



# Appleton Parish Council

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

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## **Minutes of the meeting of the Finance and General Purposes Committee on Thursday 4<sup>th</sup> March 2021 at 9.30am**

### **Present**

Councillor P Walker, Councillor S Benger, Councillor B Axcell 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. The clerk confirmed that the meeting was being recorded.

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

Councillor B Axcell and Councillor S Benger declared an interest in relation to item 6, retiring Parish Councillors as they were both not standing in the May elections and they both would be retiring from the Parish Council.

### **3. Matters Arising**

The clerk provided the following update from the previous Finance and General Purposes Committee meeting on 4<sup>th</sup> February 2021.

The clerk confirmed that the interest of £755.51 had been received on 15<sup>th</sup> February 2021 into the NatWest current account from the Mansfield Building Society and that the passbook had now been returned.

The clerk had ordered a dishwasher, at the cost of £229.99 and the washing machine was £179.99. The clerk noted that choice was limited to due stock levels being restricted due to Covid-19. The assistant clerk is arranging installation of plumbing and electrics in the boiler room for both appliances.

The clerk confirmed that the additional emergency lighting was installed on 2<sup>nd</sup> March 2021 and that the minor works highlighted in the legionnaires report will be done with the plumbing. The trade waste contract has also been renewed with Veolia.

### **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 confirmed that ACRE had issued some guidance dated 1<sup>st</sup> March 2021 following the publication of the road map of out of lockdown. The earliest date that can be considered for re-opening is May or June dependent upon rules at this time.

The clerk confirmed that a further Local Restrictions Grant had been awarded to the Parish Council for the period 16<sup>th</sup> February to 31<sup>st</sup> March 2021. The amount of the grant is £2,096.

The clerk confirmed that the Elections Department of Warrington Borough Council had cancelled their visit to Appleton Parish Hall which had been arranged for Tuesday 23<sup>rd</sup> February 2021 for a Covid-19 Risk Assessment. The clerk then received an email dated 24<sup>th</sup> February 2021 with a Covid-19 Risk Assessment from the Election Department of Warrington Borough Council for polling day on 6<sup>th</sup> May 2021.

**RESOLVED** that;

The clerk was requested to book a deep clean of the Parish Hall following the use of the Parish Hall on polling day on 6<sup>th</sup> May 2021 at the cost of £597.75 plus VAT.

## **5. New Parish Councillors**

**RESOLVED** that;

All Parish Councillors would receive an induction pack following the May elections. The clerk and assistant clerk will organise the production of thirteen packs.

**RECOMMENDED** that;

Following the May elections, all Parish Councillors would be issued with and would be required to use official @appletonpc.org.uk email addresses at the cost of £5 per email address per year.

The clerk confirmed that a Code of Conduct training session had already been arranged and the expenditure for training for new Parish Councillors had been already agreed and had been previously booked with Cheshire Association of Local Councils. However due to Covid-19 and the cancelling of the elections in May 2020, this had been cancelled. The clerk was asked to contact Cheshire Association of Local Councils to rearrange for training after the May elections for the whole Parish Council.

## **6. Retiring Parish Councillors**

This item was not discussed, and the clerk was asked to put this as part two agenda item for the Parish Council meeting in March.

## **7. Election charges**

The clerk confirmed that the last time the Parish had elections the cost was £6,387.94. Following the liaison meeting the Electoral Services Manager at Warrington Borough Council was unable to provide actual fees as no charges have yet been set.

## **8. Banking**

**RECOMMENDED** that;

Councillor M Browne and Councillor P Lewenz were authorised as signatures for the Parish Council bank accounts and set up for internet banking for the NatWest.

## **9. Litter Bins**

The clerk had undertaken some enquiries regarding replacing litter bins in Appleton and the Parish Ranger had produced a report.

**RESOLVED** that;

Two bins were purchased at the cost not exceeding £600 plus VAT each for the following locations;

One outside to Appleton Parish Hall.

One at Appleton reservoir by the fishing club car park.

The clerk will organise and liaise with Warrington Borough Council regarding these.

## **10. Grit bin**

**RESOLVED** that;

A lockable grit bin would not be purchased for Appleton Parish Hall.

## **11. Planter contract for Bridge Lane shops**

The clerk had obtained three quotes for the planters at Bridge Lane shops. The quotes were for the summer and winter bedding for 2021.

The clerk expressed concern regarding the renewal of the contract with All Seasons due to the quality and quantity of the plants provided previously and issues that the planters were not being watered on a regular basis. The clerk had received ongoing complaints regarding the condition of the planters from both Parish Councillors and members of the public and these complaints had been brought to the attention of the Parish Council.

**RESOLVED** that;

Following the recommendation of the Environmental Working Party, All Seasons were awarded the contract for the planters for the summer and winter bedding at the cost of £1,000.

The clerk was asked to confirm the terms of the contract in writing to All Seasons and in this letter to confirm that this was based on watering three times per week.

**12. Date and time of next Finance and General Purposes Committee meeting**

Thursday 1<sup>st</sup> April 2021 at 9.30am.

Meeting ended at 10.30am.