



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 03 September 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
27 August 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. Finance**
 - a) To approve the payment schedule for August 2026.
 - b) To note the current bank balances held in all Parish Council bank and building society accounts.
 - c) To consider the allocation and use of reserves for 2026–2027.
 - d) To review the budget headings and expenditure columns in preparation for the 2027–2028 budget.
- 5. Parish Hall Electrics**
 - a) To consider the Electrical Installation Condition Report (EICR) received for the Parish Hall and agree any necessary actions and resolutions arising from the identified safety concerns.
 - b) To consider the quotation received for the repair/replacement of the high-level lighting in the main hall and agree any necessary action.
- 6. Parish Hall Cleaning Contract**

To consider whether to continue with Alliance Cleaning for the floor buffing contract or to consider the quotation received from Warrington Borough Council, which covers cleaning and buffing only.
- 7. HR and Payroll – External Support**

To consider the quotations received for outsourced HR and payroll services to ensure compliance with employment legislation, payroll requirements and safeguarding responsibilities and to agree any necessary action.
- 8. Hallmaster Reports**

To receive and note the Hallmaster reports to date, as prepared by the Assistant Clerk.

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

Signed..... Date.....