



Appleton Parish Council

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

Thursday 2nd July 2026 at 9.45 AM

Present: -

Committee Members Cllr L Chapman (Chair), Cllr G Chapman, Cllr P Lewenz,
Cllr Laura Booth

Cllrs: Cllr R Bett, Cllr P Lewenz, Cllr Laura Booth

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 – Holiday

Cllr R Bett - Holiday

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. Grants

The Committee **considered** the grant applications received and determined awards in accordance with the Parish Council's Grant Policy.

a. Stockton Heath Walking Day – £1,000.00

The Committee noted that the agenda incorrectly stated the grant amount as £4,360.00. The application was for **£1,000.00**. The application was not considered as the event is outside the Appleton Parish area, and the Parish Council has not previously awarded a grant for this event.

b. Broomfield's Youth Project – £3,425.00

The Committee noted that the agenda incorrectly stated the grant amount as £4,360.00. The application was for **£3,425.00**. It was resolved to recommend the grant application to Full Council for approval.

Proposed by: Cllr Laura Booth

Seconded by: Cllr P. Lewenz

c. Stockton Heath Parish Council – £100.00

A donation of **£100.00** had been requested and approved at the Full Council meeting in June. The required grant application paperwork has now been received, and the grant was formally approved.

Proposed by: Cllr P. Lewenz

Seconded by: Cllr G. Chapman

5. Parish Hall Cleaning Contract

The Committee noted that the Warrington Borough Council cleaning contract operates as a rolling contract. It was agreed that the Clerk would obtain further information and present a report to Full Council for consideration.

6. Parish Council Website

The Committee considered the proposal to change the Parish Council's website provider to ThenMedia. It was agreed that further information should be obtained regarding the email service, including whether new email addresses would be required and the amount of email storage (mailbox capacity) that would be provided, before making a recommendation to Full Council.

7. Finance

The Committee considered the

a) Payment schedule for July 2026. The individual payment amounts were approved; however, it was noted that the total figures were incorrect and would need to be amended. It was resolved to recommend the amended payment schedule to Full Council for approval.

Proposed by: Cllr G. Chapman

Seconded by: Cllr P. Lewenz

b) Bank Balances

It was noted that the bank balances for the Parish Council's bank and building society

accounts had not been included in the meeting papers. The Clerk was requested to ensure these are included in future reports.

c) August Recess Arrangements

The Committee noted the August recess arrangements. It was agreed that the August payment schedule would be circulated to all Members during the recess for their information.

8. Parish Hall Electrics

The Committee considered obtaining an Electrical Installation Condition Report (EICR) for the Parish Hall and appointing a qualified electrician to undertake the inspection. It was resolved to appoint **SM Electrical** to carry out the EICR at a cost of **£295.00** and to recommend this to Full Council for approval.

Proposed by: Cllr P. Lewenz

Seconded by: Cllr L. Booth

9. Staff Mobile Phones

The Committee considered the purchase and provision of Council-issued mobile phones for the Clerk and Deputy Clerk. Cllr L. Chapman advised that several options had been reviewed and recommended that devices comparable to the **Samsung Galaxy A56** or **Samsung Galaxy A26** be considered. The preferred specification was a minimum of **250GB storage, 8GB RAM**, and a faster processor. It was agreed that the budget should not exceed **£800** for the purchase of two handsets.

The Clerk suggested investigating a mobile phone contract that would provide two handsets operating from the same office telephone number. The Committee also agreed that the cost of maintaining the Parish Hall landline should be reviewed, with consideration given to replacing the landline with the mobile phones. This could also help resolve the current voicemail issues.

The Clerk was requested to obtain further information and costings for consideration at a future meeting.

10. Date of Next Meeting

Confirmed that the date of the next Finance Committee meeting

Thursday 2nd September 2026 at 9:45 AM – Meeting Closed at 10:30AM

Chair of the Appleton Parish Council:

Date: 21.7.26 .

Cllr Laura Booth