



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonpc.org.uk

Minutes of the meeting of the Finance and General Purposes Committee on Thursday 7th March 2024 at 9.45am

Present: - Councillor L Chapman, Councillor G Chapman, Councillor M Jervis, Councillor H Speed, Councillor M Delaney, and Councillor P Lewenz.

Clerk, Mrs J Monks and Assistant Clerk, Mrs I Derbyshire and Councillor L Booth as an observer.

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 apology 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 1st February 2024.

The clerk reported that the loft insulation had been undertaken on Friday 16th February 2024.

The clerk reported that the BYP project had now provided clearer bank statements and a copy of the job description as requested at Finance and General Purposes Committee on 1st March 2024. However these were provided after the agenda for the Parish Council meeting had been issued. As such these will be considered by the Parish Council in May after the purdah/pre-election period.

The assistant clerk was still in the process of opening an account with the Buckinghamshire Building Society.

Councillor M Jervis stated that he had requested an agenda item for the Finance and General Purposes Committee meeting with regards to the South Warrington Parishes Local Plan group. However, the request for an agenda item was refused and he wished to submit a complaint regarding this.

Councillor M Jervis said his view was that he had not been provided with a legitimate reason to reject his request to include South Warrington Local Plan item on the Finance and General Purposes agenda.

The clerk stated that the reasons for the refusal of the request for an agenda item regarding the South Warrington Local Plan group for the Finance and General Purposes committee had been given to Councillor M Jervis in writing.

The clerk confirmed that she had consulted with the Chair of the Parish Council, Councillor L Chapman and the Deputy Chair, Councillor K Critchley regarding the request for an agenda item regarding the South Warrington Parishes group on the Finance and General Purposes Committee.

The clerk also confirmed that she had requested that the Chair of the Parish Council, Councillor L Chapman contact Councillor M Jervis to resolve this matter.

Councillor M Jervis reported that he had not contacted the Chair of the Parish Council, Councillor L Chapman as requested.

The clerk reported that if Councillor M Jervis wished to submit a complaint that this must be submitted as a formal complaint as it will be dealt with under the complaint's procedure of the Parish Council.

4. Phone/mobile/Broadband contract

RESOLVED that;

The Parish Council was to take out a new fixed term contract with Sky for a two-year contract for the landline/Broadband at £34.95 plus VAT (subject to price increases).

RESOLVED that;

The Parish Council take out a new contract with EE for two years for £28.00 plus VAT (subject to price increases) for the provision of four mobile phones.

RESOLVED that;

The amount of up to £60.00 plus VAT was approved for the purchase of a new handset for the Parish Council office.

5. Payroll system

RESOLVED that;

The payroll system was renewed at the cost of up to £100.00 plus VAT.

6. PRS Music Licence for the Parish Hall

RESOLVED that;

The PRS music licence was approved at the cost of £219.44 plus VAT for the Parish Hall.

7. Bank Transfers

The Parish Council currently has the following bank accounts;

Current account with NatWest with internet banking.

One-year fixed rate bond with Nationwide which expires in October 2024, Interest is credited to the current NatWest account on 31st March each year. No withdrawals can be made until the bond expires.

Savings account with the Mansfield Building Society. This is a thirty-day notice account for any withdrawal and there is a £25 bank transfer fee for any withdrawal. Interest is credited to the current NatWest account on 31st December each year.

Savings account with Hanley Building Society. This is a ninety-day notice account for any withdrawal and there is £25 bank transfer fee for any withdrawal. Interest is credited to the NatWest current account on 31st August each year.

Savings account with Skipton Building Society. This is an instant access account and interest is credited to the NatWest current account on 1st June each year.

The assistant clerk is in the process of opening a new savings account with Buckinghamshire Building Society. You can withdraw up to £20,000 per calendar year by making a maximum of two withdrawals without notice or penalty. Once you have withdrawn £20,000 or made two withdrawals, no further withdrawals are permitted until 1st January the following year. A third withdrawal will result in automatic closure of the account. Interest will be credited to the NatWest account on 31st December each year.

RESOLVED that;

The above was noted.

The balances of the savings account as at 29th February 2024 are as follows;

Mansfield Building Society	£35,000
Nationwide Building Society	£85,000
Hanley Building Society	£4,975
Skipton Building Society	£85,000
Buckinghamshire	In the process of depositing £10,000.

RESOLVED that;

Upon the receipt of the precept, to authorise the following bank transfers to the following savings account;

- (a) The amount of £50,000 from the NatWest current account to the Mansfield Building Society.

- (b) The amount of £80,025 from the NatWest current account to the Hanley Savings account.
- (c) To note that the daily limit for withdrawals from the NatWest current account is £30,000 as such the bank transfers will have to be undertaken across a number of days in order to undertake these bank transfers.

8. Operation London Bridge

RESOLVED that;

- a) The condolence book will be on display in the entrance hall at the Parish Hall during the period of mourning for any members of the public to complete if they wish to do so.
- b) The clerk was asked to purchase of black ribbon with the expenditure of up to £10 plus VAT for the portrait of Charles. The black ribbon needs to go in the top corner and remain on the portrait for one month.
- c) The Parish Hall would remain open for hire during the period of mourning.
- d) Any scheduled meetings would be cancelled during the period of mourning.
- e) The clerk was asked to draft an announcement for website.
- f) Flagpole. As this is attached to the wall the Parish Council has a cravat which must be hung over the flagpole.
- g) If any member of the public wished to provide flowers that these would have to be sent to Warrington Town Hall. Any donations could be sent in accordance with any central arrangements.
- h) The clerk/assistant clerk in consultation with the Chair/Deputy of the Parish Council and other Parish Councillors has delegated authority to make other minor arrangements if they arise in relation to Operation London Bridge.

9. Parish Van

RESOLVED that;

The following expenditure was approved as follows;

- (a) Annual service and MOT up to £700.00 plus VAT.
- (b) Annual road tax up to £400.00 for twelve months
- (c) Annual van insurance up to £1,000.00 plus VAT.

10. Parish Hall routine maintenance

RESOLVED that;

The Fire Alarm and Emergency Lighting maintenance up to £300.00 plus VAT was approved.

11. Parish Hall hire cancellation charge for a Parish Hall user

RESOLVED that;

Due to bereavement all the cancellation charges for the period Monday 5th February and Friday 3rd March were to be waived for Amanda Elkin's Pilates classes at the Parish Hall.

The clerk noted that the charges had been waived on this occasion only, due to exceptional circumstances. This decision did not set a precedent for any future decisions and any future decisions will be made on a case-by-case basis.

12. Email, website and domain name

RESOLVED that;

The Parish Council moves to a gov.uk email and domain name from April/May 2024 and the expenditure of up to £90.00 plus VAT for web and email hosting from Cloudnext was approved along with up to £150.00 plus VAT for a gov.uk domain name.

Emails will be set up as @appletonpc.gov.uk and the website address would be appletonpc.gov.uk.