



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonpc.org.uk

Minutes of the meeting of the Finance and General Purposes Committee on Thursday 7th January 2021 at 9.30am

Present

Councillor P Walker, Councillor S Benger and Councillor J Wheeler

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 B Axcell sent his 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 3rd December 2020.

The clerk confirmed that the clerk, assistant clerk and Booking Secretary/Cleaner has undertaken the Legionnaires training. The Legionnaires Risk Assessment has been undertaken however the report has not yet been received as such this would be discussed at the next Finance and General Purposes Committee meeting.

The clerk confirmed that the bank transfers from the Nationwide and to the Hanley Building Society had been completed. The interest from the Mansfield Building Society is £755.51 and this will be withdrawn and transferred to the current account after the 30-day notice period.

4. Village Life 'What's On' Column subscription

The Parish Council has paid £180.00 plus VAT for the 'What's On' column in the Village Life Magazine. Stockton Heath Parish Council and Grappenhall & Thelwall Parish Council also pay £180 each.

Total cost of the 'What's On' column is therefore £540.00 per year.

Due to Covid-19 the Village Life Magazine has not been published since April 2020.

RESOLVED that;

No action at this present time is required and it was presumed that the credit of £180.00 would be transferred onto the next Financial year's charge for 2021/2022.

5. Parish Hall and Covid-19

The clerk reported that Warrington was placed into Tier three from 26th December and then into Tier four from 31st December and now Central Government had ordered a full lockdown from 5th January 2021 as such it was not possible to consider re-opening the Parish Hall due to the restrictions imposed by Central Government.

As the rules change on a weekly basis and a re-opening date is not known, a meeting to discuss possible re-opening will be considered when restrictions allow as the rules and regulations change. Councillor J Wheeler confirmed that a review of Parish Hall fees will need to take place due to loss of Parish Hall income over the past year.

The clerk advised that further Covid-19 grants will become available.

RESOLVED that;

The clerk is authorised to apply for any further Covid-19 which is available from Central Government which will be administered by Warrington Borough Council.

6. Fire Extinguishers at the Parish Hall

Following a routine service of the fire extinguishers at the Parish Hall it was noted that the kitchen required a replacement 2kg CO2 fire extinguisher.

RESOLVED that;

A replacement fire extinguisher was replaced with the cost not exceeding £40 plus VAT.

7. Parish Hall Income and Expenditure

The quarterly budget review for the Parish hall was circulated. There had been no Hall Hire income from this date from 23rd March 2020 due to Covid-19 and the Hall has been making considerable loss each month.

The £10,000 Covid grant and then an additional £1334.00 grant have been received from Warrington Borough Council however has not been included in this report.

Recommended that;

The Parish Council accepts the report on Parish Hall Income and Expenditure for the period 1st April 2020 to 31st December 2020. Details are as follows;

Parish Hall			Accumulative			
Apr-20		242		Wages		777.98
Furloughed Wages		600.57		Parish Hall Improvements	153.42	
				Utilities	778.17	
				Window Cleaning	0	
Less Expenditure		-1709.6		Safety Inspections	0	
Loss		-867	-867		931.59	931.59
						1709.6
May-20		36		Wages		777.98
Furloughed Wages		600.57		Parish Hall Improvements	9.14	
				Safety Inspections		
Less Expenditure		-		Window Cleaning	59	
		1090.52		Utilities	182.48	312.54
Loss		-453.95	-453.95	Refuse	61.92	1090.52
			-1320.95		312.54	
Jun-20				Wages		777.98
Furloughed Wages		600.57		Parish Hall Improvements	44.13	
Grant		10000		Utilities	10	
				Window Cleaning	0	
Less expenditure		-835.83		Safety Inspections	0	
Loss		9764.74	9764.74	Refuse Coll	3.72	57.85
			8443.79		57.85	835.83
Jul-20				Wages		777.98
Furloughed Wages		600.57		Parish Hall Improvements	230.66	
Less expenditure		-1342.7		Utilities	270.48	
Loss		-742.15	-742.15	Window Cleaning	0	
				Safety Inspections	0	
			7701.64	Refuse Coll	63.6	564.74
					564.74	1342.7
Aug-20				Wages		777.98
Furloughed Wages		598.22		Parish Hall Improvements	1104	
Less Expenditure		-1958.3		Utilities	12.56	
Loss		-1360	-1360.03	Window Cleaning	0	
				Safety Inspections	0	
			6341.61	Refuse Coll	63.72	1180.3

					1180.3	1958.3
Sep-20				Wages		777.98
Furloughed Wages	523.45			Parish Hall Improvements	319.45	
Less Expenditure	-1467.5			Utilities	10	
Loss	-944.04	-944.04		Safety Inspections	190	
				Window Cleaning	108	
			5397.57	Refuse Coll	62.06	689.51
					689.51	1467.5
Oct-20				Wages		927.5
Furloughed Wages	448.67			Parish Hall Improvements	47.99	
Less Expenditure	-1311.5			Utilities	284.36	
	-862.78	-862.78		Safety Inspections	0	
				Window Cleaning	0	
			4534.79	Refuse	51.6	
					383.95	383.95
						1311.5
Nov-20				Wages		799.34
Less Expenditure	-1136.7	-1136.67		Parish Hall Improvements	263.61	
				Utilities	10	
			3398.12	Safety Inspections	0	
				Window Cleaning	0	
				Refuse	63.72	337.33
					337.33	1136.7
Dec-20				Wages		799.34
Less Expenditure	-1618.6			Parish Hall Improvements	642.75	
Grant	1334			Utilities	65.95	
	-284.64			Safety Inspections	0	
				Window Cleaning	59	
				Refuse	51.6	819.3
					819.3	1618.6

8. Quarterly budget review for all income and expenditure

The clerk had circulated the quarterly budget up to 31st December 2020 and this was discussed in detail.

Payments	Budget 2020/2021	Actual (to date)	Budget Balance
Staff Costs including mileage	86500.00	64572.41	21927.59
Maintenance of Parish Council Assets	2000.00	0.00	2000.00
Utilities	3000.00	1624.00	1376.00
Insurance	2500.00	1642.80	857.20
Safety Inspections	1500.00	190.00	1310.00
Office Supplies	2600.00	2782.21	-182.21
Annual Subscriptions	1000.00	176.00	824.00
Advertisements	300.00	0.00	300.00
Elections	5000.00	0.00	5000.00
Website	5000.00	1773.00	3227.00
Grants	6000.00	5450.00	550.00
Chairman's allowance	400.00	118.77	281.23
Training	2000.00	1109.00	891.00
Refuse Collections	1500.00	421.94	1078.06
Window cleaning	900.00	226.00	674.00
Equipment	1700.00	0.00	1700.00
Parish Hall Improvements & maintenance	10000.00	2815.14	7184.86
Bank charges	250.00	115.30	134.70
Environmental Working Group	11000.00	1566.96	9433.04
Media budget	1000.00	0.00	1000.00
PCSO	18000.00	12480.00	5520.00
Youth	2000.00	2000.00	0.00
Ranger costs	4500.00	1490.07	3009.93
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		101067.60	-101067.6
VAT		1732.82	
Total Payments (excluding ear marked reserves)	181450.00	102800.42	

The clerk reported that the Parish Council had incurred additional costs due to Covid-19 which had resulted in expenditure which had not been budgeted for. For example, PPE equipment. However there has been underspend in certain budgets as the Parish Council has been limited in its activities due to Covid-19. The maintenance of Parish Council asset budget has not been used, similarly as the Hall has been closed the funds from the Parish Hall improvement budget has not been utilised very much. The activities from the Environmental working party have reduced and the media and events budgets have not been utilised due to restrictions.

The following budgets were overspent;

Office Supplies

The budget for office supplies as £2600, however £2782.21 has been spent up to 31st December 2020 which leaves a deficit of £182.21

This had various additional items which had not been budgeted for. The virtual meeting software is ongoing additional costs as is the working from home allowance for the clerk and assistant clerk due to Covid-19. There is also additional mobile phone costs as the office landline was not being used as the office is closed. Additional stamps had been required as documentation needs to be posted rather than Councillors attend the office to sign documentation.

Recommend increase the office supplies budget by £1,000 to cover future ongoing costs and to reduce the Emergency grass cutting budget by £1,000, as this budget will be no longer required.

Grants

The grant budget is £6000 however £5450 has been spent to date which leaves at balance of £550.00.

The breakdown of the grants awarded for the period 1st April 2020 to 31st December 2020 is as follows;

Appleton Cross Church	Flagpole	200.00
LiveWire	Broomfield's hire of football pitches	1,900.00
Warrington Foodbank	Donation from Parish Council	1,000.00
Lumb Brook Millennium	Grant	1,000.00
British Legion	Donation	200.00
St Thomas PCC Stockton Heath	Donation Christmas Tree	150.00
Warrington Foodbank	Donation	1,000.00
	Total	5,450.00

The clerk is aware that there may be additional grant requests before 31st March 2020.

The Elections due in May 2020 where cancelled due to Covid-19 as such there will be no expenditure for this in the financial year 2020/2021.

Recommend increase the grant budget by £1,000 to cover future ongoing costs and to reduce the Emergency grass cutting budget by £1,000, as this budget will be no longer required.

General Contingencies

There was no budget for general contingencies. So far payment of £514.00 have been made from the budget which leaves a £514.00 deficit.

The payments of £514.00 relate to overpaid Parish Hall fees due to the closure in March.

Recommend increase the general contingencies budget by £1,000 to cover future ongoing costs and to reduce the Emergency grass cutting budget by £1,000, as this budget will be no longer required.

Earmarked Reserves

Ear-Marked Reserves	Reserve brought forward	Utilised Reserve	Reserve carried forward
Elections (ER)	4000.00	0.00	4000.00
Parish Hall (ER)	50000.00	0.00	50000.00
Youth Work (ER)	0.00	0.00	0.00
Parish Ranger Van Replacment (ER)	2000.00	0.00	2000.00
Environmental Improvement Schemes (ER)	8000.00	0.00	8000.00
Community Scheme/ consultant costs for PDO (ER)	25000.00	0.00	25000.00
South Warrington Library, Stockton Heath (ER)	15000.00	0.00	15000.00
Contingencies (ER)	75000.00	0.00	75000.00
			0.00
			0.00
Total	179000.00	0.00	179000.00

No earmarked reserves have yet been utilised. However, a bill for the consultant costs for the PDO/Local Plan group is expected to be received in January 2021.

The clerk was requested to write to the Chairman of the Local Plan group requesting a bill and for a forecast for the expenditure for the Local Plan group for the next financial year 2021/2022.

Income

Receipts			
	Budget	Actual (to date)	Budget Balance
Precept	150955.00	150995.00	0.00
Bank Interest	1000.00	0.02	999.98
Parish Hall	18000.00	278.00	17722.00
Other	0.00	16277.80	-16277.80
reserves	11495.00	0.00	11495.00
Net		167550.82	-167550.82
VAT		2854.74	-2854.74
Total Receipts	181450.00	170405.56	11044.44

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 £278.00 is unpaid late Hall Hire fees from March 2020. As the Parish Hall was been closed the budget of £18000 will not be achieved however the Parish Council has received other income which was not accounted for. The breakdown of the 'other' income is as follows;

Furlough Income	£ 4,790.45
Covid-19 Business Grant	£ 11,334.00
History of Appleton	£5.00
Refunds	£87.55
NatWest Compensation	£60.80.

Bank Interest of 0.2p has been made from the Hanley Building Society Account. The Nationwide pays interest at the end of each financial year as such this will not be received until 31.03.21. The Mansfield Building Society interest is paid on 31.012.20.

Recommended that;

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

9. Quarterly Banking Reconciliation

The monthly banking reconciliation is as follows;

<u>Bank Reconciliation</u>	31/03/2019	30/04/2020	31/05/2020	30/06/2020
Balance b/f	189661.46	£179,087.21	£166,256.91	£308,501.84
Plus Receipts	2101.54	£1,878.75	£153,049.97	£10,000.00
Less Payments	-12675.79	-£14,709.05	-£10,805.04	-£8,537.52
Balance c/f	<u>£179,087.21</u>	<u>£166,256.91</u>	<u>£308,501.84</u>	<u>£309,964.32</u>

Bank Accounts

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
Hanley BS (opened from 01.08.20)				
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>

<u>Bank Reconciliation</u>	31/07/2020	31/08/2020	30/09/2020
Balance b/f	£309,964.32	£302,876.07	£288,782.98
Plus Receipts	£1,511.29	£605.29	£584.25
Less Payments	-£8,599.54	-£14,698.38	-£8,050.14
Balance c/f	<u>£302,876.07</u>	<u>£288,782.98</u>	<u>£281,317.09</u>

Bank Accounts

Natwest	£132,876.07	£118,682.98	£111,217.09
Mansfield	£85,000.00	£85,000.00	£85,000.00
Nationwide	£85,000.00	£85,000.00	£85,000.00
Hanley BS (opened from 01.08.20)		£100.00	£100.00
Less unrepresented cheques	£0.00	£0.00	£0.00
Other adjustments			
	<u>£302,876.07</u>	<u>£288,782.98</u>	<u>£281,317.09</u>

<u>Bank Reconciliation</u>	31/10/2020	30/11/2020	31/12/2020
Balance b/f	£281,317.09	£272,701.97	£262,074.76
Plus Receipts	£521.23	£920.78	£1,334.00
Less Payments	-£9,136.35	-£11,547.99	-£16,716.41
Balance c/f	<u>£272,701.97</u>	<u>£262,074.76</u>	<u>£246,692.35</u>

Bank Accounts

Natwest	£52,701.97	£42,074.76	£86,692.35
Mansfield	£85,000.00	£85,000.00	£85,000.00
Nationwide	£85,000.00	£85,000.00	£25,000.00
Hanley BS (opened from 01.08.20)	£50,000.00	£50,000.00	£50,000.00
Less unrepresented cheques	£0.00	£0.00	£0.00
Other adjustments			
	<hr/>	<hr/>	<hr/>
	£272,701.97	£262,074.76	£246,692.35

The clerk will ask Councillor J Walker to sign the quarterly banking reconciliation along with copies of all bank statements as at 31st December 2020.

10. Community Policing Fund

The PCSO has submitted a match funding grant application for a £1,000 contribution towards a bid for Police and Crime Commissioner's grant.

The bid is for the installation of Eco Solar Motion welcome lights for the Appleton community.

Concerns were raised over the following;

Following the recent anti-social behaviour it was felt that this may alarm residents further.

The amount of £2,000 would only cover the cost of purchase for motion sensor lights for 100 houses as such the funds would not cover the purchase of these for the whole of the Cobbs estate. Individual properties would have to be specifically targeted.

There was quite a rented accommodation provided by a Housing Association as such it was felt that additional external security lighting for these accommodation should be provided by the Housing Association rather by the Police and Crime Commissioners Fund/Parish Council.

Issues over installation. Who would undertake the installation as this would require a drill, Health and Safety concerns and any activity would have to be managed, insured and risk assessed accordingly. It was;

Recommend that;

The Parish Council did not grant the amount of £1,000 towards this project at this time. Councillor J Wheeler will contact Sgt Graham Kerr regarding this matter.

11. Date of time of next meeting

Thursday 4th February 2021 at 9.30am.