



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 1st June 2023 at 9.45am

Present: - Councillor L Chapman, Councillor G Chapman, Councillor M Jervis (present up to agenda item twelve as he left the meeting at 10.30am), Councillor M Marshall, Councillor P Walker and Councillor P Lewenz.

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

1. Welcome and apologies for absence

The Chair of the Finance and General Purposes Committee, Councillor L Chapman welcomed everyone to the meeting. Councillor K Critchley and Councillor C Critchley sent their apologies for the meeting.

2. Members Code of Conduct

None declared.

3. Matters Arising

To receive update from previous Finance and General Purposes Committee meeting held on Thursday 4th May 2023.

The clerk confirmed that a fire exit door replacement has been ordered and would be installed over the summer. The clerk and assistant clerk will still be having demonstrations of accountancy packages and were looking into keeping the existing spreadsheet and converting the accounts to income and expenditure at year end.

4. Direct Debits, Debit cards and payment by Bank Transfer

The clerk confirmed that the following payments were made by variable direct debit; British Gas, monthly direct debit for gas and electricity.

British Telecom, quarterly direct debit for phone and broadband.

Information Commissioners Office, yearly direct debit for the Data Protection registration fee.

Water Plus monthly payment for water and drainage costs for the Parish Hall.

RESOLVED that;

The use of variable direct debit for the above suppliers should continue.

The clerk, assistant clerk and Parish Ranger all have business debit cards with a maximum limit of £1,000 per transaction.

RESOLVED that;

Debit card arrangements should continue as per the Financial Regulations.

Payment of all invoices was made on a monthly basis by bank transfer.

RESOLVED that;

The clerk confirmed that all direct debits, debit card payments and bank transfers are detailed on the payment schedule each month which is circulated to the Parish Council and signed by the Chair each month.

5. Policy Reviews

Recommended that;

The following policies were approved;

- (a) Publication Scheme
- (b) Complaint procedure
- (c) Planning Application procedures
- (d) Social Media Policy
- (e) Health and Safety Policy
- (f) Lone Working Policy
- (g) Diversity Policy
- (h) Data Protection Policy, documentation, and data schedule.
- (i) Planning policy procedures
- (j) Cybersecurity policy
- (k) Safeguarding policy
- (l) Virtual meeting policy
- (m) Finance and General Purposes Committee terms of reference.
- (n) Investment Strategy

6. Asset Register

Recommend that;

The updated asset register was approved.

7. Risk Assessments

The clerk stated that individual Risk Assessments for events will be done for each event as and when required.

Recommended that;

The General and Parish Ranger Risk Assessments were approved.

8. Renewal cost of booking system

RESOLVED that;

The Hallmaster booking system was renewed at the annual cost of up to £250 plus VAT for the Parish Hall.

9. Insurance renewal

The clerk reported that the Parish Council is now in year three of a three-year deal which expires on 31st May 2024 and that the cost of the insurance had increased due to the increase in amount of fidelity insurance cover and the additional items purchased which required insurance cover.

RESOLVED that;

The annual insurance at the cost of £1940.09 was renewed.

10. Fire Alarm panel

The clerk had circulated a report with the costs of a replacement fire alarm panel.

RESOLVED that;

No further action was taken at this time as the blinds had resolved the issue.

11. Cavity Wall Insulation

The clerk has obtained one rough quote of £6,000 for the installation of cavity wall installation for the Parish Hall. This estimate is a rough idea only to consider installation. The clerk stated that the Parish Hall will need to close during the period of the works.

The clerk was asked to obtain two further quotes for the work so this could be considered.

12. Air Quality monitors

The assistant clerk has undertaken research with regards to Air Quality monitors and the matter was discussed.

Councillor M Jervis left the meeting at 10.30am during the discussion regarding Air Quality monitors.

The assistant clerk was asked to obtain three comparable quotes for the same type of air quality monitor to compare them.

The assistant clerk will contact Warrington Borough Council and arrange a separate meeting for all members, to discuss air quality monitors in depth.

13. Annual road tax for Parish Van

The amount of up to £300 was approved at the Finance and General Purposes meeting on Thursday 4th May 2023. The clerk has now received the reminder from the Driver and Vehicle Licensing Agency and the charge for twelve months road tax is £320.00.

RESOLVED that;

The amount of £320.00 was approved for twelve months road tax for the Parish van.

14. Bridge Lane Planters

The clerk confirmed that the planters at Bridge Lane had been done by Northwich Town Council as per the signed service level agreement.

RESOLVED that;

No action was necessary as the work has been completed as requested and the work was to a satisfactory standard.

15. Replacement Leaf Blower for Parish Ranger

RESOLVED that;

The expenditure of up to £400.00 plus VAT was approved for a replacement petrol leaf blower.