

NOTES OF AN INFORMAL MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE held on 6 November 2008 in the Uniform Groups' Headquarters, Fiddlers Lane, Saughall

In attendance: Councillor DF Holman (in the Chair)  
Councillor RA Storrar  
Councillor Mrs JM Young

Also in attendance: Mr H Dobson, Internal Auditor

1 APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from Councillor Mrs J Johnson.

2 MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

3 MINUTES

The content of the Minutes of the last meeting of the Committee held on 18 September 2008 were noted.

4 CHESHIRE COUNTY COUNCIL'S 'PARISH SMALL GRANTS SCHEME' FOR COUNTRYSIDE ACCESS IMPROVEMENTS

Further to Minute No 21/2008 of the last meeting of the Committee Councillor DF Holman informed that he was now of the opinion that two free standing map boards on upright poles should be the subject of a funding application to Cheshire County Council. The boards, subject to appropriate approval being granted, could be located at the Vernon Institute and the Co-op Stores.

Members then considered whether a third map board should be included in the bid. They **recommended** the Council to agree to submit a bid for three map boards to be located on the two sites detailed above and that a third appropriate site for the other one be identified in due course.

5 THE PROPOSED GOOD NEIGHBOUR AND COMMUNITY AWARDS SCHEME

Further to Minute No 23/2008 of the last meeting of the Committee Members considered the updated copy of the draft proposal and application form and made further revisions. The proposed scheme and application form would now be **recommended** to the Council for adoption at its next meeting scheduled for Monday, 1 December 2008.

6 REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

Members considered the Council's Financial Regulations and **recommended** that, in light of the Council's new Standing Orders that had been adopted at its meeting on Monday, 3 November 2008, paragraph 11.1(h) in relation to contracts be amended to refer to Standing Order No 75 instead of No 73.

7 MATTERS REFERRED FROM THE COUNCIL MEETING HELD ON 3 NOVEMBER 2008

(a) The Making and Enforcement of Bylaws

Chester City Council had issued a consultation document that the Council had received at its last meeting and referred to the Committee for consideration (Minute No 244/2008 refers).

The three Members present at the meeting held conflicting views but **agreed** there was insufficient Members in attendance to formulate formal responses on whether or not it was a good idea for certain kinds of bylaws to be made by local councils provided that they followed certain procedure and on their ability to levy fixed penalty notices.

(b) The Payment of Honoraria

The Council at its last meeting on Monday, 3 November 2008 had requested the Committee to give consideration to:

- Its policy on paying honoraria annually to the volunteers who helped in the Library and to the volunteer who wound the Vernon Institute Clock.
- The annual request from the Friday Club for a financial contribution towards the cost of its members Christmas Dinner (in recent years it had provided £25) and whether it should contribute annually to other good causes if requested.

(Minute No 254(e)/2008 refers)

Those Members present **agreed** that it would be inappropriate to move away from the Council's custom and practice of paying annual honoraria to the volunteers referred to above and that any other requests for financial assistance should be considered on their merits. Also, it was **recommended** that the Council give consideration to holding an annual event e.g. A Cheese and Wine Evening, as a way of saying thank you to those people who carried out good works for the benefit of the local community.

(c) All Saints Church – Garden of Rest

The Council had deferred for consideration to the Committee a request made to it by All Saints Parochial Church Council, for a financial contribution towards the cost of a Garden of Rest (estimated cost £6,200 plus cost of planning permission £170). Those Members present **recommended** the Council to provide a financial contribution to assist the proposed scheme.

8 BUDGET 2009/10

Those Members present gave initial consideration to the Council's budgetary requirements for 2009/10 and drew up a first draft of the budget for the Council's consideration at its Budget meeting scheduled for 19 January 2009. (Appendix A attached)

It was noted that when the Council drew up and agreed its 2009/10 Budget it would need to consider any additional activities it may wish to support during the ensuing

Municipal year and whether it would need additional funding in respect of any of them  
e.g.

- Community events
- Provision of a new car park in the village
- Provision of a youth shelter in the village
- All Saints Church Garden of Rest Proposal
- Parish Paths Booklet

## Draft Saughall and Shotwick Park Parish Council Budget 2009/2010

Budget Head	Draft Budget 2009/2010
<b>Environment Matters</b>	
Miscellaneous Minor Repairs	1,000.00
Street Cleaning	12,100.00
Litter Bins	550.00
Grass Cutting (Playing Fields) (Weekly cut)	3,500.00
Play Equipment (rolling replacement programme)	1,000.00
Play Equipment Inspections (4No)	250.00
Map Boards	500.00
Sub Total	18,900.00
<b>Golden Jubilee Park</b>	
Grass & Hedge Cutting	1,000.00
Development Fund	500.00
Golden Jubilee Park Loan Repayment	5,545.00
Sub Total	7,045.00
<b>Finance and General Purposes</b>	
(a) Administration	
Principal Officer to the Parish Council	11,550.00
Chairman's Allowance	1,000.00
Stationary/Postage/Computer Consumables	750.00
Parish Councillor's Expenses	100.00
Computer (including rental)	360.00
Newsletter publication costs	800.00
Training/Seminars	500.00
Risk Assessment Software	100.00
Sub Total	15,160.00
(b) Annual Payments	
Parish Room rental and associated costs	
Audit Fees	450.00
Donations/Honorarium	250.00
Insurance	1,600.00
Subscriptions	850.00
VI Clock Service	250.00
Village Events	250.00
Sub Total	3,650.00
(c) Vernon Institute - (Annual Grant to designated fund)	1,000.00
<b>Highways Matters</b>	
Bus Shelter maintenance	2,500.00
Sub Total	2,500.00
<b>Police Community Support Officers</b>	11,000.00
<b>Neighbourhood Management Team</b>	835.00
<b>Contingencies</b>	1,000.00
<b>Grand Total</b>	<b>61,090.00</b>