



Appleton Parish Council

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Minutes of the meeting of the Finance and General Purposes Committee on

Thursday 2nd April 2026 at 9.45 AM

Present: -

Committee Members Cllr L Chapman (Chair), Cllr G Chapman, Cllr Helen Speed.

Cllrs: Cllr R Bett

Clerk: Karen Newton

Public: None Present

1. Welcome and apologies for absence

The Chair of the Finance and General Purposes Committee, Cllr L. Chapman, welcomed all attendees to the meeting.

Apologies for absence were received and noted as follows:

Cllr J Wheeler – Work Commitments

Cllr P Walker – Health

Cllr K Critchley – Family Commitments

Cllr L Booth – Licencing Committee Meeting

Resolved: The apologies for absence were **accepted**.

2. Members Code of Conduct

There were no declarations of interest made by Members.

3. Public Participation

No members of the public were present.

4. Parish Hall Income and Expenditure Reports

Members received and reviewed the updated Parish Hall Income and Expenditure reports.

- Members **noted** that the Parish Hall Income and Expenditure account has been updated to 31 December 2025, with January and February figures also prepared for review. The Clerk will review the reported differences to confirm report accuracy.
- As of 31 December 2025, the Parish Hall is reporting a deficit of **£4,482.22**.
- Councillors **noted** a difference in the figures presented. The Clerk explained that this was due to the reallocation of some costs into the correct budget lines, along with minor corrections to the accounts.
- The Clerk further reported that the assistant clerk had worked diligently to resolve the issues encountered, despite limited working hours.
- It was noted that the Booking Secretary's wage excludes amounts for Employer's National Insurance Contributions (NIC) and Employer pension contributions. These amounts should be added to the report, as they form part of the overall employee costs.

Resolved: That the report be noted.

5. Council Website – Minutes and Financial Reports

The Council **reviewed** the status of publishing meeting minutes and financial reports on the Council website.

- The Clerk reported that she had worked 18 hours over the weekend and had taught herself how to use the website system. She has been uploading previous minutes and agendas and noted that this process is very time-consuming.
- The Clerk was asked to obtain information regarding a potential new website provider that offers a fixed fee to manage all uploading.

6. Stack Mail Capacity Increase

The Council received an update on the status of the Stack Mail email system capacity increase.

- It was **noted** that the Clerk had gained access to the web hosting platform and had successfully completed the upgrade. Councillors reported that there had been a significant improvement in storage capacity.

7. Policies and Procedures Update

Members received an update on the review and submission of updated policies and procedures from Councillor Bett.

- **Data Protection Policy** – To be reviewed further and brought back to Full Council.
- **Equality and Diversity Policy** – The Finance & General Purposes Committee was unable to reach agreement on whether to retain or remove the accessibility statement, noting that a statement is already published on the website. It was agreed that this matter be referred to Full Council for determination. It was agreed the Para for "**Dealing with Complaints and Grievances**" **concerning** discrimination or harassment would be amended to include members of the public and councillors. The text to be expanded as different procedures may apply to those for

employees. These amendments to be reviewed internally prior to submission to Full Council

- **Retention Policy** – Agreed and recommended to Full Council for approval.
- **Complaints Procedure** – Agreed and recommended to Full Council for approval.
- **Income and Debtors Policy** – Agreed and recommended to Full Council for approval.
- **Expenses Policy** – Agreed and recommended to Full Council for approval.
- **Finance & General Purposes Committee Terms of Reference** – To be considered by Full Council.
- **Grants Awarding Policy** – Agreed and recommended to Full Council for approval.
- **Reserve's Policy** – Agreed and recommended to Full Council for approval.

Resolved: That the updates be noted and the above policies be progressed to Full Council as indicated

8. Date of Next Meeting

Confirmed that the date of the next Finance Committee meeting ~~Tuesday 2nd April 2026~~ at 9:45 AM – Meeting Closed at 10:50AM

Thursday 7th May 26.

Chair of the Appleton Parish Council:

Date:

Laura Booth
Chair

21.4.26