

Great Sankey Parish Council
Finance Committee Meeting 1 July 2008 **Whittle Hall Community Centre**

Chairman: Cllr J Regan (acting)

Present Cllr P Carter Cllr V Hudson
Cllr K Reynolds * Cllr J Wheeler * Cllr K Gleave *
*joined part way through meeting

In Attendance: Mrs C Wakefield (Parish Clerk)

1. Apologies for absence

Apologies had been received from Cllrs Gleave, Wheeler and Reynolds who were all at other meetings and therefore would be late. Cllr Hudson came in as substitute for Cllr Gleave and Cllr Regan chaired the meeting.

Clerks note – Cllrs Reynolds and Wheeler joined during agenda item 6, Cllr Gleave joined during agenda item 8

2. To approve the minutes of the previous meeting –3/6/2008

The Minutes were moved and accepted as a true record of the meeting and signed as such by the Chairman. (NB this item was deferred at the meeting until after agenda item 6)

RESOLVED That the amended minutes of the meeting held on 3rd June
FC/75/2008 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:

There were no matters arising.

4 To be informed of continuing problems with operating the Council Bank account and to decide if the Committee wishes to recommend authorising a move to limited facility telephone banking (subject to approval by the Auditor).

There was a discussion of the practical difficulties the Clerk is facing currently and what the implications of telephone banking would be. The Committee were actually more in favour of Internet Banking, and the Clerk confirmed that the Internal Auditor had also suggested this. She had queried with the Bank and been assured that because of the condition on the account that 2 signatures are required for all payments and direct debits/standing orders, no transactions of that nature could be effected by telephone/internet. The Committee therefore decided to set up both internet and telephone banking facilities to ease administration problems.

RESOLVED To set up internet banking facilities and telephone banking (as a
FC/76/2008 back up) on the existing bank accounts, while retaining all other
existing conditions on the accounts(LGA 1972 s111)

5 To decide if the committee wants to recommend applying for a Credit card for Council business use. If so, to devise appropriate internal controls and

usage limits to recommend for adoption by full Council and incorporation into Financial regulations

The Committee considered the practical implications in setting up a credit card, in particular the reasons and sort of circumstances which had prompted the Clerk to feel that a credit card would be useful. After discussion it was agreed that a simpler remedy would be to increase the petty cash limit to £400. The Clerk was asked to find out about the practicalities of doing this (changing credit arrangement, insurance, standing orders etc) and put it on the agenda for the next meeting.

6 To be informed of problems concerning the drains at the Tim Parry Community Centre and advise the Clerk if any further action needs to be taken.

An email from United Utilities, plus a paper giving background information had been circulated prior to the meeting. These made it clear that the changes are required under Environmental legislation, not just changes to building regulations. An estimate to do corrective work had been received from the company that has done most of the recent plumbing work for the Council. This was for £3250, and involved installation of 3 Sanivite pumps. However the CMO has thought of an alternative way of re-routing the waste water from sinks which he can do himself. It would require less in the way of materials but more time. He spoke to one of the UU survey teams working nearby to see if this re-routing would be acceptable, and they agreed it would pass their inspection. The Clerk therefore asked if the Finance Committee were happy to authorise extra hours for the CMO to do the work in-house. There is a window of opportunity for doing this work at the beginning of August, when there are hardly any bookings in the centre. The Committee asked to see a breakdown from the CMO for what is involved, with that proviso they are content for him to do the work.

7 To consider the advantages and disadvantages of signing up for an extended period of insurance with Zurich Municipal and make an appropriate recommendation to the Parish Council

The Committee discussed the pros and cons of this move and decided on balance that there was not enough to be gained to warrant losing the freedom to change insurers, especially as they expect increasing competition from insurance companies in future.

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

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for May 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**
FC/77/2008 **May as correct**

9 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 Carter and agreed. The cash balance was £20.19 and so a cheque for £179.81 was requested and signed in order to bring the operating balance back to £200.

RESOLVED FC/78/2008 To authorise a cheque for £179.81 to bring the petty cash balance back to £200 (LGA 1972 S111).

10 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 |
|---|---|---------------|---------------|
| B&B Hygiene Ltd | Cleaning supplies, all centres | £32.82 | 7992 |
| United Utilities Water plc | All charges 13/3/08-6/6/08, HL | £126.58 | 7993 |
| United Utilities Water plc | All charges 13/3/08-2/6/08, HM | £122.22 | 7994 |
| United Utilities Water plc | All charges 13/3/08-28/5/08, WH | £127.56 | 7995 |
| United Utilities Water plc | Metered charges only, 13/3/08-18/5/08, TP | £82.89 | 7996 |
| B&B Hygiene Ltd | Cleaning supplies, all centres | £104.99 | 7997 |
| C Wakefield | Petty cash | £179.81 | 7998 |
| Edmundson Electrical | Replacement Light fitting Boiler room WH | £105.75 | 7999 |
| Bosch Thermotechnology | Boiler maintenance contract renewal WH | £148.44 | 8000 |
| Bosch Thermotechnology | Boiler maintenance contract renewal TP | £148.44 | 8001 |
| Waynes Landscapes | Grounds Maint, all sites, June | £924 | 8002 |
| Congleton District Voluntary Action (MACAW) | Upgrade to Office 2007 (both PCs) | £142.25 | 8003 |

The Clerk queried if the Committee were happy to continue with the boiler maintenance arrangements at Whittle Hall and Tim Parry, they were and so the contract cheques were signed.

The Clerk had experienced problems with Microsoft Office software and had been told that as Microsoft no longer provide full maintenance on the version she has, she should upgrade from the 2002 version to the 2007 version. As both PCs are networked they should both be upgraded. Consultation with MACAW had confirmed this. The cheapest price she had been able to find for a business, 2 PC version of Office 2007 was £299.97 from Amazon. MACAW then gave a quote of £142.25, including coming in to install the new software. The Clerk was authorised to take MACAW up on this offer.

RESOLVED FC/79/2008 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).

The next edition of the Newsletter is now ready for printing, and the Committee considered quotes from distribution companies. Newsquest were cheapest at £19.50 per thousand, but had provided a poor service last year and could not give

coverage of all new developments in Great Sankey. Freedom Distribution appeared to be the best deal at £25 per thousand, guaranteeing to deliver to all homes within a marked area on a map. The Committee decided to go with them. It was agreed that 18500 Newsletters should be printed, as this should cover all the homes plus allow an amount to be placed in the community centres and other public places. It had been agreed at the March meeting that Top Print should be used to print the Newsletters as long as the first run that they did was satisfactory. It had been, so the Clerk was authorised to continue with them.

RESOLVED **To authorise the Clerk to engage Freedom Distribution to do the full distribution of the next edition of the Newsletter (at £25 per thousand) and to have 18,500 copies printed by Top Print (LGA 1972 s142)**
FC/80/2008

11 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 Walton Lea Project for their work to support adults with learning difficulties. They had confirmed in the letter that there are several people from Great Sankey on the project. After discussion it was agreed to give a donation of £50, cheque to be signed at the next Parish Council meeting.

RESOLVED **To give a donation of £50 to the Walton Lea Project (LGA 1972 s137)**
FC/81/2008

The Committee had received a letter from a parishioner who had damaged his trousers on a protruding nail during a booking at Hood Manor Community Centre. The nail has since been fixed. After consideration the Committee decided to offer him £15 as a goodwill gesture. The Clerk is to write to him with the offer.

RESOLVED **To offer a goodwill gesture of £15 to the parishioner who damaged his trousers at Hood Manor centre (LGA 1972 s111)**
FC/82/2008

12 To consider the position over funds, in relation to whether and when to put any into the temporary Loans Fund.

Information had been prepared showing the current financial position and expected income and outgoings until the end of August. In the past, at this time, the Committee has authorised putting some of the balance into the Temporary Loan Fund run by WBC as it attracts more interest. However with the precept being paid in instalments, there does not appear to be any scope to do that at this time. It should be possible to put some money away when the next instalment is paid. The Committee considered the figures and decided not to invest in Temporary Loans yet but to review the situation in early September.

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 June – paper to be tabled at meeting

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/83/2008 **for payment. (LGA 1972 s112)**