



Appleton Parish Council

Minutes of the meeting of the Finance and General Purposes Committee at Appleton Parish Hall on Thursday 8th August 2019 at 10am.

Present

Councillor P Walker, Councillor S Benger, Councillor J Bilisland, 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

None declared.

3. Matters Arising

The clerk provided the following update following the previous Finance and General Purposes Committee meeting held on 4th July 2019. The clerk confirmed that the Parish Ranger had commenced painting the walls in the main hall.

4. Cheshire Community Action Heath Check reports

The clerk reported that a representative from Cheshire Community Action had attended the Parish hall on 7th May 2019 and 3rd July 2019 and had produced two reports on the Parish Hall. It was

Recommended that;

The reports dated 7th May 2019 and 3rd July 2019 were noted.

The Parish Council reviews the budget which includes the income and expenditure of the Parish Hall on a quarterly basis. A more detailed analysis of the hall income and expenditure will now be presented to the Parish Council on a monthly basis. The Parish Council does have substantial reserves and there is an earmarked fund for reserves for the Parish Hall. The current balance of the reserves allocated for the Parish hall future investment is £45500. This has been confirmed by the Parish Council at the Parish Council meeting on 18th June 2019.

The Parish Council reviews the hall hire charges on an annual basis. This was discussed by the Finance and General Purposes Committee on 28th January 2019

and then confirmed by the Parish Council on 19th February 2019. The Parish Council confirmed that the hall hire charges for 2019/2020 were not to increase. The Parish Council confirmed that there was to be no charge for storage and no charge for the use of the new projector. The Parish Council confirmed that that Appleton Independent Methodist Church were to continue to receive a subsidy for both the choir and for the coffee morning and this has been detailed in the minutes of the Parish Council meeting on Tuesday 19th February 2019. The Parish Council have also confirmed that Appletots were to continue to receive a subsidy at the Parish Council meeting on 16th April 2019.

The Parish Council had increased the insurance value of the Parish Hall following the renovation works and the present valuation was £500,000. The clerk was asked to contact a valuer to see what the costs were in order to professionally value for the hall and for this to be considered at the next Finance and General Purposes meeting in September.

Councillor S Harris stated that she was not happy regarding the report produced by Cheshire Community Action and the fact that they would not amend the draft report. Councillor S Harris will draft a response on this matter to Cheshire Community Action.

It was **Recommended** that;

The income and expenditure of the Parish Hall was monitored on a monthly basis by the Finance and General Purposes Committee.

The process and policies for the Parish hall were reviewed.

That the following were looked at, type of hall users, hall charges and different rates, storage, cancellation charges, charges for charitable events and to examine the current timetable of hall hirers. It was agreed that a separate meeting would be required for this.

5. Safeguarding policy

The clerk reported that the representative from Cheshire Community action had recommended that the Parish Council consider adopting a safeguarding policy. The clerk had circulated several safeguarding policies for the attention of the Finance and General Purposes Committee. It was;

Recommended that;

That the Parish Council required a safeguarding policy however further investigation was required on the matter. The clerk was asked to contact Great Sankey Parish Council to enquire whether they had a safeguarding policy. Councillor P Walker will contact Warrington Borough Council to obtain a copy of their policy. The clerk was asked to put this on the next agenda for the Finance and General Purposes meeting for consideration.

6. Parish Hall

This was discussed under agenda item 4.

7. Hall Fees for charitable events

This was discussed under agenda item 4.

8. Intruder Alarm / CCTV

The recent Fire Risk Assessment suggested that the an intruder alarm was considered for the Parish hall and as such the clerk has obtained quotes for an intruder alarm and CCTV.

The quotes for an intruder alarms start from £1,000 plus VAT plus a yearly maintenance contract charge of £500.

The quotes for CCTV start from £1300 plus VAT plus a yearly annual maintenance charge of £300.00.

It was **recommended** that;

No intruder alarm or CCTV was purchased at this time.

9. Society of Local Council Clerks branch conference

The clerk and assistant clerk would like to attend a training day at the Society of Local Council Clerks branch conference on Wednesday 9th October 2019 at the cost of £30.00 each. It was;

Recommended that;

The amount of £60.00 was approved for the above training course with the expenditure to be taken from the training budget.

10. Ramp for van

Councillor S Harris and Councillor J Wheeler had been discussing the possibility of the Parish Ranger needing a ramp for the van in order to wheel the lawnmower into the van.

It was;

Recommended that;

A suitable ramp was purchased for the Parish Ranger with the cost to not exceed £40.00.

11. Hi Viz Jackets for fire warden and for events

The clerk stated that it would be beneficial to purchase two Hi Viz Fire Warden jackets so in the event of a fire the people responsible for Fire Safety could be easily be identified. It may also be of benefit to purchase Hi Viz jackets for the events which the Parish Council had planned. It was;

Recommended that;

Two Fire warden Hi Viz vests were purchased and twelve Hi Viz vests for events with 'Appleton Parish Council' on the back.

The clerk will confirm the costs for the Parish Council meeting in September.

The meeting closed at 11.30am.