



## Great Sankey Parish Council

Finance Committee Meeting 4 March 2008

Whittle Hall Community Centre

### **4 To be informed of the need to re-schedule the May meeting, and set an alternative date**

The meeting scheduled for 6<sup>th</sup> May is actually after the date when all the Councillors cease to be Council members due to the election, so it needs to be re-scheduled. After some discussion it was agreed to change the meeting to Friday 2<sup>nd</sup> May, starting at 6pm, and to keep the items on the agenda to the minimum needed to keep the Council functioning.

**RESOLVED**                      **To reschedule the May Finance Committee meeting to Friday  
FC/28/2008                      2<sup>nd</sup> May 2008, starting at 6pm (LGA 1972 s111)**

### **5 To consider position of authorised signatories and advise Clerk on action to take.**

Following the resignation of Cllr Hudson, there are now 3 members of the Finance Committee who are on the bank's list of authorised signatories, plus 3 who are not on the Finance Committee. As the signatory list will need to be updated after the May meeting anyway, and it takes so long to get it processed, it was agreed that the Committee would manage as they are, and the list should only be added to after the May meeting. Cllr Gleave signed a letter to the bank to delete Cllrs Ryan and Hudson from the list.

**RESOLVED**                      **To defer adding to the list of authorised signatories until the May  
FC/29/2008                      Parish Council meeting (LGA 1972 s111)**

### **6 To authorise payment of the Chairman's Allowance for 2007/08 to Cllr V Hudson**

It was agreed to authorise payment of the regular Chairmans allowance to Cllr Veronica Hudson, at the rate agreed at the meeting on 14<sup>th</sup> March 2007 (PC/2007/31). Cheque number 7905 for £500 was signed for that purpose. The Committee will review the rates of the allowance for 2008/09 at the next meeting.

**RESOLVED**                      **To authorise payment of the Chairman's Allowance for 2007/08  
FC/30/2008                      at £500 to Cllr V Hudson (LGA 1972 s15(5))**

### **7 Budget 2007/2008 – to scrutinise documentation, and when satisfied as to correctness to sign off financial report and bank reconciliation for January.**

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for January had all been circulated prior to the meeting.

Cllr Regan scrutinised a random selection of payments in and Cllr Wheeler scrutinised a selection of payments out from the cash book pages. These were in order and were signed off.

The councillors all looked at the budget monitoring sheets.

**RESOLVED**                      **To accept the Bank Reconciliation and Cash Book pages for  
FC/31/2008                      January as correct**

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## 8 To examine petty cash records and balance, to sign off if correct and authorise cheque to restore balance to the set limit

The petty cash register, docket book and cash balance were all checked by Cllr Gleave and agreed. The cash balance was £153.40 and so a cheque for £46.60 was requested and signed in order to bring the operating balance back to £200.

**RESOLVED** To authorise a cheque for £46.60 to bring the petty cash balance  
**FC/32/2008** back to £200 (LGA 1972 S111).

## 9 To consider recommendations on financial expenditure arising since last meeting, plus estimates received, and authorise where appropriate – paper attached (Appendix 1)

Using the Finance Committee's delegated authority the following were signed for payment.

Presented by	Description	Amount	Cheque
B&B Hygiene Ltd	Cleaning supplies, all centres	£185.32	7901
IDC Ltd	Install motor & key switch to roller shutter, HM	£587.50	7902
Comm. Bus. Equip. Ltd	Photocopier charges, office	£61.20	7903
Delta Glazing Ltd	Replacement window glass, BB	£139.82	7904
V. Hudson	Chairman's Allowance	£500.00	7905
John Geddes Cycles Ltd	Bike for PCSO's	£465.00	7906
Brady Corp. Ltd	Bike racks from Safetyshop, BB & WH	£385.04	7907
Cheshire Police Authority	PCSO funding contribution	£44000.00	7908
Dave Hunt Flooring Ltd	Sand & re-seal floor, WH	£2442.82	7909
Mrs Mistry	Overpaid hall hire for party, WH	£4.50	7910
Post Office	Stamps, 200 each of 2 <sup>nd</sup> , 1 <sup>st</sup> , large 1 <sup>st</sup>	£212.00	7911
C. Wakefield	Petty Cash	£46.60	7912

The Clerk pointed out that cheque number 7910 was a refund to a customer who had paid by cheque but had overpaid by £4.50.

The Clerk stated that the subscription to Norton internet security would be lapsed before the next meeting and asked if the Finance Committee were happy for it to be renewed on both machines. They looked at various options which had been printed out and agreed to authorise the Clerk to purchase a 2 year subscription to Norton 360 for both machines. In order to renew by internet the Clerk will have to make initial payment with her credit card then claim the money back by cheque at the next Parish Council meeting. This was agreed. The Committee noted that payment by credit card is increasingly becoming the norm these days, and asked the Clerk to make enquiries of the Auditors if there is any way the Parish Council can have a corporate credit card which the Clerk could use for official purchases.

The Clerk informed the Committee that it had been several years since all the light tubes in Whittle Hall had been replaced, and that they would soon need replacement, which would require the hire of scaffolding. The Clerk would like the CMO to do this work in the Whit holidays, and asked if the Committee would also agree to re-painting the hall, while the scaffolding is in place. The Committee agreed in principle to both the re-tubing and re-decorating, however they stressed that this could not go ahead until the CMO had been trained and certified for working at heights with scaffolding, and that the erection of the scaffolding could be done by

someone certified for that task. The Clerk will progress this issue, and will begin to buy supplies and store them ready for work starting.

The Clerk asked about a new sign for Bewsey Barn as the old one had been damaged by vandalism. Before making a decision on the type of sign the committee decided that they would like a logo, and they suggested proposals to go on the next Parish Council agenda concerning logos. The issue of the sign will be raised again when these have been decided.

**RESOLVED**                      **That all cheques listed be authorised for payment (all under LGA FC/33/2008**                      **1976 s19 or LGA 1972 ss101, 111, 112).**

**RESOLVED**                      **To authorise the Clerk to buy a 2 year subscription to Norton FC/34/2008**                      **360 for both machines and claim the money back(LGA 1972 s111).**

The Committee considered 3 quotes that had been received for printing the Newsletter (for 100 copies and 15,000 copies). They authorised the Clerk to engage Top Print to print the next issue, provided they can handle the format the Newsletter is produced in without any further cost. (If there is any significant extra cost, the next cheapest – The Print Centre – should be used.) If the service is satisfactory Top print should be used for the subsequent issues during the year.

**RESOLVED**                      **To engage Top Print to print the next issue of the Newsletter on FC/35/2008**                      **the conditions laid out above (LGA 1972 s142)**

**10**                      **To consider any requests for financial assistance received as detailed in Appendix 1. To decide if any donations are to be made or if any other requests should be recommended to the Parish Council**

A request had been received from Penketh and Sankey Senior Citizens Arts and Crafts Association for a donation to help run their Spring Show. This would have to go to the Parish Council for decision, as they had received a donation in April 2007 for the 2007 show. The Finance Committee did not want to make a recommendation on this without further information, which they asked the Clerk to gather and bring along to the next Parish Council meeting.

**RESOLVED**                      **To recommend the PC consider whether to give a donation to FC/36/2008**                      **the Penketh and Sankey Senior Citizens Arts and Crafts on the basis of the extra information to be gathered(LGA 1972 s137)**

The Committee considered a request from the Penketh and Old Hall Angling Society (POHAS) for a donation to help buy equipment for junior members (of whom there are currently more than 60). This is a well ordered club which fishes in Great Sankey, and encourages youngsters from Great Sankey to take up the hobby. It was agreed unanimously to award a donation of £100, cheque to be signed at the Parish Council meeting.

**RESOLVED**                      **To give a donation of £100 to POHAS (LG(Misc Prov)A 1976 s19 FC/37/2008**                      **(3a))**

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### 11 Update on progress in taking over the lease of the CCTV at Hood Manor, and to agree any further action that may be required

The Clerk had got the draft contracts ready and also a draft covering letter, both of which the Committee took some time to read. It was agreed that the letter and contract should go out as they were as soon as possible. The Clerk is asking for partners to sign and return the contract and bank form to her, to then be signed by a representative of the Council and copies returned to the partners. However she is also offering the option for partners to meet with the Finance Committee to sign the forms. When all is in place then the lease can be transferred to the Parish Council from the Police.

**RESOLVED** To send out the contract and letters to partners to complete that  
**FC/38/2008** part of the CCTV deal before progressing with the next (LG and  
RA 1997 s31)

### 12 To be informed of the cessation of WBC funding for Summer Playschemes and decide whether to recommend any action to Parish Council.

Prior to the meeting the Clerk had circulated a paper giving information on costs and numbers attending previous schemes at each centre. After considering this background information the Committee decided to recommend to full Council that they ask WBC to run a 6 week playscheme for them in Summer 2008, and that it should be split between 3 centres ie 2 weeks at Whittle Hall, 2 weeks at Tim Parry and 2 weeks at Bewsey Barn. This would use up the £3000 allocated for the Playscheme in 2008. The Clerk would specify in which order to use the centres, according to staff leave requirements.

In addition the Committee resolved to recommend that the Council ask Warrington Wolves Foundation if they could also run some activities at the centres in the time when they are not in use by WBC. The Committee recommended that the charge per child should be £1 per session. They also agreed that there would need to be plenty of publicity done to make the public aware of the changes, and that if this was not successful changes could be made in subsequent years

**RESOLVED** To recommend to full Council that WBC run a 6 week playscheme  
**FC/39/2008** for them in Summer 2008, split between 3 centres. Charge to be  
£1 per child per session (LGA 1976 s19)

**RESOLVED** To recommend to full Council that it asks Warrington Wolves  
**FC/40/2008** Foundation if they can run some activities at the centres in  
Summer 2008(LGA 1976 s19)

### 13 To consider request from users regarding the erection of an outdoor canopy at Bewsey Barn

The Finance Committee were concerned about this request, in view of recent problems at Bewsey Barn. They asked the Clerk to obtain more specific information about the nature of the structure required, so they could make an informed decision.

### 14 To be informed of progress on switching to Utilities Warehouse for energy supplies

The Clerk informed the Committee that Utilities Warehouse was no longer connected with Macaw, and that because of delays in getting information from the current energy suppliers the quotes from Utilities Warehouse were now out of date and would need checking. Instead it was decided that she should get quotes from a range of alternative suppliers.

- 14 Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it is proposed that, because of the confidential nature of the business to be transacted, the public and Press leave the meeting during consideration of the following agenda items**

There were no members of the public present.

- 15 To authorise payment of wages, tax and ERNIC for February, including arrears of pay from January for Mrs Carters regrading – paper to be tabled at meeting**

Cllr Reynolds checked a selection of timesheets in detail and Cllrs looked at the wages listing sheet, which included the calculation of arrears. The Committee agreed to authorise all payments as listed, including arrears.

**RESOLVED                      That Wages, arrears and Inland Revenue costs as listed be  
FC/41/2008                      authorised for payment. (LGA 1972 s112)**

- 17 To hear update on clients in arrears and decide if any further action is required**

The Committee are satisfied that the arrears situation is under control now, although they do want the Clerk to keep a close eye on one client.