

Great Sankey Parish Council

Finance Committee Meeting 1 December 2009

Whittle Hall Community Centre

Chairman: Cllr J Regan

Present Cllr Carter Cllr P Hudson Cllr Gleave Cllr K Reynolds

In Attendance: Mrs C Wakefield (Parish Clerk)
Ms J Flint Cromdale Way Pre School
Ms J Killen Cromdale Way Pre School
Mr T Mellor Phoenix Boxing Club

1. Apologies for absence

Cllr Wheeler sent her apologies and Cllr Hudson was co-opted to substitute for her. Cllrs Gleave and Reynolds sent their apologies for the start of the meeting and joined during agenda item 6.

2. To approve the minutes of the previous meetings on 28/10/2009 and 3/11/2009

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

RESOLVED That the minutes of the meetings held on 28 October 2009 and
FC/126/2009 3 November 2009 be approved as correct records and signed by
the Chairman.

3 To consider request from User group for extra outdoor storage and extra paving, and decide on any action to be taken.

Committee members had viewed the premises and discussed the needs with one of the Pre-school staff and Ms Flint on 11th November and now Mrs Killen, the manager, put forward some modified proposals. The Pre-school would now like metal bunkers for storage, which would fit under the windows outside the centre. This would reduce the fire risk and the risk of them being used as a access route to the roof (being of a lower height than a shed). She passed round a photograph, and the dimensions. They are also proposing a lesser area of extra paving, ie one extra row of flags plus a paved track for children to drive toys over. There was discussion of this and Cllr Hudson suggested an alternative solution by replacing the lawn with Astroturf. This would solve the muddy grass problem but still allow for a softer surface that flags and would not increase the area of impermeable land.

The Pre-school would be interested in this but price is a consideration, as the work is being funded from their grant. After discussion it was decided that certain things needed to be done before a decision can be made. The Pre-School need to check with Ofsted if Astroturf would be acceptable, get quotes for Astroturf and flagging and liaise with the Clerk over which would be their preferred option. They also need to take measurements to assess how bunkers would fit in, bearing in mind that at least one other user group has said they also want outside storage, and so space would have to be left for them too.

The Clerk need to check with the other centre users that the proposed modifications would not cause them any problems. All of this information needs to come back to the Finance Committee for the next meeting.

Ms Flint and Ms Killen left after this item.

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

It was reported that attendance at the Boxing classes is picking up after a slow start. The Chairman confirmed that the Warrington West Area Neighbourhood Board had agreed to provide £2000 of funding. The classes are now at Tim Parry and will transfer to Whittle Hall on 22 January, the start time there will have to be 7.30pm, as there is already a user group in at 6.30pm to 7.30pm. Efforts on publicity will continue.

- 5 To consider proposal from Phoenix Boxing Club for a weekly satellite club on Wednesdays at Hood Lane Community Centre and decide whether to accept it, which will involve free use of the centre for a certain period of time.**

Mr Mellor has obtained funding from the Arts and Sports Engagement Council to employ Sports Coaches to run sessions for young people and he is looking for a venue. At present he is going into 4 primary schools to run sessions and has 50 to 60 children each week participating. He would like to run some sessions in community centres and asked if GSPC would be willing to let him have free use of Hood Lane Community centre for such sessions, for 2 hours each on Wednesdays and Thursdays. There would be no other financial outlay as equipment already purchased would be used. The Committee agreed unanimously to allow this until the end of the 2009/2010 financial year, and then review the position. Mr Mellor then left the meeting.

RESOLVED FC/127/2009 To allow free use of Hood Lane Community Centre for 2 hours each on Wednesdays and Thursdays for sports activities for young people (not ball games) until 31/3/2010, organised by Tom Mellor and the Arts and Sports Engagement Council (LGA 1976 s19)

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

- 6.1 to be updated on progress with obtaining information about keeping documents with a new Solicitor and decide whether to select one to use**

Further quotes had been received and were scrutinised. The Committee decided to use Byrne Frodsham, as they gave the best quote overall, and asked the Clerk to organise moving the documents to them, having first arranged to make an electronic copy of the documents to retain on site.

RESOLVED FC/128/2009 To select Byrne Frodsham Solicitors to retain Council deeds etc in safe-keeping and be the first point of contact for subsequent legal needs. (LGA 1972 s 111)

- 6.2 to be informed of developments about the water leak at Tim Parry recreation ground**

The Clerk had been in consultation with UU and with WBC and the issue of the water leak is now being resolved to the satisfaction of each.

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6.3 To be updated on progress over CCTV at Hood Manor and decide if any further action is required

Next payment for the CCTV is due January. The Clerk has not had a reply from WBC about it. She was advised to continue to progress the matter for GSPC.

6.4 to be updated on progress about installing warning signs about hatch markings at Tim Parry Community Centre

No progress has been made on this yet, the Clerk will follow it up after Christmas.

7 To consider the disposition of Playschemes in Summer 2010, based on useage and information from WBC, and make a recommendation to full Council about which centres are to be used and for how long.

The Chairman reported that Cllr Litton had indicated that it would be possible to use the field belonging to St James's school in Summer 2010, however WBC had advised the Clerk that they did not think Hood Manor is suitable for a Playscheme. This is because of previous adverse Ofsted reports about security at the centre, plus the difficulties of running a scheme split between 2 sites, ie the community centre and the school field. However they recognised the Parish Council preference for running a playscheme for the children of Hood Manor and suggested that they could situate a mobile play team somewhere in the area for part of the Summer 2010 holidays. This would have the advantage of being open access, therefore completely free of charge for the children and also the Parish Council, effectively increasing the play provision at no extra cost. After discussion it was agreed to recommend to the Parish Council that this offer is taken up, with the mobile play team being able to make use of the school car park. It was also agreed to recommend that WBC is commissioned to run a 2 week playscheme at Whittle Hall, Tim Parry and Bewsey Barn Community centres, as these were so successful in 2009. The Clerk is also to enquire about the possibility/cost of extra playleaders at Whittle Hall and Tim Parry, to increase the number of children that could attend.

RESOLVED FC/129/2009 To recommend that GSPC commissions WBC to run Playschemes for 2 weeks each at Tim Parry, Whittle Hall and Bewsey Barn Community Centres in Summer 2010 (LGA 1976 s19)

RESOLVED FC/130/2009 To recommend that GSPC asks WBC to situate a mobile Play team at Hood Manor (at a site to be arranged, possibly the school car park) in Summer 2010 (LGA 1976 s19)

8 To be informed that the Gas supply contract is due for renewal soon. To consider renewal quotes and decide which company to sign with.

Mrs Carter had done some research using a price comparison website, which had been summarised in a paper circulated before the meeting. The existing gas supplier had actually beaten the lowest quote obtained, but the option must be taken up before 10th December to get on that tariff. The existing supplier had been satisfactory up to now, so the Clerk was quite happy to stay with them. They also offered a slightly cheaper rate for signing for a 2 year deal. After consideration of the

prices, and economic conditions the Committee authorised the Clerk to sign for the 2 year deal with Npower.

RESOLVED **To sign for a 2 year deal with Npower to supply gas to the**
FC/131/2009 **Community Centres at a tariff of 2.601ppu, no standing charge.**

- 9** **To be informed of progress with Outdoor Gym equipment and consider if any further action is required at this time.**

Cllr Gleave informed the meeting that he had obtained £5000 funding from the Neighbourhood Area Board towards provision of outdoor gym equipment at 2 sites (Tim Parry recreation ground and Bewsey Barn). He is now seeking funding from WREN. Three indicative quotes had been obtained to allow a figure for the bid to be estimated. The quotes varied a great deal so he was going to look at installations by each of the companies involved to compare quality. The next deadline for bids is March, and he is working to that date. When funding is agreed a proper tender process will be carried out.

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

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for October had all been circulated prior to the meeting, plus the amended reconciliation for September (adjusted for VAT now being paid and claimed back by Wolves foundation).

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 **To accept the Bank Reconciliation and Cash Book pages for**
FC/132/2009 **September and October 2009 as correct,**

- 11** **To consider half year budget position, and information from other Committees, Clerk and other members, with a view to begin to determine draft budget for 2010/2011 and review hall hire charges, ready for recommendations to be finalised.**

Information gathered had been circulated prior to the meeting, and there was a general discussion of the requirement. Spend and income from hall hire so far are roughly as expected, although income from interest on reserves had plunged due to the recession. The Clerk provided information on current hall hire rates and usage, which were also discussed. It was agreed that Cllr Gleave and the Chairman would put together a draft budget and proposals, including effect of any changes to the precept, based on discussions at the meeting. This would be considered and agreed at the next meeting, when firm recommendation would be made for full Council.

- 11** **To examine petty cash records and balance, to sign off if correct and authorise cheque to restore balance to the set limit**

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The petty cash register, docket book and cash balance were all checked by Cllr Carter and agreed. The cash balance was £300.34 and so a cheque for £99.66 was requested and signed in order to bring the operating balance back to the balance of £400.

RESOLVED To authorise a cheque for £99.66 to bring the petty cash balance
FC/133/2009 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.

Presented by	Description	Amount	Cheque
Viking Direct	Stationery supplies, incl. ink, office	£185.20	8384
Top Print	Leaflets for boxing sessions (x250)	£64.69	8385
Edmundson Electrical Ltd	Lights for centres	£33.72	8386
W'ton Wolves Foundation	SAS Kit for Participants (t-shirts x 100)	£900.00	8387
W'ton Wolves Foundation	SAS Coaches kit & clothing	£760.00	8388
Top Print	Banner (6'x2') for Boxing sessions	£56.35	8389
United Utilities	Water charges BB 5/9/09-23/11/09	£280.42	8390
Andrew Jones	Grounds maintenance, all sites, Nov	£820.00	8391
C. Wakefield	Petty cash	£99.66	8392
Post Office	Stamps (100 x 2 nd @ 30p)	£30.00	8393

The Committee examined invoices and signed cheques as required.

RESOLVED That all cheques listed be authorised for payment (all under LGA
FC/134/2009 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. Both were from the Pre-Schools that use Parish Community centres, and were requests for donations to help pay for toys and Christmas parties for the children. It was agreed to make a donation of £50 worth of Argos vouchers to each, which they can use as prizes for their fund-raising raffles. .

RESOLVED To make a donation of £50 worth of Argos vouchers each to
FC/135/2009 the Pre-schools at Tim Parry Centre and Hood Lane Centre to help Fund their Christmas events (LGA 1972 s137)

The Committee had considered by email a request from a new user for a reduced rental rate to help establish Yoga classes to be run at Whittle Hall Community centre during the day and Hood Lane Community centre one evening per week. As this could have possible public health benefits it was agreed to allow a rental rate of £5 per hour for the first 6 weeks, to be reviewed after that. This decision was ratified at the meeting.

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RESOLVED **To allow Yoga in Cheshire the use of Hood Lane and Whittle
FC/136/2009** **Hall Community Centres at the rate of £5 per hour for the first 6
Weeks to help establish classes. (LGA 1976 s19)**

- 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 by this time.

- 16** **To authorise payment of wages, tax and ERNIC for November – 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/137/2009** **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. CCI Legal had managed to recover some money from one of the debtors referred to them, they had sent 2 cheques in so far. The Committee was gratified to see that their tough stance on arrears is paying off.