

Great Sankey Parish Council

Finance Committee Meeting 2 March 2010

Whittle Hall Community Centre

Chairman: Cllr J Regan

Present Cllr Carter Cllr Gleave Cllr K Reynolds Cllr Wheeler

In Attendance: Mrs C Wakefield (Parish Clerk)
Mr M Floyd, Neighbourhood Action Team Co-ordinator (for item 3)

1. Apologies for absence

Cllr Wheeler sent apologies for the start of the meeting, she joined during item 3.

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

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 2nd February 2010
FC/19/2010 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 suggested by M Floyd, and decide on a course of action to recommend to full Council.

Mr Floyd elaborated on the options for the camera initially suggested in his email dated 4th January 2010, and the various possibilities were discussed extensively. Technical, financial and social aspects were explored. The Chairman thanked Mr Floyd for his input and he left while the members discussed the issues further. The Committee concluded that the best option for the Council would be option 3, which is for the Community safety Partnership to resume responsibility for the lease and the camera from 1 April 2010, thus allowing the Parish Council to consider if there are any other alternative measures it wants to explore. The Clerk was asked to convey this to Mr Floyd.

RESOLVED To recommend that the Parish Council gives responsibility for the
FC/20/2010 CCTV camera, its lease and future operation back to the Community Safety Partnership after 1 April 2010, thereby allowing the Parish Council to consider if there are any other alternative measures it wants to explore in that area.

4 To consider proposal from Phoenix Boxing Club to run a regular satellite Boxing club at Whittle Hall Community Centre, including free use of the room. To decide if this is acceptable, and if so, for what period.

The written proposal had been circulated with the papers for the meeting, and additionally members of the Youth Project Group, including Cllr Regan had met with Tom Mellor to discuss it. Cllr Regan confirmed that the boxing is still aimed at young people, that Tom has funding from elsewhere for most of the running costs for 10 weeks, and all he is looking for from GSPC is free use of Whittle Hall. They will be making a charge of £1.50 per child per session and it is hoped that by the end of the

10 weeks the sessions will be self-sustaining. It was agreed to allow free use for the 10 weeks, and then review the situation at the end of that period.

RESOLVED **To allow free use of Whittle Hall Community Centre for an hours**
FC/21/2010 **boxing training session for young people each week for 10 weeks,**
 and then review the situation (LGA 1976 s 19).

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

Cllr Gleave and Cllr Regan had met Inspector Heywood and discussed the revisions to the draft SLA. Agreement had been reached on most of the changes and Inspector Heywood had been invited to the next PC meeting, where the revised SLA would be presented to the Council and hopefully could be agreed and signed.

6 To consider if the Council wished to renew the subscription for Norton Anti-virus soft ware, and if so, for which version and how long.

There was some discussion about internet security software and it was suggested that the Clerk tries a package called Microsoft Security Essentials. This had received several personal recommendations, would obviously be compatible with the operating system and is free of charge. It was agreed she should try this rather than renew Norton.

RESOLVED **To make use of Microsoft Security Essentials rather than**
FC/22/2010 **renewing the subscription to Norton internet security software.**

7 To be informed that the bid for Playbuilder funding has been successful and to decide on a plan to progress this.

The Clerk had been informed that the Playbuilder funding awarded was likely to be more than the amount requested, as the Council was being asked to include some extra play equipment targeted at specific groups rather than just a straightforward refurbishment. Details are not clear yet however. Tina Cross of WBC will come to speak to Councillors when all the budget has been finalised. It is likely that a full tender process will need to take place, and that this will be a complicated project to manage. After considering some of the issues that will need to be addressed as part of the refurbishment it was agreed that best way forward would be to run it as a Project under control of a working group, with a defined procedure for reporting to full Council and a timed project plan to aid in the monitoring and reporting process. The Committee resolved to recommend this to full Council.

RESOLVED **To recommend that the Playbuilder work on the play area at Tim**
FC/23/2010 **Parry is carried out as a Project, under control of a working group,**
 with a defined reporting procedure and a timed project plan to aid
 in monitoring and reporting.

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

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The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for January had all been circulated prior to the meeting.
 Cllr Wheeler scrutinised a random selection of payments out from the cash book pages and Cllr Carter scrutinised payments in. 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/24/2010 **January 2010 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 Carter and agreed. The cash balance was £345.95 and so a cheque for £54.05 was requested and signed in order to bring the operating balance back to the balance of £400.

RESOLVED **To authorise a cheque for £54.05 to bring the petty cash balance**
FC/25/2010 **back to £400 (LGA 1972 S111).**

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
Ergogenics Ltd	Boxing kit for Council-funded sessions	£1468.75	8440
Phoenix Boxing Club	Coaching for boxing sessions (15 sessions)	£375.00	8441
B&B Hygiene Ltd	Cleaning supplies, all centres	£339.88	8442
Viking Direct	Stationery supplies, office	£206.10	8443
Cheshire Police Authority	4 x PCSO provision, 1/4/09-31/3/10	£44000.00	8444
ChALC	Copy of Standing Orders, office, FC/113/2009	£26.50	8445
SLCC	2 x publications for office, FC/113/2009	£77.60	8446
Andrew Jones Landscapes	Grounds maintenance Feb, all sites	£860.00	8447
David Nicholas Company	Call-out for CH boiler, BB	£45.00	8448
K. Gleave	Chairman’s allowance 2009-10	£500.00	8449
C. Wakefield	Petty cash	£54.05	8450
The Post Office	stamps 500x2nd class, 400x1st class	£306.00	8451

The rate for the Chairman’s allowance had been agreed at the PC meeting on 11th March 2009 (PC/2009/21).
 The Clerk informed the Committee that due to a change in legislation the Council will be required, from 1 April 2010, to pay for a music licence for any of its premises where regular users make use of music during their meetings or classes. The onus is on the building owner, and the fee is 1% of income generated by the bookings that use the music. The Clerk is making enquiries of regular users to assess which bookings are covered.

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In preparing property documents for storage the Clerk had found that 3 other Council properties were not registered with Land registry. She was authorised to apply for registration of these properties.

The Clerk enquired about catering arrangements for the Civic Service. After consideration and consultation with the Church it was obvious that catering arrangements would need to be made for Whittle Hall again, rather than the Church. The Clerk was asked to get prices from the company that had given such a good service last time.

RESOLVED **That all cheques listed be authorised for payment (all under LGA FC/26/2010 1976 s19 or LGA 1972 ss101, 111, 112, 137 or LG and R Act 1997 s31)**

- 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 been one requests for a donation and one request for extension of a concessionary hire rate. Old Hall School had asked for a donation to help with a gardening class for the children but the committee felt there was not a suitable statutory provision under which to make such a donation. They therefore refused the request but asked the Clerk to write to suggest some other possible avenues for funding.

A yoga class had been allowed a reduced rate for the first 6 weeks, however it is still struggling to get established and asked for an extension of the reduced rate until May for the classes at Whittle Hall (it had been necessary to discontinue the class at Hood Lane which had not shown any signs of being a success). The extension was agreed.

RESOLVED **To allow Yoga in Cheshire to continue at the reduced hire rate FC/27/2010 of £5 per hour at Whittle Hall until 18th May to allow it to get established (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 February – 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/28/2010 for payment.(LGA 1972 s112)**

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14 To be informed of current position on customers in arrears.

The Committee had been provided with a sheet listing the current position. They are happy that one of the cases referred to CCI Legal is continuing to make payments.

The Clerk was asked to consult CCI Legal about the other case to see if the Franchise owners might be persuaded to make good the debt.

The Clerk is to review the position for the next meeting and present to the Committee for consideration any cases which may need to be written off.