

# LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin  
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**Minutes of the RESOURCES COMMITTEE meeting  
held on January 27<sup>th</sup> 2020 at 1pm  
in The Council Chambers, Lymm Village Hall, Pepper Street, 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 from Cllr Powell.

## **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.

Cllr Barr declared a non-pecuniary interest in item 7 as a trustee of Lymm Community Energy.

## **4. Review of Last Meeting's Actions**

Staff were discussed. Clerk to contact WBC's HR team for advice regarding staff and PPE/lone working.

## **5. Village Hall Keyholders / Door Systems**

Discussion took place concerning the new staffing and the proposed new door entry system. All were in agreement that the current staffing arrangements are working successfully, allowing for visual checks of the hall to take place as well as security of the building. There is an opportunity for the village hall team to take on additional tasks in the future.

Three quotes to be sourced for an updated door entry system for future meetings.

## **6. Unpaid Invoice – Hall Hire 2019**

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Council discussed the situation and are concerned about the issue.

Clerk will write to the hirer explaining that if payment is not received, the matter will be escalated.

## 7. Village Hall Gas Provider

Figures were reviewed for potential new providers with details of costs and carbon emissions. Further information is needed to make a decision including:

- 7.1. CO2 per kWh
- 7.2. Projected annual costs for 30k of kWh usage per provider and
- 7.3. The projected CO2 emissions per provider for 30k of usage

## 8. Village Hall Hire Rates

It was **RECOMMENDED** that hourly rates for booking the hall and annexe are:

### 2020-21

	One-off bookings	Regular bookings
Hall	£18	£13
Annexe	£11	£11

### 2021-2022

	One-off bookings	Regular bookings
Hall	£19	£14
Annexe	£11.50	£11.50

All councillors were in favour.

## 9. Kitchen Crockery

It was **RECOMMENDED** that a budget of £100 be approved to purchase additional items for the kitchen including a hot water flask for the Council Chamber. All in favour.

## 10. Village Hall Admin Assistant

It was **RECOMMENDED** that, with a duty of care, a budget of £150 be approved to purchase a desk chair, screen riser, USB keyboard and wrist rest for safe home working. All in favour.

## 11. Village Hall External Lights – New Timer Switch

It was **RECOMMENDED** that a quote of £205 be approved to update the timer switch for the external lights at the village hall. All in favour.

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### **12. Grant forms and systems**

The current grant forms were reviewed and updated. The addition of sections of the form for requesting further information regarding other funding applied for, eligibility criteria (commercial or non-commercial activity), reserves / balance sheet for the applicant. In addition, all grants above £2k will be asked to provide an end of project report. Pro forma to be created.

The addition of wording to explain that applications will be welcomed from organisations aiming to reduce their carbon emissions through the funding.

Forms to be made available on the website.

### **13. PCSO Costs 2020-21**

Costs were noted at £33,280, the same as 2019-20.

Discussions took place regarding setting up the next SLA with Neil Drum, including mandatory events to be covered.

Other policing / security solutions were discussed. The Committee added that the PCSO roles are recognised within the community.

### **14. Next meeting date**

February 11<sup>th</sup> 2020 at 6pm in the Council Chambers.

**Meeting ended at 2.22pm**