



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 4th February 2021 at 9.30am

Present

Councillor P Walker, Councillor S Benger, Councillor B Axcell and Councillor J Wheeler (Councillor J Wheeler present from 9.54am)

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 as she was going to be late 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 7th January 2021.

The passport and signed authorisation for the payment transfer from the Mansfield to the NatWest had been receipted by the Mansfield Building Society and they will do the transfer on 12th February 2021, so no interest is lost. The passbook will be updated and then returned after this date.

4. Parish Hall and Covid-19

Due to the lockdown restrictions re-opening of the Parish Hall cannot be considered. A meeting regarding re-opening will be arranged when restrictions are lifted.

The clerk stated that there were many items to be completed before the Parish Hall could re-open, however as there was no re-opening date these would need to be completed once a date has been established in order to save money. The list of outstanding items is currently as follows;

Parish Hall Covid-19, Risk Assessment

The clerk has contacted the Environmental Health Department and they have confirmed in an email dated 29th January 2021 that they are unable to visit the

premises or to certify that the premises is covid secure. They have offered to look at the Risk Assessment and provide comments prior to re-opening.

The clerk has contacted the Society of Local Council Clerks on this matter and they have quoted £220.00 plus VAT and expenses (0.45p a mile mileage) for a site visit to undertake a Covid-19 Risk Assessment.

RESOLVED that;

The Parish Council will address this issue when re-opening can be considered as the restrictions/conditions may change.

Parish Hall Covid-19, Additional Cleaning

The issue of additional cleaning will need to be addressed as the current Booking Secretary/Cleaner only works sixteen hours per week and is not available on certain days. The Hall will need cleaning at least twice daily and daily checks will need to be undertaken.

Parish Hall Covid-19, Renewal of PRS licence

This expired at the beginning of February and this no point in renewing until the Hall re-opens.

Parish Hall Covid-19, Installation of sanitary bins

This was approved in April 2020 Parish Council meeting but as this an ongoing charge and the Hall is empty these will be installed once a re-opening date is known to avoid ongoing unnecessary costs.

Parish Hall Covid-19, Hall Hire fees for 2021/2022

The Hall hire fees need to be set for the next Financial year. This will be considered prior to re-opening.

Parish Hall Covid-19, Microphone Licence

The renewal was approved at the Finance and General Purposes Committee meeting on 3rd September however as the Hall is closed this will only be renewed once a re-opening date is know to avoid ongoing unnecessary costs.

Parish Hall Covid-19, Routine maintenance

The clerk also stated the routine maintenance tasks, PAT testing, annual Fire Risk Assessment, annual boiler service had been undertaken in July in anticipation of reopening in September, as such all these will expire in July 2021.

Parish Hall Covid-19, - Locks on internal doors

If the Parish Council wish to close toilets when re-opening is considered locks will need to be installed for the gents and ladies' toilets.

The cost of the installation of locks would be £180 plus VAT.

RESOLVED that;

Locks for the gents and ladies' toilets were installed at the cost of £180 plus VAT.

Parish Hall Covid-19, Installation of dishwasher and washing machine

The clerk informed the Finance and General Purposes Committee that it may be beneficial to consider the installation of a dishwasher and washing machine at the Parish Hall. The cost of a dishwasher was approximately £550 plus VAT for the machine and installation. The cost of a washing machine was approximately £550 plus VAT.

RESOLVED that;

A dishwasher and washing machine were purchased for the Parish Hall with the cost including installation to not exceed £1,200 plus VAT. The funds would be taken from the Parish Hall improvement budget.

The clerk and assistant clerk stated that they may be issues trying to install a dishwasher in the kitchen, however hopefully these could be resolved.

Councillor J Wheeler present from 9.54am.

Parish Hall Covid-19, staffing

Central Government have launched a part-furlough scheme were employers can part furlough employees. The clerk was asked to put this on the Parish Council agenda for further consideration.

Parish Hall - Polling Station Thursday 6th May 2021

The Elections Department of Warrington Borough Council have sent an email dated 1st February 2021 confirming the booking of the Parish Hall as a Polling Station on Thursday 6th May 2021.

The Parish Hall was a double polling station and was used for 3,428 people to vote. The hours of the vote are 7am until 10pm. However, Warrington Borough Council required the use of the hall from 6.30am to 10.30pm.

The clerk expressed concerns regarding the use of the Hall as a polling station due to Covid-19.

At the last election the current Hall Hire rate was used to calculate the charge, however the Hall Hire Fees have not yet been set for 2021/2022 due to the closure of the Hall due to Covid-19.

RESOLVED that;

- 1) The Hall Hire Fee would be £18 per hour. As such the charge would be £18 per hour x sixteen hours, £288.00. Any additional Hall usage would be charged at this hourly rate (for example setting up the day before).
- 2) Due to Covid-19 the additional cleaning cost of £1,000 will be charged for a deep clean and other associated costs.
- 3) The Elections Department would have to provide a copy of their Risk Assessment for polling day.
- 4) The Elections Department would have to sign a tenancy agreement for the use and hire of the Hall.
- 5) Payment in advance of 6th May 2021 was required to secure the booking.
- 6) Under no circumstances was anyone to stand on the grass at the front of the Parish Hall. The Parish Ranger will rope this off to prevent access.
- 7) Under the ACRE Covid-19 guidance the Parish main Hall capacity was limited to twenty-five people at any one time. The small hall capacity is limited to three people at any one time.
- 8) In hiring the Hall, the Elections Department were responsible for cleaning the Hall during the period of hire and emptying all the bins in the building at the end of their hire.
- 9) Due to the Hall being a Polling Station for 3,428 people, the Elections Department would have to provide hand sanister/PPE equipment and ensure that everyone wore face-masks at all times.
- 10) The Elections Department will be responsible for Track and Trace for NHS purposes and ensure that every person who enters the building is registered for these purposes.
- 11) The Elections Department will provide a nominated First Aider and Fire Warden for the duration of the Hall Hire. The First Aid is responsible for dealing with any suspected case of Covid-19.
- 12) During the period of hire all windows must be fully open and closed after the period of hire. All window handles must be fully cleaned at the end of each session.

The clerk will note on this letter that the Parish Hall is not Covid-19 secure and that the Parish Council has no Covid-19 Risk Assessment.

The clerk noted that no members of staff would be present on 6th May 2021 and there would be no access for any members of staff on the polling day.

The clerk was asked to draft send a letter accordingly and will request formal guidance on this matter from ACRE and the Society of Local Council Clerks.

5. Additional Emergency Lights

The clerk confirmed that the routine quarterly emergency lights at the Parish Hall had been tested on 5th January 2021. The report however recommended further emergency lights in the disabled, ladies and gents' toilets. The cost of this would be £597.61 plus VAT.

RESOLVED that;

Additional emergency lights were installed at the Parish Hall at the cost of £597.61 plus VAT.

6. Legionnaires Risk Assessment report

The clerk confirmed that the Legionnaires risk assessment had been completed on 18th December 2020. The clerk, assistant clerk and Booking Secretary/Cleaner had all noted the contents of the report and have discussed the issues in the report.

The report stated;

We consider there to be '**no significant risk**' to health from the domestic water. The person who had undertaken the risk assessment had confirmed that the Booking Secretary/Cleaner should continue the weekly flushing whilst the Hall was empty.

RESOLVED that;

- 1) That the contents of the risk assessment report were noted.
- 2) That the risk assessment was reviewed on 18th December 2022, or when necessary.
- 3) That a plumber was required for some minor works. The expenditure was approved at the cost not exceeding £78.00 plus VAT.
- 4) That the combination boiler is serviced on an annual basis and the water is tested to ensure that is the correct temperature.
- 5) That the water heaters in the Ladies and Gents toilets are checked annually to ensure that the water temperate is correct.
- 6) That two random cold-water checks were undertaken on a yearly basis.

The clerk confirmed that following the approval of the expenditure that the plumber will action the minor works required and that the Booking Secretary/Cleaner will continue to flush all water system whilst the Hall is empty. When the combination boiler receives

it annual service the firm will also carry out the relevant checks on the water heaters in the toilets and the cold-water checks.

7. Trade waste contract

The clerk informed the Finance and General Purposes Committee that the current waste contract was due to expire April/May 2021. Quotes have been obtained.

RESOLVED that;

Veolia be appointed for the trade waste contract for the Parish Council for 2021/2022 at the cost of £667.80 plus VAT.

8. Wrights Green/Lumb Brook Road Book Swap

The clerk confirmed that the Parish Ranger had now installed laminated signs which had now been superglued to the bus shelter.

RESOLVED that;

The expenditure of up to £50.00 was used for permanent signage for the book swap. Councillor J Wheeler will arrange for a sign to be custom made.

RESOLVED that;

The clerk would purchase additional storage for the book swap for the Wrights Green/Lumb Brook Road Bus shelter as the cost not exceeding £70 plus VAT.

9. Date and time of next meeting

Thursday 4th March at 9.30am.

Meeting finished at 10.26am.