

Great Sankey Parish Council
Finance Committee Meeting 2 May 2008 **Whittle Hall Community Centre**

Chairman: Cllr K Gleave
Present Cllr J Regan Cllr P Carter
In Attendance: Mrs C Wakefield (Parish Clerk)
Mr K Wakefield (CMO)

1. Apologies for absence

Apologies had been received from Cllrs Reynolds and Wheeler.

2. To approve the minutes of the previous meeting – 1/4/2008

The Minutes were moved and accepted as a true record of the meeting and signed as such by the Chairman.

RESOLVED **That the amended minutes of the meeting held on 1st April**
FC/56/2008 **2008 be approved as a correct record and signed by the**
Chairman.

3 To be informed of progress on matters arising from the previous meeting and take any action required:

The Clerk informed the committee that the CMO had successfully completed the Working at Heights training course. Any other matters arising were held over until the next meeting

4 Budget 2007/2008 – to scrutinise documentation, and when satisfied as to correctness to sign off financial report and bank reconciliation for March.

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for March had all been circulated prior to the meeting, plus a bank reconciliation for the full financial year.

The Clerk informed the committee that work is on track for the end of year returns, the internal Auditor is scheduled to visit the office on 15th May and the Audit return should be on the agenda for the June meeting.

Cllr Carter scrutinised a random selection of payments in and 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/57/2008 **March as correct**

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

It was explained that a new mobile phone and top up card had been purchased through petty cash for the CMO. Upto now he has been using his own mobile phone for Council business as it is on a contract and he normally has call minutes to spare

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for Council use. However his phone broke recently and needed repair so the Clerk had authorised him to buy the cheapest “pay as you go” mobile and top up card as a mobile phone is essential for his work. His private contract is due to end shortly, and the same terms are now much more expensive so it was agreed that in future all Council business would be conducted on the “pay as you go” mobile owned by the Council, and his own phone would revert to private use only. There is a precedent for this, as Mr Reade’s work phone calls were paid for by the Council.

The petty cash register, docket book and cash balance were all checked by Cllr Regan and agreed. The cash balance was £122.61 and so a cheque for £77.39 was requested and signed in order to bring the operating balance back to £200.

RESOLVED **To authorise a cheque for £77.39 to bring the petty cash balance**
FC/58/2008 **back to £200 (LGA 1972 S111).**

6 **To consider recommendations on financial expenditure arising since last meeting, plus estimates received, and authorise where appropriate, including signing direct debit mandate for CCTV – paper attached (Appendix 1)**

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

Presented by	Description	Amount	Cheque
Delta Glazing Ltd	Replacement double glazing unit TP	£172.72	7951
Universal Leasing Ltd	Administration fee for leasing camera, HM	£293.75	7952
Playsafety Ltd	Annual inspection of play area, TP	£91.65	7953
C. Wakefield	Petty cash	£77.39	7954
Waynes Landscapes	Grass cut and spray (all sites required) plus laying flags at Bewsey Barn	£520.00	7955
Maycar Ltd	Emergency roof repair Bewsey Barn	£338.28	7956

The administration fee was for signing over the lease for the CCTV at Hood Manor. This expense had not been mentioned before, but as the deal would not go forward without it the committee agreed to sign. They also signed the direct debit mandate for the equipment lease. The other mandate (for the monitoring etc) has not been received yet, the Clerk will bring it to the next PC meeting for signature. The police had asked if the Council wished to pay extra to keep the “key fobs” which move the camera. This would be another £700. The Committee decided not to go for this, as the monitoring station reported that they had hardly been used in the time the camera has been there.

The Clerk reported that 4 flags at the back of Whittle Hall needed re-laying to get rid of a trip hazard, plus a willow tree had died and was falling over at Childs Wood Field and so she had asked Wayne’s Landscapes to deal with both as a safety issue. The Committee agreed and authorised them retrospectively. There was some discussion of possible uses for Childs Wood Field, and it was agreed that the Clerk should put this on the agenda for the June Parish Council meeting.

RESOLVED **That all cheques listed be authorised for payment (all under LGA**
FC/59/2008 **1976 s19 or LGA 1972 ss101, 111, 112 or LG and R Act 1997 s31).**

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RESOLVED To sign the direct debit mandate for lease of CCTV equipment
FC/60/2008 at Hood Manor (LG and R Act 1997 s31).

RESOLVED To authorise Wayne's Landscapes to re-lay 4 flags at the back
FC/61/2008 of Whittle Hall and remove a dead tree from Child's Wood Field
(LGA 1976 s19)

7 To consider request from Old Hall Community Group for financial assistance for a project to regenerate an area of land between Cavendish Close and Vermont Close and decide on any action to be taken.

The Committee decided that this was a project which should be supported. Cllr Gleave had attended a recent meeting of the group and was able to give some information about the other funding streams which they are trying to tap into. In the light of this, and their written submission, it was decided to recommend to full Council that a donation of £500 should be made at this stage of the project.

RESOLVED To recommend a donation of £500 be made to the Old Hall
FC/62/2008 Community Group for a project to regenerate an area of land
between Cavendish Close and Vermont Close (LGA 1972 s 137)

8 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 donation request had been received from Warrington Association for Special Children for a grant to help with the costs of a specialised summer playscheme. The council had supported this group in the past, and it was confirmed that there are still a number of children from Great Sankey that directly benefit. It was agreed to give a donation of £100, the Clerk will bring a cheque for signature at the next Parish Council meeting.

RESOLVED To award a donation of £100 to WASC for use in running a
FC/63/2008 Summer Playscheme (LGA 1976 s19)

A request had been received from a potential new user for an introductory hire rate for a short period while they establish their business (music classes for small children). Having considered their application, it was agreed to allow them to be charged local user rate for the period 3/6/2008 to 8/7/2008 inclusive.

Another user had requested that its charges be reduced by one hour per week as they currently spend that hour working on the car park not inside the hall. After discussion this request was not agreed, as the hall cannot be booked by anyone else for that period and so effectively is being used.

RESOLVED To apply the local user rental charge to Rhythm Time from
FC/64/2008 3/6/2008 to 8/7/2008 inclusive (LGA 1976 s19)

9 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.

10 To authorise payment of wages, tax and ERNIC for April – paper to be tabled at meeting

Cllr Gleave checked a selection of timesheets in detail and Councillors looked at the wages listing sheet. The Committee agreed to authorise all payments as listed.

RESOLVED **That Wages and Inland Revenue costs as listed be authorised**
FC/54/2008 **for payment. (LGA 1972 s112)**