



school holidays, and the advertising she intends to do. Mrs Cook is taking over from the existing organiser of the club, so it will be a new business she is trying to establish.

There was discussion of the suitability of the premises at Tim Parry annexe, including storage and sharing with other users. Mrs Cook confirmed that one or possibly 2 storage cupboards will be adequate, and that she understands the need to leave the premises as she finds them after every session, as there would be a very small gap on some days before the next users are in, and they should not be disadvantaged by new users. Sure Start have already looked at the annexe and approved its use.

There was also discussion of the possibility of using Hood Lane for the club during school holiday periods. This is a more suitable premise as far as the accommodation is concerned but it is too far from the schools which are served to make it a practical venue in term time. Mrs Cook indicated that this might be an option during the holidays, she would consult with the parents. This would suit the Council as it avoids clashes with other users at Tim Parry, however it will mean relocating the WBC summer Playscheme from Hood Lane back to Hood Manor.

Mrs Cook was asked to withdraw, and after discussion it was agreed that this club should be encouraged, both for the good of the Parish and as a good source of income for the centre which currently runs at a loss, as it is the most expensive to maintain. It was therefore unanimously agreed that the following introductory terms should be offered to the Club:  
to run at Tim Parry Annexe during term times a rate of £5 per hour;  
to run at Hood Lane Community Centre during school holidays a rate of £3 per hour.  
These rates to be reviewed in May 2008.

The Clerk was asked to convey this information to Mrs Cook and to liaise with her, and WBC, to make arrangements

**RESOLVED**                      **To offer special introductory hire charges to the After School Club**  
**FC/59/2007**                      **at the rate of £5 per hour in term time at Tim Parry Annexe and £3**  
**per hour in school holidays at Hood Lane. These rates to be**  
**reviewed in May 2008 (LG(Misc Provisions)A 1976 s 19(2))**

**5        Improving security at Hood Manor – to be updated on progress so far,**  
**including internal cameras and security measures for election day.**

There had been no progress with WBC and it appears that there is no will there to make any further progress at present.

The Clerk had made initial approaches to 5 firms about internal security cameras and got estimates back, of £1000 and £1800 respectively. She had not gone any further, as to get proper quotes would require a lot of work on her part to specify an operational requirement and then a site visit by each of the firms asked to quote. She wanted to check the committee intended to proceed before investing that much resource. There was discussion of the merits of an internal camera system relative to those of the CCTV outside which does appear to be having a deterrent effect. It was decided not to go ahead with an internal camera at this time, as the Parish

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would probably get better value from paying towards the outside system, when the present temporary one has to go somewhere else.

- 6 To consider whether to recommend to full Council a discretionary element of Chairmans allowance to be used for payments deemed appropriate by the Council. If so, to determine the amount and administrative procedures to recommend.**

After discussion it was agreed to recommend to full Council that an amount of £500 per year be set aside in the budget as a discretionary Chairman's allowance, that could be used, if needed, at the discretion of the Council for retirement gifts, funeral flowers, flowers for long term sicknesses etc. The Clerk would make such purchases, at the direction of the Council at meetings or by email agreements, initially from petty cash, with the money being taken from the budget allocated to the Chairman's Allowance. The current Chairman's allowance would remain unaffected by the new arrangements, and the rate of the discretionary element should be reviewed after 12 months.

**RESOLVED**                      **To recommend allocating £500 per year as a discretionary**  
**FC/60/2007**                      **Chairman's allowance to be used as needed, and at the discretion**  
   **of the Council, for the purchase of small retirement gifts/ flowers**  
   **etc(LGA 1972 s 15(5))**

- 7 Budget 2006/2007 – to scrutinise documentation, and when satisfied as to correctness to sign off financial report and bank reconciliation for March. To also be informed of corrections to bank reconciliations for December to February.**

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for March had all been circulated prior to the meeting, plus revised bank reconciliations for December to February.

Cllr Gleave scrutinised a random selection of payments in from the cash book pages, Cllr P Hudson looked at a selection of payments going out. These were in order and were signed off.

The councillors all looked at the budget monitoring sheets. The Clerk explained the corrections made to the Bank Reconciliations, which involved a cheque which had been made out in December but which, due to a mix-up did not get signed until the present meeting (cheque 7485 for £20 to ChALC). The Committee agreed to sign the cheque and accept the revisions. The Clerk also pointed out that it had been confirmed that a difference of 60 pence on the bank reconciliation was due to a clerical error in the office not the bank. The Committee agreed that this could be written off.

**RESOLVED**                      **To accept the Bank Reconciliation and Cash Book pages for**  
**FC/61/2007**                      **March as correct, to accept the revisions for December to**  
   **February and to agree to the write off of 60 pence overpaid in**  
   **error.**

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

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The petty cash register, docket book and cash balance were all checked by Cllr Regan and agreed. The cash balance was £18.06 and so a cheque for £181.94 was requested and signed in order to bring the operating balance back to £200.

**RESOLVED** **To authorise a cheque for £181.94 to bring the petty cash balance**  
**FC/62/2007** **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.

<b>Presented by</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque</b>
United Utilities	Water service charges HM 12/12/06-27/3/07	£158.06	7581
United Utilities	Water service charges HL 14/12/06-27/3/07	£132.43	7582
WBC	Quarterly service charge HM	£93.06	7583
B&B Hygiene	Cleaning supplies, all centres	£74.19	7584
C. Wakefield	Petty Cash	£181.94	7585
Post Office	Stamps	£48.00	7586
Playsafety Ltd (RoSPA)	Annual inspection of TP play area	£91.65	7587
Waynes Landscapes	Repair & extend fence at BB	£756.28	7588
Waynes Landscapes	Cut down 4 trees at BB	£360.00	7589
Utility Warehouse	Start up fee	£10.00	7590
P. Crosby	Grass cutting, All centres	£1457.00	7591

Cheques 7588 and 7589 were signed but will be held in the office until all work is completed.

The Committee signed a direct debit mandate for the Utilities Warehouse for future phone and broadband payments.

The Clerk asked if she can book an extra place on the next LCAS seminar in June, as there are items on the agenda that she would like to hear, plus the usual free place for the CMO. This was agreed.

The Clerk said the RoSPA report had been very favourable this year, the inspector commented on improvement. He had pointed out one or two bolts and shackles on the play equipment which would need renewing at some point, and the CMO had already attended to these. He also pointed out that the play surface would need attention in the longer term, so the Committee may want to budget for this for next years expenditure.

**RESOLVED** **That all cheques listed be authorised for payment (all under LGA**  
**FC/63/2007** **1976 s19 or LGA 1972 ss101, 111, 112, or LG and RA 1997 s31).**

**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**

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The Clerk had been asked by telephone, although no formal request has been made yet, for a reduced rate for a new yoga class at Whittle Hall on Saturdays. The Clerk was authorised to allow the standard user weekday hourly rate for a 3 month introductory period if a written request is made, but to invoice on a weekly basis. The Committee will review the rate after that.

**RESOLVED**                      **To authorise the Clerk to give an introductory rate of standard**  
**FC/64/2007**                      **user weekday rate for 3 months (to be reviewed after that) for a**  
   **new Saturday Yoga class, if a written request is made (LG(Misc**  
   **Provisions)A 1976 s 19(2))**

**11      To consider if the Council should be registered voluntarily under the Data Protection Act, and if so to authorise the payment by cheque or direct debit.**

The Clerk believes that the data currently held electronically is, by its nature, exempt from registration, however she was advised by the Information Commissioners Office that it is good practice to make a voluntary registration, as this safeguards the Council. The cost is £35 per year. It was agreed to make the registration, and the Committee signed a Direct debit mandate to effect this automatically each year.

**RESOLVED**                      **To make a voluntary registration under the Data Protection**  
**FC/65/2007**                      **Act, paid by Direct Debit (LGA 1972 s 111)**

**12      To consider if the Council should make a financial contribution to the refurbishment of the pond between Freshwater Close and Whitwell Close, and if so to consider what amount to recommend.**

The Committee had not received any details of the information required to make a decision yet, therefore this item was held over.

**13      To consider the website facilities available from the Local Channel and decide if they are sufficient to recommend this to full Council. To consider also the resource implications and decide whether to make any recommendations on increasing resource available.**

The Committee saw sites hosted by The Local Channel on screen, and were told about the set up and maintenance routines available. The Clerk was confident the work could be done in-house, although a modest increase in resource would be needed in order to cope.

It was agreed that this type of site would be suitable for the Council's needs, particularly as the costs would be minimal. The Clerk estimated it would take upto 5 extra hours per week, and some of this could be done from home. She recommended that if the Council went with the Local Channel both she and Mrs Carter should be made Administrators, and Mrs Carter should be allowed to work upto 5 extra hours per week to deal with the extra workload, some of the work to be done at home if necessary. The Committee agreed this would be sensible and to recommend this to full Council.

There was discussion of the name for the website, and it was agreed that there was little point in retaining the old name, the name assigned by the Local Channel should be used.

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**RESOLVED  
FC/66/2007**

To recommend that

- a) the Council sets up a website hosted by The Local Channel
- b) the Clerk and Mrs Carter are appointed as Site Administrators
- c) Mrs Carter is allowed to work upto 5 extra hours per week (as needed, and from home if necessary) to set up and maintain the site
- d) the website uses the address assigned by The Local Channel (LGA 1972 s 111)

- 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 April (and one for May) – paper to be tabled at meeting**

Cllr Regan checked a selection of timesheets in detail and Cllrs looked at the wages listing sheet. The Committee agreed to authorise all payments, as listed, including one payment in advance as agreed at the last meeting.

The Clerk apologised as she should have implemented her increment on the national scale from 1/4/2007 (as agreed following the independent evaluation) but she had forgotten to tell Mrs Carter in time. This will be corrected next month

**RESOLVED  
FC/67/2007**

**That Wages and Inland Revenue costs as listed be authorised for payment. (LGA 1972 s112)**

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

The Committee were pleased to see an improvement on the arrears position, the Clerk will bring to their notice any problems that come up again

- 17 To consider a proposal to add a charge (possibly 3%) for arrears on overdue accounts. If agreed, to decide on operational details.**

There was a lot of discussion around this topic. It was recognised that the majority of users pay without problems, especially as many are local groups who are on a tight budget. It was agreed not to add a surcharge at this time, though it remains a possible option for bad payers in the future.