

Great Sankey Parish Council
Finance Committee Meeting 6 April 2010 **Whittle Hall Community Centre**

Chairman: Cllr J Regan

Present Cllr Carter Cllr Gleave Cllr K Reynolds Cllr P Hudson

In Attendance: Mrs C Wakefield (Parish Clerk)

1. Apologies for absence

Cllr Wheeler 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 2/3/2010

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 March 2010
FC/29/2010 be approved as a correct record and signed by the Chairman.

3 To consider suggestion from Cllr Wood concerning the seeding of wildflower meadows in the Parish and make a recommendation to full Council.

Cllr Wood was not at the meeting so this item is to be carried forward to the next meeting.

4 To be updated on position with regard to the CCTV at Hood Lane

The Clerk had contacted Universal Leasing, as agreed at the PC meeting on 10th March 2010, to have the lease transferred, before the next payment is due. Unfortunately Universal Leasing has just been acquired by another company, thus complicating the transfer. The Clerk was asked to stop the Direct debit payment and forward the information about the new company to the CDRP.

RESOLVED To authorise the Clerk to contact NatWest and stop the direct
FC/30/2010 debit to Universal Leasing, and pass on the contact details for the New lease company to the Community Safety Partnership.

5 To consider and make recommendations on the rates for 2010/11 of
1) Chairmans Allowance (currently £500 per year)
2) Chairmans Discretionary Allowance (currently up to £500 per year)

After consideration it was agreed (by 4 votes, Cllr Regan abstained from voting) to recommend that the rates for both allowances should remain unchanged for 2010/11.

RESOLVED To recommend that the Chairman's allowance remains unchanged
FC/31/2010 at £500 per year for 2010/11 (LGA 1972 s 15(5)).

RESOLVED To recommend that the Chairman's Discretionary Allowance
FC/32/2010 remains unchanged at £500 per year for 2010/11 (LGA 1972 s 15(5)).

- 6 Consider if the Committee is happy with the format in which WBC published details of the Parish Precept and Budget for 2010/2011, and if not make a recommendation for ways to improve the presentation next year to put to 1) full Council then 2)WBC**

There were some misgivings about the way in which information was presented, but not enough to make a recommendation for change at this stage. However it was agreed that more information about the precept and services provided should go in the next Newsletter and on the website, and the Clerk should bring some handouts on the budget/precept to the next Parish Council meeting.

- 7 To consider a request from a user group for permission to erect an outdoor storage shed at Bewsey Barn Community Centre.**

The Committee considered the request against the background of other storage requests that have been made at this and other centres, and the storage issue in general. Storage is a problem at most centres. There are groups which have an increasing amount of equipment and expect the Council to store it permanently for them between their bookings, at the expense of Council's own storage space and space for other users. The storage provision needs sorting out, and the committee decided that they would have a thorough review and set up a new policy on storage for users, including whether any charges should be levied for storage between bookings and during holiday periods. The Clerk was asked to schedule this in for a future meeting. In the meantime the Committee refused the request, pending the outcome of the review.

RESOLVED **To refuse a request for further outdoor storage at Bewsey
FC/33/2010 Barn, or any centre, and set up a review of storage policy.**

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

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for February had all been circulated prior to the meeting.
Cllr Hudson scrutinised a random selection of payments in and payments out from the cash book pages. 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/34/2010 February 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 £304.93 and so a cheque for £95.07 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 £95.07 to bring the petty cash balance
FC/35/2010 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
Warrington Mini League	Sports equipment, SAS	£489.82	8462
Warrington Mini League	Sports equipment, SAS	£604.15	8463
Top Print	Leaflets & certificates, Boxing	£121.02	8464
ChALC	Cllr training session (x1)	£30.00	8465
ChALC	Postage for 4 x Good Cllr's Guides	£3.00	8466
United Utilities Water	Water charges 24/11/09-5/3/10, BB	£333.66	8467
United Utilities Water	Water charges 4/12/09-18/3/10, HM	£138.19	8468
United Utilities Water	Water charges 5/12/13-18/3/10, WH	£310.37	8469
United Utilities Water	Water charges 5/12/09-18/3/10, TP	£135.10	8470
United Utilities Water	Water charges 4/12/09-18/3/10, HL	£189.41	8471
C Wakefield	Petty Cash	£95.07	8472
Andrew Jones Landscapes	Grounds Maint WH,TP,BB,CWF,LG	£860	8473
ChALC	Annual subscription	£1224.89	8474
ChALC	Postage for 12 x Good Cllr's Guides	£9.00	8475

Cllr Wheeler had asked for consideration to be given to sorting out the fence at Bewsey Barn. The broken parts had been removed, but the Committee had not changed their view that it would be both expensive and impractical to replace them. They directed the Clerk to speak to the contractor who does grounds maintenance for the Council to see if there is any type of dense planting that could be put in place instead of a fence to mark the boundary.

The Clerk had received an invoice for the annual subscription to ChALC and asked if the Committee wanted to renew it. The members made enquiries about how much use had been made of ChALC in the past 12 months, and on the basis of that decided to agree renewal.

The Committee agreed that both the Clerk and the CMO should attend the annual LCAS seminar this year, as there were a number of relevant items on the agenda. The Clerk informed the Committee that she had received notice that the maintenance charges from WBC for Hood Manor Community centre are to rise by 4% from 1/4/2010. This was not unexpected, but she was asked to raise a request to repair the landscaping there that had been vandalised.

The Clerk reported that United Utilities had agreed to change the basis for surface water charges for Tim Parry and Bewsey Barn Community centres back to the old method, which should save the Council money.

RESOLVED That all cheques listed be authorised for payment (all under LGA
FC/36/2010 1976 s19 or LGA 1972 ss101, 111, 112, 137 or LG and R Act 1997
s31)

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- 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**

Two requests for donations had been made. Old Hall School had asked again for a donation to help with a gardening class for the children but the committee still felt it would not be appropriate to make a donation and asked the Clerk to let the school know.

Warrington Association for Special Children (WASC) had requested a donation to help fund holiday playschemes for local children with learning difficulties and other health problems. The Council has donated to this cause in the past, and so the Committee resolved to recommend that the Council makes a donation of £100 this year, as children from Great Sankey benefit from this specialist provision.

RESOLVED To recommend a donation of £100 to WASC to help fund specialist play provision for local children this summer (LGA 1976 s19)
FC/37/2010

- 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.

- 13 To note receipt of letter dated 15th March from a member of the public which is connected with an ongoing complaint procedure, and decide on an appropriate course of action.**

The Committee noted the letter. Because the correspondent has made a complaint to the Council and the investigation into it has not concluded, the Committee felt it would be most appropriate to refer this letter to the Employment Group as well. The Clerk was asked to pass it on and to let the correspondent know.

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

Cllr Reynolds checked a selection of timesheets in detail. A slight underpayment error was found on one, which will be corrected with payment for April. 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 for payment.(LGA 1972 s112)
FC/38/2010

- 15 To be informed of current position on customers in arrears, and to consider if the Committee want to write off any bad debts.**

The Committee had been provided with a sheet listing the current position. There are 4 bad debts. The Clerk was asked to write to the only existing customer who still owes money (£40) with an ultimatum for payment (arrears number 4). Of the rest

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one of the cases referred to CCI Legal is continuing to make payments (arrears 1), another cannot be traced (arrears 2). The final case has paid off most of their debt but has failed to pay the final instalment and cannot be contacted (arrears 3).

The Committee accepted that every effort had been made to try to recover from the last 2, and that the revised policy on payments they initiated has made a big improvement.

They therefore agreed to write off 2 outstanding debts as not recoverable, one for £94.75 and the other for £298.

RESOLVED
FC/39/2010

To write off arrears cases 2 and 3 from the listing sheet
(in the amounts of £298 and £94.75 respectively)