



# Appleton Parish Council

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Minutes of the meeting of the Finance and General Purposes Committee at Appleton Parish Hall on Thursday 5<sup>th</sup> September 2019 at 10am.

## **Present**

Councillor P Walker, Councillor S Benger, Councillor J Bilsland, Councillor S Harris and Councillor B Axcell.

Mrs J Monks (Clerk) and Mrs I Derbyshire (Assistant Clerk).

## **1. Welcome and apologies for absence**

Councillor P Walker welcomed everyone to the meeting. Councillor J Wheeler sent her apology as she was unable to attend due to work commitments.

## **2. Members Code of Conduct**

Councillor S Harris declared that she was a member of the South Warrington Parishes Local Plan work and as she declared an interest in relation to item 10 as this group were dealing with the Eddie Stobart appeal.

Councillor J Bilsland declared an interest in relation to item 12, the Appletots grant application as she had been assisting Appletots with this application, as such Councillor J Bilsland did not take part in the discussion or decision in relation to this grant application.

## **3. Matters Arising**

The clerk was asked to arrange a separate Finance and General Purposes meeting with the Parish hall being the only agenda item.

## **4. Parish Hall**

The Assistant Clerk presented the income and expenditure for the Parish hall from April 2019 up to end of August 2019. It was noted that the Parish hall was running at a loss however this included office accommodation costs and meeting room costs.

The Assistant Clerk had received a request for a weekly block booking on Wednesday evenings. Currently the Parish hall was let one Wednesday evening a month.

It was;

**Recommended** that;

The clerk was asked to contact the group concerned to see if they were prepared to move to a different evening slot for commercial reasons.

## **5. Fair Trade**

The Assistant Clerk will circulate details of how to become a Fair Trade Council. This procedure involves achieving five goals which are as follows;

1. Local council passes a resolution supporting Fairtrade, and agrees to serve Fairtrade products (for example, in meetings, offices and canteens).
2. A range of (at least two) Fairtrade products are readily available in the area's retail outlets (shops, supermarkets, newsagents, petrol stations) and served in local catering outlets (cafés, restaurants, pubs).
3. Local workplaces and community organisations (places of worship, schools, universities, colleges and other community organisations) support Fairtrade and use Fairtrade products whenever possible. Populations over 100,000 will also need a flagship employer.
4. Media coverage and events raise awareness and understanding of Fairtrade across the community.
5. A local Fairtrade steering group is convened to ensure the Fairtrade Town campaign continues to develop and gain new support.

It was;

**Recommended** that;

This item was deferred and the information regarding Fairtrade was circulated by email. Meanwhile the Parish Council would purchase Fairtrade goods where possible.

## **6. Welcome Guide**

The clerk has received a request from a member of the public regarding the reproduction of the Welcome Guide to Appleton. As the guide contains information such as names, addresses and contact details this cannot be reproduced due to GDPR reasons without obtaining consent. The current format of the guide also needs updating and there are cost implications for reproduction.

It was;

**Recommended** that;

The Media Working group looks into updating the Welcome Guide.

## **7. Chairman's plate**

The chairman's plate has the year and name of each Chairman of the Parish Council engraved on the back. The last entry was 2012/2013.

**Recommended that;**

The expenditure of up to £120 plus VAT to be approved for the engraving of the Chairman's plate.

## **8. Valuation of the Parish Hall**

The clerk has obtained some quotes for valuation of the Parish Hall for a reinstatement cost assessment. The quotes range from £300 plus VAT to £600.00

It was;

**Recommended that;**

Meller Braggins be employed to undertake a valuation of the Parish Hall for a reinstatement cost assessment at the cost of £300.00 plus VAT.

## **9. Safeguarding policy**

The clerk has researched this matter and has circulated several different safeguarding policies for consideration. The clerk informed the members that although Lymm Parish Council has a Parish hall it does not have a safeguarding policy. Great Sankey Parish Council run five community centres and their draft safeguarding policy has been circulated. Councillor P Walker stated that he had not obtained a copy of Warrington Borough Council's safeguarding policy and that it may also be beneficial to have a look at LiveWire's safeguarding policy.

It was;

**Recommended that;**

This item was deferred until the next Finance and General Purposes Committee in order to look at the safeguarding policies of Warrington Borough Council and LiveWire.

## **10. Eddie Stobart's Appeal and expenditure by Local Plan group**

The clerk received a request from the clerk of Grappenhall & Thelwall Parish Council to sanction the further expenditure of up to £1500.00 for Counsel Legal Opinion on the Eddie Stobart appeal.

Councillor Sharon Harris sanctioned the additional expenditure of £1500 in an email dated 15<sup>th</sup> August 2019 to the clerk of Grappenhall & Thelwall Parish Council with the rider that this additional expenditure falls within the cap set by the Parish Council.

It was;

**Recommended** that;

The additional expenditure of £1500 was approved by the Parish Council as previously sanctioned by Councillor Sharon Harris.

Councillor Sharon Harris asked the clerk to contact the clerk of Grappenhall & Thelwall Parish Council for an up to date income and expenditure of the Local Plan group and for details of any future planned expenditure.

## **11. Computer training courses**

A resident had contacted the clerk requesting that the Parish Council ran computer training courses for residents.

It was;

**Recommended** that;

The resident concerned would have to organise the courses and be responsible for the associated administration and that they would have to provide a written proposal to the Parish Council for this to be considered.

## **12. Appletots Grant Application**

The clerk has received a grant application from Appletots for amount of £675.56 for toys, craft supplies, replacement toaster, laptop and Microsoft Office.

It was;

**Recommended** that;

The grant of £675.56 was approved to Appletots for the items above and the expenditure be taken from the grants budget.

The meeting closed at 11.30am.