



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 2nd March 2023 at 9.45am

Present: - Councillor K Critchley, Councillor C Critchley (nominated as substitute for Councillor M Marshall), Councillor G Chapman, Councillor M Jervis, Councillor M Delaney and Councillor P Lewenz.

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

1. Welcome and apologies for absence

Councillor K Critchley welcomed everyone to the meeting and chaired the meeting. Councillor M Marshall, Councillor S Brookes, and Councillor B Kidley sent their apologies 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 2nd February 2023.

The clerk confirmed that the second speed indicator device has now been delivered. The clerk was asked to contact the Beat Manager to request that they are all trained to use both new speed indicators and the times/days of deployment are provided on the monthly PCSO report.

The clerk confirmed that all the groups which hire the hall have now completed and returned hall hire agreements.

The clerk confirmed that the legionnaires review had been undertaken on 15th February 2023 and the report highlighted no action other than an annual testing regime.

Councillor K Critchley reported that Warrington Borough Council offered investments for Parish Councils. The assistant clerk will investigate this, and this will be considered at the investment strategy review at the Finance and General Purposes Committee in May.

4. Northwich Town Council Quote and Service Agreement for planters at Bridge Lane

The quote supplied by Northwich Town Council, and which was considered by the Finance and General Purposes Committee meeting on 2nd February 2023 was incorrect as this was for three planters when there are actually four planters.

The cost of the quote therefore has increased by £100.00.

The breakdown of the costs is as follows;

£396.00 per visit so for summer and winter bedding this is £792.00. Watering is £24.50 per week. Twice a week for 18 weeks means that the costs of watering is £882.00. The total cost of the contract is therefore £1674.00, which is an increase of £100.00 to include the fourth planter.

RESOLVED that;

Northwich Town Council are employed as contractors to undertake the summer and winter bedding plants at Bridge Lane shops with the summer planting to take place before 1st May 2023 and for the winter bedding to be undertaken before 1st October and for watering twice a week for 18 weeks at the cost of £1674.00 plus VAT.

The clerk has received a service level agreement for the planters at Bridge Lane. They have confirmed that they will undertake the planting before 1st May but in future years the bedding will be carried out in May and October. The contract is for watering the planters twice a week for eighteen weeks.

RESOLVED that;

The service level agreement for the planters at Bridge Lane shops was agreed.

5. Payroll system

RESOLVED that;

The expenditure of up to £100 plus VAT was approved for the purchase of the payroll software.

6. Review of Gas and Electricity Bills

The clerk confirmed that the gas is currently on a variable rate and the electricity contract expires at the end of March.

RESOLVED that;

The assistant clerk would research rates and put both the gas and electricity on the cheapest two-year fixed rate available.

7. Trade Waste contract for Parish Hall

The clerk confirmed that the current trade waste is collected by Veolia on a weekly basis on a rolling contract which expires on 1st May 2023. The charge is based on the weight of the bin collected. As such the charges do vary and Veolia also have a surcharge fuel charge.

RESOLVED that;

The Parish Council change provider from 1st May 2023 to Warrington Borough Council at the charge of £869.96 (with no VAT) as there is no weight restrictions or additional costs.

8. Web Hosting charge and ongoing maintenance

RESOLVED that;

Phil Neave would maintain and host the website for the Parish Council and the expenditure of £170 plus VAT was paid to upgrade and move the website and £150 plus VAT was paid for hosting and maintaining the website.

9. Parish Hall Ramp

RESOLVED that;

No further action will be taken with regards to the ramp at the Parish Hall as it is presently safe, There have been no accidents and only two complaints have been received.

10. Renewal of the Music Licence for the Parish Hall

RESOLVED that;

The expenditure of £198.64 plus VAT was approved for the renewal of the music licence for the Parish Hall.

11. Installation of solar panels and energy audit

The clerk was in the progress of obtaining further quotes.

To apply for a grant, the Parish Council would need an energy audit.

RESOLVED that;

The expenditure of up to £300.00 plus VAT was approved for an energy audit for the Parish Hall.

12. Grant application to Energy for Tomorrow

Recommended that;

The Parish Council applies for a grant application to Energy for Tomorrow for a replacement electric van and for the installation of up to six public charging points.

13. Repair to the guttering at the Parish Hall

RESOLVED that;

The amount of up to £88.00 plus VAT was approved for the essential repairs to the guttering at the Parish Hall.

14. Replacement window frames at the Parish Hall

The clerk reported that there were three small windows at the Parish Hall which needed to be replaced. The clerk confirmed that she had tried to obtain three quotes but only one estimate had been received.

RESOLVED that;

The expenditure of up to £2,000 was approved for the replacement of double glazed UPVC windows and sills at the Parish Hall.

15. Fire Alarm and Emergency Lighting Systems Servicing 1st April 2023 - 31st March 2024

RESOLVED that;

The expenditure of up to £200 plus VAT was approved for the fire alarm and emergency lighting system servicing for 1st April 2023 to 31st March 2024.

16. St Mary Magdalene's car park project grant application for an additional £2,000 contribution for the project.

The clerk confirmed that a grant of £2,000 towards this project has been granted at the Parish Council meeting on 15th November 2022. There was now a shortfall in funding. As such an additional amount of £2,000 had now been requested.

Recommend;

That this was deferred until the next Finance and General Purposes Committee in April as this could then be considered in the next financial year 2023/2024.