

**Minutes of Shevington Parish Council
Finance Committee Meeting
Held Wednesday 2 September 2020
8pm – Virtual Meeting**

Present: Councillor I Whiteley (Chairman), Councillors W McKnight, C Horridge, J Whiteley, M Crosby, J Higham, V Galligan and M Grimes
One member of the public.

Officer in Attendance: Mrs K Pilkington (Clerk)

1. Apologies

Cllr J Ball

2. Declaration of Interests

None

3. Minutes of the Last Finance Committee Meeting (4 March 2020)

Resolved: The Minutes of the Finance Committee meeting held on 4 March 2020 were approved as a true and correct record.

4. Quarterly Budget Monitoring

The quarterly budget monitoring document was received and discussed briefly. The Clerk reported that currently most cost centres were online. The one exception was the 'Equipment' cost centre, which was showing a small overspend due to the purchase of a new laptop over the Summer. As photocopier expenditure for the year was funded from this cost centre and funds would also be needed to pay for the software for the new laptop, it was necessary to reinstate the funds expended on the laptop through virement.

Resolved: A virement of £417 from the 'Contingency' cost centre to the 'Equipment' cost centre was approved.

In answer to questions from a member the Clerk replied:

- Only £23 remained in the 'Memorial Park Play Area Maintenance' cost centre because the annual fees for the SLAs for 2019-20 and 2020-21 had been invoiced and paid in the current financial year. A future virement would be required to cover the cost of removing the dog grid.
- The payment of the s19 grant to the value of £3,081 to the Recreation Ground Trustees was made in March and related to the previous financial year. The Clerk would check, but the payment and the virement of £481 associated with it would have been reported in documentation relating to 2019-20.
- Income was reported on a monthly basis on the Payments and Income Schedule.

The quarterly budget monitoring information was accepted.

5. Christmas Decorations

(a) Decorating of Christmas Trees

Wigan Council's Street Lighting Department had confirmed that the cost of dressing the four Christmas trees and removing the lights after Christmas would remain the same as in 2019 and most previous years.

Resolved: The Committee awarded the contract for decorating the Christmas trees and removing the lights after Christmas to Wigan Council at a cost of £2,505.22.

(b) Column Mounted Motifs in Gathurst Lane, Shevington

The Committee noted that the hire, installation and removal costs of the motifs for the centre of Shevington in year 3 would be £2,350, as in 2019. This would be the third and final year of the Parish Council's commitment to this project. The way forward would need to be considered early in 2021.

(c) New String Lights for the Christmas Trees

The Clerk had been informed by the Street Lighting officer that some of the Christmas tree string lights that were purchased more than six years ago were no longer working and needed to be replaced. The technicians are in the process of checking the lights and would let the Clerk know how many strings needed to be replaced. This would be an additional cost.

(d) Column Wraparound Garlands in Appley Bridge and Shevington Moor

The column wraparound garlands used in Appley Bridge and Shevington Moor would not incur purchase costs this year – just installation and removal costs, which were awaited.

(e) Christmas Trees

Quotations relating to the Christmas trees would be on the agenda for the Council meeting in September.

6. New Bin for Shevington Moor

It was reported that the bin outside Whiteacre Park was in very poor condition and needed to be replaced. Its replacement was discussed.

Resolved: The existing bin would be replaced by a dual (litter/recycling) Derby bin from Broxap at a cost of £466 approximately, including fitting and removal of the old bin.

There would be an additional charge for emptying the bin, as the contractors would view it as two bins. The charge would be £166.40 per annum pro rata.

It was also reported that the bin housing outside the play area in Memorial Park was missing its internal litter liner and litter had been found spilling out and strewn all over the park. Because there was no internal liner a plastic bin liner could not be fitted.

Resolved: If the liner from the old bin outside the play area in Memorial Park was in good condition, it would be recycled to the bin In Memorial Park. If it was in poor condition a new liner could be purchased for £35.

7. Removal of Dog Grid at Play Area

The Clerk had received a quotation from Playspaces of £75 to remove the dog grid and backfill the play area at Memorial Park with play sand to match existing surface levels of play sand. The removal of the dog grid had been an action required by the ROSPA Inspector.

Resolved: The work – to be carried out by Playspaces at a cost of £75 – was approved. To cover the cost £52 was vired from the 'Contingency' cost centre to the 'Memorial Park Play Area Maintenance' cost centre.

8. Online Banking Procedure

The proposed Online Banking Procedure was discussed.

Resolved: The Online Banking Procedure was adopted.

9. Annual Inspection Risk Assessment

The Risk Assessment for the Annual Inspection of Property was discussed.

Resolved: The Risk Assessment for the Annual Inspection of Property was approved.

10. Financial Aid Applications

None

11. Dates of Next Meetings

30 September (Council); 7 October (Policy & General Purposes Committee)

There being no further business the Chairman closed the Meeting at 8:16 pm.

Chairman