfer Costs	1,500.00				1,500.00
Donations					0.00
Dementia Friendly Project	1,500.00				1,500.00
Defibrillator Provision	4,109.00				4,109.00
Highways Projects	11,000.00				11,000.00
SID Provision					0.00
Noticeboard Provision	2,157.62				2,157.62
CCTV Capital Costs	17,187.00	-3,560.00			13,627.00
Mining Memorial					0.00
Boxing Club Support					0.00
Bench Provision	4,800.00				4,800.00
Parks and Green Spaces	15,000.00				15,000.00
Internal CCTV - Victoria Hall	2,000.00				2,000.00
Bus Stop Provision					0.00
Grit Bin Provision					0.00
Grants	7,000.00				7,000.00
Footpaths					0.00
Community Garden Project	528.00				528.00
Mayor's Charity Fundraising	4,410.47				4,410.47
Mayors Charity Fund Raising 24	327.29				327.29
<b>Total Earmarked</b>	<b>189,099.49</b>	<b>-7,182.00</b>			<b>181,917.49</b>
<b>TOTAL RESERVE</b>	<b>189,099.49</b>	<b>-7,182.00</b>			<b>181,917.49</b>
<b>GENERAL FUND</b>					<b>372,231.23</b>
<b>TOTAL FUNDS</b>					<b>554,148.72</b>



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

---

**Report to FGP**

**Report Number GP20112025**

**Date of meeting**

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

**Report compiled by**

**Town Clerk**

## **Victoria Hall Floor and Stage**

Victoria Hall Floor and stage requires some maintenance or replacement. Council tasked the clerk to seek costings for replacing the entire hall floor. Whilst we have faced some challenges in contacting companies that can carry out this work due to the nature of floor, one company has provided us with some what can be achieved. Below is that advice which include costings for replacing the floor and repair and maintain.

### **Replacing the hall floor and stage:**

Ref: Main Hall (options)

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

Ref: Stage ( options )

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

### **To Refurb and Maintenance Plan**

1. To repair/replace approx. 20 to 25 damaged points on the maple floor in the main room, to then sand the whole floor gradually back to a fine finish, then prime with JUNCKERS SB once allowed to dry it would be followed by x 2 separate coats of JUNCKERS HT700 commercial grade floor lacquer

The price would be

**£7,350.00+vat**

2. To maintain the floor it is recommended that floor is cleaned rehuarly with JUNCKERS 'Sylva Cleaner' This is watered down/diluted and used with leaver sponge type mop rung out till just damp. If the floor is cleaned say once a week as part of your normal cleaning routine. I would estimate that it should cost between

**£80 -£120 +vat (product can be supplied)**

3. By doing all the above and as part of a long term preservation of the floor, it is recommended that every 3-4 years (sooner or longer depending on use and condition) that the floor be part refurbished. It is not as invasive as the first time (1) but it entails neutralising the JUNCKERS HT700 and so repeating steps 2 & 3 into the future preventing the wood being exposed past the protection and cutting out the wood itself from wearing and being exposed to detrimental elements (water, food, drinks and dirt etc)

Cost would be

**£2875.00 +vat**

4. The stage can also have the above treatments
  - 1a. = **£2770.00 +vat** (done as the same time as '1')
  - 2a. Sylva cleaning solution adding **£40 -£50 to '2'**
  - 3a. the cost of a lighter refurb as outlined in '3'

Cost

**£1184.00 +vat (if done the same time as '3')**

Refurb and maintenance of hall and stage total costings as follows

1. Hall (20 – 25 damaged points) & Stage = **£10,120.00 +vat**
2. Sylva Cleaner = **£125 - £170 +vat**
3. Long term preservation 3-4 years = **£4,059. +vat**

**Decision required:**

- a) To agree to replacement of both hall and stage?
- b) If agree to replace, to agree either maple flooring or Overlay Amtico Spacia?
- c) If agree to replace, to agree spider web or non spiders web?
- d) If not agreed to replace, To agree to a refurb and cleaning programme of both hall and stage as advised in report and accompanying report?
- e) To delegate to the clerk to action and progress.



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

---

**Report to FGP**

**Report Number FGP-201125 - C**

**Date of meeting**

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

**Report compiled by**

**Town Clerk**

**HR & H&S Support Contract**

The Council outsources its Health and Safety and HR support services.

Below are the quotes received to date and accompanying this report

**Company A**

Option 1 – Retainer Yearly

HR Essentials Package 12 month contract £3,500 payable in 3 instalments in first 3 months

**Option 2 – 3 year contract**

HR Support –           Monthly £190  
                                  Annual £2,280

Health and Safety -

Option 1 - £455 non-site visit option

Option 2 - £715 site visit option

**Total**

Option 1 - £3,955 non-site visit

Option 2 - £2,735 non-site visit

£4,215 site visit

£2,995 site visit

## **Company B**

<b>Full Package</b>	<b>Monthly Cost</b>	<b>Yearly Cost</b>	<b>Term Cost</b>
12months	£382.59	£4,591.08	£4,591.08
36 Months	£322.20	£3,866.40	£11,599.20
60 Months	£253.60	£3,043.20	£15,216.00

### **HR Only with one health and safety inspection**

	<b>Monthly Cost</b>	<b>Yearly Cost</b>	<b>Term Cost</b>
12 Months	£244.75	£2,937.00	£2,937.00
36 Months	£189.37	£2,272.44	£6,817.32
60 Months	£147.00	£1,764.00	£8,820.00

## **Company C**

Services                      Employment Law and Health & Safety Support

<b>Our new renewal proposal*</b>	<b>£3,850.00 per annum + VAT NEW 3-year agreement</b>
<b>Current renewal date</b>	<b>31<sup>st</sup> July 2026</b>

Services                      Health & Safety Support

<b>Our new renewal proposal*</b>	<b>£2041 per annum + VAT NEW 3-year agreement</b>
<b>Current renewal date</b>	<b>31<sup>st</sup> July 2026</b>

Services                      Employment Law

<b>Our new renewal proposal*</b>	<b>£2,108.00 per annum + VAT NEW 3-year agreement</b>
<b>Current renewal date</b>	<b>31<sup>st</sup> July 2026</b>

Decision required:

- a) Agree to appoint a HR & H&S Support Company
- b) To recommend to Full Council
- c) To delegate to the Clerk to progress