

**LEEK TOWN COUNCIL**  
**General Purposes Committee to be held remotely**  
**on Tuesday 21<sup>st</sup> July 2020 at 7.00pm**  
**AGENDA**

1. **Apologies**
2. **Minutes of the General Purposes Meeting** held 2<sup>nd</sup> June to be received for Chairman's signature.

*Meeting Adjourned for the Public Participation Session*

3. **Declarations of Disclosable Pecuniary Interests and Other Interests and consideration for the granting of Dispensations**

4. **Monthly reports/updates:**

- i) Mayor's Report – Cllr. Wales
- ii) Allotments – Cllr. Coleman
- iii) Events – Cllr. Matt Swindlehurst
- iv) Friends of the Nicholson War Memorial – Cllr. Benefer.
- v) Climate Change – Cllr. Benefer

5. **Finance/Audit**

- a) **Financial Statement** To receive the financial statement for the 3 months to 30<sup>th</sup> June 2020.
- b) **Internal Audit** – To receive the Internal Audit Report 2019/2020. The auditor has reported that the council's system of internal controls is in place and adequate for the purpose intended and effective.

To consider the following:

- Establish a Purchase Order system.
- To amend the Council's Financial Regulations regarding the threshold for 3 quotes. The current threshold is £1,000, which is significantly below the £3,000 level set in the National Association of Local Council's (NALC's) model Financial Regulations.
- To increase the fidelity insurance cover to £135,000. The current level is £100,000.

- c) **Annual Governance and Accountability Return 2019/20**

- i) To consider for approval Section 1 - Annual Governance Statement.
- ii) To consider for approval Section 2 – Accounting Statements.

6. **Office Renovation** – To consider the following:

- i) **Phase 1**

- To decorate the office, kitchen, toilet and entrance way. Three quotes have been received and the lowest quote was £1,650.00.

-To buy sixteen new office chairs - £400.00. Please see links below:

<https://www.officefurnitureonline.co.uk/office-chairs/meeting-conference-chairs/>

<https://www.officefurnitureonline.co.uk/swift-chrome-frame-conference-chairs.html>

- To install an automated entry system – Two quotes were received: £1,180 and £ 1,084.

- ii) **Phase 2**
- To purchase two desks and two office chairs and an office partition.
  - To investigate the cost of window blinds or coverings to reduce the glare and heat.
7. **Code of Conduct** To consider a revised Code of Conduct adopted by Staffordshire Moorlands District Council. Please see amendments in red.
8. **Licence** To note that an application has been received for the variation of a Premises Licence for The Valiant, Stanley Street, Leek  
The application is seeking to licence the outside rear area to utilise a bar. A copy of the application can be viewed at:- <https://www.staffsmoorlands.gov.uk/article/443/Current-licence-applications>  
Any comments to be made by 6th August 2020.
9. **To receive items for information** To report matters for information not on the agenda and to raise items for future agendas
10. **Exclusion of the Public** - The Chairman to move: "That in accordance with section 19 (2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting".
11. **Confidential**  
To discuss Bank House.

**Leek Town Council**

**General Purposes Committee 21st July 2020**

**Payments made in May and June**

<b>Payee</b>	<b>Description</b>	<b>Cheq</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
EDF	Monument clock	DD	40.83	8.17	49.00
A. Lafford	23 to 27/3	7352	131.25	0.25	131.50
SMDC	Office rent	7353	800.00	160.00	960.00
D Swarbrook	VE Day 75 banners	7354	100.00		100.00
A Carter	Gazebo storage	7355	485.00		485.00
Termin8	Allotments/town centre	7356	510.00		510.00
Carrs Billington	Weedkiller	7357	5.25	1.05	6.30
Weaver Business	Photocopier	7358	22.05	4.41	26.46
J Taylor	Month 2	7359	1,878.25		1,878.25
J Taylor	Exps: Flowers, S Coleman £25, office £10.5	7359	35.50	5.00	40.50
HMRC	Month 2	7360	825.82		825.82
Staffs Pension Fund	Month 2	7361	813.03		813.03
Natwest	bank charges	DD	8.75		8.75
EDF	Monument clock	DD	40.83	8.17	49.00
Mr Alcock	Storage (Foker Farm) Jun -Aug	7362	600.00		600.00
Stephen Wales	Mayor's allowance	7363	2,800.00		2,800.00
Lyn Swindlehurst	Deputy Mayor's allowance	7364	350.00		350.00
Support Staffordshire	Donation	7365	2,200.00		2,200.00
J Taylor	Month 3	7366	1,878.25		1,878.25
J Taylor	Exps: Flags, Zoom sub, office	7366	425.42	85.09	510.51
HMRC	Month 3	7367	825.82		825.82
Staffs Pension Fund	Month 3	7368	813.03		813.03
A Lafford	25/5 to 19/6	7369	801.66	1.33	802.99
Protech Electrical Ltd	Flags & storage	7370	3,643.75	728.75	4,372.50
Les Halman Nursery	Summer containers	7371	1,299.00	259.80	1,558.80
Leek CAB	Donation	7372	10,700.00		10,700.00
Brough Park Running Club	Donation	7373	200.00		200.00
Dougie Mac	Donation	7374	198.00		198.00
Termin8	Allotments/Lengthsman	7375	550.00		550.00
WPS Insurance	Annual premium	7376	3,294.23		3,294.23
JDH Business	Internal audit 2019/20	7377	380.00	76.00	456
CTD Architects	Inspection reports - Monument & BHG	7378	925.00	185.00	1,110
Weaver Business	Photocopier	7379	22.05	4.41	26.46
Weaver Business	cancelled	7379	-22.05	-4.41	-26.46
BT	Phone, alarm, broadband	DD	241.36	48.27	289.63
<b>TOTAL</b>			<b>37,822.08</b>	<b>1,571.29</b>	<b>39,393.37</b>

**Leek Town Council**

**Meeting of the General Purposes Committee 21<sup>st</sup> July 2020**

**11. CONFIDENTIAL**

**Bank House Lease**

To note that the 5 year lease of Bank House to Support Staffordshire expires on 2<sup>nd</sup> December 2020. The current lease requires Support Staffordshire to carry out all repairs and maintenance, in return for a peppercorn rent of £10.00 per annum.

An initial exploratory meeting was held with Support Staffordshire to discuss their stated options of either remaining in or vacating when the current lease expires. The main area of concern for Support Staffordshire is the fully repairing condition attached to the lease

The annual income from tenants usually covers the repair costs, however, Juniper Training has given notice to vacate at the end of this year. Juniper's annual rent is £12,495.

A survey of the property has been undertaken by Robert Watkins.

Please see attached the report from Support Staffordshire regarding lease options, the profit and loss for 2019/2020 and repair costs over a number of years.

*Sad: Lease*

Leek Town Council

General Purposes Committee 21st July 2020

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<b>TOTAL</b>			<b>37,817.04</b>	<b>1,576.33</b>	<b>39,393.37</b>

## LEEK TOWN COUNCIL

## Financial Statement 3 months to 30th June 2020

	Income £		Budget £		Expenditure Budget £	
	3 months	12 months	3 months	12 months	3 months	12 months
Balance b/f	51,186.77		Salaries/N.I./Pension		10,578.30	52,729.00
Bank House	0.00	10.00	Administration		11.99	1,200.00
Allotment Rent	483.00	8,700.00	Mayor/Deputy allowance		3,150.00	3,150.00
SMDC Precept/Grant	90,642.00	181,284.00	Allotments		1,471.15	6,000.00
VAT Refund	3,374.99		War Memorial/Clock		977.49	2,000.00
Christmas	0.00	3,242.00	Street Lights		0.00	3,600.00
Events	0.00	3,500.00	Office/Equipment/Storage		3,555.36	14,200.00
Sponsorship		1,000.00	Grants & donations		14,298.00	18,400.00
Nicholson War Memorial	0.00		Ball Haye/Prince Street		245.00	1,500.00
Sundry	30.06	400.00	Handyman		1,435.00	15,800.00
Hire of Gazebos	0.00	2,290.00	Mileage		90.00	800.00
Summer Flowers - SMDC	0.00	5,000.00	Sundry		13.16	1,000.00
Neighbourhood Plan	0.00		Christmas		0.00	36,000.00
Petty Cash	0.00		Party in the Park		0.00	3,500.00
			VE Day 75		0.00	2,500.00
			Other Events			3,000.00
			Recruitment		400.00	
			Summer Flowers		1,299.00	2,700.00
			Gazebos		485.00	
			VAT		1,735.89	5,000.00
			Insurance		3,294.23	3,300.00
			Elections Recharge		0.00	6,500.00
			Audit		380.00	1,000.00
			New Initiatives/Training		0.00	500.00
			Civic		0.00	200.00
			Russell Street land		0.00	
			Benches			1,500.00
			Flags & bunting		2,500.75	4,000.00
			Website		0.00	
			Bank charges		30.45	
			Petty cash		0.00	
			Leek Twinning		0.00	500.00
			Neighbourhood Plan		0.00	
			Bank House		0.00	
			NWM - future maintenance			3,000.00
			Initiative Fund			11,847.00
<b>Total</b>	<b>145,716.82</b>	<b>205,426.00</b>			<b>45,950.77</b>	<b>205,426.00</b>
Unpresented cheques	32,734.85		Reserve Account		118,612.40	
Unpresented receipts			Current Account		0.00	
			Petty Cash		78.44	
			FOTNWM		6,759.18	
			Events		7,050.88	
<b>Total</b>	<b>178,451.67</b>				<b>178,451.67</b>	<b>0.00</b>