



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

FINANCE AND GENERAL-PURPOSE COMMITTEE

Minutes of the meeting held on Thursday 22nd January 2026

Meeting started: 7.00pm Concluded: 8:21pm

Present: Cllr Paul Waring (chair), Cllr Kevin Johnson, Cllr Mary Maxfield and Cllr Sarah Pickup

Officer present – N Antoney Town Clerk

S Woodward Assistant Clerk

FGP/25-26/05/01 Apologies

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

Cllr Cressida Dickens (personal)

FGP/25-26/05/02 Declaration of Pecuniary and Other Interests

None were declared

FGP/25-26/05/03 To approve the minutes of the previous meeting held on 20th November 2025

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

FGP/25-26/05/04 Public Participation

None present

FGP/25-26/05/05 Financial

Members discussed and approved the following:

- a) The bank reconciliations for Nov and Dec 2025.

It was **RESOLVED** to approve the bank reconciliation for Nov and Dec 2025. Cllr P Waring signed the reconciliation and the bank statements.

- b) Payment List for Nov and Dec 2025.

It was **RESOLVED** to note the payment list for November and December 2025

- c) To note the budget to date for 2025/26

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

- d) EMR – ear Marked Reserves to date

- e) To recommend to full council the transfer of EMR

It was **RESOLVED** to note the Ear Marked Reserves to date and to recommend to full council the EMR transfers as in the report.

- f) To Note the S137 announcement

It was **RESOLVED** to note the S137 announcement

FGP/25-26/05/06 Interim Internal Audit

It was **RESOLVED** to note the interim internal audit report and recommend to full council to note.

FGP/25-26/05/07 Victoria Hall

The Committee discussed the charges and the proposals as per the previously circulated report.

- a) To consider, discuss and approve the charges for Victoria Hall for the coming financial year 2026/2027 and the discretionary charges.

It was **RESOLVED** to keep the charges for Victoria Hall for 2026/2027 at the current rate and that no increase to be made.

Committee Members discussed the booking form; the clerk advised of some minor alterations to include incorporating the hall rules and regulations into the booking form as one document. The Clerk also advised that enquiries and bookings are increasing year on year.

- b) To approve the Hall Booking form for 2026/2027

It was **RESOLVED** to approve the proposed booking form.

FGP/25-26/05/08 Policies

To consider and make recommendations for the following policies:

The Clerk advised that the Health and Safety Policy was not completed and would need to be deferred to the next meeting.

- a) Safeguarding Policy
- b) Volunteer Policy
- c) Internet, Email and Social Media Policy
- d) Information Security Policy
- e) Equal Opportunities Policy
- f) Officer-Member Protocol Policy

It was **Resolved** to approve and recommend to Full Council for adoption with the Health and Safety Policy deferred to the next meeting.

FGP/25-26/05/09 Scribe Booking Package

To consider and approve the bookings package part of the council's Scribe Accounts

Both the Clerk and Assistant Clerk spoke in regard to the booking's aspect of our financial package and the ease of which it would help with bookings. The reports it can produce, to help with marketing, the access that all could have to ensure no miscommunication with bookings. How it can integrate into our website so enquirers can check the calendar to see if the date is free that they want.

It was **RESOLVED** to agree to the bookings package aspect of Scribe with a start date of June 1st, 2026.

FGP/25-26/05/10 Allotment

To discuss the rent of allotments for the coming financial year 2026/2027

Members discussed the report provided and how they had not put the rent up in a number of years. It was **RESOLVED** to increase the rent to £55.00 for the financial year 2027

FGP/25-26/05/11 Grant Application

To consider and approve a grant application from Clough Hall Bowling Club

Members discussed the application at length, after referring to the council's own grant policy: It was **RESOLVED** to **NOT** agree to the application.

FGP/25-26/05/12 Kidsgrove Emergency Resilience Plan

To discuss and consider the need/requirement of an emergency plan for Kidsgrove Parish.

The Clerk advised the as a council we do not have an emergency plan for any emergencies for example a canal breach, plane crash, train derailment. The idea of the plan is to have the Victoria Hall and any other potential community building as an evacuation centre/command centre. To have a successful emergency plan which would eventually be adopted by the council, this would involve working with the borough council, county council, police, fire service, local business and the larger community. The Clerk had produced an outline of an emergency plan, which members had received and noted.

It was **RESOLVED** for the clerk to reach out to the relevant bodies and produce an emergency plan to bring back to council at a later meeting to review and adopt.

FGP/25-26/05/13 Exclusion of Press and Public

None

FGP/24-25/05/14. Date of the Next Meeting

To note the date, time and venue of the next meeting scheduled for Thursday 5th March 2026 at 7.00pm, Victoria Hall, Liverpool Road, Kidsgrove, Staffordshire, ST7 4EL

Signed

Dated