

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
Telephone: 07741 877870
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Address: The Village Hall, Pepper Street, Lymm WA13 0JB



Minutes of the RESOURCES COMMITTEE meeting held on September 10th 2019 at 10am in Lymm Library, Davies Way, Lymm

Councillors:

- * Cllr Bamforth (Chairman)
- * Cllr Barr
- Cllr Powell
- * Cllr Johnstone
- Cllr Buckley
- * Cllr Gowland

Also in attendance: Kerry Duffin (Clerk)

1. Introduction and Housekeeping

2. Apologies for Absence

Apologies were received and accepted from Cllrs Powell and Buckley.

3. Code of Conduct – Declaration of Interest

Members were reminded of their responsibility to declare any personal interest or prejudicial interest that they may have had in any item of business on the agenda no later than when the item was reached.

4. Approval of previous minutes

The previous minutes were approved at Full Council in July.

5. Update on actions from the previous meeting

See table below.

6. New Grant / Sponsorship Applications

6.1. Lymm Youth and Community Association (LYCA)

The application was discussed and it was **RESOLVED** that a grant of £3000 be awarded to LYCA for the refurbishment of the upstairs seating area.

6.2. Lymm Business Hub

The application was discussed and on the grounds that this is a new local venture, it was **RESOLVED** that a start-up grant of £1316 is awarded for the installation of a new door entry system.

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7. Village Hall Roof Repair

The Clerk contacted four builders / roofers who all visited the hall to quote for the work. Only one quote / estimate was received despite several attempts to chase the quotes from all roofers. An estimate for the repair of the roof above the gents toilet and the front door was circulated. Questions regarding the builder were asked and his workmanship and reliability were confirmed. Following the Standing Orders and Financial Regulations, as the quote is for under the £25,000 and the £5000 threshold requiring Full Council approval, it was **RESOLVED** that K Hampton's estimate was accepted and the work to commence as soon as possible.

8. Cycle to Work Scheme

It was **RESOLVED** to approve the introduction of a Cycle to Work Scheme for the purchase of bikes. Clerk to set up the system and research the options for Councillors to be involved in the scheme.

9. Council Received CCA newsletter

The newsletter was noted and of interest to the Committee. It was **RESOLVED** that a council member will attend the next regional meeting on 7th November in Poynton (Councillor TBC).

10. Update from Standing Orders and Financial Regulations

These documents will be printed and hard copies delivered to the Committee members for full review at the next meeting.

11. Chair's Communications

Nothing to report.

12. Clerk's Communications

12.1. The Committee was presented with an update regarding the annual audit. The external audit is still ongoing and will be completed by the end of September 2019. There was additional communication with the auditors regarding the value of the village hall in the accounts and how they were recorded in 2017/18. The Clerk has provided sufficient documentation and resolved these issues with the auditors.

12.2. The Committee was made aware that the audit of the village hall is ongoing and will be presented at the next Resources of Full Council meeting, whichever takes place first.

12.3. The Village Hall Roof has been surveyed and the final report will be sent in due course.

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- 12.4. The pitched roof repair has been agreed. The flat roof repair requires further quotes.
- 12.5. The contracts between Livewire and Warrington Borough Council are progressing.

13. Date of next meeting

The next meeting is set for November 11th at 10am in the Village Hall Annexe.

Meeting Date and Agenda Item Number	Action	Who responsible	Update on Completion
December meeting actions			
	Set up task and finish meeting to develop a grant application pack and procedure that is clear and accountable Add funding documents and criteria to the website with deadline dates	Clerk to set meeting	Pending
	Update SAGE nominal codes for 2019-20	Clerk	For 2019-20 financial year with the new Assistant Clerk
March meeting actions			
7.3	Conduct energy review of village hall	Clerk	Pending – new Assistant Clerk
7.4	Source actual dimensions and costs for set of 3 aerial photos of Lymm and where they would be positioned in the hall	Clerk	Pending – new Assistant Clerk
7.6	Contact fire service – smoke detectors and confirm annexe capacity	Clerk	Pending – new Assistant Clerk
7.5	Bring costs for new furniture for annexe and hall to Full Council	Clerk	For the October Full Council meeting

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7.6	Free hall usage – report to Resources Committee	Clerk	For the October Full Council meeting
June 2019 meeting new actions			
6	Contact May Queen regarding 2019 figures	Clerk	Completed and removed
7	Arrange for the swift repair of the leaky hall roof	Clerk	Completed and removed
7	Update the village hall hire agreement re TENS news	Clerk	Completed and removed
September 2019 meeting new actions			
6.1	Contact LYCA re grant	Clerk	
6.2	Contact Lymm Business Hub re grant	Clerk	
7	Village Hall roof repairs – instruct builder	Clerk	
8	Set up a Cycle to Work Scheme	Clerk	
10	Print and deliver papers to Committee	Clerk	
12.2	Village hall audit – present final report to Committee/Full Council asap	Clerk	
12.3	Village hall roof survey – present final report to Committee/Full Council asap	Clerk	
12.4	Further quotes for repair of flat roof at Village Hall	Clerk	