



# Appleton Parish Council

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Minutes of the meeting of the Finance and General Purposes Committee at Appleton Parish Hall on Tuesday 19<sup>th</sup> November 2019 at 6.30pm

## **Present**

Councillor P Walker, Councillor J Walker, Councillor J Wheeler and Councillor S Bengier

Mrs J Monks (Clerk)

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

Councillor P Walker welcomed everyone to the meeting. Councillor B Axcell sent his apologies.

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

None declared.

## **3. Matters Arising**

The clerk gave a brief update following the previous Finance and General Purposes Committee meeting on 3<sup>rd</sup> October 2019.

The clerk confirmed that the spreadsheet for the income and expenditure for the Parish Hall had now been amended.

The clerk informed the committee that a contractor had been instructed to cut the laurel hedge.

The clerk confirmed that all the data protection policies and documentation had been sent to the internal auditor as part of the interim audit and no issues or recommendations had been made requesting alterations to the current documentation and policies, so no further action was needed on this matter.

The clerk confirmed that following approval at the Parish Council meeting on Tuesday 15<sup>th</sup> October 2019 a tree pruner and a new copy of the Charles Arnold-Baker book had been purchased.

All other items had been dealt with at the Parish Council meeting in October 2019.

## **4. Parish Hall**

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

The current loss was £5619.91. However, this included £3781.74 of building and improvement works (for the automatic door opener and for the dropped kerb) so the actual loss, excluding the building and improvement works is £1,838.17.

The Parish Council also does not pay for any office accommodation or hall hire charge for meetings. The clerk has contacted Stockton Heath Parish Council who has confirmed that they pay rent for the new office in the library. The rent is approx. £4,000 which includes the monthly Parish Council meeting and then any additional meeting is charged at £16 per hour. In addition to the Parish Council meeting the Parish Council have usually another 5 meetings per month. (Two Planning meetings per month, One F&GP, One Media working party meeting and one events). Even if these are only one hour each this would be another £80 per month which is £960 per year. Similarly, both Lymm Parish Council pays for office accommodation in Lymm library

## **5. Safeguarding policy**

The clerk has circulated several policies from other Parish Councils including Warrington Borough Council's safeguarding policy and LiveWire's safeguarding policy.

It was;

**Recommended** that;

The safeguarding policy as drafted by the clerk was adopted by the Parish Council.

## **6. Fair Trade**

The clerk has circulated the details of how the Parish Council can become a Fair Trade Council. It was;

It was;

**Recommended** that;

No further action was taken at this time on this matter.

## **7. Health and Safety Policy**

The clerk has circulated the current Health & Safety Policy which was undertaken by Terrain in 2014. The clerk and assistant clerk will be updating this for discussion at the next Finance and General Purposes Committee meeting.

## **8. Grant application from Appleton Thorn Preschool**

The clerk has received a grant application for £780.00 for advertising for Appleton Thorn Preschool.

**Recommended** that;

This was deferred until the main Parish Council meeting on Tuesday 19<sup>th</sup> November 2019.

## **9. Grant application from Lumb Brook Millennium Green Ltd**

The clerk has received a grant application for £2,250 for maintenance for Lumb Brook Millennium Green Ltd.

The clerk stated that the following grants had been given to Lumb Brook Millennium Green.

£2,000 in November 2018.

£2,670 in November 2017.

£1500 in April 2015.

£250 in August 2015.

£1,500 in April 2004.

**Recommended** that;

This was deferred until the main Parish Council meeting on Tuesday 19<sup>th</sup> November 2019.

## **10. Cheshire Association of Local Councils Membership**

**Recommended** that;

This was deferred until the main Parish Council meeting on Tuesday 19<sup>th</sup> November 2019.

## **11. Training**

The clerk circulated the new training schedule for 2020 to all the Parish Councillors for their attention. The cost of a half-day session for members is £35, for non-members £60. The cost of a full day session for members is £75, for non-members £125.00.

**Recommended** that;

Mrs I Derbyshire, the assistant clerk can go on the full day Finance Training on Wednesday 22<sup>nd</sup> April 2020 at the cost of £125.00.

Mrs I Derbyshire, the assistant clerk can go on the Planning 1 training course on Wednesday 1<sup>st</sup> July 2020 at the cost of £60.00.

Both costs will be taken from the training budget for 2020.