

**Great Sankey Parish Council**  
**Finance Committee Meeting 5 January 2010**      **Whittle Hall Community Centre**

**Chairman:**            Cllr J Regan

**Present**                Cllr K Reynolds      Cllr Wheeler      Cllr Gleave

**In Attendance:**    Mrs C Wakefield (Parish Clerk)

**1. Apologies for absence**

Cllr Carter sent apologies.

**2. To approve the minutes of the previous meeting on 1/12/2009**

The draft minutes had been circulated before the meeting and were moved and accepted as a true record of the meeting and signed as such by the Chairman.

**RESOLVED**            **That the minutes of the meeting held on 1 December 2009**  
**FC/1/2010**              **be approved as a correct record and signed by the Chairman.**

**3 To be updated on position with regard to the CCTV at Hood Lane and decide what further action can be taken**

Indications were from WBC that they would not be in a position to take over the CCTV. Mark Floyd had sent an email suggesting 3 possible options for the CCTV. The Finance Committee was interested in exploring one of these options further, as it was felt that it might allow a productive use of the camera which could possibly free up Police resources which are currently targeting a hotspot for use elsewhere. There were other conditions which would need to be accepted. The Clerk was asked to contact Mark Floyd to put the position to him and ask him to attend the next Finance Committee to discuss it. In the interim the January payment is to be made.

**4 To re-consider and take a decision on a request from User group for extra outdoor storage and extra paving, in the light of supplementary information supplied.**

There had been no progress on this over the Christmas period.

**5 To review hire charges and decide if any changes need to be made from 1/4/2010.**

The Committee considered the impact of increase to hire charges, both in terms of income but also possible loss of business in the present economic climate. Some clients had already been lost, and the Committee is aware that others are struggling to keep going. Their loss would impact on Council income but would also have an effect on amenities available to the community. It was therefore decided to recommend to full Council that hire charges remain unchanged for 2010/11.

**RESOLVED**            **To recommend that hall hire charges remain at their present rates**  
**FC/2/2010**              **for the financial year 2010/2011 (LGA 1976 s19)**

**6 To consider finances for 2010/11 and make a recommendation for the rate of precept to be set**

Cllr Gleave pointed out that the last few years budgets have been set to give a controlled deficit, to use the excess reserve that had built up under a previous administration. The Council had mainly used the extra spend on part funding 4 PCSOs. However it is now coming to the point where the excess reserves have been used, and the Council must decide if it is willing to increase its income in order to maintain and build on existing services, plus keep a prudent reserve. He had worked out several examples of possible changes to precept and the financial effects for the Parish. The Committee considered the options. The Chairman reminded the Committee that although the cost per PCSO was increasing in 2010/11 by £800, they had been able to negotiate the assignment of one of the centrally-funded PCSOs to the Parish, plus more flexibility to dictate terms within the SLA. He felt that represented good value for the Parish, plus the loss of PCSOs would have a negative effect on levels of disorder and anti-social behaviour in the area. After discussion it was agreed to recommend to full Council that the precept for 2010/11 be set at the level of £20 per Band D household.

**RESOLVED**      **To recommend that the precept for 2010/11 be set at the level of**  
**FC/3/2010**      **£20 per Band D household, in order to allow the Council to**  
                         **maintain and build upon existing services, while maintaining a**  
                         **prudent reserve (LGFA 1992 s 41 and 50).**

**7      To set a draft budget for 2010/11, for recommendation to the Parish Council**

Cllr Gleave had produced a spreadsheet giving projections for income and expenditure for 2010/11. He explained the basis on which they had been made, and the Committee discussed and agreed each one. The Committee agreed the draft budget and resolved to recommend acceptance by full Council.

**RESOLVED**      **To recommend that the levels of income and expenditure**  
**FC/4/2010**      **are agreed as shown in the draft budget for the year 2010/11.**  
                         **(LGFA 1992 s50)**

**8      To finalise a draft SLA for the PCSOs, to be effective from April 2010, to**  
**recommend to full Council and Cheshire Police**

The existing SLA expires at the end of the 2009/10 financial year. A number of alterations to the draft SLA provided by Cheshire Police were discussed, and it was agreed to recommend that the following are incorporated into it

- Payment remains on existing terms, ie in arrears not in advance
- The SLA becomes a rolling contract for one year, not a 3 year contract.
- Any increases in costs must be notified to the Council in November
- The Council has the right to give notice to terminate the contract in April
- Councillors to be provided with a direct contact number for each PCSO so they can be reached quickly when on duty
- Council to be provided on a regular basis with details of the rotas and absences for each PCSO
- PCSOs paid for by the Parish must work exclusively within the Parish, except in the case of major incidents (eg murder, terrorism) when they may be temporarily re-assigned at the discretion of the Inspector

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- The centrally-funded PCSO allocated to the Parish must normally work within the Parish, though it is recognised that there may occasionally be a call on him/her for temporary duties elsewhere in Warrington West
- Parish Council to be informed in a timely manner when PCSOs are temporarily assigned out of the Parish
- The Parish Council wants to be informed by the Inspector of incidents in the Parish either as they happen or on a weekly basis (eg incident at Childs Wood Field in December, fight at Sankey Arms)
- The Parish Council would like to be provided with copies of the written reports done monthly by PCSOs for the Police

Cllr Gleave will liaise with the Clerk to provide a document for consideration by the full Council.

**RESOLVED**      **To recommend revision of the draft SLA for PCSOs as described**  
**FC/5/2010**      **in a document to be provided to full Council as above.**

**9      To consider quotes for IT support and decide on which firm to award contract to.**

The Clerk had approached 6 local firms about IT support and summarised the results in a paper for the Committee. The response had been poor, and on the face of it the existing provider, Macaw, appeared best. The temporary contract with them is due to expire, so the Clerk was asked to renew for another 3 months, cheque to be signed at the Parish Council meeting. Cllr Newton will be asked for advice.

**RESOLVED**      **To renew contract with Macaw for IT support for 3 months more**  
**FC/6/2010**      **then review again (LGA 1972 s101)**

**10      Budget 2009/2010 – to scrutinise documentation, and when satisfied as to correctness to sign off financial report and bank reconciliation for November**

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for November had all been circulated prior to the meeting.

Cllr Wheeler scrutinised a random selection of payments in from the cash book pages and Cllr Gleave scrutinised payments out. These were in order and were signed off.

The councillors all looked at the budget monitoring sheets.

**RESOLVED**      **To accept the Bank Reconciliation and Cash Book pages for**  
**FC/7/2010**      **November 2009 as correct,**

**11      To examine petty cash records and balance, to sign off if correct and authorise cheque to restore balance to the set limit**

The petty cash register, docket book and cash balance were all checked by Cllr Regan and agreed. The cash balance was £176.78 and so a cheque for £223.22 was requested and signed in order to bring the operating balance back to the balance of £400.

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**RESOLVED** To authorise a cheque for £223.22 to bring the petty cash balance  
**FC/8/2010** back to £400 (LGA 1972 S111).

**12 To consider estimate for refurbishment of Tim Parry Play area, in relation to Playbuilder funding, and decide on a basis to progress any application.**

The Committee considered the quote from Maple Leaf designs, the firm who had installed/refurbished the existing play area. They had provided 2 options, one to replace all the safety surface with new, the other to cut out and replace only the worst parts. The Committee decided to go for full replacement and asked the Clerk to complete the bid to the Playbuilder fund on that basis, in liaison with Cllr Wheeler. If the bid is successful the Committee will refer to full Council before moving ahead.

**RESOLVED** To authorise the Clerk to progress a bid to Playbuilder fund based  
**FC/9/2010** on refurbishment of the existing play area at Tim Parry including replacement of all the existing safety surface.

**13 To consider recommendations on financial expenditure arising since last meeting, plus estimates received, and authorise where appropriate, – paper attached (Appendix 1)**

Using the Finance Committee's delegated authority the following were signed for payment.

<b>Presented by</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque</b>
United Utilities Water	Metered water charges TP, 9/9-4/12/09	£135.19	8404
United Utilities Water	Water charges WH, 5/9-4/12/09	£272.48	8405
United Utilities Water	Water charges HL, 12/9-3/12/09	£156.70	8406
United Utilities Water	Water charges HM, 3/9-3/12/09	£128.01	8407
B&B Hygiene Ltd	Cleaning/paper supplies, all centres	£252.48	8408
DG Electrical Ltd	Fit kitchen light (incl. emergency light), WH	£74.75	8409
C Wakefield	Petty cash	£223.22	8410
The Post Office	200 x 2 <sup>nd</sup> Class stamps @30p	£60.00	8411

The Committee examined invoices and signed cheques as required.

**RESOLVED** That all cheques listed be authorised for payment (all under LGA  
**FC/9/2010** 1976 s19 or LGA 1972 ss101, 111, 112, 137 )

**14 To consider any requests for financial assistance received as detailed in Appendix 1. To decide if any donations are to be made or if any other requests should be recommended to the Parish Council**

A follow up request had been received from Warrington West District Scouts for funds for their Kenya 2010 trip. As they had already been given a donation in November the request was refused.

**15 Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it is proposed that, because of the confidential nature of the business to be transacted, the public and Press leave the meeting during consideration of the following agenda items**

There were no members of the public present by this time.

**16 To authorise payment of wages, tax and ERNIC for December – paper tabled at meeting.**

Cllr Reynolds checked a selection of timesheets in detail. All Councillors looked at the wages listing sheet. The Committee agreed to authorise all payments as listed.

**RESOLVED**      **That Wages and Inland Revenue costs as listed be authorised**  
**FC/10/2010**      **for payment.(LGA 1972 s112)**

**17 To be informed of current position on customers in arrears.**

The Council had been provided with a sheet listing the current position. There had been no major changes.