

**Great Sankey Parish Council**  
**Finance Committee Meeting 2 February 2010**      **Whittle Hall Community Centre**

**Chairman:**            Cllr J Regan

**Present**                Cllr Wheeler                    Cllr P Hudson

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

**1. Apologies for absence**

Cllr Carter, Cllr Gleave and Cllr K Reynolds sent apologies. Cllr Hudson was asked to attend as a substitute and was co-opted for the meeting

**2. To approve the minutes of the previous meeting on 5/1/2010**

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 5 January 2010**  
**FC/11/2010**            **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, consider other options for the equipment, and decide on a course of action to recommend to full Council.**

Unfortunately Mr Floyd had sent his apologies for the meeting, so it was not possible to progress the item further. The Committee felt his suggestion for a site visit with one or two representatives was not appropriate, decisions need to be made by the full Committee. The Clerk was therefore asked to invite him or a substitute with full authority to the next meeting.

**4 To be updated with progress on finalising a draft SLA for the PCSOs, to be effective from April 2010, with Cheshire Police**

The Clerk reported that she had liaised with Cllr Gleave, as directed at the PC meeting on 13<sup>th</sup> January, and that a letter to Cheshire Police would be posted next day, detailing the amendments GSPC required to the draft SLA.

**5 To review Internal Audit arrangements, and make a recommendation to Parish Council about their approval and retention of existing Internal Auditor**

The Clerk had circulated a copy of the relevant page of the annual return and the internal Audit report for 2008/09. The Committee considered their own internal financial controls and decided they were still adequate. They discussed recommendations made by Auditors and satisfied themselves that they had been acted upon in a timely manner. They also considered the service provided by the existing Internal Auditor (JDH Business Services), as evidenced by the Audit reports done, and decided that it was satisfactory for purpose. They therefore resolved to recommend to full Council re-engagement of JDH Business Services as internal auditors for 2010.

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**RESOLVED**            **To recommend to full Council retention of existing financial controls and re-engagement of JDH Business Service as Internal Auditors to the Council**  
**FC/12/2010**

- 6        To consider suggestion to withdraw £50,000 from the Temporary Loans Fund during February and review the situation again at the end of April.**

The committee looked at the financial forecast which had been provided and agreed to the suggestion, to facilitate payment of the PCSO invoice.

**RESOLVED**            **To withdraw £50,000 from the Temporary Loans Fund at the**  
**FC/13/2010**            **during February and review again at the end of April.**

- 7        To be informed that the bid for Playbuilder funding has been submitted, to be updated on any progress with the bid, and to decide on a way forward if the bid is successful.**

The Clerk informed the meeting that the bid had been sent off on 19<sup>th</sup> January, and thanked Cllr Wheeler for her help in completing the paperwork. There is a Neighbourhood Action Board on 8<sup>th</sup> February and it is possible that a decision may be made then. It was agreed that if a favourable decision is made the Clerk will begin the process of getting 3 quotes as soon as possible, and some suggestions were made as to who could help with this. Quotes will come to the next available FC meeting.

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

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

Cllr Wheeler scrutinised a random selection of payments in from the cash book pages and Cllr Hudson 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/14/2010**            **December 2009 as correct,**

- 9        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 £323.96 and so a cheque for £76.04 was requested and signed in order to bring the operating balance back to the balance of £400.

**RESOLVED**            **To authorise a cheque for £76.04 to bring the petty cash balance**  
**FC/15/2010**            **back to £400 (LGA 1972 S111).**

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- 10 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.

Presented by	Description	Amount	Cheque
Firecheck North West Ltd	Service to fire equipment, all centres	£284.94	8423
Comm. Bus. Equip. Ltd	Photocopier charges, 4290 copies	£39.47	8424
WBC	Quarterly service charge, HM	£93.06	8425
C Wakefield	Petty Cash	£76.04	8426
D4Drains	unblock drains at Bewsey Barn	£152.75	8427
Dorchester Residents Assn	Donation (PC/2009/32)	£1000	8428

The Committee examined invoices and signed cheques as required. The invoice for cheque number 8427 was still in the post, the Clerk will retain the cheque until it arrives. The Committee were very impressed that Dorchester Road Residents Association had been able to obtain all the other funding for their project so quickly, and asked the Clerk to invite their Chairman to a future PC meeting to give a short presentation on his fundraising techniques.

**RESOLVED** That all cheques listed be authorised for payment (all under LGA  
**FC/16/2010** 1976 s19 or LGA 1972 ss101, 111, 112, 137 )

- 11 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**

There had not been any requests for assistance. However the Cromdale Way Pre-school had contacted the Clerk with follow up information to their previous request for outdoor storage and extra paving flags at Tim Parry Community centre. (FC meetings November and December 2009).

They had looked into the Astroturf option but it was too expensive. However they had found an alternative product, a sort of rubber-type paving slab, and they now asked for permission to use some of these as well as conventional paving slabs to achieve the extra paved area which Ofsted had stated they needed. After some discussion it was agreed they could go ahead with this solution.

The Clerk also confirmed that there would be enough room for them to have the metal storage bunkers which had been agreed upon in December, plus space for one more if another group needed extra storage. However any further outdoor storage would have to be of the same type (ie metal bunkers).

This solution would not adversely affect any other users and might even be of benefit to the Council, by freeing up indoor storage.

**RESOLVED** To allow the Cromdale Way Pre-School to have extra paving flags  
**FC/17/2010** (some conventional and some permeable rubber ones) installed at

**the back of the Tim Parry Community Centre, and to buy and install 2 outdoor metal storage bunkers under the windows there.  
(LGA 1976 s19 )**

- 12 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.

- 13 To authorise payment of wages, tax and ERNIC for January – paper tabled at meeting.**

Cllr Hudson checked a selection of timesheets in detail. All Councillors looked at the wages listing sheet. The payments for Cleaners/Caretakers all included a credit for average hours for w/c 4/1/2010 as agreed at the January Parish Council meeting. The Committee agreed to authorise all payments as listed.

**RESOLVED                      That Wages and Inland Revenue costs as listed be authorised  
FC/18/2010                      for payment.(LGA 1972 s112)**

- 14 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 a small increase in the number of users in arrears but this was a seasonal variation, due to the Christmas period, which should be corrected next month. The overall trend is the continuing reduction of arrears.