

Great Sankey Parish Council
Finance Committee Extra Meeting 28 October 2009 **Tim Parry Community Centre**

Chairman: Cllr J Regan

Present Cllr Carter Cllr Gleave Cllr L Smith Cllr R Smith
Cllr Reynolds Cllr Lee

In Attendance: Mrs C Wakefield (Parish Clerk)
Mr J Wilkinson Warrington Wolves Foundation

1. Apologies for absence

Cllr Wheeler sent apologies for absence, as she at another meeting, so did Cllr Hudson.

2 To meet representatives from Warrington Wolves Foundation to discuss and clarify some invoices and administrative arrangements; feedback; and future scheme arrangements.

The Chairman welcomed Mr Wilkinson to the meeting, and also Cllr Lee, Cllr R Smith and Cllr L Smith.

Mr Wilkinson and the Councillors present had been provided with a spreadsheet bringing together various points that needed clarification and these were now worked through.

Point 1 – difference in numbers in week 1 between children at the scheme and places invoiced by Ski Rossendale

Mr Wilkinson explained the Foundation had not been involved in booking Ski Rossendale, but he thought the difference was because the booking had been made in advance and that these were the numbers anticipated, not actual. The Committee agreed this was reasonable, particularly as the numbers re-adjusted over the next 2 trips. It was agreed that the number booked had to be honoured.

Point 2 – cost of minibus to Rossendale

The Foundation had hired a minibus to drive themselves to Rossendale, and this one from Central hire had been the cheapest quote they could get after trying several companies. One of the Foundation had also driven there in his own car taking several passengers. The explanation was accepted.

Point 3 – difference between numbers attending and amount of food ordered

Mr Wilkinson explained that the Foundation had tried a number of places for quotes for food, and the one chosen was the cheapest for the type of healthy food required. Because the scheme had to be set up so quickly (the grant approval was received only a few weeks before the start of the scheme) the Foundation had ordered food for the largest number of children they anticipated – 40 – and had to honour that order for the rest of the scheme. This was accepted.

Point 4 – query about amount of kit ordered

It was explained that the kit had been ordered upfront for the whole scheme and was now in storage ready for Easter etc.

Point 5 – GSPC cannot reclaim VAT on items Wolves Foundation has ordered and paid for

It was confirmed that the Foundation can reclaim VAT. It was agreed that they would reclaim the VAT and therefore they would pass on to GSPC claims net of VAT. That way no VAT payment would come out of either BLF or GSPC funds therefore no repayment would be required. The invoices already passed to GSPC should be paid net of VAT, and payments should be recorded net of VAT.

Point 6 – query about why some goods appeared to have been ordered so late after the start of the scheme

Mr Wilkinson explained that all goods had been ordered and received within the first week of the scheme but that several of the suppliers had been late sending in invoices, hence the late requests for payment.

Point 7 – query about number of pairs of training shoes ordered

The bid had allowed for £240 to be spent on training shoes and because of discounts the Foundation had actually been able to purchase more shoes for that amount than originally anticipated. It was explained that the kit for trainers was not for professional coaching staff but for volunteer coaches, who were usually students doing sports degrees who were assisting. It was the policy of the Foundation to use up all the money allocated for this item in the bid on kit for the volunteers.

Point 8 – refund of invoice for minibus on 28/8/09

Mr Wilkinson had already agreed this was charged in error and he would arrange for a refund to GSPC.

This cleared up outstanding errors, and the Councillors were happy that Mr Wilkinson had met with them to straighten out the communications problems that had arisen from the need to set up the Summer scheme in such haste.

There was then discussion of the way to move forward. Mr Wilkinson suggested that it might be possible to run at Easter 2010, half term and possibly through Summer 2010, depending on how funds are used up. It would however be necessary to talk to BLF and ask for an extension in time as the original end date is end July 2010.

Mr Wilkinson was asked to send a list of outstanding payments to the Clerk and Cllr R Smith so the budget position could be assessed.

It was agreed that a firm plan need to be drawn up for the next scheme, and the best way will be to meet in the New Year to set this up.

There was some debate about the need to provide food in future schemes and it was agreed that more flexibility about numbers needs to be built in if ordering food and activities

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in the future. This can be addressed in the planning stage. There was a discussion about what is needed for future schemes and the following action points emerged.

- Membership of the Youth Projects group needs to be reviewed and restored
- Finance Committee need earlier involvement in set up of schemes
- Ivan Baracskai should be involved at the planning stages, and Sankey Forum used as a venue if possible
- More publicity at an earlier stage is required for future schemes
- An audit of equipment remaining needs to be done, and consideration given to passing this on to the Forum after the schemes end
- A planning meeting needs to be convened in January 2010.
- An interim report is needed which will allow the committee to assess Summer 2010 and approach BLF if extension is likely to be needed.

The Chairman thanked Mr Wilkinson and the other Councillors for attending, and Mr Wilkinson invited Councillors to drop in to visit the next scheme.