



# Appleton Parish Council

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## Minutes of the meeting of the Finance and General Purposes Committee on Thursday 3<sup>rd</sup> September 2020 at 9.30am

### Present

Councillor P Walker, (Chairman), 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. Councillor J Wheeler sent her apologies for the meeting.

### 2. Members Code of Conduct

None declared.

### 3. Matters Arising

The clerk provided the following update from the previous Finance and General Purposes Committee meeting on 2<sup>nd</sup> July 2020.

An additional bank account is in the process of being opened by the Parish Council with the initial balance of £100.00. Further funds will be transferred shortly.

The new booking and invoicing system for the Parish Hall has been purchased and is now in operation.

The assistant clerk has been looking into the replacement of the glass in the office window however this will be deferred due to Covid-19 and will be considered again later.

### 4. Parish Van

The clerk confirmed that when the van was servicing, and MOT done it was suggested that it may benefit from spraying the undercoat of the van to prevent rust.

**RESOLVED** that;

The undercoat of the van was not sprayed at this present time.

### 5. Microphone Licence

The clerk has received notification from Ofcom that the licence for the microphones expires on 2<sup>nd</sup> September 2020. The cost of the renewal for a two-year membership is £135.00.

**RESOLVED** that;

The microphone licence was renewed at the cost of £135.00 for two years from the date the Parish Hall reopens.

## **6. BYP Project and Hire of Football Pitches**

The Parish Council approved the payment of £1900 towards the hire of the All-Weather pitches for Broomfield's Youth Project at the Parish Council meeting on Tuesday 17<sup>th</sup> March 2020 for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021. Due to Covid-19 the pitches have been closed and have undergone refurbishment as such they were not used for the period 23<sup>rd</sup> March until 14<sup>th</sup> August.

The representative from the BYP project confirmed that they are using the football pitches from 14<sup>th</sup> August 2020. The Shack however remains closed and there is no school liaison work at this present time as all staff remain on furlough.

**RESOLVED** that;

The Parish Council should ask for a refund for the period 23<sup>rd</sup> March 2020 to 14<sup>th</sup> August 2020.

## **7. Industrial Deep Clean**

The clerk had obtained three quotes for an industrial deep clean.

**RESOLVED** that;

Sentrex were appointed to undertake an industrial deep clean at the Parish Hall at the cost of £597.75 plus VAT.

The clerk noted that the cleaning will be undertaken prior to the re-opening of the Parish Hall.

## **8. Electrical Work for the toilets**

The assistant clerk reported that the sensor lights in the ladies and toilets required repair. The cost of this was £160.00 plus VAT.

**RESOLVED** that;

KDE were appointed to undertake an electrical work at the Parish Hall at the cost of £160.00 plus VAT.

## **9. Parish Hall Gents toilets**

The assistant clerk reported that that there was an issue with the gents toilets and these required repair.

**RESOLVED** that;

KDE were appointed to undertake the necessary plumbing repairs up to the value of £200.00.

## **10. Fire Risk Assessment**

**RESOLVED** that;

The Fire Risk Assessment report was approved by the Parish Council.

## **11. Parish Hall and Covid-19**

The clerk informed the Parish Council that a large perplex screen would be required for the PCSOs and library staff volunteers at the small hall. The purchase of this item had been deferred previously.

**RESOLVED** that;

A large perplex screen was purchased up the value of £200.00 for the entrance at Appleton Parish Hall.

The clerk confirmed that a suitably qualified person would be required to undertake a Risk Assessment of the Parish Hall.

New amended information had just been received from ACRE which gave additional guidance and amendments to the requirements for re-opening.

Councillor J Wheeler had contacted St Mary Magdalene's Church and they had also provided additional information.

The occupancy of the hall would have to be calculated in accordance with the Covid-19 regulations.

The clerk also reported that additional cleaning would be required and this may included the needs to employ additional cleaners.

The clerk stated that decisions regarding cleaning, re-opening the library (as the books would require to be quarantined), whether the kitchen and toilets were to be re-opened needed to be made. Isolation facilities would have to be provided along with a Covid-19 secure First Aid kit.

The Parish Council would need to approve a Risk Assessment and approve a new Covid-19 tenancy agreement for the Hall hire.

Existing users had been asking regarding a re-opening date and other additional new bookings had been requested including bookings for children's birthday parties. Councillor P Walker stated that the clerk should inform them that no re-opening date had yet been confirmed. Councillor P Walker asked for an agenda item for the next Parish Council meeting to set up a committee to look into the implications of re-opening the Parish Hall.

## **12. Update on key fobs/cards for the Parish Hall**

The assistant clerk provided an update with regarding the replacement locks for the Parish Hall. Councillor J Wheeler, the clerk and assistant clerk will meet with the supplier on site to discuss options.

## **13. Christmas**

The clerk confirmed that she would test the Christmas lights at the Parish Hall.

The Parish Council had received an email dated 4<sup>th</sup> August 2020 from Warrington Borough Council regarding supplying outside Christmas trees.

The clerk was asked to put this as an agenda item for the next Parish Council meeting.