



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

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Minutes of the meeting of the Finance and General Purposes Committee on Thursday 8th September 2022 at 9.45am

Present: - Councillor M Jervis, Councillor B Kidley, Councillor C Critchley and Councillor K Critchley.

Clerk, Mrs J Monks and Assistant Clerk, Mrs I Derbyshire.

1. Welcome and apologies for absence

Councillor B Kidley welcomed everyone to the meeting. Councillor G Chapman, Councillor S Brookes, Councillor M Delaney, Councillor M Marshall and Councillor P Lewenz sent their apologies for the meeting.

2. Members Code of Conduct

There were no declarations of interest.

3. Matters Arising

To receive update from previous Finance and General Purposes Committee meeting held on Thursday 7th July 2022.

The clerk confirmed that she had contacted the cancelled birthday party booking for 16th July 2022 following the Finance and General Purposes Committee on 7th July 2022 requesting their bank details to refund the payment. No bank details however have been provided as such this cannot be refunded.

The clerk confirmed that the work on the Parish Hall roof has now been completed. Building Control have passed the work and the clerk has received the building control certificate for this. The roof manufacturer has completed both of their inspections, and everything is passed but we are awaiting the certificate of guarantee. The asbestos has been removed and we are awaiting the disposal certificate.

The clerk and Councillor M Delaney met with the roofing contractor with regards to loft access. The opinion of the roofer is that it would be costly and would require a new hole cutting into the stage ceiling. Given the expense of this any improvements to the loft access will no longer be pursued. The clerk also confirmed that the current installation was adequate and as such this will not be pursued.

The clerk has received notification that the application for funding from the National Lottery for the roof repairs had been unsuccessful.

The flagpole has been purchased and will be fitted now that the building work had been completed.

The speed indicator sign has been delivered to Warrington Police Station following the request of the Beat Manager and the invoice has been received and will be paid on the September banking schedule.

4. Parish Hall Income and Expenditure and Hall master reports

The report on income and expenditure for the Parish Hall for the period 1st April 2022 to 30th June 2022 is as follows;

Parish Hall Income and Expenditure

Please note all figures are net.

Apr-22	Income	Accumulative	Expenditure	
	1870		Caretakers wage	846.27
	-2931.76			
	-1061.76	-1061.76	Parish Hall Improvements & Maintenance	778.33
			Utilities	1168.64
			Window Cleaning	68
			Safety Inspections	0
			Refuse	70.52
				2931.76
May-22	Income	Accumulative	Expenditure	
	2413		Caretakers wage	846.27
	-2274.82			
			Parish Hall Improvements & Maintenance	404.93
	138.18	138.18	Safety Inspections	0
			Window Cleaning	0
		-923.58	Utilities	961.6
			Refuse	62.02
				2274.82
Jun-22	Income	Accumulative	Expenditure	
	1,323.00		Caretakers wage	846.27
	-1,605.94			
	-282.94	-282.94	Parish Hall Improvements & Maintenance	0
			Utilities	619.93
		-1206.52	Window Cleaning	68
			Safety Inspections	0
			Refuse	71.74

				1605.94
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The clerk confirmed all the new groups which were offered a three-month discount are now on a full charge and have continued to rent the Parish Hall.

The clerk however stated that there will be a huge drop in income for July and August as many groups are term time only and many groups had cancelled bookings due to the roof work.

The clerk noted that utility costs remain high due the increase in gas and electricity prices.

Recommended that;

The report was approved by the Parish Council.

The Assistant Clerk has produced some reports from Hallmaster showing occupancy of the hall and occupancy per day of the week for the period 1st April to 30th June 2022.

Recommended that;

The reports from Hallmaster were approved by the Parish Council.

5. Quarterly budget review for all income and expenditure

The quarterly income and expenditure from 1st April 2002 to 30th June 2022 is as follows;

Payments	Budget 2022/23	Actual up to 30/06/22	Budget Balance
Staff Costs	102000	30533.52	71466.48
Maintenance of Parish Council Assets	2000	1341.04	658.96
Utilities	6000	3161.84	2838.16
Insurance	2000	1646.46	353.54
Safety Inspections	0	0.00	0.00
Office Supplies	3000	1533.49	1466.51
Annual Subscriptions	1500	273.00	1227.00
Advertisements	0	0.00	0.00
Elections	4000	0.00	4000.00
Website	0	0.00	0.00
Grants	6000	3250.00	2750.00
Chairman's allowance	400	0.00	400.00
Training	1500	741.00	759.00
Refuse Collections	1200	204.28	995.72
Window cleaning	600	136.00	464.00
Equipment	1000	0.00	1000.00
Parish Hall Improvements & maintenance	10000	1183.26	8816.74

Bank charges	250	54.25	195.75
Environmental Working Group	6000	418.01	5581.99
Media budget	1000	0.00	1000.00
PCSO	18000	4160.00	13840.00
Youth	2000	0.00	2000.00
Ranger costs	4000	1299.31	2700.69
Community projects	0	0.00	0.00
Library	150	0.00	150.00
General Contingencies	5538	0.00	5538.00
Emergency Grass cutting	0	0.00	0.00
Events Committee budget	3000	0.00	3000.00
	181138	0.00	181138.00
Net Payments		49935.46	
VAT		1014.48	
Total Payments (excluding ear marked reserves)		50949.94	
Total Payments (including ear marked reserves)		53588.65	

The clerk reported that the payment of £4,160 for the PCSO was the final quarter payment for the financial year 2021/2022. No bill has been received yet for the PCSOs for the financial year 2022/2023 and Cheshire Police have yet to sign the PCSO agreement for 2022/2023. The clerk has asked them several times to complete and return and as such no payment will be made until Cheshire Police sign this agreement.

There has been no expenditure from the Events Committee budget as all the expenditure for the Queens Jubilee has been taken from the earmarked lottery funding budget.

Receipts			
	Budget	Actual up to 30/06/22	Budget Balance
Precept	169588	169588.00	0.00
Bank Interest	50	0.00	50.00
Parish Hall	10000	6443.00	3557.00
Other	0	7.37	-7.37
reserves	0	0.00	0.00
Net		176038.37	-176038.37
VAT	1500	1444.25	55.75
Total Receipts	181138	177482.62	3655.38

The clerk reported that the income from the hall in the first quarter was £6443 and as such if the level of bookings continues this will exceed the budget figure of £10,000 for the year. Prior to Covid in the financial year 2019/2020 the income from the hall was £18,896 so it is on track to receive a similar level of income to that prior to Covid, which is a good sign of recovery.

Recommended that;

The review of the budget for the period 1st April 2022 to 30th June 2022 was approved at the next Parish Council meeting.

6. Ear Marked Reserves

The earmarked reserves as at 30th June 2022 were as follows;

Ear-Marked Reserves	Reserve for 2022/23	Utilised Reserve	Reserve carried forward
Elections (ER)	10000	0.00	10000.00
Parish Hall (ER)	50000	0.00	50000.00
Youth Work (ER)	30000	0.00	30000.00
Parish Ranger Van Replacement (ER)	20000	0.00	20000.00
Environmental Improvement Schemes (ER)	10000	0.00	10000.00
Community Scheme/ consultant costs for PDO (ER)	40000	0.00	40000.00
South Warrington Library, Stockton Heath (ER)	3000	1494.50	1505.50
Contingencies (ER)	45400	0.00	45400.00
Inland Border Facility Payment from WBC (ER)	0	0.00	0.00
Queens Jubilee Lottery Grant (ER)	1379	1144.21	234.79
Public Health (ER)	37500	0.00	37500.00
Public Amenity (ER)	37500	0.00	37500.00
Total	284779	2638.71	282140.29

The clerk noted that the bill for the Parish Hall roof would be taken out of the Parish Hall earmarked reserves shortly and that the bill for the speed indicator device will be paid out of the Public Amenity earmarked reserves.

Recommended that;

The earmarked reserves were approved.

7. Five Year Review of income and expenditure

The clerk had circulated the five-year review of income and expenditure which included the agreed budget for 2022/2023.

It was noted that a 3% increase had been used year on year for the review which the Parish Council may want to consider in the future, however this was variable.

There was concern that the current rate of inflation is exceeding 10% for the period 1st April 2022 to 1st June 2022 and as such 3% may not be sufficient.

Recommended that;

The clerk amended the five-year review to include a 10% projected increase for 2023/2024, 5% projected increase for 2024/2025 and a 3% increase for 2025/2026. The clerk will amend and put this as an agenda item for the next Finance and General Purposes Committee meeting.

8. Investment Strategy, Authorised Persons for Banking and Bank Transfer for future payments

RESOLVED that;

The current banking arrangements and interest rates were as follows and no action was required.

NatWest	No interest – bank charges apply
Nationwide	0.20%
Hanley Building Society	between 0.6% and 0.85%
Mansfield Building Society	1.75%

The Clerk had confirmed the following were authorised signatures for the bank accounts.

Currently:

NatWest account

Mrs J Monks, Clerk
Mrs I Derbyshire, Assistant Clerk
Councillor J Wheeler
Councillor P Walker
Councillor P Lewenz
Councillor M Marshall
Councillor S Brookes
Councillor G Chapman

NatWest Internet banking

Mrs J Monks, Clerk
Mrs I Derbyshire, Assistant Clerk
Councillor J Wheeler
Councillor P Lewenz
Councillor M Marshall
Councillor S Brookes
Councillor G Chapman

NatWest debit cards

Mrs J Monks, Clerk
Mrs I Derbyshire, Assistant Clerk
Mr D Pearce, Parish Ranger.

Nationwide account

Mrs J Monks, Clerk
Mrs I Derbyshire, Assistant Clerk
Councillor J Wheeler
Councillor M Marshall
Councillor G Chapman
Councillor S Brookes

Mansfield account

Mrs J Monks, Clerk
Mrs I Derbyshire, Assistant Clerk
Councillor P Walker
Councillor M Marshall
Councillor G Chapman
Councillor S Brookes

Hanley account

Mrs J Monks, Clerk
Mrs I Derbyshire, Assistant Clerk
Councillor J Wheeler
Councillor P Walker
Councillor M Marshall
Councillor G Chapman
Councillor S Brookes

9. Queens Jubilee event income and expenditure

The clerk confirmed that all expenditure for the Queens Jubilee event had now been completed. The National Lottery grant of £1500 had been spent in full.

Additional expenditure of up to £1,000 had already been approved, however the additional expenditure over the National Lottery grant was only £46.61.

Recommended that;

The Queens Jubilee event income and expenditure report was approved.

10. Parish Hall

Recommended that;

The amended tenancy agreement was adopted for the hiring of the Parish Hall. The clerk will ask all existing hirers to complete and return a new tenancy agreement.

The clerk was requested to contact Appletots regarding emptying the bins in the toilets after their hire due to the odour of the nappies left in the bin.

11. Grant application for £288 contribution towards Tuesday morning litter picking project

Recommend that;

The clerk asked for further information about any planned future litter picks in Appleton for this to be considered at the Parish Council meeting.

12. Window replacement for bus shelter at Appleton Thorn

RESOLVED that;

The expenditure of up to £1,000 plus VAT for the window replacement of toughened glass for the bus shelter in Appleton Thorn was approved.

13. Chairs and tables for Parish Hall

Recommended that;

- (a) The expenditure of up to £300 plus VAT was approved for eight replacement black cloth chairs for the Parish Hall.
- (b) The expenditure of up to £500 plus VAT was approved for twenty-one children's chairs for Birthday parties.
- (c) The expenditure of up to £300 plus VAT was approved for three children's tables.

14. Review of Gas and Electricity Bills

This item was deferred to the next Finance and General Purposes Committee meeting depending on the Central Government announcement regarding energy prices.

15. Option to opt out of the SAAA central external auditor appointment arrangements

Recommended that;

The Parish Council does not opt out of the SAA central external auditor appointment arrangements.

16. Telephone Box at Lyons Lane

RESOLVED that;

The expenditure of up to £550 plus VAT was approved to repair the rusting on the inside of the telephone box at Lyons Lane/London Road.