

Minutes of the RESOURCES COMMITTEE meeting of LYMM PARISH COUNCIL held on Tuesday 4th July 2023 at 7.30pm in Lymm Village Hall

In attendance:

- * Cllr Marks (Chair)
- * Cllr East
- * Cllr Martland
- * Cllr Rurlander
- * Cllr Selwood
- * Cllr Sharma

* Denotes attendance

Also in attendance: Kerry Duffin, Clerk to the Council

R1. Welcome and Introductions

The meeting opened at 7.30pm.

R2. Apologies for Absence

No apologies were received.

R3. Declaration of Interests

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

R4. Code of Conduct

Members were reminded of their responsibility to follow the Code of Conduct.

R5. Public Open Forum

No members of the public were in attendance.

R6. Approval of Previous Meeting's Minutes

RESOLVED: Minutes of the meeting on 26th January 2023 were approved as an accurate representation and signed by the Chair.

R7. Update on previous actions:

| ITEM | ACTION | WHO RESPONSIBLE | UPDATE |
|---------------------|--|-----------------|--|
| 35 – Assets | Share the Sharepoint link with assets in the loft to all Councillors | Clerk | Completed. Item to be added to a future agenda following the hall redevelopment. |
| 39.2 – Bank account | Open an account with Unity for the reserves | Clerk | Pending results from further research |
| 65 – Skate Park | Skatepark volunteers to meet the Clerk to prepare a request for the February meeting | Clerk | Completed – remove |

| | | | |
|---------------------------------|--|----------------------------|--|
| 65 – traffic on Whitbarrow Road | Borough Councillors to request a meeting with highways officers | Cllrs Barr and Marks | Meeting to be arranged |
| 66 – Parish ESOL Centre | Volunteers to meet Clerk to define the request from the Parish Council and the most appropriate way to do so | Clerk | Met and group looking into funding opportunities. |
| 71 – reserves / bank account | Research an easy access ethical bank account which pays interest on deposits | Cllr East | On the agenda. |
| 73.1 – Hall working party | Set up next meeting making sure the consultant is able to attend | Clerk | Completed – remove. |
| 73.2 – Hall hirer feedback | Make a plan from the hirers feedback for the recommendations that could be introduced in 2023-24 | Cllrs East, Sharma & Clerk | Met. Plan and options to follow. Kettle to be purchased and oven to be cleaned - £130 budget. |

Finance

R8. Review of budgets for 2023-24

Recent adjustments to the budgets were discussed and factored into a revised set of reports to balance at year end.

RECOMMENDATION: That the budgets for the year be adjusted to include the following and that a statement be issued to the public about the financial situation, parish poll and current project activity:

INCOME

- Carry forward is £180,364
- PWLB loan amount is increased to £150k
- Grants and donations is £5k

EXPENDITURE

- | EXPENDITURE | BUDGET | UPDATE |
|------------------------|--------|---|
| • Office rental | £2500 | Removed |
| • Office supplies | £500 | Increased to £1154 to balance budget |
| • PWLB repayments | £10k | Increased to £12k to allow for increased loan |
| • Hall roof consultant | £10k | Increased to £15k due to increased workload |
| • Village notice board | £2k | Planning permission submitted (from 22-23) |
| • Clock installation | £1k | Clock already purchased (from 22-23) |
| • Bus stop painting | £1k | Already completed (from 22-23) |
| • Defib upgrade parts | £3600 | Reduced to £1500 for the year |
| • Van hire | £5k | Not in original budget |
| • Road closures | £6k | Increased to £12500 due to carry forward |
| • Neighbourhood Plan | £5k | Increased to £10k |

- Neighbourhood Plan 0 Added £9k for referendum
- Hall roof – reserves £70k Reduced to £50k
- Hall roof – loan £130k Increased to £150k
- CCTV – new cameras £4500 Removed
- Speeding/road safety £6000 Removed
- OCC legal costs £2500 Removed
- General reserves £61,409 Increased to 3/12 months of precept
- Skate park £22500 Reduced to £7500 this year

24/25 budget items

- Skate park £15000
- CCTV £4500
- Speeding/safety £6000
- Defibs £1500

R9. Reserves Policy

RECOMMENDATION: That the policy is approved and adopted.

R10. Banking Options

Information about accounts and options was shared and discussed, with options for accounts for Parish Councils being limited.

RECOMMENDATION: That an account is opened with CCLA and £85k transferred and secured.

RECOMMENDATION: That further research takes place for another account which is ethical and yields favourable interest rates.

R11. AGAR Update

An update was received. The forms have been submitted to the external auditor in time.

R12. New finance software

The Clerk is researching sector specific software and will report back at the next appropriate meeting.

R13. VAT

The Clerk provided an update and is continuing to look into the implications of VAT on the capital project and the hire of the village hall.

Village Hall

R14. Roof update

A schedule for the roof replacement and a fundraising plan for the next phase of the capital project was tabled. The document will be discussed in the next Working Group meeting.

R15. Valuation for insurance

RECOMMENDATION: Defer until the capital work has taken place.

R16. Hall Hire Charges

RECOMMENDATION: Defer until the capital work has taken place and VAT implications are fully understood.

R17. Martyn's Law

A draft bill was shared. More information will follow once legislation has been passed but there is likely to be an impact on hall management.

R18. Village hall notice boards

A report showing improved notice boards was circulated. Clerk to action as much as possible without a budget and factor expenditure into capital project upgrades.

Other Items.**R19. Round 2 of grant applications**

Dates for the deadline of applications was shared. Clerk to ensure a wide marketing plan including notice boards and digital media are used to inform residents.

R20. COVID

RECOMMENDATION: Continue with the current guidelines, with the Parish Council using the annexe for meeting where possible. Sanitiser to continue to be provided.

R21. Update on any items not covered elsewhere on the agenda

Nothing further was raised.

R22. Next meeting date

7th September 2023 at 7pm

R23. Actions from the meeting: to follow

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| 39.2 – Bank account | Open an account with Unity for the reserves | Clerk |
| 65 – traffic on Whitbarrow Road | Borough Councillors to request a meeting with highways officers | Cllrs Barr and Marks |
| 66 – Parish ESOL Centre | Volunteers to meet Clerk to define the request from the Parish Council and the most appropriate way to do so | Clerk |
| R8 | Adjustments to the budgets following hall roof costs | Clerk |
| R9 | Reserves policy to be added to the Full Council agenda for adoption | Clerk |
| R10 | CCLA account to be opened and £85k transferred | Clerk |
| R13 | Clarify the VAT implications for the hall development | Clerk |
| R18 | Update the notice boards without a budget until the capital work has taken place | Clerk |
| R19 | Advertise grant round 2 | Clerk |