



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ
Telephone 01925 268153

Dear Members of the Finance and General-Purpose Committee

You are summoned to attend the Finance and General-Purpose Parish Council Meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on Thursday 04 June 2026 at 9:45am for the purposes of transacting the business set out in the agenda below.

Please advise me as soon as possible if you are unable to attend.

Signed:

T Noble

Deputy Clerk to the Parish Council
01 June 2026

Agenda

1. Welcome and Apologies
To welcome members to the meeting and to receive and accept apologies for non-attendance.
2. Declaration of Interest
Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interests in any item of business on the agenda and should do so no later than when that item is reached.
Declarations are a personal matter, and each Member must decide whether to declare an interest based on the circumstances.
Any requests for dispensations relating to pecuniary interests, whether made before or during the meeting, will be considered by the Parish Council, and any granted dispensations will be formally documented.
3. Public Participation
Members of the public may make representations, ask questions, or give evidence on agenda items during the public participation period. This period will last no more than three minutes unless directed otherwise by the Chairman. Questions do not require a response at the meeting and must not initiate debate, although the Chairman may request a written or oral reply. All remarks must be addressed to the Chairman, and only one person may speak at a time, in the order directed by the Chairman.

4. Grants
To consider any grant applications received and to determine awards in line with the Parish Council's Grant Policy.
 - a. St Thomas's Church
5. Parish Hall Routine Maintenance
To discuss and approve expenditure for the Parish Hall as listed:
 - 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 lobby £930.00 plus VAT
 - f. Renewal of microphone licence for two years £135.00
 - g. Replacement infant defibrillator pads up to £200.00 plus VAT
 - h. Renewal of Hallmaster booking system, up to £300.00 plus VAT
 - i. Hygiene disposal yearly service charge, up to £25.00 plus VAT
 - j. Parish Hall equipment replacements, up to £300.00 plus VAT
6. Parish Hall Cleaning Contract
To consider and note any recommendations.
7. Parish Council Ranger Van Insurance and Service
To consider and note recommendations for the renewal of van insurance due on 01 July 2026. The premium for the previous year was £964.74.
Members are also asked to note that the Parish Council van requires a service, which was due in February 2026.
8. Amazon Business Account
To consider a request from the Deputy Clerk to open an Amazon Business Account.
9. Bank and Building Society Accounts
To consider adding the Deputy Clerk as an authorised officer/contact on all Parish Council bank and building society accounts.
10. FSCS Eligibility Documentation
To authorise the Chairman to sign the necessary documentation confirming that the Parish Council is eligible for protection of up to £120,00.00 under the Financial Services Compensation Scheme (FSCS).
11. Bank Transfers
To authorise the transfer of funds from the Parish Council's NatWest account to reduce the balance to below £120,00.00.
To note delegation given to the Clerks to determine which Parish Council account(s) funds should be transferred to, considering the best available interest rates and the

ease of access to funds should the Parish Council need to utilise them during the financial year.

12. Revised Policies

To consider and approve the following policies:

- a. Complaints Procedure – document PC15
- b. Grievance Procedure – document PC17

13. Parish Council Website

To consider the replacement of the current Parish Council website with a more user-friendly platform, with the Deputy Clerk advising that they have experience of the proposed system.

14. Internal Audit 2025-2026

To note receipt of the Internal Report 2025-2026 by JDH Business Services Ltd

15. AGAR 2025-2026

To note Section 1 and Section 2 Annual Governance Statement (Annual Governance and Accountability Return – AGAR). To be signed at the Full Parish Council Meeting.

16. Finance

- a) To approve the bank reconciliations for April and May 2026
- b) To approve the payment schedule for June 2026
- c) To note the bank balances held in all Parish Council bank and building society accounts as at 31 May 2026

17. Matters for Discussion in Closed Session

Staffing Matters

To consider confidential staffing and employment related matters.

Public Bodies (Admission to Meetings) Act 1960 S.2

Due to the confidential nature of the business concerned, this Act shall not require the meeting to be open to the public.

Members of the public who wish to attend the meeting to ask a question, are kindly asked to contact the Clerk in advance.

