



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

To:- The Members of the Finance and General Purposes Committee

You are summoned to the Finance and General Purposes Committee meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Thursday 1st May 2025 at 9.45am** for the purposes of transacting the business set out in the agenda below.

A handwritten signature in cursive script, appearing to read 'Jane', followed by a horizontal line.

Clerk of the Parish Council

Date of issue 24th April 2025.

If you have any general enquiries regarding the above meeting, please contact Mrs. J Monks, Clerk on telephone 01925 268153 or email clerk@appletonparish.gov.uk.

Agenda

1. Welcome and apologies for absence

To welcome members to the meeting and to receive apologies for absence and to approve reasons, if given.

2. Members Code of Conduct

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide and the decision to declare, or not, is the responsibility of the Member based on the circumstances. Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

3. Parish Hall Income and Expenditure and Hallmaster reports

To receive the report on the Parish Hall Income and Expenditure and Hallmaster reports for 2024/2025.

4. End of Year banking reconciliation

To confirm the end of year banking reconciliation as at 31st March 2025.

5. Budget review for all income and expenditure for 2024/2025.

To received budget review for all income and expenditure for financial year 2024/2025.

6. Internal Auditors report on 2024/2025

To receive report from internal auditor and to recommend any action and expenditure.

7. 2024/2025 Annual Governance Statement and Accounting statements and variance explanation

To receive the annual Governance Statement and Accounting Statements and the variance explanation for 2024/2025 and to recommend any action.

8. Ear Marked Reserves

- (a) To confirm earmarked reserves for 2024/2025.
- (b) To reallocate funds to the reserves for 2025/2026.

9. Five Year Review of income and expenditure

To review the five-year report on income and expenditure.

10. Parish Hall routine maintenance

To discuss and to approve expenditure for the Parish Hall as follows;

- (a) Annual PAT Testing, up to £200.00 plus VAT.
- (b) Boiler service and annual gas inspection up to £300.00.
- (c) Fire Risk Assessment up to £300.00 plus VAT.
- (d) Annual service for front automatic doors up to £400.00 plus VAT.
- (e) Floor polishing for main hall and entrance hall £930 plus VAT.
- (f) Renewal of microphone licence for two years £135.00. Due for renewal on 10th May 2025.
- (g) Replacement infant defibrillator pads To authorise the expenditure of up to £200 plus VAT for replacement infant defibrillator pads at Appleton Parish Hall.
- (h) Renewal cost of Hallmaster booking system up to £300.00 plus VAT.
- (i) Feminine Hygiene Disposal for Parish Hall. To discuss and to approve any action and expenditure of up to £250.00 plus VAT for the yearly service charge.
- (j) Parish Hall equipment. To consider the expenditure of up to £300.00 plus VAT for replacement equipment needed for the Parish Hall.

11. Annual review of Internal Financial Controls

To discuss and to recommend any amendments and to recommend approval to the Parish Council.

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

To confirm and approve the use of variable direct debits, debit card and payment by Bank Transfer.

13. Asset Register

To review the asset register to approve.

14. Parish Hall cleaning contract

To discuss and to make any recommendations.