

Great Sankey Parish Council
Finance Committee Meeting 3 June 2008 **Whittle Hall Community Centre**

Chairman: Cllr K Gleave

Present Cllr K Reynolds Cllr V Hudson Cllr J Wheeler

In Attendance: Mrs C Wakefield (Parish Clerk)
Mr K Wakefield (CMO)

1. Apologies for absence

Apologies had been received from Cllrs J Regan and Cllr P Carter, who were both on holiday. Cllr Hudson came in as substitute for Cllr Regan.

2. To approve the minutes of the previous meeting – 2/5/2008

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 2nd May**
FC/66/2008 **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:

3.1 Update on Playschemes

Details of the WBC schemes have now been settled and publicity for them is being sorted out.

There should have been a meeting with Warrington Wolves to find out what they could produce for a set budget, but because of various absences it has not happened yet. Arrangements will be finalised at the next Parish Council meeting.

4 To scrutinise Audit Return and Intermediate Audit return for 2007/08, amend if needed, and make a recommendation about acceptance to full Council

The Committee were satisfied with the Audit return and other documentation and agreed to recommend acceptance and signing to the full Council.

RESOLVED **To recommend that the Audit return and Intermediate Audit return**
FC/67/2008 **for 2007/2008 be accepted and signed as correct at the next full**
Council meeting

5 To be informed of problems concerning the drains at the Tim Parry Community Centre and advise the Clerk on the action to be taken.

A letter and survey report from United Utilities, plus a paper giving background information had been circulated prior to the meeting. UU claim that water from hand basins in the building is illegally going into the surface water drainage system and from there into Whittle Brook as a pollutant. They are demanding that remedial work should be done. The CMO, and plumbers he has consulted, do not believe that

there is anything wrong with the drainage system. An estimate to do corrective work has been received in the amount of £3250. Further clarification has been sought from LCAS helpline but they have not been able to give definitive advice yet. In discussion it emerged that all the houses on the surrounding estate are also being surveyed by UU in connection with this problem. As they and the Community centre were made by the same builder at around the same time it follows that they will all have the same drainage system, therefore if one needs to be corrected they all will.

After considering all the information to hand, and the impact it will have on the community as a whole in this area, the Committee advised the Clerk to seek advice from WBC Building Control section on the legal aspects of UUs claims, plus follow up the enquiry with LCAS. In the meantime she is to send a holding letter to UU.

6 To be informed of the outcome of the letter to United Utilities concerning the large increase in surface water drainage costs, and to consider if any other action could be taken on this issue to reduce the cost to the Parish Council

United Utilities had replied to the effect that they would not reduce the surface water drainage costs for the Tim Parry Community Centre. However it has emerged that the cost is calculated on the surfaced areas within the bounds of the property (ie the car parks, play area, netball court) and that the car park in front of the Wroxham Road building has been included. At the time the change in lease for Wroxham Road was being considered the surface water drainage costs were not an issue, but now that they are the Finance Committee felt that consideration should be given to attaching some monetary value to the use of the car park in the new lease. There should be scope to do this as part of the decision reached by the Parish Council in July 2007 was *"To exclude the car park from the new lease but to give the new tenant usage rights on terms to be defined by the Parish Council (this may be monetary or may be an agreement to upkeep the car park on a daily basis"*.

The Finance Committee decided to recommend this course of action to full Council.

RESOLVED **To recommend that, in finalising terms for the new lease for Wroxham Road centre, the Parish Council consider setting a monetary charge for use of the car park to offset some of the surface water drainage charges**
FC/68/2008

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

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

Cllr Wheeler scrutinised a random selection of payments in and Cllr Gleave looked at 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 April as correct**
FC/69/2008

Great Sankey Parish Council

Finance Committee Meeting 3 June 2008

Whittle Hall Community Centre

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 Hudson and agreed. The cash balance was £141.08 and so a cheque for £58.92 was requested and signed in order to bring the operating balance back to £200.

RESOLVED FC/70/2008 To authorise a cheque for £58.92 to bring the petty cash balance back to £200 (LGA 1972 S111).

9 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
Viking Direct	Stationery supplies, office	£44.53	7969
Maycar	Roof repairs following lead theft, HL	£327.18	7970
B&B Hygiene	Cleaning supplies, all centres	£214.83	7971
Edmundson Electrical	Light bulbs, all centres	£81.72	7972
Comm. Bus. Equip.	Photocopier charges, office	£65.72	7973
Post Office	Stamps (200 x 2 nd class, 27p)	£54.00	7974
IDC Ltd	Repair vandal damage HM shutter	£115.15	7975
Cromdale Way Pre-school	Award for ideas for logo	£100.00	7976
Zurich Municipal	insurance premium for 1/6/08 to 31/5/09	£6891.16	7977
Safeguard Ltd	Duplicate Abloy keys (2 x WH, 2 x HM)	£50.29	7978
Waynes Landscapes	Grasscutting (5 x TP, 3 x others) plus dealing with dangerous tree at CWF	£1754.00	7979
C Wakefield	Petty Cash	£58.92	7980
United Utilities	Water charges (all aspects) for BB 6/3/08 to 27/5/08	£235.74	7991

There was discussion of the best method for payment of the water charges for Bewsey Barn, and the Committee opted to retain payment quarterly by cheque, after having considered the payments proposed by UU for monthly direct debit (ie over-estimates as a matter of course).

The Clerk advised that Zurich Municipal may need to add a supplementary premium when they add coverage of the CCTV camera at Hood Manor to the policy. This was agreed. The Committee also agreed to consider the possibility of signing up for more than one year with Zurich at the next meeting.

RESOLVED FC/71/2008 That all cheques listed be authorised for payment (all under LGA 1976 s19 or LGA 1972 ss101, 111, 112 or LG and R Act 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

The Committee had received a request from a school for a donation to help with transport costs to take a party of children on a residential visit to the Conway Centre.

After consideration it was decided to refuse the request. This was because it is a function of education to fund matters such as this, and as such the legality of a Parish Council donation would be questionable.

The Committee had also had a request from a charity called Vitalise which assist in providing holidays for the disable people. This was also refused, as not being sufficiently specific to the benefit of the Parish

11 To consider a request from a user group to pave an area of the garden at the Tim Parry Community Centre for their use.

The intention of the group is for a paved area which would allow the children to play outside even on wet days. Having considered what was required (including a quote to do the work) the Committee decided to refuse the request on Health and Safety grounds. At present the children play on a grassed area, if that is no longer to be the case then it should be replaced with a special play surface that would be safer than flags, but that is too expensive for the Council to undertake for the benefit of just one group.

RESOLVED **to refuse a request for a flagged play area in the garden at**
FC/72/2008 **Tim Parry Community Centre.**

12 To review the concessional rate of rent being to charged to a user at Whittle Hall and decide if it should continue or revert

The user is still under strength at the classes and requested an extension.

This has been a successful class for many years, and there is no reason to think that it will not revive again. The committee agreed to continue to allow them to be charged local user rate until the end of August 2008 and then review it.

The Committee also considered ways in which the Council might help promote the classes and clubs which use the centres. There will be a "What's On" feature in the next Newsletter, if this is not helpful the committee will consider other means.

RESOLVED **To extend the local user rental charge to Pilates until the**
FC/73/2008 **end of August 2008 (LGA 1976 s19)**

13 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.

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

Great Sankey Parish Council
Finance Committee Meeting 3 June 2008 **Whittle Hall Community Centre**

Cllr Reynolds 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/74/2008 **for payment. (LGA 1972 s112)**