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Monday, 11th May, 2015

Present:- Councillor Elizabeth Shenton – in the Chair

Councillors Proctor and Turner

Officers OfficerInattendanceshortlist

Apologies Apologies were received from Councillor(s)

1. **APOLOGIES**

No apologies were received.

2. **TERMS OF REFERENCE**

The Chair thanked the Head of Finance for composing the report and advised the Cabinet Panel to consider the recommended Terms of Reference, for adoption, as set out in 2.4 of the report.

The Head of Finance advised that there was a monitoring process, in place, to monitor the use of the grants and make recommendations to Cabinet for future years.

The Chair asked if there was guidance available to outline what the funding could be spent on?

The Head of Finance advised there was a definition, which allowed the grant to be used to fund a broad range of facilities, such as play areas, parks and green spaces but there was not a definitive list of permissible activities.

Members felt it appropriate to reinstate the monies for 2015/2016 and to consider implementing a process, which would create an audit trail.

The breadth of work carried out by the Parish/Town Councils varied considerably and Members felt there was a need for a clear and concise list to be produced for the Parish/Town Councils to adhere to.

RESOLVED:-

That the Terms of Reference as set out at paragraph 2.4 of the report be approved.

3. **PAYMENT OF 2015/2016 GRANTS**

Members considered the report and asked if the Executive Director Resources and Support Services and the Head of Finance, could provide clarification on certain points within Appendix 1 as follows:-

Q1: Was the Return from the Parish/Town Councils a standard Return?

A1: It was a quarterly list.

Q2: Keele Hawthorns Appeal. The Borough Council would not fund an appeal.

A2: Items of expenditure to be monitored in 2015/16.

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Q3: The ownership of the Victoria Hall, Kidsgrove required clarification.

A3: This is an ongoing discussion.

Q4: Does the Borough Council provide the service with regard to grass cutting?

A4: Grass cutting is carried out by contractors employed by the Parish/Town Councils.

Q5: Parish/Town Councils need to be informed that any under-spend may be reclaimed back by the Borough Council.

A5: For one particular Town Council, their quarterly information was still outstanding. A formal response would be sent to the Town Clerk requesting the reminder letter to be presented at the next meeting of the Town Council.

RESOLVED:-

That the grants for 2015/16 be paid in full to each Parish Council with the exception of the Council that had not submitted the 4th quarter's return.

4. DATE AND TIME OF NEXT MEETING

COUNCILLOR ELIZABETH SHENTON
Chair