



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 6th October 2022 at 9.45am

Present: - Councillor B Kidley, Councillor C Critchley, Councillor G Chapman and Councillor P Lewenz.

Clerk, Mrs J Monks

1. Welcome and apologies for absence

Councillor B Kidley welcomed everyone to the meeting. Councillor S Brookes, Councillor K Critchley, Councillor M Marshall and Councillor M Jervis sent their apologise for the meeting.

2. Members Code of Conduct

No declarations of interest were made.

3. Matters Arising

The following update was provided following the previous Finance and General Purposes Committee meeting on Thursday 8th September 2022.

The clerk confirmed that she had received the Building Control certificate, asbestos removal certificate and she was in the process of registering the guarantee for the roof tiles for the new roof.

The bracket for the flagpole was up on the wall at the Parish Hall and the Parish Range is awaiting apart from the manufacturer to secure the flag to the wall.

The tablet had been returned to the Speed indicator supplier and this was to be exchanged for the new correct device.

The clerk reported that Waterplus have confirmed that the water charges for the Parish Hall are correct, and that the Parish Hall is in the correct charging band for the water rates.

4. Five Year Review of income and expenditure

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.

Recommended that;

The amended five-year review of income and expenditure was approved by the Parish Council.

5. Review of Gas and Electricity Bills

RESOLVED that;

With regards to the gas contract to continue a variable rate and to review in March 2023.

With regards to the electric contact to review it when it expires in March 2023.

6. Fire Risk Assessment

Recommended that;

The Parish Council accepts the Fire Risk Assessment report which was undertaken on Monday 25th July.

The clerk sent a letter to all Parish Hall users reminding them of their responsibilities with regards to fire safety.

A copy of the Fire Risk Assessment will be displayed on the Parish Council website.

7. Fire Extinguishers Servicing

RESOLVED that;

The expenditure of up to £50.00 plus VAT was approved for servicing the fire extinguishers at the Parish Hall.

8. Parish Hall floor polishing

RESOLVED that;

That the expenditure of up to £1,000 plus VAT was approved for the polishing of the Parish Hall floor.

9. Parish Hall cleaning of curtains and stage curtains

RESOLVED that;

The cleaning of the curtains and stage curtains was not required at the cost of £358.00 plus VAT.

10. Contract for Bridge Lane planters

RESOLVED that;

The current contractor was to continue with the winter bedding for 2022 and this was requested to be completed by end of October.

The clerk will obtain quotes from different contractors for the contract for 2023 and for this to be considered at the Finance and General Purposes Committee meeting in February 2023.

11. PCSO Funding arrangements

The current situation for the financial year 2022 to 2023 was that the PCSO agreement had been agreed and signed by the Chair of Appleton Parish Council and Stockton Heath Parish Council, but the agreement had not been signed by Cheshire Constabulary. The clerk had contacted Cheshire Constabulary, but no signed agreement had been returned. The clerk also confirmed that the Parish Council had not received any invoice for payment for 2022/2023.

RESOLVED that;

No payment would be made until the agreement had been signed and returned to the Parish Council. The clerk was asked to send a formal letter to Cheshire Police regarding this.

Recommended that;

Up to £20,000 be budgeted for cost of funding 50% of a PCSO for the financial year 2023 to 2024.

RESOLVED that;

There were no proposed amendments were proposed to the current contract for 2023 to 2024 for the PCSOs.

12. Remembrance Sunday arrangements

RESOLVED that;

(a) Councillor S Brookes would be asked if he was available to represent the Parish Council on Sunday 13th November to attend the service at St Cross Church in Appleton Thorn. If Councillor S Brookes was not available, Councillor B Kidley will attend.

(b) Refreshments will be held after the service on an invite basis only, in the Church rather than Appleton Thorn Village. Hall.

Recommended that;

The Parish Council make a donation of £200 to the Royal British Legion.

RESOLVED that;

The clerk will arrange for the wooden crosses to be displayed at St Cross Church for Remembrance Sunday.

13. Exterior painting at the Parish Hall

RESOLVED that;

The expenditure of up to £500 plus VAT is approved for the exterior wood painting required at the Parish Hall.

Councillor B Kidley will meet the contractor on site to discuss before commencing the work.

14. Replacement tyres for Parish Van

The Parish Ranger had noted that the tyres on the van may needed replacement. The clerk had contacted the Chair of the Parish Council, Councillor S Brookes who approved the emergency expenditure for replacement tyres in accordance with the financial regulations.

RESOLVED that;

The expenditure of £180.50 plus VAT was retrospectively approved for replacement tyres for the Parish Van.

The clerk confirmed that there was no recommendation for replacement when the van had the service and MOT. Councillor B Kidley asked in future to receive copies of the documentation with regards to any future service and MOT for the van.

15. Christmas 2022

Recommended that;

The Parish Council donates £150.00 towards the cost of a Christmas tree at St Mary Magdalene's Church.

RESOLVED that;

The expenditure of up to £500.00 plus VAT was approved for any necessary repairs to the Christmas lights at the Parish Hall.

RESOLVED that;

The Christmas lights at the Parish Hall will be switched on from Thursday 1st December.

The clerk noted that that the expenditure for Christmas decorations had already been approved by the Finance and General Purposes Committee in February 2022 and these will be purchased before Christmas.

16. Official portrait of King Charles III

RESOLVED that;

The expenditure of up to £300.00 plus VAT was approved for the Parish Council to purchase an official portrait of King Charles III when they go on sale. The portrait was to be in the same style and size of the current picture of the Queen and was to be displayed in the entrance hall.

17. Book of Condolence for Queen Elizabeth II

The clerk confirmed that she had contact Cheshire Records Office and they were unable to archive books of condolences from Parish Councils.

RESOLVED that;

The book of condolence will be archived at the Parish Hall.