



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 22<sup>nd</sup> 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 20<sup>th</sup> 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 1<sup>st</sup>, 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 5<sup>th</sup> March 2026 at 7.00pm, Victoria Hall, Liverpool Road, Kidsgrove, Staffordshire, ST7 4EL

Signed .....

Dated .....

## Kidsgrove Town Council

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 31/01/2026</b>		
	Cash in Hand 01/04/2025		390,124.52
	<b>ADD</b> Receipts 01/04/2025 - 31/01/2026		283,638.20
			673,762.72
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/01/2026		203,751.10
<b>A</b>	<b>Cash in Hand 31/01/2026</b> (per Cash Book)		<b>470,011.62</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2026	0.00
	Unity Current Account	31/01/2026	37,271.45
	CCLA	31/01/2026	432,740.17
			<b>470,011.62</b>
	Less unrepresented payments		
			470,011.62
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>470,011.62</b>
	<b>A = B Checks out OK</b>		

# Kidsgrove Town Council

20 February 2026 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
246	Telephone/Broadband	07/01/2026		Unity Current Accour		Telephone / Broadband / Mobil	CTR Services UK	S	67.53	13.50	81.03
260	Office Equipment	12/01/2026		Unity Current Accour	Card Charges	Card Charges	lloyds Banking Plc	X	354.07		354.07
216	Office Sundries	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	25.18	5.03	30.21
216	Office Sundries	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	10.79	2.16	12.95
216	Office Sundries	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	6.86	1.38	8.24
216	Office Sundries	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	13.11	2.62	15.73
216	Office Sundries	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	10.41	2.08	12.49
216	Office Sundries	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	7.91	1.58	9.49
216	Office Sundries	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	8.85	1.78	10.63
216	Office Sundries	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	15.53	3.11	18.64
221	IT Software	14/01/2026		Unity Current Accour	Support & Mainten	Services	NetWise	S	330.00	66.00	396.00
222	Payroll Fees	14/01/2026		Unity Current Accour	Oct to Dec 2025	Payroll	VAST Services 1920	S	72.00	14.40	86.40
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	13.52	2.71	16.23
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	5.43	1.09	6.52
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	7.77	1.56	9.33
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	5.75	1.15	6.90
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	54.85	10.99	65.84
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	20.41	4.08	24.49
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	40.31	8.07	48.38
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	9.57	1.91	11.48
216	Maintenance Costs	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	33.32	6.66	39.98
234	Maintenance Costs	14/01/2026		Unity Current Accour		Maintenance	Elbie's Clock Workshop	X	400.00		400.00
217	Maintenance Costs	14/01/2026		Unity Current Accour	Bar Doors 02/10/2	Victoria Hall Maintenance	Allyed Property Services	S	280.00	56.00	336.00
218	Maintenance Costs	14/01/2026		Unity Current Accour	Kitchen lights	Maintenance	Argon Electrical Services	X	8,366.90		8,366.90
219	Maintenance Costs	14/01/2026		Unity Current Accour	Call out	Maintenance	Ford Mainwaring	S	105.75	21.15	126.90
220	Health and Safety	14/01/2026		Unity Current Accour	Fire Extinguisher S	Maintenance	Hoyles Fire & Safety	S	585.00	117.00	702.00
224	Health and Safety	14/01/2026		Unity Current Accour	Yearly renewal	Maintenance	Waterman Environmental C	S	990.00	198.00	1,188.00
223	Cleaning and Security	14/01/2026		Unity Current Accour	SJCleaning11	Victoria Hall - Cleaning	SJ Cleaning Services Maccl	X	840.00		840.00
223	Cleaning and Security	14/01/2026		Unity Current Accour	SJCleaning11	Victoria Hall - Cleaning	SJ Cleaning Services Maccl	X	750.00		750.00
216	Ranger Equipment/Materials	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	14.16	2.83	16.99
216	Events - Other	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	S	17.07	3.41	20.48
216	Remembrance Sunday	14/01/2026		Unity Current Accour	SUPPLIES VARIOU	Equipment	Amazon	Z	18.61		18.61
225	Security Deposit Refund	14/01/2026		Unity Current Accour	Refund Hall Hire D	Hall Hire	Uthayan Kanagalingam	X	200.00		200.00
247	Telephone/Broadband	16/01/2026		Unity Current Accour		Telephone / Broadband / Mobil	Telappliant	S	12.49	2.50	14.99
257	Office Sundries	19/01/2026		Unity Current Accour		Stationary - card-paper	Amazon	S			

# Kidsgrove Town Council

20 February 2026 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
258	Maintenance Costs	19/01/2026		Unity Current Accour	Upgrade Electrical	Maintenance	Argon Electrical Services	X			
252	Maintenance Costs	19/01/2026		Unity Current Accour	duplicate entry	Maintenance	Hoyles Fire & Safety	S			
253	Maintenance Costs	19/01/2026		Unity Current Accour	duplicate entry	Maintenance	Ford Mainwaring	S			
254	Maintenance Costs	19/01/2026		Unity Current Accour	duplicate entry	Maintenance	Allyed Property Services	S			
255	Maintenance Costs	19/01/2026		Unity Current Accour	duplicate entry	Payroll	VAST Services 1920	S			
256	Maintenance Costs	19/01/2026		Unity Current Accour	duplicate entry	Payroll	NetWise	S			
250	Maintenance Costs	19/01/2026		Unity Current Accour	duplicate entry	Maintenance	Elbie's Clock Workshop	E			
251	Cleaning and Security	19/01/2026		Unity Current Accour	duplicate entry	Contract Cleaning	SJ Cleaning Services Maccl	E			
248	Service Charge / Utilities	20/01/2026		Unity Current Accour	Gas Charges 30-11	Gas Charges	Total Energies	S	2,223.04	444.61	2,667.65
249	Health and Safety	20/01/2026		Unity Current Accour		Victoria Hall Maintenance	Waterman Environmental C	S			
235	Salaries	22/01/2026		Unity Current Accour		Payroll	Kidsgrove Town Council	E			
236	Salaries	22/01/2026		Unity Current Accour	January 2026 Salai	Payroll	Kidsgrove Town Council	E	6,297.42		6,297.42
236	Employers NI	22/01/2026		Unity Current Accour	January 2026 Salai	Payroll	Kidsgrove Town Council	E	694.40		694.40
236	Pension Contributions	22/01/2026		Unity Current Accour	January 2026 Salai	Payroll	Kidsgrove Town Council	E	472.14		472.14
259	Bank Charges	31/01/2026		Unity Current Accour	bank charges	Bank Charges	Unity Trust Bank	X	13.50		13.50
238	Audit Fees	10/02/2026		Unity Current Accour		Audit Fees	Forvis Mazars	S	880.00	176.00	1,056.00
240	Advertising	10/02/2026		Unity Current Accour		Advertising	Good news Publishing	E	110.00		110.00
239	Staff Training	10/02/2026		Unity Current Accour		Training	Staffordshire Parish Council	S	325.00	65.00	390.00
242	Office Lease / Rental	10/02/2026		Unity Current Accour		Quarterly Service Charge	Newcastle Under Lyme Bor	S	2,000.00	400.00	2,400.00
245	Insurance	10/02/2026		Unity Current Accour		Insurance	Zurich Municipal	E	4,228.74		4,228.74
241	Maintenance Costs	10/02/2026		Unity Current Accour		Maintenance	Monkey Office	S	55.78	11.16	66.94
237	Cleaning and Security	10/02/2026		Unity Current Accour		Contract Cleaning	Elite Services Holdings Ltd	S	715.50	143.10	858.60
243	Ranger Equipment/Materials	10/02/2026		Unity Current Accour		Ranger Service	Kidsgrove Town Council	E	10.00		10.00
244	Remembrance Sunday	10/02/2026		Unity Current Accour		Event	RH Traffic Management	E	1,384.80		1,384.80
<b>Total</b>									<b>33,103.47</b>	<b>1,792.62</b>	<b>34,896.09</b>

**Kidsgrove Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

20 February 2026 (2025-2026)

**Administration**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Bank Interest	15,000.00	16,206.27	1,206.27				1,206.27 (8%)
2	Precept	238,253.00	238,253.00					(0%)
3	Council Tax Support Grant							(N/A)
8	Election Charges				10,000.00		10,000.00	10,000.00 (100%)
9	Advertising				500.00	440.00	60.00	60.00 (12%)
10	Office Equipment				1,000.00	354.07	645.93	645.93 (64%)
12	Office Sundries				1,200.00	773.19	426.81	426.81 (35%)
13	Telephone/Broadband				1,200.00	821.50	378.50	378.50 (31%)
14	IT Software				3,000.00	2,492.76	507.24	507.24 (16%)
15	Website				500.00		500.00	500.00 (100%)
16	Printer/Copier				600.00	355.57	244.43	244.43 (40%)
17	Bank Charges				280.00	195.90	84.10	84.10 (30%)
18	Staff Training				2,000.00	475.00	1,525.00	1,525.00 (76%)
19	Members Training				1,000.00		1,000.00	1,000.00 (100%)
20	Office Lease / Rental				2,000.00	6,893.76	-4,893.76	-4,893.76 (-244%)
21	Subscriptions				2,000.00	1,834.62	165.38	165.38 (8%)
22	Accountancy Fees				500.00		500.00	500.00 (100%)
35	Audit Fees				3,000.00	2,718.00	282.00	282.00 (9%)
36	Insurance				4,800.00	4,411.24	388.76	388.76 (8%)
37	Legal Fees				2,000.00		2,000.00	2,000.00 (100%)
61	VAT Reclaim							(N/A)
75	Services					164.70	-164.70	-164.70 (N/A)
76	Reverse Payment							(N/A)
77	Banking deposit							(N/A)
78	Expenses					298.03	-298.03	-298.03 (N/A)
<b>SUB TOTAL</b>		<b>253,253.00</b>	<b>254,459.27</b>	<b>1,206.27</b>	<b>35,580.00</b>	<b>22,228.34</b>	<b>13,351.66</b>	<b>14,557.93 (5%)</b>

**Allotments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Allotment Income	1,300.00	1,071.34	-228.66				-228.66 (-17%)
31	Subscription				60.00	70.00	-10.00	-10.00 (-16%)
32	Waste Disposal				600.00	544.00	56.00	56.00 (9%)
33	Maintenance				640.00		640.00	640.00 (100%)
<b>SUB TOTAL</b>		<b>1,300.00</b>	<b>1,071.34</b>	<b>-228.66</b>	<b>1,300.00</b>	<b>614.00</b>	<b>686.00</b>	<b>457.34 (17%)</b>

**Civic Costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Civic Regalia				1,000.00	536.00	464.00	464.00 (46%)
44	Mayor's Allowance				1,000.00	2,000.00	-1,000.00	-1,000.00 (-100%)
45	Deputy Mayor's Allowance				250.00	250.00		(0%)
<b>SUB TOTAL</b>					<b>2,250.00</b>	<b>2,786.00</b>	<b>-536.00</b>	<b>-536.00 (-23%)</b>

**Kidsgrove Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

20 February 2026 (2025-2026)

**Events and Community Comm**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Christmas Lights				4,500.00	900.00	3,600.00	3,600.00 (80%)
48	Christmas Switch On				500.00	420.00	80.00	80.00 (16%)
49	Pantomime		652.50	652.50	1,300.00	1,300.00		652.50 (50%)
50	D-Day/VE Day Activities				1,000.00	640.09	359.91	359.91 (35%)
51	Events - Other				1,500.00	1,308.67	191.33	191.33 (12%)
52	Lantern Parade		1,125.00	1,125.00	3,500.00	4,138.00	-638.00	487.00 (13%)
53	Remembrance Sunday				1,000.00	2,765.90	-1,765.90	-1,765.90 (-176%)
64	Beer Festival		674.43	674.43				674.43 (N/A)
71	Kidsgrove LAP							(N/A)
72	Christmas Market		140.00	140.00	200.00		200.00	340.00 (170%)
<b>SUB TOTAL</b>			<b>2,591.93</b>	<b>2,591.93</b>	<b>13,500.00</b>	<b>11,472.66</b>	<b>2,027.34</b>	<b>4,619.27 (34%)</b>

**Grants and Donations**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Grants and Donations				4,020.00	3,360.00	660.00	660.00 (16%)
<b>SUB TOTAL</b>					<b>4,020.00</b>	<b>3,360.00</b>	<b>660.00</b>	<b>660.00 (16%)</b>

**Mayor's Charity Fundraising /**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
65	Christmas Market					59.51	-59.51	-59.51 (N/A)
67	Panto Tickets							(N/A)
68	Mayor's Charity Fundraising / Dc							(N/A)
70	Beer Festival Donation							(N/A)
<b>SUB TOTAL</b>						<b>59.51</b>	<b>-59.51</b>	<b>-59.51 (N/A)</b>

**Payroll**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Salaries				77,250.00	54,980.66	22,269.34	22,269.34 (28%)
5	Employers NI				10,000.00	6,067.25	3,932.75	3,932.75 (39%)
6	Pension Contributions				16,000.00	4,010.33	11,989.67	11,989.67 (74%)
7	Payroll Fees				600.00	360.00	240.00	240.00 (40%)
74	Payroll Services					22.50	-22.50	-22.50 (N/A)
<b>SUB TOTAL</b>					<b>103,850.00</b>	<b>65,440.74</b>	<b>38,409.26</b>	<b>38,409.26 (36%)</b>

**Kidsgrove Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

20 February 2026 (2025-2026)

**Planning and Environment Co**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Highways and Safety				1,000.00		1,000.00	1,000.00 (100%)
55	CCTV				6,000.00	19,120.00	-13,120.00	-13,120.00 (-218%)
56	Grit Bins							(N/A)
57	Neighbourhood Plan							(N/A)
59	Environment				1,000.00	2,793.97	-1,793.97	-1,793.97 (-179%)
60	Defibs				1,000.00		1,000.00	1,000.00 (100%)
62	Noticeboards / Plaques				1,000.00		1,000.00	1,000.00 (100%)
63	Bus Shelter							(N/A)
<b>SUB TOTAL</b>					<b>10,000.00</b>	<b>21,913.97</b>	<b>-11,913.97</b>	<b>-11,913.97 (-119%)</b>

**Ranger Service**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Ranger Contract				48,000.00		48,000.00	48,000.00 (100%)
40	Ranger Training				300.00		300.00	300.00 (100%)
41	Ranger Equipment/Materials				500.00	279.76	220.24	220.24 (44%)
69	Community Garden				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>					<b>49,800.00</b>	<b>279.76</b>	<b>49,520.24</b>	<b>49,520.24 (99%)</b>

**Victoria Hall**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Maintenance Costs				10,000.00	30,577.53	-20,577.53	-20,577.53 (-205%)
26	Advertising				1,300.00		1,300.00	1,300.00 (100%)
27	Service Charge / Utilities				32,000.00	14,495.07	17,504.93	17,504.93 (54%)
28	Health and Safety				8,000.00	12,488.60	-4,488.60	-4,488.60 (-56%)
29	Cleaning and Security				8,000.00	8,420.68	-420.68	-420.68 (-5%)
34	Business Rates							(N/A)
38	Bar Licence				200.00	180.00	20.00	20.00 (10%)
58	Victoria Hall Other Costs				1,000.00	617.63	382.37	382.37 (38%)
<b>SUB TOTAL</b>					<b>60,500.00</b>	<b>66,779.51</b>	<b>-6,279.51</b>	<b>-6,279.51 (-10%)</b>

**Victoria Hall Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Victoria Hall	17,500.00	16,849.00	-651.00				-651.00 (-3%)
24	Bar Franchise	7,000.00	8,139.16	1,139.16				1,139.16 (16%)
66	Room Hire	4,250.00	527.50	-3,722.50				-3,722.50 (-87%)
79	Security Deposit Refund					1,385.00	-1,385.00	-1,385.00 (N/A)
80	Security Deposit							(N/A)

**Kidsgrove Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

20 February 2026 (2025-2026)

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SUB TOTAL	28,750.00	25,515.66	-3,234.34		1,385.00	-1,385.00	-4,619.34 (-16%)
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**Summary**

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NET TOTAL	283,303.00	283,638.20	335.20	280,800.00	196,319.49	84,480.51	84,815.71
V.A.T.					17,936.69		
GROSS TOTAL		283,638.20			214,256.18		



# Kidsgrove Town Council Risk Assessment

## February 2026

**Notes**

***The greatest risk facing a Local Authority is not being able to deliver the activity or services expected from the Council***

Risk Assessment is a general systematic examination of working practices and financial management to identify any and all potential risks inherent in the practices. Based on a recorded assessment the Council should then take all necessary and practical steps to reduce or eliminate the risks, in so far as is reasonably practicable.

This document has been produced to enable the Kidsgrove Town Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise the following plan was followed:-

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and amend if required.

	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
Likelihood	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

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Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Business Continuity	Town Council not being able to continue its business due to unexpected, or tragic circumstances	1	2	L	<p>There is a level of reserve in place for contingencies and insurance provision. In addition, the Town Council would seek the immediate help and advice from the Staffordshire Parish Council Association.</p> <p>The Council is putting in place a policy that would come into effect if the Council became unable to meet to make provision for essential business.</p>	Review at least annually
Precept	<p>Adequacy of Precept</p> <p>Requirements not submitted to NULB</p> <p>Amount not received from NULBC</p>	1	3	M	<p>The council reviews the budget expenditure for the current year and at least the one previous year prior to the agreement of a budget and precept requirement for the following year. The Council will regularly review capital projects to allow for accurate financial projections.</p> <p>The budget setting process and approval by Full Council takes place prior to the submission date of budgetary requirements to Newcastle Borough Council.</p> <p>The Council holds a level of general reserve sufficient to allow Council business to continue for at least 6 months in the absence of the timely receipt of precept.</p>	Review at least annually.
Financial Records	<p>Financial records</p> <p>Financial irregularities</p>	1	1	L	The Town Council has Financial Regulations which set out the procedures that the Council and its staff must adhere to.	Existing procedure adequate. Financial Regulations are reviewed annually.
Bank and Banking	<p>Inadequate checks</p> <p>Bank mistakes</p> <p>Loss</p> <p>Charges</p>	1	1	L L L L	<p>The Town Council has Financial Regulations which set out the requirements for banking, cheques, and reconciliation of accounts.</p> <p>The Clerk reconciles the bank accounts once a month when the statements are received and monitors the bank statements monthly. These are presented to either the next Finance and General Purposes or Full Council.</p>	Review at least annually

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
	Loss of signatories	2	1	L	The Council has several Councillors and Officers as signatories to minimise this risk. The Council would choose replacements when signatories are lost but the bank takes time to implement the changes so ensuring enough signatures are in place to cover the contingency is essential.	
Direct Costs Overhead Expenses Debts	Goods not supplied or inadequate but billed Unpaid Invoices	2	1	L	The Town Council has Financial Regulations which set out the requirements  Town Council approves list of requests for payments  Unpaid invoices to the Town Council for services are pursued.	Review at least annually
Employees	Fraud or error by employee  Action taken by staff	1	3	M	The requirements of the Fidelity Guarantee Insurance to be adhered to with regard to fraud.  Staff should be provided with relevant training, reference books, access to assistance and legal advice to undertake the role.  The procedure for payments uses Unity Bank online banking which requires one officer and two councillor to input and release payments.	Existing procedures are adequate Re-evaluate financial procedures and insurance at least annually.
Salaries, Pensions, and associated Costs	Salary paid incorrectly  Wrong Deduction of NI and Tax / Pensions  Unpaid Tax and NI to HM Revenue and Customs			L  L  L	The Town Council authorises the appointment of the Clerk and other staff. Salary rates are reviewed annually. Salary analysis and payslips are produced by a Payroll Company to which at least two members have sight of each month prior to the payment of salaries being processed.  Staff maintain a timesheet that members can view upon request and which ensures the correct hours are worked. Staff have Contracts of Employment and Job Description.	Review at least annually
VAT	Re-Claiming / Charging Exempt business activity assessment against £7,500 threshold	1	1	L	The Town Council is not VAT registered and so does not charge VAT. It is entitled to reclaim VAT paid on goods and services and reclaims are made during the year.	Review at least annually

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					<p>A VAT consultant was used to provide VAT advice early in 2018. A VAT calculation to be undertaken each year to ensure that the threshold for exempt activities is not exceeded.</p> <p>Ensure that relevant staff receive training in VAT matters. The Council should assess the impact on VAT when making financial decisions.</p>	
Reporting and Audit	Compliance Information communication	1	1	L	<p>Financial information is a regular agenda item and discussed/reviewed and approved at most F&amp;GP and Full Council meeting. An 'in house' audit is conducted at least quarterly by nominated councillors and reported to Council.</p> <p>An internal audit is conducted at least annually. The Internal Auditor is chosen each year by a resolution of the Council.</p> <p>The Annual return is prepared and signed by the Town Council and Clerk/RFO and is displayed according to the Transparency legislation in place for Councils with a turnover of more than £200,000.</p>	Review at least annually.
Best Value Accountability	Work awarded incorrectly Overspend on services	1	1	L	<p>Normal Town Council practice is to strive to seek 3 quotations for any substantial work to be undertaken or supply of goods. The procedure to be followed is laid down in Financial Regulations which are reviewed annually.</p> <p>Contracts are where applicable subject to three quotations or formal tender as outlined in financial regulations which are reviewed at least annually to ensure the best value for money is maintained.</p>	Review at least annually
Election Costs	Risk of Election Costs	2	1	L / M	The Town Council maintains an allocated sum of money to cover unexpected election costs.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Council	1	3	M	Public Liability insurance covers general personal injury claims where the Town Councils found to be at fault, but not spurious or frivolous claims – these cannot be insured against.	Existing procedure adequate

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Legal Powers	Illegal activity or payments	1	1	L	All activity and payments within the powers of the Town Council to be resolved and minuted at full Town Council Meetings.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality	1	1	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.	Existing procedures adequate. Members adhere to Code of Conduct
	Business conduct	1	1	L	Minutes are approved and signed at the next Town Council meeting (or for Committees, at the next committee meeting). Agendas displayed according to legal requirements.  Business conducted at Town Council meetings should be managed by an elected Chair	
Members interests	Conflict of interests Register of members' interests	2	1	L	Declarations of interest by members at Town Council meetings.  A register of members' interests forms reviewed annually and updated if required.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	1	2	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers, Employees, and Public Liability insurance is necessary and must be paid for.  Ensure compliance measures are in place  Ensure fidelity checks are in place	Existing procedure adequate. Review insurance provision annually.
Freedom of Information	Policy Provision	2	1	L	The Town Council has a Model Publication scheme in place. The Town Council is aware that if a substantial request came in it could create a number of additional hours' work. The Town Council can request a fee to supplement the extra hours.	Monitor any requests made under FOI

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Town Council Records – Paper	Loss through theft, fire, or damage	1	2	L	Current working documents and more recent historical minutes and accounts kept at the Victoria Hall in locked cabinets and locked storage room or office. Documents of importance are also scanned and stored electronically.	Damage (apart from fire) and theft is unlikely and so provision is adequate. Review at least annually.
Town Council Records – Electronic	Loss through theft, fire, data corruption, or physical damage	1	1	M	The Councils electronic records are stored on the Council's computers and also in a Cloud storage. Most key documents are also uploaded to the website. All passwords are placed in a sealed envelope held in the Council's safe.	Review at least annually
Assets	Loss or Damage Risk / damage to third party(ies) property	2	1	L	An annual review undertaken for insurance provision, storage and maintenance provisions	Asset register to be reviewed at least annually.
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	1	1	L L L	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned / authorised with the correct procedures of the Town Council. All assets are insured and reviewed annually.	Review at least annually
Victoria Hall	Health and Safety Insurance	1 1	3 3	M M	The Town Council is in the process of having the ownership of the Victoria Hall registered. A professional contractor will provide Health and Safety support.  Separate Insurance cover has been taken out on the building.  Money has been allocated into an earmarked reserve to ensure the Town Council can fulfil maintenance requirements to the building.  Security and caretaking arrangements are under review continuous review to ensure adequacy.	Review annually.

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
					The Victoria Tap Room Bar is contacted out and the contract holder has the appropriate licences and is the nominated Premises Supervisor.	
GDPR	General Data Protection Legislation should be adhered to, to avoid a costly claim.	2	2	4	<p>The Council contracts a Data Protection Officer to annually audit the Council.</p> <p>Emphasis and priority needs to be put into ensuring all related GDPR legislation is compiled to.</p>	Ongoing review.
Emergency situation, for example Covid-19	The Council cannot fulfil its functions.	3	2	6	In the event of a national emergency, the Council is putting measures in place to ensure business continuity.	In progress
Risk of Supplier Fraud	Supplier fraud could lead to the council being defrauded leading to loss of monies.	1	2	2	<p>Training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.</p> <p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. The Clerk is authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change.</p> <p>Periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p> <p>The Council must check the credit history and rating of any company where there is a concern or risk of being defrauded.</p> <p>Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account is routine using the authorisation of payments procedures.</p>	Review procedures annually.

Subject	Risk(s) Identified	Likelihood	Impact score	H/M/L	Management / Control of Risk	Review / Assess / Revise
Cyber Security and danger of Cyber attack		2	2	M	<p>The Council's records will be backed up regularly. Officers will be instructed not to use their computing equipment for any other purpose other than work for Kidsgrove Town Council.</p> <p>Appropriate software (ant-virus, firewall, malware) will be purchased to protect computing equipment.</p>	

## Kidsgrove Town Council

### Net Position by Cost Centre and Code - All Cost Centres and Codes

#### Cost Centre Name

<u>Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Bank Interest		15,000.00	16,206.27			1,206.27
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	440.00	60.00
10	Office Equipment				1,000.00	354.07	645.93
12	Office Sundries				1,200.00	773.19	426.81
13	Telephone/Broadband				1,200.00	821.50	378.50
14	IT Software				3,000.00	2,492.76	507.24
15	Website				500.00		500.00
16	Printer/Copier				600.00	355.57	244.43
17	Bank Charges				280.00	195.90	84.10
18	Staff Training				2,000.00	475.00	1,525.00
19	Members Training				1,000.00		1,000.00
20	Office Lease / Rental				2,000.00	6,893.76	-4,893.76
21	Subscriptions				2,000.00	1,834.62	165.38
22	Accountancy Fees				500.00		500.00
35	Audit Fees				3,000.00	2,718.00	282.00
36	Insurance				4,800.00	4,411.24	388.76
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
			<b>253,253.00</b>	<b>£254,459.27</b>	<b>35,580.00</b>	<b>£22,228.34</b>	<b>14,557.93</b>

<u>Allotments</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
30	Allotment Income		1,300.00	1,071.34			-228.66
31	Subscription				60.00	70.00	-10.00
32	Waste Disposal				600.00	544.00	56.00
33	Maintenance				640.00		640.00
			<b>1,300.00</b>	<b>£1,071.34</b>	<b>1,300.00</b>	<b>£614.00</b>	<b>457.34</b>

<u>Civic Costs</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43	Civic Regalia				1,000.00	536.00	464.00
44	Mayor's Allowance				1,000.00	2,000.00	-1,000.00
45	Deputy Mayor's Allowance				250.00	250.00	
					<b>2,250.00</b>	<b>£2,786.00</b>	<b>-536.00</b>

<u>Events and Community Committee</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
47	Christmas Lights				4,500.00	900.00	3,600.00
48	Christmas Switch On				500.00	420.00	80.00
49	Pantomime			652.50	1,300.00	1,300.00	652.50
50	D-Day/VE Day Activities				1,000.00	640.09	359.91
51	Events - Other				1,500.00	1,308.67	191.33
52	Lantern Parade			1,125.00	3,500.00	4,138.00	487.00
53	Remembrance Sunday				1,000.00	2,765.90	-1,765.90
64	Beer Festival			674.43			674.43
71	Kidsgrove LAP						
72	Christmas Market			140.00	200.00		340.00
				<b>£2,591.93</b>	<b>13,500.00</b>	<b>£11,472.66</b>	<b>4,619.27</b>

<u>Grants and Donations</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
42	Grants and Donations				4,020.00	3,360.00	660.00

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

## Kidsgrove Town Council

### Net Position by Cost Centre and Code - All Cost Centres and Codes

#### Cost Centre Name

4,020.00      £3,360.00      660.00

#### 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>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
65	Christmas Market					59.51	-59.51	
67	Panto Tickets							
68	Mayor's Charity Fundraisir							
70	Beer Festival Donation							
							<b>£59.51</b>	<b>-59.51</b>

#### Payroll

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
4	Salaries				77,250.00	54,980.66	22,269.34	
5	Employers NI				10,000.00	6,067.25	3,932.75	
6	Pension Contributions				16,000.00	4,010.33	11,989.67	
7	Payroll Fees				600.00	360.00	240.00	
74	Payroll Services					22.50	-22.50	
							<b>103,850.00</b>	<b>£65,440.74</b>
								<b>38,409.26</b>

#### 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>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
54	Highways and Safety				1,000.00		1,000.00	
55	CCTV				6,000.00	19,120.00	-13,120.00	
56	Grit Bins							
57	Neighbourhood Plan							
59	Environment				1,000.00	2,793.97	-1,793.97	
60	Defibs				1,000.00		1,000.00	
62	Noticeboards / Plaques				1,000.00		1,000.00	
63	Bus Shelter							
							<b>10,000.00</b>	<b>£21,913.97</b>
								<b>-11,913.97</b>

#### Ranger Service

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
39	Ranger Contract				48,000.00		48,000.00	
40	Ranger Training				300.00		300.00	
41	Ranger Equipment/Materi				500.00	279.76	220.24	
69	Community Garden				1,000.00		1,000.00	
							<b>49,800.00</b>	<b>£279.76</b>
								<b>49,520.24</b>

#### Victoria Hall

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
25	Maintenance Costs				10,000.00	30,577.53	-20,577.53	
26	Advertising				1,300.00		1,300.00	
27	Service Charge / Utilities				32,000.00	14,495.07	17,504.93	
28	Health and Safety				8,000.00	12,488.60	-4,488.60	
29	Cleaning and Security				8,000.00	8,420.68	-420.68	
34	Business Rates							
38	Bar Licence				200.00	180.00	20.00	
58	Victoria Hall Other Costs				1,000.00	617.63	382.37	
							<b>60,500.00</b>	<b>£66,779.51</b>
								<b>-6,279.51</b>

#### Victoria Hall Income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
23	Victoria Hall		17,500.00	16,849.00			-651.00
24	Bar Franchise		7,000.00	8,139.16			1,139.16
66	Room Hire		4,250.00	527.50			-3,722.50
79	Security Deposit Refund					1,385.00	-1,385.00

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

**Kidsgrove Town Council**  
**Net Position by Cost Centre and Code - All Cost Centres and Codes**

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**Cost Centre Name**

80 Security Deposit

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	28,750.00	£25,515.66		£1,385.00	-4,619.34
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<b>NET TOTAL</b>	283,303.00	£283,638.20	280,800.00	£196,319.49	84,815.71
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