

**Great Sankey Parish Council**  
**Finance Committee Meeting 5 August 2008** **Whittle Hall Community Centre**

**Chairman:** Cllr J Regan (acting)

**Present** Cllr P Carter Cllr K Reynolds Cllr R Smith

**In Attendance:** Mrs C Wakefield (Parish Clerk)  
Mr A Izzard (Chairman Dorchester Road Residents Assoc)

**1. Apologies for absence**

Apologies had been received from Cllrs Gleave and Wheeler. Cllr Smith came in as substitute for Cllr Wheeler and Cllr Regan chaired the meeting.

**2. To approve the minutes of the previous meeting –1/7/2008**

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 1<sup>st</sup> July**  
**FC/84/2008** **2008 be approved as a correct record and signed by the**  
**Chairman.**

The Chairman proposed that part of item 9 on the agenda be brought forward:- to consider a request for assistance received from Dorchester Road Residents Association (DRRA) while Mr Izzard was present. This was agreed. The Chairman and Cllr Reynolds declared a personal interest in this item, as they both live on the Dorchester Road estate and had attended meetings of the Residents Association.

Mr Izzard gave a brief presentation on the aims of the DRRA. The current Project is the refurbishment of the park and play area at Brentnall Close, which is the largest park on an estate of about 2000 properties. The DRRA has already secured some funding and help, and Mr Izzard now asked the Parish Council for some specific short term help and also for a commitment for further longer term funding. The Association plans to hold open days to allow residents to comment on the plans and Mr Izzard requested

- 1) Free, or reduced rate use of Hood Manor Community Centre to hold the open days on 12 and 13 September
- 2) The involvement of one or more Parish Councillors to assist with manning the centre on those days
- 3) Financial help with putting on the open days, and administration costs
- 4) Use of Parish facilities to advertise the open days

After discussion the Committee agreed to free use of the centre for the open days, and the principle of Councillor involvement. They also agreed that Council facilities (noticeboards, website) could be used to advertise the open days. The Committee decided in the short term to donate £50 of Argos vouchers, which can be raffled to raise funds for the open days and administration costs.

**RESOLVED** **To give a donation of £50 of vouchers to Dorchester Road**  
**FC/85/2008** **Residents Association to assist with the early stages of the**  
**Brentnall Park Project, and to allow free use of Hood Manor**  
**Community Centre for Open Days for the Project in September**  
**2008 (LGA 1976 s19)**



**RESOLVED**            **To raise the petty cash limit to £400, and amend Financial**  
**FC/88/2008**            **regulations to reflect that change (LGA 1972 s111).**

- 5        To consider the position regarding football and the health and safety aspects of related parking problems at Tim Parry recreation ground. To consider if there would be any significant advantages in regularising the booking of the field, and if that would be the best course of action to solve current problems, or to suggest alternative solutions for consideration by the Parish Council.**

There has been a long running problem with obstructive parking at the Tim Parry recreation ground, usually when a local junior football club is using the field. The Council have written to them repeatedly about this, and Councillors have visited the club personally to ask for co-operation, but any improvements have been short lived. Other users have complained they cannot get to the centre, and emergency vehicles would be obstructed. Councillors now feel that the matter must be escalated as a matter of health and safety, and various options were discussed, including increasing the parking area available and applying sanctions against the club if they fail to comply with requests for safer parking. The Clerk was asked to write to the football club and tell them the Council will contact the league they are affiliated to and stop matches from being played at the Tim Parry ground if they do not comply with directions for safe parking. She was also asked to get a cost for increasing the area available for parking by using a strip of the field adjoining the edge of the car park.

The Committee also asked to have an item on the next agenda to review the booking conditions for the use of the field at the Tim Parry grounds.

**RESOLVED**            **To write again to the Junior Football Club, with sanctions for**  
**FC/89/2008**            **obstructive parking at the Tim Parry Recreation Ground**

- 6        Budget 2007/2008 – to scrutinise documentation, and when satisfied as to correctness to sign off financial report and bank reconciliation for June.**

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

Cllr Smith scrutinised a random selection of payments in and Cllr Carter 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/90/2008**            **June as correct**

- 7        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 £41.25 and so a cheque for £158.75 was requested and signed in order to bring the operating balance back to £200.

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**RESOLVED** To authorise a cheque for £158.75 to bring the petty cash balance  
**FC/91/2008** back to £200 (LGA 1972 S111).

- 8 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>
WBC	Quarterly service charge HM	£93.06	8018
B&B Hygiene	Cleaning supplies, all centres	£146.65	8019
Alexandra	Workwear for caretaker	£16.92	8020
D4 Drains	Clearing blocked drains, TP	£114.56	8021
Top Print	Printing of newsletter (18,500 copies)	£2569.00	8022
WBC	Working at heights course, K. Wakefield	£141.00	8023
Waynes Landscapes	Grass cutting all, plus pruning at BB	£1604.00	8024
RBS Software Solutions	1yr bookings software maintenance	£117.50	8025
Merseyside Leaflet Distr.	Distribution of newsletter, 18,500 copies	£820.00	8026
Post Office	Stamps (200 x 2 <sup>nd</sup> , 27p)	£54.00	8027
C. Wakefield	Petty cash	£158.75	8028

The Clerk asked if the Committee would renew the subscription for bookings software maintenance, as the helpione facility is very useful, plus there has recently been an upgrade provided. This was agreed.

**RESOLVED** That all cheques listed be authorised for payment (all under LGA  
**FC/92/2008** 1976 s19 or LGA 1972 ss101, 111, 112 or LG and R Act 1997 s31).

- 9 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**

Two requests had been received. One had been considered at the start of the meeting, the Committee now looked at a request from Crosfields Junior Football Club for financial help. This group had last received a donation in March 2007, and are continuing to provide sporting facilities for young people in the parish. It was agreed to give them a donation of £100 and cheque 8039 was signed in that amount for them.

**RESOLVED** To give a donation of £100 to Crosfields Junior Football Club(LGA  
**FC/92/2008** 1972 s137)

- 10 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 by this time.

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- 11 To consider the recommendations about staff hours made by the Employment Group at the meeting on 22/7/2008 and decide whether to endorse them and forward them to full council.**

The Committee had received a report from the Employment Group making recommendations about office staff hours, and they asked the Clerk to withdraw from the room while they considered this. Cllr Carter declared a personal and possibly prejudicial interest in this item and also withdrew.

After discussion the Committee decided to endorse the recommendations of the Employment group and put them to full Council. The Clerk and Cllr Carter were asked to return and were informed of the decision. The Committee also asked the Clerk to continue to produce the report of hours worked by the office staff which had been used in arriving at the decision and to forward a copy each month to the Chairman of both Employment and Finance committees.

**RESOLVED  
FC/93/2008**

**To recommend to full Council the following,**

- 1. That the Clerks hours remain at 25 per week with permission to work up to 30 hours as needed**
  - 2. The Assistant Clerks hours remain at 20 per week but with permission to work up to 25 hours as needed.**
  - 3 That the actual hours worked for both the Clerk and the Assistant Clerk be monitored each month and recorded as a report to the Chairman of both Employment and Finance Committees.**
  - 4. That this should run from the first full week in October 2008**
  - 5. That this arrangement be reviewed in March 2009, possibly at a joint meeting of Finance and Employment.**
- (LGA 1972 s 111, 112)**

- 12 To authorise payment of wages, tax and ERNIC for July – 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  
FC/94/2008**

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