



# Appleton Parish Council

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

## Minutes Finance and General Purposes Committee Meeting held at Appleton Parish Hall on Thursday 07 May 2026 at 9:45am.

Councillors:

- \* Cllr L Chapman (Chair)
- \* Cllr R Bett (Substitute for Cllr H Speed)
- Cllr L Booth
- \* Cllr G Chapman
- \* Cllr K Critchley
- Cllr H Speed
- Cllr P Walker
- Cllr J Wheeler
  
- \* denotes attendance

Also in Attendance: T Noble (Deputy Clerk)  
One Member of the Public

### 1. **Welcome and Apologies for Absence**

Cllr L Chapman, Chair of the Finance and General Purposes Committee, welcomed everyone to the meeting.  
Apologies were received and accepted from Cllr H Speed. The ongoing approved absence of Cllr P Walker was noted.

### 2. **Members Code of Conduct**

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**

A representative from the Bawming of the Thorn attended the meeting regarding their request for a donation towards the event and to answer any questions the Councillors may have. As this matter is listed under Agenda Item 4, the Chair invited the representative to remain in attendance until the item was reached.



#### 4. **Grant Applications**

The Committee considered two applications, Bawming of the Thorn, for which a representative was in attendance and the Tuesday Litter Team.

Two grant amounts were proposed for the Bawming of the Thorn, being £1,859.12 and £2,000.00. Voting was tied, with two members voting in favour of each proposal. The Chair exercised their casting vote in favour of the grant award of £1,859.12.

**Proposed** Cllr L Chapman £1,859.12

**Seconded** Cllr G Chapman

**Proposed** Cllr K Critchley £2,000.00

**Seconded** Cllr R Bett

**Resolved** a grant of £1,859.12 be awarded to Bawming of the Thorn.

Cllr K Critchley requested that his vote against the proposal for £1,859.12 be recorded for the minutes.

Bawming of the Thorn would like to invite a Councillor to join their committee for the event to be held on the 20 June 2026.

The Parish Council Committee requested that recognition of the donation be acknowledged.

**Resolved** the Tuesday Littler Team be requested to complete the Parish Council's grant application documentation before the application is reconsidered.

#### 5. **Finance**

##### 5.1 **Receipt and Payment Schedule – March 2026**

**Noted** to be deferred until further information is provided.

##### 5.2 **Payments Over £100.00 – March 2026**

**Noted** to be deferred until further information is provided, reports to include all payments under £100.00.

#### 6. **Reserves**

##### 6.1 **General and Earmarked Reserves**

**Noted** to be deferred until further information is provided.

##### 6.2 **Budget Statement – End of Year 2025-2026**

**Noted** to be deferred until further information is provided.

##### 6.3 **Financial Report**

**Noted** to be deferred until further information is provided.

The Committee have requested that bank statements are provided monthly.

Cllr L Chapman informed the members that the amount of general reserves held within banks has been increased from £85,000 to £120,000.00 since the previous financial year, possibly reflecting an increase in the FSCS guarantee limits.



7. **Fixed Asset Register**

**Resolved** the current figure to be included in the AGAR and the Clerk/Deputy, Parish Ranger and Bookings Clerk will review the register to tidy and update as necessary.

8. **Policies and Procedures Update**

8.1 **Publication Scheme**

This document had been reviewed by Cllr E Manson-Sawko, Cllr L Chapman and Cllr R Bett. Class 1 – discussions were had regarding the cost of photocopying that is set at 12p and should be lower at 6p. Cllr R Bett informed the committee that the amount had been 12p since 2024. Voting was tied, with two members voting in favour of each proposal. The Chair exercised their casting vote in favour of 12p.

**Proposed** Cllr K Critchley 6p

**Seconded** Cllr G Chapman

**Proposed** Cllr L Chapman 12p

**Seconded** Cllr R Bett

**Resolved** the cost of photocopying, per sheet, remains at the current 12p.

Cllr K Critchley requested that his vote against the proposal for 12p be recorded for the minutes.

Class 4 – Cllr K Critchley commented that the Planning Committee is excluded in a few terms and as they meet regularly, this part should be amended.

**Resolved** Cllr K Critchley to amend ready for the document to be presented to the Full Council.

**Grievance Policy**

Discussions were held regarding the different scenarios of internal complaints, grievances and Code of Conduct complaints.

**Noted** to amend point 1.11 first paragraph to 'If the grievance is *the subject of a formal* code of conduct complaint against a Councillor'.

Point 1.7 to keep with ACAS wording only.

Point 3.0 to change paragraphs 3.1 and 3.2.

**Resolved** to amend and present back to the Committee.

**Biodiversity Policy**

**Noted** to amend and omit:

Aims and objectives – complete second paragraph and the last two bullet points.

Actions – complete section.

Land and Property Management – last two bullet points.

**Resolved** to amend and present back to the Full Parish Council.

Cllr K Critchley left the meeting.

9.0 **Insurance Renewal 2026-2027**

The Insurance Renewal is due in June 2026. The current provider Zurich has given a quotation of £2,562.32, with a slight increase from the previous year at £2,500.12.



**Resolved** to accept the quotation from Zurich as the Parish Council are in their third year of their Long-Term Agreement (LTA).

10. **Date and Time Next Meeting**

The Meeting of the Finance and General Purposes Committee was confirmed as Thursday 04 June 2026 at 9:45am at Appleton Parish Hall.

**Meeting closed at 11.30am**

**Signed as a true record:**

..... Cllr Laura Booth ..... Chair 16th June 2026,  
Appleton Parish Council

