

**Great Sankey Parish Council**  
**Finance Committee Meeting 3 November 2009**      **Whittle Hall Community Centre**

**Chairman:** Cllr J Regan

**Present** Cllr Carter      Cllr Gleave      Cllr Wheeler      Cllr K Reynolds

**In Attendance:** Mrs C Wakefield (Parish Clerk)  
Ms J Flint Cromdale Way Pre school

**1. Apologies for absence**

There were no absences

**2. To approve the minutes of the previous meeting on 6/10/2009**

The draft minutes had been circulated before the meeting. One correction was made, to alter a typing error. With that correction 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 6 October 2009**  
**FC/117/2009**      **be approved as correct records and signed by the Chairman.**

**3 To hear report from Cllr Wood concerning requests made by a User of the Tim Parry Community Centre and decide on any action to be taken.**

Cllr Wood was not able to be at the meeting, Joanne Flint presented the request from the user group to have a shed for storage in the back garden of the community centre and to have an area of the back garden that is currently lawn paved over. The Committee listened to the request and discussed the situation with Ms Flint but it appeared that not much had changed since they considered and refused similar requests in the past ie they considered a shed would be a fire and security risk due to proximity to buildings and they preferred not to have extra paving at the back for children to play on as there is a fenced play area with safety surface and equipment available at the front of the building. The Clerk pointed out that if this user group get a shed at least one other user and possibly more would also demand sheds in the back garden, thus reducing the area available for play.

There was a general discussion of the storage problems at Tim Parry, including the fact that some users currently store equipment without charge, even when they are not paying rent during school holidays, and that storage of equipment on the stage, in the kitchen and in the Caretakers office effectively hampers some other useage of the centre.

The Committee decided they would like to view the problems before taking a decision, and so they agreed to meet Ms Flint at 6.30pm on Wednesday 11<sup>th</sup> November to inspect storage at the centre, then bring the issue back to the next Finance Committee meeting.

**4 To be informed of progress on matters arising from the previous meetings and take any action required**

**4.1 to be updated on progress with obtaining information about keeping documents with a new Solicitor**

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The Clerk had sent to a number of solicitors but only received 2 positive replies so far, which are very different in costs. The committee suggested some other firms to try, plus suggested the Clerk should approach WBC Solicitor to see if they would outsource their services.

### **4.2 to be informed of developments about the water leak at Tim Parry recreation ground**

The Insurance company had told the Clerk the leak was unlikely to be covered by the policy as it was outside the building. The Clerk had discussed the issue with Cllr Lee who agreed that she should try WBC first. She had contacted Sara Tomison at WBC and was waiting for a reply. The leak appears to be very minor and the Council has not been served with a Notice to mend it. The Clerk will follow it up with Sara.

### **5 To be updated on progress over CCTV at Hood Manor, and decide if any further action is required.**

The payments to the CCTV Company for monitoring have now ceased, but the Clerk is still waiting to hear from Sara Tomison and Mark Floyd about taking over responsibility for the equipment cost. She was advised to find out when the next payment is due and then chase progress with the others again.

### **6 To consider suggestion from a Councillor for installing warning signs about hatch markings at Tim Parry Community Centre**

After some discussion it was decided to go ahead with this. The Clerk will get quotes for consideration.

### **7 To be updated about operation of the Boxing Project and consider if any further action is required.**

The project got off to a slow start because of delays in getting publicity material printed. Although the Boxing Club will compensate with an extra week it is imperative to get more publicity done. Cllr Regan has emailed schools about it and has also discussed with the Boxing Club getting a banner done to put outside the centres. This would cost £60. Although the Committee agreed this in principle it must be subject to the Council's previously agreed policy on outside advertising, and any planning regulations. The Clerk was asked to check up on the policy, and Cllr Wheeler said she would send her the WBC regulations. The Clerk will put this on the agenda for the next full Council meeting.

### **8 To consider the direction from Parish Council to review the disposition of Playschemes in Summer 2010. To decide on how best to conduct that review and when, and advise the Clerk if any further information will be required for it.**

The Chairman reported that Cllr Litton had approached the school at Hood Manor and got provisional approval to use their playing field if a WBC Playscheme is to be run at Hood Manor in Summer 2010. This would be subject to formal approval by the Governors, and would be on condition that Play Leaders have a key to the school gate and ensure no damage is done. The Clerk said this would probably

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pose logistical problems, as there are only 2 Play Leaders per scheme and a split site might not be manageable. The Clerk was asked to check up on this point with WBC. She was also asked to find out about WBC charges for 2010, and to provide the Committee with information about useage in previous years. The Committee can then review this information at the next meeting and make a recommendation.

- 9 To consider the position of the Council with regard to allowing bookings for indoor ball games. To review possible benefits against known safety considerations.**

The group that had asked to make bookings for indoor football practise has now found an alternative site, so the question is no longer immediate. The Committee decided to leave the policy of no ball games as it stands for now and review again if needed.

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

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

The Clerk explained that following the decision about treatment of VAT on purchases for the SAS scheme at the meeting on 28<sup>th</sup> October the Bank reconciliation (which had been done prior to that meeting) requires amendment. This will be done and circulated with the papers for the next meeting.

Cllr Wheeler 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**                      **To accept the Bank Reconciliation and Cash Book pages for  
FC/118/2009                      September 2009 as correct, subject to the revisions discussed at  
the meeting**

- 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 £362.02 and so a cheque for £37.98 was requested and signed in order to bring the operating balance back to the balance of £400.

**RESOLVED**                      **To authorise a cheque for £37.98 to bring the petty cash balance  
FC/119/2009                      back to £400 (LGA 1972 S111).**

- 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.

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<b>Presented by</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque</b>
B&B Hygiene Ltd	Cleaning supplies, all centres	£263.96	8358
Royal British Legion	Poppy appeal, donation s137	£100.00	8359
David Nicholas Co.	Boiler services & certificates, TP/HM/HL/BB		
	Supply & installation of new radiator HL		
	Repair to leaking toilet BB	£570.00	8360
Andrew Jones	Grounds maintenance Oct, all sites	£745.00	8361
Comm. Bus. Equip. Ltd	Photocopy charges (5103 copies)	£46.94	8362
Edmundson Electrical Ltd	Kitchen lights, WH	£227.22	8363
Zurich Management Services	LCAS membership renewal, 11/09-11/10	£166.75	8364
C. Wakefield	Petty cash	£37.98	8365
W'ton Wolves Foundation	SAS clothing (trainers x3 from Asics)	£114.92	8366 ***
	<i>(Replacement for previous cheque</i>	<i>£132.15</i>	<i>8332)</i>
W'ton Wolves Foundation	SAS clothing (trainers x3 from Asics)	£97.92	8367 ***
	<i>(Replacement for previous cheque</i>	<i>£112.60</i>	<i>8333)</i>
W'ton Wolves Foundation	SAS footballs (x40), rugby balls (x65), shoulder pads (x1) from Grays	£562.45	8368 ***
	<i>(Replacement for previous cheque</i>	<i>£640.49</i>	<i>8334)</i>
Warrington Mini League	SAS, 4 Junior tackle shields	£208.66	8369 ***
	<i>(Replacement for previous cheque</i>	<i>£239.96</i>	<i>8341)</i>

\*\*\* 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

The Clerk explained that cheques 8366 to 8369 were replacements for cheques 8332 to 8334 and 8342. The original cheques have been marked "spoiled" and retained by the Council. The replacement cheques are for the Net amount of the invoice as the VAT had been paid and will be reclaimed by Wolves Foundation, so the reimbursement has to be for the Net amount and only the Net amount will be taken from the funds allocated for the Sankey All Stars Playschemes. This is all in line with arrangements agreed at the extra meeting on 28<sup>th</sup> October. The Committee were content with this.

**RESOLVED**      **That all cheques listed be authorised for payment (all under LGA FC/120/2009      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**

Four requests had been received. One was from the Pre-School that uses Bewsey Barn community centre for donation of a prize for their raffle which helps to pay for toys and Christmas parties for the children. It was agreed to make a donation of £50 worth of Argos vouchers.

**RESOLVED**      **To make a donation of £50 worth of Argos vouchers to the Pre-schools at Bewsey Barn to help with their Christmas events (LGA 1972 s137)**

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The Committee considered requests from Hood Manor Residents Social and Bingo Club and from the Hood Manor OAP and Bingo Club for a donations to help with their respective Christmas events. The Committee agreed to a donation of £50 for each, the cheques to be signed at the next Parish Council meeting.

**RESOLVED**                    **To make a donation of £50 each to Hood Manor Residents Social and Bingo Club and Hood Manor OAP and Bingo Club for their Christmas events (LGA 1972 S137)**  
**FC/122/2009**

The Committee considered a request from the Dorchester Road Residents Association to hire Hood Manor Community Centre at a reduced rate on 12<sup>th</sup> December. They are running an event to raise funds for the Boat Park project. The Chairman declared an interest in this item and did not take part in the discussion or vote. It was agreed to allow them a rental rate of £10 for the hall on that day for 4 hours.

**RESOLVED**                    **To allow Dorchester Road Residents Association use of Hood Manor Community Centre for 4 hours on 12<sup>th</sup> December 2009 at the rate of £10 per hour. (LGA 1976 s19)**  
**FC/123/2009**

At the last meeting the Committee had deferred making a decision on a request from Warrington West Scouts for financial assistance towards the cost of a trip to Kenya, pending more information.. This had been received and it was clear that a number of young people from Great Sankey would benefit from this trip. Those on the trip would be learning new skills and those who did not go would benefit from presentations etc after the trip by the participants. It was therefore agreed to give a donation of £50, cheque to be signed at the next PC meeting.

**RESOLVED**                    **To make a donation of £50 to Warrington West Scouts to assist with the cost of a trip to Kenya and associated activities (LGA 1972 S137)**  
**FC/124/2009**

**14      To review and approve or revise draft amendments to the hiring agreement for the Tim Parry Field to a football club.**

The Committee considered the revised hiring agreement documentation provided by the Clerk and approved its use for this case, as agreed at the previous meeting.

**15      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.

**16      To authorise payment of wages, tax and ERNIC for October, including payment of arrears from the 1/4/2009 pay award – paper to be 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.

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**RESOLVED  
FC/125/2009**

**That Wages and Inland Revenue costs as listed be authorised  
for payment.(LGA 1972 s112)**

**17 To be informed of current position on customers in arrears.**

The Council had been provided with a sheet listing the current position. The remaining debts are pending action by CCI Legal.