

**Minutes of the RESOURCES COMMITTEE meeting of LYMM PARISH COUNCIL held on 27<sup>th</sup> February 2024 at 7pm in Lymm Village Hall**

- In attendance:
- \* Cllr Marks (Chair)
  - \* Cllr East
  - \* Cllr Rurlander
  - \* Cllr Selwood
  - \* Cllr Sharma
  - \* Cllr Towndrow
- \* Denotes attendance

Also in attendance: Cllr Johnstone  
Kerry Duffin, Clerk to the Council

**R57 Welcome and Introductions**

The meeting opened at 7pm.

**R58 Apologies for Absence**

No apologies were received. All Councillors were present.

**R59 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.

**R60 Code of Conduct**

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

**R61 Public Open Forum**

No members of the public were in attendance.

**R62 Approval of Previous Meeting's Minutes**

**RESOLVED:** Minutes of the meeting on 7<sup>th</sup> September 2023 were approved as an accurate representation and signed by the Chair.

**R63 Update on previous actions:**

Minute	Action	Lead	Update
39.2 – Bank account	Open an account with Unity for the reserves	Clerk	Following the election
R10	CCLA account to be opened and £85k transferred	Clerk	Following the election
R13	Clarify the VAT implications for the hall development	Clerk	Further information received. Report to be tabled at a future meeting.
R18	Update the notice boards without a budget until the capital work has taken place	Clerk	In action.

R47	Continue to research finance software	Clerk	On the agenda.
R51	Parish poll – table options at November’s Full Council and open the poll until 3 <sup>rd</sup> December.	Clerk	Completed. Remove.
R52	Add to the next agenda: <ul style="list-style-type: none"> <li>• Insurance valuations</li> <li>• Grant end of project evaluation form</li> </ul>	Clerk	On the agenda.

**R64 Budgets and Precept 2024-25**

**RECOMMENDATION:** Following the decision at the February Full Council meeting to remove the Parish Council funded PCSO post, the Committee considered the budget and unanimously agreed a potential set of projects and budgets for 2024-25. The recommendations will be tabled at March’s Full Council meeting.

**R65 Grant application deadlines**

**RECOMMENDATION:** To amend the deadlines previously set for Round 1 of the grants programme for 2024-25 previously set at:

Deadline for applications	18 <sup>th</sup> March 2024
Resources Committee review	End of March / early April
Full Council decision	9 <sup>th</sup> April 2024

**To:**

Deadline for applications	25 <sup>th</sup> March 2024
Resources Committee review	28 <sup>th</sup> March 2024 (apologies from Cllrs Marks and Rurlander)
Full Council decision	9 <sup>th</sup> April 2024 (apologies from Cllr Sharma)

**R66 Grant end of project evaluation form**

**RECOMMENDATION:** Committee agreed a draft form for successful applicants to complete at the end of the project. To be tabled for approval at March’s Full Council meeting.

**R67 Finance Software**

**RECOMMENDATION:** The Clerk recommends moving from SAGE to SCRIBE software with first year costs of £900 plus £719 for support for the transfer to a new system. The annual costs for SAGE are currently £1008 + VAT. Committee unanimously agreed and the item will be added to the March Full Council for approval.

**R68 Martyn’s Law**

Council received an update on the impact of future legislation on the management and running of the village hall along with the potential impact. The Clerk is booked onto a briefing from the Home Office on February 28<sup>th</sup> 2024. Updates and further developments will follow.

**R69 Village Hall Roof replacement**

Council received an update on the roof replacement. The work is complete other than two small areas of tiles that need to be added. There is also a small crack on one of the hall windows which will be replaced. The hall reopens to hirers on 1<sup>st</sup> March with the Open Day on the 16<sup>th</sup> March 2024.

**R70 Update on any items not covered elsewhere on the agenda**

- a. Funds will be moved from the savings account into the current account until the precept is received.

- b. Carpet cleaner will be hired to freshen the carpets in the annexe which have taken increased traffic with the hall closure.
- c. In the presence of the Parish Council Chair and approval of a budget of up to £400, chairs and shelves will be ordered for the new office. An update was made on the room rental at the library building.
- d. Donations at the open day will be taken for D Day activities.
- e. Hall Wi-Fi contracts and mobile sims will be renewed and some savings made.

**R71 Future agenda items**

- a. Insurance valuations
- b. Additional tables for the village hall
- c. Comments follow up from the Community Survey

**R72 Date of next meeting**

28<sup>th</sup> March 2024 at 7pm.

**Actions from the meeting:**

ITEM	ACTION	WHO RESPONSIBLE
39.2 – Bank account	Open an account with Unity for the reserves	Clerk
	Find out whether there is a restriction on moving funds from the savings account to the current account	Clerk
R10	CCLA account to be opened and £85k transferred	Clerk
R13	Clarify the VAT implications for the hall development	Clerk
R64	Table the budget recommendations at Full Council	Clerk
R65	Table the grant timetable recommendations at Full Council	Clerk
R66	Table the grant evaluation form recommendation at Full Council	Clerk
R67	Table the finance software recommendations at Full Council	Clerk