

**MINUTES OF DISLEY PARISH COUNCIL FINANCE & GENERAL PURPOSES  
COMMITTEE HELD ON WEDNESDAY 23<sup>rd</sup> MARCH 2016 AT DISLEY COMMUNITY  
CENTRE**

- Present:** Cllrs. Chavasse-Hadfield (Chair), Kidd (Vice), Adams and Pattison  
In attendance: Cllr. Kennedy  
Meeting started at 8:25pm
- 4232 **To receive apologies for absence** – Apologies received from Cllrs. Harrop and Davenport.
- 4233 **To receive any declarations of interest** – None received
- 4234 **Public Forum** – No members of the public in attendance.
- 4235 **To note any correspondence received**  
Cheshire Community Action – Email requesting confirmation of Disley's participation in the 2016 Community Pride Awards. Cllr. Pattison proposed that the Clerk contact ex-Councillor Diane Guy as she has previously led Disley's involvement.  
**Proposed:** Cllr. Pattison  
**Seconded:** Cllr. Kidd  
Unanimously agreed
- Resolved** **That the Clerk contact ex-Councillor Diane Guy in relation to the 2016 Cheshire Community Action Community Pride Awards.**
- 4236 **To agree as a true and accurate record the minutes of the Finance and General Purposes Committee meeting held on Wednesday 21<sup>st</sup> December 2015.**  
**Proposed:** Cllr. Kidd  
**Seconded:** Cllr. Adams  
Unanimously agreed
- Resolved** **That the minutes of the Finance and General Purposes Committee meeting held on Wednesday 21<sup>st</sup> December 2015 be approved as a true and accurate record.**
- 4237 **To agree as a true and accurate record the minutes of the Finance and General Purposes Committee meeting held on Wednesday 24<sup>th</sup> February 2016.**  
**Proposed:** Cllr. Kidd  
**Seconded:** Cllr. Pattison  
Unanimously agreed
- Resolved** **That the minutes of the Finance and General Purposes Committee meeting held on Wednesday 24<sup>th</sup> February 2016 be approved as a true and accurate record**
- 4238 **To review the following Parish Council policy documents:**
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**Standing Orders.**

The Clerk highlighted changes brought about by the Public Contracts Regulations 2015 affecting any local council expenditure with an estimated value of £25,000 or more. These Regulations necessitated a change to Standing Order 30 (a) and (b) to reflect the figure of £25,000. Councillors proposed that the Standing Orders be amended to reflect the £25,000 figure in line with the Public Contracts Regulations 2015 and that this amendment be referred to full Council for approval.

**Proposed:** Cllr. Kidd

**Seconded:** Cllr. Pattison

Unanimously agreed

**Resolved**

**That the Standing Orders are amended to reflect the £25,000 figure in line with the Public Contracts Regulations 2015 and that this amendment is referred to full Council for approval.**

**Financial Regulations**

The Clerk requested that Financial Regulation 4.1 be amended to increase the expenditure threshold requiring full council approval to £1,500. Expenditure of between £500 and £1,500 could be approved by delegated committees and the Clerk's expenditure authorisation would remain at £500. Councillors approved these amends.

Financial Regulation 11 required amendment to reflect the £25,000 figure in line with the Public Contracts Regulations 2015 as discussed above.

**Proposed:** Cllr. Kidd

**Seconded:** Cllr. Pattison

Unanimously agreed

**Resolved**

**That the Financial Regulations be amended to:**

- **increase the expenditure threshold requiring full council approval to £1,500**
- **increase the expenditure band of delegated committees to between £500 and £1,500**
- **reflect the £25,000 figure in line with the Public Contracts Regulations 2015 and that these amendments are referred to full Council for approval.**

4239

**To review and approve the updated Business Continuity Plan**

The Clerk highlighted that minor changes had been made to the Business Continuity Plan mainly relating to contact names and numbers.

**Proposed:** Cllr. Kidd

**Seconded:** Cllr. Adams.

Unanimously agreed

**Resolved**

**That the updated Business Continuity Plan be approved and referred to full Council for approval.**

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4240

**To review and approve the updated Risk Assessment Action Plan**

The Clerk reported that he and Cllr. Kidd had undertaken a full risk assessment review and had identified three high risk areas:

Fire risk at the Community Centre - with a separate fire risk assessment being required.

Flood risk – with the Community Resilience Plan requiring review.

Website domain name and hosting requiring protection due to change of webmaster.

Cllr. Pattison requested that the Parish Plan website be reviewed to ensure that it has been closed properly.

**Proposed:** Cllr. Adams.

**Seconded:** Cllr. Chavasse-Hadfield.

**Resolved**

Unanimously agreed

**That the updated Risk Assessment Action Plan be approved and referred to full Council for approval.**

4241

**To receive an update on the transfer of assets from Cheshire East Council.**

**Station Approach Ball court**

Councillors discussed various drainage issues around the perimeter of the ball court and the need for clarification as to which land is currently being leased by the Council and which is proposed for asset transfer. Councillors agreed to carry out a site visit and review the lease documents on Tuesday 5<sup>th</sup> April 2016 at 12.00pm. It was agreed to defer the asset transfer application until after the site visit.

**A6 Buxton Road compound.**

The Clerk reported he would progress the asset transfer application for the A6 Compound shortly.

**Update received**

4242

**To receive a report on the Community Bus operation.**

The Administration Assistant's report on the Community bus was received. Cllr. Adams reported that additional flyers had now been distributed and that she was carrying out a further letter drop in Newtown.

**Report received**

4243

**To receive an update on the 'Clean for The Queen' litter pick and Queen's 90<sup>th</sup> Birthday celebrations event.**

Cllr. Chavasse-Hadfield reported that the Friends of Disley Station had agreed to carry out a tidy up on the same day as the litter pick (Saturday 16<sup>th</sup> April 2016). The Clerk agreed to contact the PCSO to check his availability for the event and also to order two re-usable

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publicity banners. Cllr. Pattison had arranged the catering with the scouts.

It was agreed to celebrate The Queen's 90<sup>th</sup> birthday as part of the Well-Dressing weekend on 11/12<sup>th</sup> June 2016. Councillors suggested that a traders and businesses meeting be arranged for Thursday 14<sup>th</sup> April 2016 at 5.30pm to discuss The Queen's birthday and the Well-Dressing. The Clerk was asked to prepare a flyer for distribution to the businesses. The Clerk was also requested to find out what arrangements other local parishes were making to mark the event.

4244

**To consider a new two year contract for the Community Centre gas supply**

Councillors agreed a two year contract with CNG for the supply of gas to the Community Centre.

**Proposed:** Cllr. Chavasse-Hadfield

**Seconded:** Cllr. Adams

Unanimously agreed

**Resolved**

**That the Council enter a two year contract with CNG for the supply of gas to the Community Centre and that this decision is noted by the full council.**

4245

**To authorise payment of Accounts to totalling £14,099.54 as listed on Appendix A**

Proposed: Cllr. Kidd

Seconded: Cllr. Pattison

Unanimously agreed.

**Resolved**

**That the payments listed on Appendix A are authorised for payment.**

**Transactions**

**Appendix A**

<b>Trans. No.</b>	<b>Chq. No.</b>	<b>Payee</b>	<b>Amount</b>
853	005167	Daniel Hodgkiss - Mileage expenses - 01/02/16 - 26/02/16	£52.65
855	005168	D & S West Motors - Front tyres for Community minibus	£156.00
860	005169	Stockport Electrical Services Ltd - Ball court lighting timer	£120.00
861	005170	Came & Company - Insurances	£2,847.27
862	005171	Viking Direct - Office stationery	£138.59
863	005173	DMH Solutions Ltd - Risk Assessment software	£46.80
864	005174	E-on Energy - Christmas lighting electricity	£25.78
865	005175	E-on Energy - Street lighting electricity - February 2016	£83.14
866	005176	Cllr. Sue Adams - Neighbourhood Plan event expenses	£14.30

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867	005177 - CASH	Ann Carter - Office cleaning - 4 weeks to 30th March 2016	£40.00
850	BACS - HMRC	HMRC - NI and PAYE - Month 12	£1,684.23
851	BACS - Pension Fund	Cheshire Pension Fund - Pension contributions - Month 12	£1,780.82
849	BACS Salaries	Payroll - Net salaries - Month 12	£6,308.15
859	DD - Allstar	Allstar - Community bus Fuel card fee - March 2016	£1.79
854	DD - CNG	CNG - Community Centre gas - Feb 2016	£416.61
856	DD - EON	E-on Energy - Electricity - Community Centre	£231.00
858	DD - EON	E-on Energy - Electricity DPC office	£24.00
857	DD- SITA	SITA - C/Centre Trade waste	£128.41
		<b>Total</b>	<b>£3,117.05</b>

4246 **To note the Budget Comparisons and Financial Statements**

**Noted**

4247 **To note the Bank Reconciliation for February 2016 – Current and High Interest Accounts.**

**Noted**

Meeting closed at 9.35pm

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