



Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY

Jo Worthington Temp Clerk/RFO to the Parish Council

Tel 01925 724 515

clerk@penkethparishcouncil.org.uk

Finance Management Committee Meeting

MINUTES

of the Meeting held at 7.30pm on Monday 29th November 2021

in the Pool & Community Meeting Room

PART 1

Opened 7.30pm

1 Present

Councillors Heaver, Fellows, L Jones, Solan-Cooper, Potts, Beddows, Layfield, Lenihan, S Jones, Fox,

Clerk JW

Public None

2 Apologies

Cllrs Haywood, Snape

Chair welcomed all

3 3.1 Code of Conduct – Declaration of Interests

None

3.2 Localism Act 2011 – Dispensations None

4 Minutes of the Previous Meeting – 17th November 2021

No matters arising

Approved LF, Seconded CL

Actions from previous meeting

5 Actions from Previous Meeting

Actions	Update
Find out whether we have access to all bank accounts, including KLS account	Access to all bank accounts – action complete
Look into the viability of starting to input data into Xero	Information now in Xero, including bank account details – action complete. MP to keep Xero contact on hold in case of assistance with reports LJ advised that auto bank feed should negate the need for any manual set up

Assess the possibility of providing more in-depth financial information 7 days prior to full council meetings	JW confirmed that this information can now be provided – action complete Future meetings to provide summary of spend for the month prior and any exceptions spend from 1st of the month to date of meeting GF Proposed CL seconded
Conduct comparison of potential bank accounts for use by PPC	JW did some research and most favourable were Barclays, Lloyds and NatWest. Need some clarity around why counter service would be required. Some banks not taking new applications at present. Annual turnover means we are not able to open a Treasurer account as it's too high. Roll action over to next meeting for CL to take forward to complete application to Barclays (allows a turnover up to £400k, reduced costs per transaction, no fees, are taking new applications and have branches within a 5 - mile radius) bring to next full PC meeting for approval KL queried how this would work with grants for pool work. CL suggests multiple accounts, possibly a dormant one for loans, grants etc
Check if AGAR information is available in hard copy for scrutiny by the public	?
Confirm absolute deadline for submitting precept	Date confirmed as 14 th January 2022

6 Requests for Financial Assistance

CL – Penketh Lions requested £250, limit is £100. No details of items to be purchased have been provided. CL, due diligence required on costs.

KL – can we consider that no other applications have been received so far this year.

AHe - not against the amount but recalls a vote to cap assistance. Some discussion followed about previous minutes and whether a vote can take place to agree or lift a cap for transparency.

CL doesn't agree there was a cap, SJ suggests the request is provisionally recommended to go to full PC for approval subject to review of cap. Proposed by CL, seconded by KL

7 Swimming Lesson Refunds

MP – queried previous PC stating this has been done. GF advised no, and he and LJ have been reviewing info to start to processing refund requests. GF/LJ know who has paid, how much and how much to refund. GF has a template form that can be modified for refund requests. There is one email request that relates to hire for a pool party with some further investigation needed for legitimacy of claim, due to cost, which is over £100.

LJ - £3.5k is ring fenced for this process

CL – when can people expect refunds, some have been waiting over 18 months and there are some posts on social media ref this. SJ – can we do a social media update? Can we commit to a date? Manage expectations?

GF – emails will be sent direct to those wanting refund, LJ will have something set up for week ending 10.12.2021

DSC – cut off date needs to be 31st March 2022. Need to consider how payments will be made, bank accts will require individual set up and a lot of personal details will be held on PC systems. MP suggest this task is allocated to the Clerk for transparency

Actions

GF/LJ to investigate request for pool party refund as part of the refund review process

GF/LJ to draft a form that can be used for refunds

GF/LJ to send details to Clerk to process and send out

8 Pool Costs/Grant Assistance

KL – working on various quotes for the PC, 3rd received, which will be discussed in Part 2 of the meeting.

SJ – pool costs need to be put to full council

KL – will put something together for next full PC meeting

9 Invoicing/VAT

We need confirmation of when VAT needs adding to an invoice, CL had looked into it briefly and thought where it is for hall hire only (no food/drink provided)

GF can provide information, sports and business are VAT chargeable, community groups are not.

CL – as a business are we meant to know the VAT status of a customer? If room only, is it zero rated, if we then serve food do we have to charge VAT?

LJ – businesses earning under £80k don't need to be VAT registered

Action – LJ/GF to provide info on current user groups that should be charged VAT and room hire VAT rates

10 Items Not Included Above

LF – would like consideration for holding a children's Christmas party. LF/AHa have done some research, can have free room hire at St. Joseph's, Co-op will provide drinks and cakes and a local DJ will charge £180, would request some money from Christmas fund for spend.

CL asked about room and whether has a PA system, lights etc as would need to factor into costs.

Also questioned use of DJ when a Spotify etc could be used and the money for a DJ used for presents on the door.

After some discussion around Covid-19 status, balancing people's safety and possibility of having to cancel, it was agreed to put some money in the budget for next year.

Action – ensure budget available to hold Christmas party next year

11 To confirm date, time, venue of next meeting

25th January 2022 at time 7.30pm

*****Councillors will progress items from the above at appropriate times and will include the public in the associated working groups. *****

Closed 8.30pm

Temp Clerk

Signature

Date