



Appleton Parish Council

Minutes of the meeting of the Finance and General Purposes Committee on Thursday 2nd July 2020 at 9.30am

Present

Councillor P Walker, (Chairman) Councillor J Wheeler, Councillor S Benger 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.

2. Members Code of Conduct

None declared.

3. Matters Arising

Due to Covid-19 the United Trust Bank have suspended the opening of new bank accounts as such it has not been possible to open an account. It was;

RESOLVED that;

The clerk and assistant clerk be authorised to open an additional savings account for the Parish Council from Hanley Economic Building Society with a deposit of £85,000.

4. Parish Hall Invoicing and Booking System

The assistant clerk has been looking at the bespoke booking and invoicing systems which are available for halls and community centres that have an integrated system for bookings and invoicing.

RESOLVED that;

A new booking and invoicing system should be purchased for the Parish Hall from Hallmaster at the cost of up to £187 plus VAT per year

5. Parish Hall Income and Expenditure

The quarterly budget review for the Parish hall was circulated. 23rd March. There had been no Hall Hire income from this date from 23rd March 2020 due to Covid-19, also there had been no major expenditure as no work had been undertaken due to the hall closure.

Councillor P Walker noted that the report needed some minor amendments it was;

Recommended that;

The Parish Council accepts the report on Parish Hall Income and Expenditure for the period 1st April 2020 to 30th June 2020.

Currently payment of the Hall hire is made by cheque and bank transfer. Due to Covid-19 and the increased administration with processing cheques it was;

RESOLVED that;

Cheques would be no longer accepted as a method of payment for Hall Hire fees once the Parish Hall reopens.

6. Parish Hall and Covid-19

The clerk confirmed that the Parish Council had received £10,000 from Warrington Borough Council via a small business grant on 29th June 2020.

Central Government have stated that all community centres can re-open from 4th July 2020. Before the Parish Hall can reopen it must be made Covid-19 secure. Further guidance from both Central Government and Warrington Borough Council was required before re-opening the Parish Hall could be considered.

It was clear however that no fitness classes or dancing classes would be allowed and that would be a limit on the number of people that can use the Hall at any one time.

Councillor J Wheeler reported that St Marys Magdalene's Church was considering re-opening to small groups shortly.

The clerk was asked to commence with the routine inspections and maintenance that was required before the Parish Hall could re-open. These works included the following: Quarterly Emergency lighting check, installation of new sanitary bins, Fire alarm annual testing, gas safety inspection and boiler service, Fire Risk Assessment, PAT testing, disconnection of the hand dryers and ceiling fan.

The clerk had produced a report on the current situation and to date the issues that will need to be addressed before the Hall can be re-opened are;

1. The Parish Council will need to decide on how frequently cleaning should take place, based on an assessment of risk, and use of the building and establish a cleaning schedule which clearly shows time and date that the toilets/kitchen/hall was last cleaned. This must be signed and dated by the cleaner as this will be evidence that the Parish Hall has been cleaned regularly throughout the day. This will be evidence if there is an outbreak of Covid-19.
2. Purchase of additional equipment including PPE protection equipment, hand Sanitiser dispenser units, posters, metal pedal bins.
3. The Parish Council will have to produce a Covid-19 Risk Assessment which is undertaken by a suitably qualified person. In addition to this every group will have to produce and supply to the Parish Council a copy of their own Risk Assessment before hiring the Hall
4. Additional tenancy agreements will need to be completed by all Hall users prior to using the Hall.
5. The Parish Council will have to approve the Hall re-opening and the Covid-19 Risk Assessment.
6. Legionella risk particularly as the Hall has not been used since March 2020.

7. Track and Trace, the requirement to keep all details for anyone who enters the Hall for 21 days.

RESOLVED that;

Up to £5,000 be approved in order to make and purchase the necessary equipment to make the Parish Hall Covid-19 secure.

The clerk was asked to organise a deep clean of the Parish Hall with the expenditure to be taken from the £5,000 as approved above.

An additional mobile phone for the Booking Secretary/Cleaner as previous agreed at the Extra-Ordinary meeting on 20th March 2020, up to the value of £100 should be purchased.

The clerk was asked to draft a letter to all Hall users advising of the current situation and the steps that the Parish Council were taking.

The clerk reported that one group had already been in contact and they had cancelled all bookings for the rest of 2020. They had asked to retain their slot until 2021. It was discussed and it was;

RESOLVED that;

Under the present conditions as there were limits on Hall usage, slots would be retained. Once restrictions were lifted however booking slots could not be retained if a Hall Hirer did not wish to return at this stage. As such once restrictions were lifted and the Hall Hirers did not wish to return then, the slot could be released and booked by other party.

7. Quarterly budget review for all income and expenditure

The clerk had circulated the quarterly budget up to 30th June 2020. The following budgets were overbudget.

Due to Covid-19 there had been no Hall Hire income as the Hall had been closed since March 2020, the Hall hire income received was due to late payment for bookings in March.

Recommended that;

The quarterly budget as follows was approved at the next Parish Council meeting.

Budget – 1st Quarter 2020/2021.

Payments	Budget 2020/2021	Actual (to date)	Budget Balance
Staff Costs including mileage	86500.00	20912.24	65587.76
Maintenance of Parish Council Assets	2000.00	0.00	2000.00
Utilities	3000.00	970.65	2029.35
Insurance	2500.00	1642.80	857.20
Safety Inspections	1500.00	0.00	1500.00
Office Supplies	2600.00	664.40	1935.60
Annual Subscriptions	1000.00	36.00	964.00
Advertisements	300.00	0.00	300.00
Elections	5000.00	0.00	5000.00
Website	5000.00	0.00	5000.00
Grants	6000.00	3100.00	2900.00
Chairman's allowance	400.00	0.00	400.00
Training	2000.00	392.00	1608.00
Refuse Collections	1500.00	65.64	1434.36
Window cleaning	900.00	0.00	900.00
Equipment	1700.00	0.00	1700.00
Parish Hall Improvements & maintenance	10000.00	265.69	9734.31
Bank charges	250.00	45.50	204.50
Environmental Working Group	11000.00	0.00	11000.00
Media budget	1000.00	0.00	1000.00
PCSO	18000.00	0.00	18000.00
Youth	2000.00	0.00	2000.00
Ranger costs	4500.00	914.80	3585.20
Community projects	6500.00	0.00	6500.00
Library	300.00	0.00	300.00
General Contingencies	0.00	514.00	-514.00
Emergency Grass cutting	3000.00	0.00	3000.00
Events Committee budget	3000.00	0.00	3000.00
Net Payments		29523.72	-29523.7
VAT		298.65	
Total Payments (excluding ear marked reserves)	181450.00	29822.37	

Costs have been low as the Parish Hall have has been closed due to Covid-19 and this has also limited expenditure and activities of the Parish Council as such it is a true reflection on the last quarter budget.

Ear-Marked Reserves	Reserve brought forward	Utilised Reserve	Reserve carried forward
Elections (ER)	4000	0.00	3930.76
Parish Hall (ER)	50000	0.00	50000.00
Youth Work (ER)	0	0.00	0.00
Parish Ranger Van Replacment (ER)	2000	0.00	2000.00
Environmental Improvement Schemes (ER)	8000	0.00	8000.00
Community Scheme/ consultant costs for PDO (ER)	25000	0.00	2500
South Warrington Library, Stockton Heath (ER)	15000	0.00	15000.00
Contingencies (ER)	75000	0.00	75000
Total	179000	0.00	179000

The clerk reported that no earmarked reserves have yet been utilised.

Receipts	Budget	Actual (to date)	Balance
Precept	150955.00	150995.00	0.00
Bank Interest	1000.00	0.00	1000.00
Parish Hall	18000.00	278.00	17722.00
Other	0.00	12026.91	-12026.91
reserves	11495.00	0.00	11495.00
Net		163299.91	-163299.91
VAT		1628.81	-1628.81
Total Receipts	181450.00	164928.72	16521.28

The annual precept has been received. There has only been a small amount of Hall Hire income due to the closure of the Hall from March 2020, the amount of £287.00 is unpaid late Hall Hire fees from March 2020.

The other income includes £7.94 refund. Furlough Monies for staff which amount to £2018.97 and then a £10,000 Covid-19 grant from Warrington Borough Council.

The clerk reported that the Bank Reconciliation as at 30th June 2020 was as follows;

<u>Bank Reconciliation</u>	31/03/2019	30/04/2020	31/05/2020	30/06/2020
<u>Bank Accounts</u>				
Natwest	£38,603.47	£25,773.17	£168,018.10	£139,964.32
Mansfield	£85,000.00	£85,000.00	£85,000.00	£85,000.00
Nationwide	£55,483.74	£55,483.74	£55,483.74	£85,000.00
Less unrepresented cheques		£0.00	£0.00	£0.00
Other adjustments				
	<u>£179,087.21</u>	<u>£166,256.91</u>	<u>£308,501.84</u>	<u>£309,964.32</u>

8. Interim Audit

Last year an interim audit was taken which was very beneficial for year end and this also highlighted any issues. Given the size of Appleton Parish Council it is recommended that an internal audit was undertaken.

RESOLVED that;

An interim audit was undertaken after 30th September 2020 at the cost of £184.50 plus VAT.

9. Grass Cutting

The clerk reported that currently Warrington Borough Council were cutting the grass approx. every four weeks. However, this did vary due to staff holidays and growth of grass.

RESOLVED that;

The Parish Council instructs and pays Warrington Borough Council for additional grass cuts over the summer period as determined by the Chairman or the Deputy Chairman as and when required. The Finance and General Purposes Committee approves the cost, which is approx. £2,000 per cut. The funds of which are to be taken from the Emergency grass cutting budget.

10. Data Protection Documentation review

The clerk had circulated the data protection audit, data protection policy and privacy notices for review.

It was;

Recommended that;

The data protection audit, data protection policy and privacy notices were confirmed by the Parish Council.

11. Glass in office window

RESOLVED that;

The amount of up to £600 plus VAT be approved for replacement glass in the office window.

The clerk and assistant clerk had delegated responsibility to obtain three quotes and then go ahead with the best suitable contractor.

12. Locks at the Parish Hall

RESOLVED that;

The amount of up to £2,000 be approved for the replacement card/fob locking system at the Parish Hall.

The clerk and assistant clerk had delegated responsibility to obtain three quotes and then go ahead with the best suitable contractor.

13. Planters at Bridge Lane

The clerk reported that the contractors who were employed for the planters at Bridge Lane had stated that the summer planting had been undertaken. The cost for the summer planting and winter planting plus watering the planters three times a week was £910.00.

RESOLVED that;

All Seasons were to continue as the current contractor for the winter bedding for 2020 and the clerk was asked to put this as an agenda item for November in order investigate other options for 2021.

14. Fire contract service

The Parish Hall has a annual service contract with Marlowe which expires on 31st July 2020. It was;

RESOLVED that;

KDE was appointed to service the Fire system at the cost of £140.00 plus VAT per year.