

Great Sankey Parish Council
Finance Committee Meeting 6 October 2009 **Whittle Hall Community Centre**

Chairman: Cllr J Regan

Present Cllr Carter Cllr Hudson Cllr L Smith
Cllr K Reynolds joined after the start of the meeting

In Attendance: Mrs C Wakefield (Parish Clerk)

1. Apologies for absence

Cllr Wheeler, Cllr Gleave and Cllr Reynolds sent apologies for absence. Cllr Hudson was co-opted for the meeting as substitute for Cllr Wheeler and Cllr Liz Smith was co-opted as substitute for Cllr Gleave. Cllr Reynolds joined the meeting part way through, as the other meeting he attended finished earlier than expected.

RESOLVED **To co-opt Cllr Hudson for the meeting as a substitute for Cllr**
FC/102/2009 **Wheeler, and Cllr Smith for Cllr Gleave.**

2. To approve the minutes of the previous meeting on 1/9/2009

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

RESOLVED **That the minutes of the meetings held on 1 September 2009**
FC/103/2009 **be approved as correct records and signed by the Chairman.**

3 To be informed of progress on matters arising from the previous meeting and take any action required

3.1 to be updated on progress with obtaining valuation of land at Tim Parry

The Clerk had spoken to an officer at the Birkenhead Land Registry Office concerning valuation and explained the situation of the land and circumstances surrounding it. They had agreed that because it had been used for public recreation for over 40 years and continues to be so used, its value would be nominal and the minimum registration fee of £40 was therefore applicable. No formal valuation would be required. A cheque had therefore been prepared (listed in Appendix 1) and the Clerk would complete the rest of the paperwork.

3.2 to be informed of developments regarding Bewsey Barn fence and decide on a way forward

The Clerk had tried to obtain an estimate for having a prickly hedge laid as a perimeter fence but been informed that it would not be successful due to excessive shade and encroaching root systems from adjacent trees. The Committee considered other options but decided in the short term to remove the existing broken areas of ranch fencing (leaving any intact still in place) without replacing it. This was because it was felt the existing shrubbery defined the perimeter adequately. However they reserved the right to revisit the decision should it not prove satisfactory.

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4 To be informed of progress over CCTV at Hood Manor, and decide if any further action is required.

WBC are looking into taking over the camera, but in the meantime the payment period for the current monitoring arrangements is due to end in October. Bill Stevenson had sought clarification over this, and the Finance Committee asked the Clerk to confirm to Bill the instructions he had been given, plus let Sara Tomison know what is happening. She will also query the equipment position with Mark Floyd.

5 To be informed of progress in clearing invoices and recording payments for the Sankey All Stars Summer Camp and advise on VAT issues. To monitor spend against funds and effectiveness of spend.

The Clerk informed the committee that although invoices for SAS are being recorded in the cash book in the normal way, another spreadsheet has been set up to record money spent from each of the funds involved (BLF award and Pro-active Youth Fund) and the VAT recoverable for each. The members looked at the sheet and confirmed it was suitable for purpose. The Clerk has experienced a problem with VAT for some of the invoices where Wolves have paid the bill and are seeking reimbursement, and there are also another few invoices that require clarification. The Clerk was asked to set up a meeting between the Finance Committee and officers from the Wolves Foundation (but also open to all Parish Councillors to attend) to clear up any problems over invoices. She should retain outstanding payments until all issues have been clarified.

The Committee looked at the information that had been sent from the Wolves Foundation regarding attendance at the scheme, and it was decided that at the meeting with Wolves member would also ask for more feedback on the effectiveness of the scheme.

RESOLVED **To set up a meeting with Warrington Wolves Foundation to clarify some issues on payments and to assess the effectiveness of the scheme so far.**
FC/104/2009

6 To be aware that the YPG is recommending cancellation of an SAS scheme in October. The YPG has suggestions for a Scheme at Easter. To consider whether to endorse the recommendation or to make any other proposals in respect of the Scheme.

There was a great deal of discussion about this item. The Finance Committee agreed that it would be sensible not to try to rush through a scheme in October, and so endorsed the YPG recommendation. It reserved right to make further recommendations about future schemes after having a meeting with representatives from Wolves Foundation.

RESOLVED **To endorse YPG recommendation not to try to organise a Playscheme with Warrington Wolves Foundation in October 2009.**
FC/105/2009

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- 7 To confirm that further information from Phoenix Boxing Club, fulfils the conditions set out by Parish Council for implementation of the Boxing Project. To approve implementation of the Boxing Project, be informed of current position and consider if any further action is required.**

Mr Ridpath had been approached by the Clerk and had confirmed that Phoenix Boxing Club could provide the presence of a CRB checked adult female at each boxing session, although that would incur an extra cost. The Finance Committee had been informed by email and a majority had indicated that implementation should begin as conditions were now fulfilled. This was now formally confirmed at the meeting. Some details about publicity and dates were discussed and agreed.

RESOLVED FC/106/2009 To implement a start date of 16th October for the Phoenix Boxing Club run Boxing Course (non-contact) for young people at GSPC Community Centres at a cost of £2000 (plus extra for the extra female adult). (LGA 1976 s19)

- 8 With reference to request from Trader to sell goods from Whittle Hall Community Centre car park, to be informed that the Trader must obtain planning permission for a change of use before trading could be allowed, and to set a rental rate for use should the application be approved.**

After a lot of discussion the Finance Committee decided that the normal weekend rate of £21 per hour should apply, plus the Trader would need to pay the cost of obtaining Planning Permission and pay for his own third party liability Insurance. The Clerk was asked to convey this information to him and ask if he still wanted to go ahead.

- 9 To consider whether to take out a support contract with MACAW for IT assistance.**

It was agreed that the Clerk should take out an immediate 3 month contract with MACAW for IT support, as they had been very useful in the past and cover is needed urgently, but should also obtain other quotes for IT support in the longer term, so as to be sure of the best deal.

RESOLVED FC/107/2009 To take out a 3 month IT support contract with MACAW and find best deal for longer term support (LGA 1972 s111)

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

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

Cllr Hudson scrutinised a random selection of payments in and out from the cash book pages. These were in order and were signed off.
The councillors all looked at the budget monitoring sheets.

RESOLVED FC/108/2009 To accept the Bank Reconciliation and Cash Book pages for August 2009 as correct

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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 Carter and agreed. The cash balance was £339.88 and so a cheque for £60.12 was requested and signed in order to bring the operating balance back to the balance of £400.

RESOLVED To authorise a cheque for £60.12 to bring the petty cash balance back to £400 (LGA 1972 S111).
FC/109/2009

12 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
Edmundson Electrical Ltd	Outdoor light timer, WH	£41.29	8322
WBC	Summer playscheme provision	£3000.00	8323
Bosch Thermotechnology	Annual boiler maintenance contract, TP	£148.44	8324
CCI Legal Services Ltd	Status report on client in arrears	£17.25	8325
Firecheck North West Ltd	Fire alarm services, HL, TP, WH	£377.75	8326
United Utilities Water plc	Water charges, HM, 20/6/09-2/9/09	£103.54	8327
United Utilities Water plc	Water charges, BB, 11/6/09-4/9/09	£296.91	8328
United Utilities Water plc	Water charges, WH, 20/9/09-4/9/09	£234.27	8329
United Utilities Water plc	Surface water charges, TP, 21/6-8/9/09	£97.97	8330
United Utilities Water plc	Water charges, HL, 24/6/09-11/9/09	£139.83	8331
April's Ltd	SAS lunches 27/8/09 (x40)	£200.00	8335***
NSPCC Registered Charity	SAS room hire (Peace Centre) 12/8/09 4hrs @ £25/hr	£100.00	8336***
David Nicholas Company	Fit new toilet cistern, TP	£285.00	8337
Andrew Jones	Grass cutting, Sept, all sites	£887.00	8338
WBC	Quarterly service charge, HM	£93.06	8339
B&B Hygiene Ltd	Cleaning supplies, all centres	£165.03	8340
C. Wakefield	Petty cash	£60.12	8342
Post Office	Stamps (100 x 2 nd class @30p)	£30.00	8343
HM Land Registry	to register land at TP Recreation ground	£40.00	8344
Congleton DVA - Macaw	IT services	£30.00	8345
Warrington Trophies	Trophies for Shadow Parish Council	£154.00	8356
W'ton Wolves Foundation	SAS clothing (trainers x3 from Asics)	£132.15	8332***
W'ton Wolves Foundation	SAS clothing (trainers x3 from Asics)	£112.60	8333***
W'ton Wolves Foundation	SAS footballs (x40), rugby balls (x65), shoulder pads (x1) from Grays	£640.49	8334***
Warrington Mini League	SAS, 4 Junior tackle shields	£239.96	8341***

*** items marked are payments relating to Sankey All Stars Playscheme. Invoices have been approved against costing and forwarded by J Wilkinson of Warrington Wolves Foundation. Money to be drawn from cash award from Big Lottery Fund and in some instances a proportion from GSPC pro-active youth Fund

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The Clerk advised that she had been told by Mr Scholes that he would no longer be able to retain Council deeds etc in safekeeping and asked about alternatives, such as purchase of a fireproof safe. She was asked to contact other Solicitors to see if she could find one who would be able to retain the documents, and report back.

The Clerk also mentioned a problem with water leaking which was affecting the Tim Parry recreation ground. UU had looked at it and said that as it was on Parish land it was the responsibility of the Council to get a repair done. She suspected the leak had been caused by contractors who had recently done a survey of service for WBC. She was advised to contact WBC initially to see if they would take this on, to check if it is covered by GSPC's insurance and to involve Cllr Lee who has some expertise in this area.

RESOLVED **That all cheques listed be authorised for payment (all under LGA**
FC/110/2009 **1976 s19 or LGA 1972 ss101, 111, 112, 137)**

- 13** **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 had been received. The Committee considered a request from Warrington Older Peoples Forum for a grant to help with the cost of Tai Chi classes. It was agreed that this would be good to support, as a number of people from Great Sankey take part in their activities. It was agreed to make a donation of £50, the Clerk will bring a cheque to the PC meeting for signature.

RESOLVED **To make a donation of £50 to the Older Peoples Forum (LGA**
FC/111/2009 **1972 s 137)**

A request had also been received from Warrington West Scouts for financial assistance towards the cost of a trip to Kenya. The Clerk was asked to obtain more information.

- 14** **To review Standing Orders, and consider proposed amendments to section 18.**

The proposed amendments to section 18 were considered and accepted, also changes to some dates in paragraphs 24.1 and 24.2. It was agreed to recommend acceptance to full council, and to review other paragraphs at a future meeting.

RESOLVED **To recommend acceptance of revisions to Standing Orders**
FC/112/2009 **paragraphs 18.2, 24.1, 24.2 and insertion of new paragraph 18.5**

- 15** **To consider if the Committee wish to purchase for Councillors use any publications from ChALC list**

It was agreed to purchase "Standing Orders and Chairmanship, including Financial regulations" and also the 2008 version of Governance and Accountability Practitioners Guide. The Clerk will buy online and re-imburse from petty cash.

RESOLVED **To authorise the Clerk to purchase 2 publications, as above**
FC/113/2009 **from petty cash (LGA 1972 S111).**

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- 16 To be informed of the NALC pay settlement for 1/4/2009. To decide on implementation of the Council pay award from that date and recommend to full Council.**

Councillor Carter declared an interest in this item, and did not take part in the vote. Information had been received from NALC and WBC personnel had confirmed they would be implementing the award in October. The percentage increase is 1% for most spine points, 1.25% for the Caretaker/Cleaner equivalent point. The Committee agreed to recommend implementation of the increase. There is also an increase in leave allowance of 1 day for staff with less than 5 years service, and 5 days for staff with 5 years service. This would have an effect on the leave allowance paid to Caretaking staff. The Clerk was asked to calculate the effect of the leave increase and bring the information to full Council to consider implementation of that element of the pay award.

RESOLVED To recommend implementation of 1% pay increase from 1/4/2009
FC/114/2009 for most staff, 1.25% increase for Caretaker/Cleaners, and to consider implementation of increases in annual leave as published by NALC (LGA 1972 S111).

- 17 To be informed that the hiring agreement for the Tim Parry Field to a football club is due for renewal. To consider if any modification to the terms and conditions is required.**

The Hiring agreement for the field is actually slightly overdue, but the Clerk wanted to discuss with the Committee if any modifications are required before she sends it out. There was discussion of the rate payable, and it was agreed that it should be increased to £200 per annum. There was also discussion of the longstanding problems with parking there. The Clerk was asked to tighten up the conditions within the hiring agreement to reflect the need for the club to take responsibility for ensuring that all their members and visitors do not cause obstructions or safety hazards when they park. The Clerk will also ensure that other users are reminded of the need to park responsibly. It was agreed the Club should be asked to provide a parking steward on dates they were playing matches on the field.

RESOLVED To increase the rate charged to MJFC for use of the Tim Parry
FC/115/2009 field to £200 per year for 2009/10, and to make responsibility for ensuring parking guidelines (including provision of a parking steward on match days) part of the hiring agreement so it is more enforceable. (LGA 1976 S19).

- 18 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.

- 19 To authorise payment of wages, tax and ERNIC for September - paper to be tabled at meeting**

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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/116/2009 **for payment.(LGA 1972 s112)**

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

There are now only 2 accounts significantly in arrears, and both are in the hands of .CCI Legal. They are pursuing one case and a letter had been sent to the franchise holders in the second case, by the office, to see if they would be able to help with the debt.