

MINUTES OF A MEETING OF THE FINANCE AND BUSINESS DEVELOPMENT COMMITTEE held on 8 August 2011 in the Uniform Groups' Headquarters, Fiddlers Lane, Saughall

In attendance: Councillor Mrs K Ford
Councillor DF Holman
Councillor B Kerr
Councillor RK Shukla
Councillor A Warrington
Councillor Mrs JM Young
Councillor PP Young

Also present Councillor Mrs JE Storrar
Cheshire West and Chester Councillor Brian Crowe
Mr Bob Salisbury, Internal Auditor

12. APOLOGIES FOR AUTHORISED ABSENCE

All Committee Members were in attendance at the meeting.

13. CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

14. MINUTES

RESOLVED:

That the Minutes of the meeting of the Committee held on 13 June be confirmed as a correct record.

15. MEMBERSHIP OF THE COMMITTEE

RESOLVED:

That the Membership of the Committee be noted as follows:

Councillors Mrs K Ford, DF Holman, B Kerr, RK Shukla, A Warrington, Mrs JM Young and PP Young.

16. ACCOUNTS

(a) Audit of Accounts 2010/11

The Clerk reported that the External Auditor had completed his work on the 2010/11 audit of the Council's Accounts. The External Auditor's certificate and opinion had been circulated to Members.

RESOLVED:

That the External Auditor's report and opinion be noted and the Clerk be requested to prepare the relevant notices for posting on Parish Council notice boards.

(b) Payments made since the meeting of the Committee held on 13 June 2011:

RESOLVED:

That the following payments be approved:

<u>Financial Year 2010/2011</u>	<u>£</u>	<u>Cheque No</u>
Mr DF Holman (Two train tickets for the NALC Conference)	44.80	102500
NWN Media Ltd (Newsletter distribution)	39.19	102501
HM Revenue and Customs	1039.80	102502
Mr R Hipkiss (Litter Picking)	541.67	102503
Mrs S Hudspeth (Expenses)	117.97	102504
Mrs S Hudspeth (Salary)	486.00	102505
Saughall Uniform Groups (Newsletter Distribution)	20.00	102506
Mrs JM Young (Chairman's Allowance)	1000.00	102507
Smith and Derby (Clock Service)	246.00	102508
Cheshire Voluntary Action (Training Course – Recruiting and Training Volunteers)	20.00	102509
Audit Commission (External Audit of Accounts)	510.00	102510
Cheshire Police Authority (Contribution for PCSO)	11800.00	102511
Mr R Hipkiss (Litter Picking)	541.67	102512
Mrs S Hudspeth (Expenses)	57.99	102513
Mrs S Hudspeth (Salary)	486.00	102514
Wirral MBC (Postage and Printing)	183.21	102515
Messy Moles (Mole Extermination)	80.00	102516
Cheshire Association of Local Councils (Chairmanship Training)	30.00	102517

(c) Receipts

There were no new receipts to report at this meeting.

(d) Cash to Bank Reconciliation

RESOLVED:

That the contents be noted.

17. PARISH COUNCIL'S DRAFT BUSINESS PLAN

The Clerk had provided each Member of the Committee with a first copy of a draft Business Plan she had prepared in advance of this meeting. This draft Plan covered a five year period and contained details of the Council's activities under the following headings:

- Introduction
- An Effective, Transparent and Open Council
- A Sense of Community
- Creating a Better Environment
- Housing and Development Strategy
- Transport Strategy
- Economic Activity
- Financial Strategy
- Creating an Even Better Place in which to Live
- Action Plan
- Your Views Matter: Feedback Form

Members considered the detail of what the Clerk had included within the Draft Plan proposed some additions and in particular a land audit of the village and a strategy for the Council to acquire strategic parcels of land, as a means of protecting the greenbelt and keeping Saughall separate from Blacon.

RESOLVED: That

- (1) the Clerk be thanked for the work she has put into producing the first draft of the Council's Business Plan;
- (2) a small Panel be established consisting of the following Members to consult other Groups and Organisations in the village on the Council's Business Plan and revise the draft as it considers appropriate:

Councillors Mrs K Ford, DF Holman, B Kerr and PP Young
- (3) a further draft of the Business Plan be considered at the next meeting of the Committee on 10 October 2011; and
- (4) the Business Plan be presented to the Council in its final form for adoption or otherwise at its meeting on 7 November 2011.

18. IMPROVING COMMUNICATIONS – SOCIAL NETWORKING

The Council was able to disseminate information about itself to the outside world via its website. The website had been designed 13 years ago and was starting to look tired and in need of modernisation. Consequently, the Committee gave further consideration to the proposal to update and refresh the site, provide more functionality and make it as interactive as possible. It was noted that this could be done either by attempting to enlist volunteers to carry out the improvements required, or alternatively, commissioning the work required and using the Council's contingency fund to finance it.

The Committee also considered other ways of disseminating information e.g. its note boards and whether the Council should purchase a vertical display board to improve its communications with the local community and for use particularly, during Parish Council Surgeries.

Members then turned their attention to the Council's logo and agreed that it was time to introduce a new one.

RESOLVED: That

- (1) Members be requested to send links of any good examples of websites they come across to Councillor DF Holman, who will act as co-ordinator and present three or four website designs and colour choices to the next meeting scheduled for 10 October 2011, the aim being to improve the Council's website in the current Financial Year;
- (2) the Council's notice boards be kept under review and improved when it is considered necessary;
- (3) the responsibility for the purchase of a vertical display board (to cost no more than £500) be delegated to the Clerk in consultation with Councillor DF Holman; and
- (4) ideas for a new Council logo be sought and discussed further at the next meeting.

19. FUTURE PROJECTS/IDEAS

The Committee reviewed its current list of future projects and Ideas as follows and agreed that appointing Project Champions would be an appropriate way forward to see projects through to fruition:

- **At the end of the year a new litter picking contract must be drawn up**
This new contract will run from 1 April 2012 to a date to be agreed. A daily litter pick from the Bus Terminus to the Vernon Institute will be added to the current specification before tenders are sought.

Action

Proposals will be considered at the next meeting on 10 October 2011 and the specification revised. Tenders for the work required must be invited in the autumn, initially via the Parish Council's Newsletter and if possible any Newsletter in circulation in Mollington.

- **Tarmac Path beside the Uniform Groups' Headquarters**
Members are concerned that currently the path is covered in broken glass and because of the surface of the path it is impossible to remove it all.

Action

Quotations for this work will be obtained.

- **Golden Jubilee Park**

- Possible Land Purchase

Action

Councillor Mrs JM Young agreed to ask how much Mr and Mrs J Johnson want for their land, adjacent to the Golden Jubilee Park on Fiddlers Lane.

- Sports Pavilion

Action

Councillor Mrs JM Young will ask Brian Huxley if he has any contacts at Neston Cricket Club. Hopefully a fact finding visit can be arranged to see the new Club House at Parkgate and to discuss how the Club went about fund raising to finance it.

- Skate Park/Folding Ramp

This can only be provided if the project attracted external funding.

- **Fundraising for Community Projects**

Action

Champions are to be appointed. These appointments will be advertised in the next Parish Newsletter. Schemes will be worked up and ready so that bids can be submitted as soon as it is known that grants are available. Councillor D Holman agreed to draw up a list of Grant Awarding Bodies

- **Community Action Projects (CAP)**

The Council has kick started the CAP Fund with £2000 from its precept for 2011/12 and if this initiative is successful it hopes to continue to provide financial assistance annually thereafter. It also wants to encourage, by any means it can, private individuals, businesses, developers etc to make donations to the CAP Fund which will be used to finance Saughall community projects and initiatives, on a match funding basis.

Action

A Participatory Budget Scheme (as a pump primer) will be put in place to launch the CAP. Community Groups will be invited to make bids for funding to aid CAPs. This will be discussed at the same time as the Panel set up to revise the draft Business Plan consults local Groups and Organisations (Minute No. 17 above refers).

A social evening will be held to stimulate new actions, listen to funding bids and to vote on worthwhile CAPs.

- **CAP Team**

The Council wants to establish, build and motivate a winning CAP Team to engage partners and work within an agreed remit, to successfully shape its community by driving forward social enterprises and to administer the CAP Fund that will be used to assist and match fund worthwhile projects and initiatives.

RESOLVED:

That the Committee's current list of Future Projects/Ideas along with the Actions agreed and progress being made as set out above be noted and further reviewed at the next meeting.