



Appleton Parish Council

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

Minutes Finance and General-Purpose Committee Meeting held at Appleton Parish Hall on Thursday 04 June 2026 at 9:45am.

Councillors:

- * Cllr L Chapman (Chair)
- * Cllr R Bett
- * Cllr L Booth
- * Cllr G Chapman
- * Cllr K Critchley
- Cllr J Wheeler

* denotes attendance

Also in Attendance: T Noble (Deputy Clerk)
Cllr P Lewenz

1. Welcome and Apologies for Absence

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

2. Declaration of Interest

Members were reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest that they may have in any item of business on the agenda no later than when the item is reached.

3. Public Participation

There were no public in attendance.

4. Grant Applications (1)

The Committee noted one application, St Thomas's Church, £4,360.00.

Noted as documents were not complete, no recommendations can be made until further details are provided by the Deputy Clerk.

Cllr K Critchley stated he had requested, Monday 03 June evening, by email for hard copies of the grant request from St Thomas Church to be provided to him prior to the meeting, Cllr K Critchley was dissatisfied that the action had not been taken.
It was noted that the status of this grant application had been clarified on previous correspondence, that no additional paperwork had been received.

5. **Parish Hall Routine Maintenance**

The Committee considered the schedule of routine maintenance and service requirements for the Parish Hall and the associated expenditure.

Resolved with the exception of Item J, expenditure is approved where total item amounts do not exceed the amounts listed. Should any item expenditure exceed the stated amounts, the item will be referred back to the Finance and General-Purpose Committee for further consideration.

- 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 the 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

Item J requires further detail of scope by the Deputy Clerk.

6. **Parish Hall Cleaning Contract**

Noted the Deputy Clerk would request a review of the current contract held with Warrington Borough Council. Subject to review of the contract, it was suggested three quotations for the service be obtained.

7. **Parish Council Ranger Van Insurance and Service**

Noted that the Parish Council Ranger van insurance is due for renewal on 01 July 2026. Quotations are awaited from the insurance brokers and will be brought to a future meeting and circulated. Insurance for the previous year was £964.74.

Noted the Parish Council Ranger van service is overdue and to arrange to book in at the earliest opportunity and to report any associated costs to the maximum of £500.00.

8. **Amazon Business Account**

The Deputy Clerk requested the Parish Council consider opening an Amazon Business account to improve transparency and record keeping.

Resolved to open an account under the Parish Council's name.

9. **Bank and Building Society Accounts**

Members considered a request to add the Deputy Clerk as an additional authorised user on all Parish Council bank and building society accounts for the administration of financial business.

Resolved to add the Deputy Clerk as an authorised user on Parish Council bank and building society accounts.

10. **FSCS Eligibility Documentation**
Resolved to authorise the Chair of the Parish Council to sign the necessary documentation confirming the Parish Council's eligibility for FSCS protection of up to £120,000.00.
11. **Bank Transfers**
Resolved to delegate authority to the Clerk(s) to determine which Parish Council accounts the funds should be transferred to, considering the best available interest rates and the Parish Council's financial requirements.
12. **Revised Policies**
Members considered the revised Complaints Procedure and Grievance Procedure.
Noted to approve both policies with recommended amendments as discussed at the meeting. The Grievance policy is revised to remove references to the Employment Committee. The revised policies are to be presented to the Full Council for approval.
13. **Parish Council Website**
Consideration was considered for the replacement of the current Parish Council website with a more user-friendly platform. The Deputy Clerk proposed ThenMedia.
Noted to obtain further information and costs to present at a future meeting for consideration.
14. **Internal Audit 2025-2026**
Members noted receipt of the Internal Audit Report 2025-2026.
Resolved to accept the report and to implement any recommendations contained therein.
15. **AGAR 2025-2026**
Section 1 and Sections 2 Annual Governance Statement (Annual Governance and Accountability Return – AGAR 2025-2026), were both noted.
Resolved to present both sections of the AGAR to the Full Parish Council for approval and signature.
- Cllr K Critchley requested that it be minuted that he did not agree with Box 3 of the Annual Governance Statement 2025-2026 being marked as agreed.
16. **Finance**
a. Councillors reviewed the bank reconciliations for April and May 2026.
Resolved reconciliations and amounts were approved, data is to include Budget Coding Information for these months and future months.
b. Councillors reviewed the payment schedule for June 2026.
Resolved to approve the payment schedule up to 04 June 2026.
c. Councillors noted the balances held in the Parish Council's bank and building society accounts as at 31 May 2026.
Resolved to note and approve.
- Noted** to include the Budget Coding for future meetings.

17. **Staffing Matters – Part 2 Confidential**

Under the Public Bodies, admissions to meetings, Act 1960, the public to be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information of matters.

18. **Date and Time of Next Meeting**

The meeting of the Finance and General-Purpose Committee was confirmed as Thursday 02 July 2026 at 09.45am in Appleton Parish Hall.

Meeting closed at 11.16am.

Signed as a true record:

Cllr Laura Booth

Chair 16th June 2026.
Appleton Parish Council

