

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE held on 26 April 2001 in the Parish Room, Fiddlers Lane, Saughall

In attendance: Councillor Mrs M Anderson  
Councillor A Bailey  
Councillor B Kerr (in the Chair)  
Councillor A Warrington

Councillor Mrs BW Bell (invited Member)

26 APOLOGIES FOR ABSENCE

Apologies were received from Councillors RA Storrar and Williams.

27 MINUTES

RESOLVED:

That the Minutes of the meeting of the Committee held on 22 March 2001 be confirmed as a correct record.

28 MATTERS ARISING FROM THE MINUTES

- Millennium Projects – Name Plaques

It was noted that the name plaques to commemorate “The Bridge” and to inform/remind of Elgar’s visit to the vicarage were now in position.

- Saughall Sewers

It was noted that no progress had been made over the sewer proposal since the last meeting. Both the Clerk and Councillor RA Storrar were chasing up the detail with Mr Barry Davies of Chester City Council.

- Notice Boards

It was noted that the problem with the notice board at the Egerton Arms had been identified as condensation. Work had been undertaken by Mr Bob Ebbrell at a cost of £85 to remedy the situation.

RESOLVED:

That the notice board at the Egerton Arms be left in its current position and that its condition continue to be monitored.

- Street Cleaning

The Chairman reported that he had met with Ellesmere Port and Neston Borough Council’s Amenities Manager, Mr Ron Dunn, and had agreed rotas for street cleaning as follows:

### Each Visit

Empty litter bins on route.  
Playing Field  
Full length of Church Road (Bus Terminus to Greyhound) paying particular attention to areas in front of Woodvale Stores.  
Saughall Hey, Greenway  
Road alongside Thomas Wedge School  
Footpath from Church Road to Park Avenue.

### Monday

Long Lane  
Sea Hill Road (to Flintshire boundary)  
Crofters Way  
Darlington Crescent

### Wednesday

Fiddlers Lane  
Lodge Lane  
Parkway  
Field Way  
Park Avenue  
Rakeway  
Meadows Lane

### Friday

Hermitage Road (Blacon boundary to Vernon Institute)  
The Ridings Estate  
Wasteland next to Ridings School

### Monthly

Parkgate Road

Members also considered the possibility of holding a poster competition with the help of the two local primary schools in an attempt to get children thinking about the implications of dropping litter and to encourage and educate them not to do so.

RESOLVED: That

- (a) the delittering rotas agreed between the Chairman and Mr Ron Dunn be endorsed; and
- (b) Council be recommended to provide appropriate prizes and agree to the running of a competition with the two local primary schools to design a

poster to be displayed around the village to deter people from dropping litter.

29 PARISH PROFILE/COMMUNITY PLAN

It was reported that Mrs Vivien Ellis, Principal Officer, Cheshire Community Council had accepted an invitation to attend the meeting of the Finance and General Purposes Committee scheduled for 24 May 2001 to offer advise on the compilation of a Community Plan.

Mrs Ellis had written to the Clerk asking if the Committee wanted her to bring any literature with her to the meeting and enquiring if any work had been done on the Community Plan yet.

RESOLVED:

That the Clerk be requested to write to Mrs Ellis to ask her to bring any literature she feels would prove useful and enclosing a copy of the Council's Five Year Plan of Action.

30 MILLENNIUM PARK LAND

It was noted that no progress had been made regarding the Millennium Park Land since the last meeting of the Council.

31 AUDIT OF ACCOUNTS 1999/2000

The Council at its meeting on 2 April 2001 had considered the recommendations made by Hacker Young following the audit of the Council's Accounts. Consequently, the Council referred the following recommendations to this Committee for further discussion and decision:

- (1) There are a large number of un-presented cheques made payable to C Kearton showing on the bank reconciliation. We suggest that it is investigated as to whether these cheques are still valid and if not that they are adjusted for in the bank reconciliation.
- (2) The income and expenditure records are kept on spreadsheet format not in a physical cash book. We suggest that a hard copy of the spreadsheets are signed by the Chairman and kept with the records to provide a form of internal audit.
- (3) We couldn't locate any documentation regarding income. It would be good practice to obtain written documentation with receipts wherever possible.
- (4) We received one bank reconciliation for the year. If not already doing so, it would be good practice to complete bank reconciliations more frequently, quarterly is sufficient for the level of income.

- (5) The Parish has a number of assets. We suggest that it is good practice if all such items are stamped with “Property of Saughall and Shotwick Park Parish Council” wherever possible.

The Council also compared Hacker Young’s charges for the 1999/2000 Audit (£275) against that charged by the Audit Commission in respect of the 1998/99 Audit (£370.50) and the 1997/98 Audit (£571.20).

RESOLVED: That

- (1) Mr Kearton’s unpresented cheques be cancelled, with the Council bearing the cost as a gesture of goodwill for his years of service, and the outstanding salary be re-provided in cheque form and paid by the Clerk directly into his Building Society account;
- (2) recommendations (2) & (4) be adopted and recommendation (5) as far as practical be adopted; and
- (3) Hacker Young be told of the Council’s decision following their recommendations and informed that relevant documentation in respect of income had been submitted and returned (both bank deposit slips and remittance advice).

## 32 INSURANCE COVER

The Committee received the Council’s insurance cover and policy documentation in advance of the premium being paid before June 2001.

RESOLVED:

That the current insurance cover be considered adequate for the Council’s needs.

## 33 DEESIDE PUBLIC INQUIRY

The Chairman had received an update and request regarding the contribution of £1,000 the Council had pledged towards the Barrister’s fees in respect of the Public Inquiry, from Mr R McConnell of Puddington and District Parish Council.

When it was necessary to seek the funding set aside Mr McConnell asked that the Council accept it in the form of an invoice which carried VAT which, as a Parish Council, it would be able to reclaim. This would make a further additional contribution to the funding. The Solicitor holding the Account would issue the invoice.

It was noted that the Public Inquiry cost those involved with it £50,000, mostly for the Barristers representations. Mr McConnell also informed on avenues he was exploring in order to secure other funding to assist the Public

Inquiry. If progress was made in the directions indicated Mr McConnell would inform the Council.

RESOLVED:

That the Clerk be requested to write to Mr McConnell to let him know that the Council is amenable to his funding request, it will pay the VAT and claim it back as appropriate.

34 FIDDLERS LANE PLAYING FIELD  
PLAY EQUIPMENT AND FENCING

RESOLVED: That

- (1) quotations in respect of the painting of the play equipment and the fencing be considered at the next meeting of the Council;
- (2) a response from Mr Barry Davies of Chester City Council in respect of drainage work on the field be awaited; and
- (3) a bid for grant aid to assist this project be submitted to Chester City Council.

35 VERNON INSTITUTE MANAGEMENT COMMITTEE

It was noted that the Council's concerns over liaison arrangements with the Vernon Institute Management Committee had been discussed at the last meeting of the Management Committee. Councillor Mrs Young had attended to represent the Council.

Consequently, it had been agreed that a meeting would be held with Council representatives to discuss work required on the fabric of the Vernon Institute building and associated funding at 7pm on Tuesday 12 June 2001 at the Vernon Institute.

RESOLVED:

That the position be noted and a formal response to the Clerk's letter be awaited.

36 VERNON INSTITUTE CLOCK

The Council was keen to refurbish the Vernon Institute Clock. It had received a quotation from JB Joyce and Co of £4,275 plus VAT. The Council's Millennium Fund currently stood at £2,952.

It was noted that Chester City Council's Conservation Officer had been contacted and advice sought on grant aid. No response had yet been received.

RESOLVED:

That the Council be recommended to consider virement between budget heads in order to provide funding to refurbish the Vernon Institute Clock.

37 THE QUEEN'S GOLDEN JUBILEE

The Committee gave consideration to celebrating and commemorating the Queen's Golden Jubilee.

RESOLVED:

That the Council be recommended to make £1,000 provision in the 2001/2002 budget in order to celebrate and commemorate the Queen's Golden Jubilee.