

**Great Sankey Parish Council**  
**Finance Committee Meeting 6 November 2007** **Whittle Hall Community Centre**

**Chairman:** Cllr K Gleave  
**Present** Cllr J Regan, Cllr V Hudson  
**In Attendance:** Mrs C Wakefield (Parish Clerk)

**1. Apologies for absence**

Cllr Wheeler and Cllr P Hudson sent apologies as they were attending other meetings. Cllr V Hudson attended as substitute, and in her capacity as Council Chairperson

**2. To approve the minutes of the previous meeting 10<sup>th</sup> October 2007.**

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

**RESOLVED** That the minutes of the meeting held on 10<sup>th</sup> October 2007  
**FC/125/2007** 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 Risk Assessment Courses available**

The Clerk had got details of courses available through the LCAS helpline, however they are very expensive. She will check other sources for anything more reasonably priced.

**3.2 Update on progress with changing waste services provider**

Bagnall and Morris have now taken over the collections, the Clerk is chasing Veolia to remove their remaining bills and settle the account.

**3.3 Update on progress with changing energy supplier**

The Clerk is still waiting for information from British Gas about the status of the contracts before this can be progressed. She will press for this.

**4 To be informed by Clerk of large items of expenditure due/desirable to take into account for future budget setting.**

The Clerk had provided details of two items which potentially would require a bigger than normal outlay of money for future centre maintenance – electrical inspections and repairs to safety surfaces. The Committee discussed options for dealing with these. The Clerk was advised to go for repairs to the safety surface (rather than renewal) for 2 instances and then review the situation to assess how durable they are. The committee will advise the Clerk on timing of electrical inspections when other expenditure on refurbishment has been made.

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- 5 To consider the possibility of paying for floor maintenance and door replacement at Whittle Hall to save money in the longer term.**

The Clerk had expected to have quotes available for the meeting so the Committee could make an informed decision, however these were not available. This item to be held over till the next meeting.

- 6 To consider the percentage pay award for WBC staff from 1 April 2007 and decide whether to recommend implementation of the same rate for Parish Council staff (if known by the date of the meeting)**

The WBC pay award has still not yet been agreed. The revised NALC scale for Clerks from 1/4/2007 has been received, giving an percentage increase 2.475%, and so the Clerk thought it might be possible that the WBC award would be settled soon. It was agreed that this could be put on the agenda for the next Parish Council meeting, so that if possible the revised rates could be used for the November pay calculations. It was agreed to implement the NALC revised Clerks scale at the same time.

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

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for September had all been circulated prior to the meeting. Cllr Regan scrutinised a random selection of payments in and 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/126/2007 September as correct**

- 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 £40.12 and so a cheque for £159.88 was requested and signed in order to bring the operating balance back to £200.

**RESOLVED To authorise a cheque for £159.88 to bring the petty cash balance FC/127/2007 back to £200 (LGA 1972 S111).**

- 9 To consider recommendations on financial expenditure arising since last meeting, plus estimates received, and authorise where appropriate)**

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

Presented by	Description	Amount	Cheque
Zurich Municipal	LCAS membership renewal Nov 07-Nov 08	£158.63	7801
B&B Hygiene Ltd	Hand towels/floor cleaner	£55.42	7802
Comm. Bus. Equip. Ltd	Photocopier toner powder (delivery charge)	£5.82	7803

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UHY Hacker Young	Audit of 2006/7 Annual Return	£1028.13	7804
Peter Crosby Landscape	Grass cutting Sept all centres	£1057.50	7805
AA Cleaning Mgmt Systems	Toilet rolls/soap/bleach all centres	£41.99	7806
WBC	Quarterly service charge HM	£93.06	7807
Veolia ES (UK) Ltd	Waste removal 1/9/07-30/9/07 TP	£92.36	7808
Veolia ES (UK) Ltd	Waste removal 1/9/07-30/9/07 BB	£42.23	7809
Veolia ES(UK) Ltd	Waste removal 1/9/07-30/9/07 WH	£21.93	7810
Safeguard (NW) Ltd	Key for new caretaker HM	£19.97	7811
David Nicholas Company	Landlords certificates All; boiler service TP HL	£270	7812
Peter Crosby Landscape	Grass cutting Oct, all centres	£1057.50	7813
David Nicholas Company	Remove old, and refit new boiler, HL	£1385.00	7814
C. Wakefield	Petty cash	£159.88	7815

The Clerk asked if the Committee were content to renew the subscription to the LCAS helpline for another year. After verifying how much use was made of this service it was agreed to renew.

The Clerk is still collecting quotes for grounds maintenance, these will come to the next meeting.

**RESOLVED**            **To renew subscription to LCAS Helpline (LGA 1972 111)**  
**FC/128/2007**

**RESOLVED**            **That all cheques listed be authorised for payment (all under LGA**  
**FC/129/2007**            **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**

Requests had been received from 1 Pre-School and 1 Mums and Tots group that use the community centres for donations to help pay for toys and a Christmas party for the children. It was agreed to recommend a donation of £50 worth of Argos vouchers for each.

The Clerk pointed out she had not been able to buy the Argos Vouchers the Council had authorised the previous month, due to a shortage of petty cash. That made 4 lots of £50 worth to buy, and the petty cash limit is £200 per month. It was therefore agreed that the Clerk would pay for the vouchers on her debit card, and that cheque number 7826 would be made out in the amount of £200 to reimburse her for the vouchers.

**RESOLVED**            **To make a donation of £50 worth of Argos vouchers to**  
**FC/130/2007**            **each of the 2 Pre-schools that had requested help for their**  
**Christmas raffles (LGA 1972 S137)**

**RESOLVED**            **To authorise the Clerk to pay for all £200 worth of Argos vouchers**  
**FC/131/2007**            **and to sign cheque number 7826 for £200 to reimburse her**

The Committee considered the request from Hood Manor Residents Social and Bingo Club for a donation to help with their Christmas event to encourage more members to join. The Committee agreed to a donation of £50, the cheque to be

signed at the next Parish Council meeting when the Clerk has determined what name it should be made out to.

**RESOLVED**                    **To make a donation of £50 Hood Manor Residents Social and**  
**FC/132/2007**                    **Bingo Club for their Christmas event (LGA 1972 S137)**

The Committee considered a request from a resident of Hood Manor to assist with the refurbishment of Brentnall Park. The Committee were sympathetic to the request, as this would be of benefit to a lot of Parishioners, but they need a lot more information before any decisions on funding could be made. They decided to recommend to the Parish Council that the request is supported in principle, subject to the receipt of satisfactory information about the project, at which time amounts can be considered. The Clerk was asked to reply to the resident to set this in motion, and also to provide some information to him about other resource which may be available.

**RESOLVED**                    **To recommend that the Parish council supports in principle**  
**FC/133/2007**                    **a request to assist with some funds towards the refurbishment of**  
**Brentnall Park on Hood Manor, subject to the receipt of**  
**satisfactory information.**

The Clerk informed the Committee that the user who had been allowed a reduced rate for 8 weeks in order to try to establish a day time exercise class at Whittle Hall had been forced to stop the class after 3 sessions, due to poor response. This was largely because her adverts had not been run as scheduled. There was no point in trying to start again before Christmas, but she might want to try again in the new year. It was agreed that if she did try again the eight week period of reduced rates could start afresh.

**RESOLVED**                    **To allow the 8 week period of payment at local user rate**  
**FC/134/2007**                    **for a new day time Pilates class at Whittle Hall to start again in the**  
**New year, if required (LGA 1976 s19)**

**11      To consider proposal from Cllr Regan to fund more cycles for PCSOs.**

The Committee considered the quotes for cycles from 3 shops. There are currently 3 cycles for communal use and, given the prices quoted, Cllr Regan proposed buying 2 cycles for use by the PCSOs funded by the Council.

A cycle shop in Halton had quoted £220 for 2 aluminium framed cycles, price to include assembly and delivery. They could also provide an aftercare service if needed, which they already do for the PCSOs bikes in Halton. They can do a set of lights for £10 per bike.

It was agreed it would be best to use the independent cycle shop, rather than a big chain store, for the service available. It was decided to recommend to full Council to purchase 2 aluminium frame Probikes from Geddes, at a cost of £220, plus £20 for lights. If agreed the arrangements for delivery and any publicity should be finalised at the Council meeting.

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**RESOLVED**            **To recommend that the Parish council buys 2 bikes for the PCSOs from Geddes at a cost of £220, plus 2 sets of lights for them at £10 per bike (LG and R Act 1997 s31)**  
**FC/135/2007**

- 12    To be informed of a change of organiser for the Craft Club at Hood Manor, and to consider request for extension of reduced rate**

The Committee were informed of the new organiser for the Club, and plans for more publicity. In the meantime they are only just breaking even while on the reduced rate, and so they requested that the reduced rate be extended. The Committee agreed to keep them on the lower rate until the end of January, but they asked the Clerk to contact the club and suggest they put their subscriptions up a bit as they cannot stay on the reduced rate forever.

**RESOLVED**            **To extend payment at reduced rate to Hood Manor Craft Club until the end of January (LGA 1976 s19)**  
**FC/136/2007**

- 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 October – paper tabled at meeting**

Cllr Gleave checked a selection of timesheets in detail and Cllrs looked at the wages listing sheet. The Committee agreed to authorise all payments as listed. The Clerk pointed out that it had been discovered that the wrong hourly rate had been used for her pay from June to October. The Committee looked back on previous wages sheets and verified that this was the case (pay had reverted to point 35 on the scale, instead of point 36). It was agreed that the pay would be corrected in November, ready for the December meeting.

**RESOLVED**            **That Wages and Inland Revenue costs as listed be authorised for payment. (LGA 1972 s112)**  
**FC/137/2007**

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

The Committee were pleased to see the arrears situation improving further. They were happy that a former bad debtor is now on weekly invoices, with bookings to be cancelled if invoices are not paid within a week.

They advised that the arrears for the individual who had wanted to run Yoga classes should be revised so that bookings she had not taken, but had failed to cancel with the office, should be written off, and she should be asked again to pay the rest.