



**Minutes of a meeting of RAINFORD PARISH COUNCIL held  
in the Council Chamber at Rainford Village Hall, Church Road, Rainford  
on Monday 24 February 2020 commencing at 7pm**

**Present:** Councillors: Bardsley, Brown, Collins, Grice, P Jones, Lamb (arrived 7.15pm), Lee, Long, Monk (Chairman), Newton, Nichols, Reynolds, Sterry. Travis  
**In Attendance:** Charis Gaskell (Administration Assistant)  
Sally Powell (Clerk)

**1012. Apologies for Absence:**

Councillor Wesley (Away)

Councillor Lamb had indicated that he would be arriving late

**1013. Declaration of Acceptance of Office, of Interest, and Updating of the Register:**

None

**1014. Formal announcements from the Chairman:**

- The Chairman congratulated Rainford Band on being awarded 3<sup>rd</sup> place at the North West Championships
- The new bar is now open and has been universally well received by customers and staff
- The Beer Festival was the most successful to date and the Gin Table raised £700 for the Chairman's fund for Rainford Band
- The impromptu Michael Bubl  tribute night was a great success
- Councillor Monk thanked Councillor P Jones for devising such a clever and enjoyable quiz which took place on 21.02.2020 to raise money for the Chairman's fund
- The Chairman intended to take agenda item 1021 before agenda item 1020
- Councillor Monk proposed that the press and public are excluded for agenda item 1022 which would be the last item considered. This was agreed.

**1015. To hear and respond to any questions/deputations by members of the public:**

None

**1016. To approve as a correct record the minutes of the Rainford Parish Council meeting held on Monday 27 January 2020:**

**RESOLVED:** *Councillor Sterry proposed the draft minutes of the meeting held on Monday 27 February 2020 as a true and accurate record. This was seconded by Councillor P Jones and carried unanimously*

**1017. Receipts and Payments for January 2020:**

*See Appendix 1 for full details.*

**Receipts for January 2020: £13,454.59 Payments for January 2020: £13,685.42**

Amount Invoiced in January 2020: £8462.89

Bank Balances as at 31.02.2020: Current A/C £1,512.77 Savings A/C £40,955.06

Bar	£3115.65	£ 330.84
Communications	£	£ 338.71
Earmarked Expenditure	£ 124.00	£
Events	£ 2903.00	£ 2086.78
Fees	£ 7.77	£ 727.32
Pavilion	£	£ 32.83
S137	£	£ 50.00
Utilities	£	£ 677.45
Village Hall	£ 5367.00	£ 2167.60
<b>TOTAL</b>	<b>£13,454.59</b>	<b>£6,411.53</b>
<b>Bar Refurbishment</b>		<b>£ 7637.56</b>

**RESOLVED:** *Councillor Nichols proposed the figures be accepted. This was seconded by Councillor P Jones and carried unanimously*

**1018. Clerk's Report:**

1. Charis is back with us and has been doing some excellent work on the website. Her probationary period finishes on 24.02.2020. Councillor P Jones and I will be meeting with her on 20.02.2020 for a review of her progress so far. *This meeting took place and it was confirmed that Charis had successfully completed her probationary period*
2. The meeting with Melanie Hale did not take place, but Councillor Travis and Lynda Shave met with members of the Planning Department.
3. The accounts for the Christmas Fayre have been finalised. *The Clerk was asked to circulate these to all Councillors* **Action: The Clerk**
4. The new cleaning arrangements are working well so far. The cleaner comes in regularly on a Wednesday and Saturday mornings, with additional times worked as necessary.
5. The alterations to the Bar are complete, except for the flooring in the back bar which is scheduled to be completed on 24.02.2020. Additionally, the folding doors between the bar area and the Main Hall need planning and re-hanging. This is scheduled for w/c 17.02.2020. *The flooring has not yet been completed as there was a problem with the last piece and a new piece has been ordered. It is hoped that the flooring will be completed on 25.02.2020. The doors still require planning and re-hanging*
6. The application for the loan from the PWLB is still being processed, but I have had correspondence with DCLG and it is hoped that it will now progress quickly.
7. The new tills have arrived and have been installed.
8. A letter has been received from Garry Vann confirming that he had received a letter from St Helens Council's legal department. This stated that instructions had not been received from the Estates department regarding the lease for the Village Hall. *Councillor Nichols speculated that perhaps the Parish Council should be more pro-active if St Helens Council refuse to respond*
9. Councillor Reynolds has provided documents the H & S policy documents can be formulated. This will be on the agenda for the February Council meeting
10. The request for information regarding the Village Hall from the Valuation Office Agency has not yet been supplied, but will be completed by 21.02.2020.
11. A formal opening of the refurbished bar took place on 07.02.2020. The new look bar was universally well received. The Bar staff really like it as well and it is a much pleasanter and efficient environment for them to work in.

12. A second meeting with the surveyor will take place on 21.02.2020. *The surveyor did attend on 21.02.2020, but was not at the Village Hall for very long as he was called away on a family matter. A date for his return has not yet been agreed.* **Action: The Clerk**
13. St Helens Council have not yet sent details of staff salaries for January. These have been requested. *These have now been received and the overpayments made in January have been compensated in February*
14. A meeting with Melanie Burrows (Road Safety Officer for St Helens Council) took place on 11.02.2020 to move the Community Speed Watch programme forward and discuss other initiatives for Rainford.
15. A resident has agreed to become a local co-ordinator for Keep Rainford Tidy, organising litter picks etc. A meeting took place with the Chairman on 14.02.2020 and a strategy was agreed on.
16. 3 estimates for the replacing the hedge at the front of the Village Hall with railings have been obtained.
17. Bar prices have been increased in line with increases from the supplier.
18. An invoice was received for an unexpected booking for a Michael Bubl  tribute act for 14.02.2020. An event was created and 116 tickets were sold, more than recouping the cost. Bar sales for the evening were over  900.
19. Articles for the next newsletter in The Connection have been submitted and the magazine is due out w/c 17.02.2020.
20. The following is an extract received from an email from the Planning Dept at St Helens Council:  
I write in reference to the above subject matter to update you of the ongoing enforcement case and breach of planning control at number 10 Church Road. (The old cobblers)  
An assessment has now been carried out on the development that is taking place, and it has been determined as the structure is situated within the Rainford conservation area planning permission is required for the alterations made to the shop front.  
It has also been found that the occupant is running a business from the premises that would not be considered permitted development and as such a change of use permission would also be required, it has been requested that the owner/occupier of the premises seeks to regularise the current breach of planning control by means of a planning application submission and at this point it is hoped their cooperation can be relied upon.  
I have informed the planning officer that the building has now been painted dark grey.
21. Several requests for information regarding the Art Exhibition have been received.
22. The Insurance renewal documents have been received.
23. A complaint has been received on behalf of a resident in Rookery Lane regarding the lack of parking
24. A quote has been obtained to extend the CCTV in the Main Hall and Bar area.
25. The Internal Auditor has been booked for the end of the financial year.
26. A copy of the minutes from the RiB meeting held on 12.02.2020 have been received.
27. A checklist has been obtained to ensure the Parish Council is complying with GDPR responsibilities.
28. Arrangements to keep the existing email addresses until the change-over has been completed to the .gov.uk email addresses have been made and so the website is now ready to go live.

**1019. School Liaison Councillor's Report:**

As Councillor Lamb had not arrived at the meeting, this item was deferred.

#### 1021. Committee Membership:

**RESOLVED:** *Councillor Monk proposed that Councillors Lamb and Reynolds cease to be members of the Finance, Planning & Administration committee. Also, that the Bar Refurbishment committee is disbanded and additionally that Councillors Grice, Reynolds and Wesley become members of the Community Liaison Committee, along with residents Mr Andrew Ashcroft and Mr Phil Thomas. This was seconded by Councillor Newton and carried unanimously*

#### 1020. Committee Reports:

- **Bar Refurbishment Committee:** Councillor Long informed the meeting that the bar refurbishment was almost complete. The total cost would be £21,323.33. This is well under the £25,000 budget. The new look bar and lounge area is excellent and has been a huge success with customers, with many positive comments. Additionally, it is a greatly improved working environment for the staff. Councillor Grice expressed his thanks to Councillor Long for his very professional work on this project.
- **Borough Council:** Councillor Reynolds informed the meeting of the following:
  - The budget meeting at St Helens Council will be held on 04.03.2020. It is expected that there will be a 4% increase in the rates
  - St Helens Council are looking into making savings from library buildings
  - The Local Plan has still not been submitted
  - Following a meeting with Borough Councillor A Jones, residents and Council officers, it had been proposed that double yellow lines are put in Linear Bank Close

#### Councillor Lamb joined the meeting at 7.15pm

- There are plans for the near future to close a section of Church Road for repair works. Councillor Nichols requested that temporary restrictions are applied on Derby Drive to prevent parking on both sides of the road during the closure.
- Mill Lane is now fully open again.
- The Street Lights on News Lane will be repaired in March 2020. There was a short discussion regarding this and it was noted that assurances had been given that the repairs would be undertaken in January 2020. Councillor Reynolds stated that it had logistically it would not be possible to get the repairs done until March.
- The height of the brook was being monitored. It had reached its highest level for sometime recently, but flooding did not appear imminent.

Councillor Travis asked for an update on the pilot recycling scheme that had taken place in Rainford Junction.

#### **Action: Councillor Reynolds**

- **Community Liaison Committee:** The Chairman asked Councillor Lamb to include his report as School liaisons officer in this section.  
Councillor Lamb informed the meeting of the following:

- ❖ The CLC would be working on a Litter project which will be launched as part of Keep Britain Tidy's Big Spring Clean campaign. A Big Litter Pick on the Bypass will be organised for 22.03.2020, when residents will be encouraged to litter pick for up to an hour. Equipment will be available from the Village Hall. Recent litter picking events have shown that people are willing to get involved in this and want to Keep Rainford Tidy. Councillor Reynolds stated that litter picks had been arranged at Rainford Junction for 08.03.2020 and 04.04.2020
- ❖ Another new initiative for the CLC would be the introduction of a Green Dog Tag scheme. Many other councils have introduced this and it has been found to be effective in reducing dog fouling. Research has shown that most dog owners are responsible, but a minority allow their dogs to be persistent offenders. Dog owners will be asked to sign a pledge agreeing to put the green tag on their dog's collar or

wear it themselves when they are walking their dog, always clear up after their dog and responsibly dispose of the waste, plus give poop bags to anyone who asks for one. The scheme is completely non-confrontational, but encourages people to advertise that they are responsible dog owners. There was a short discussion and it was noted that this was a positive scheme for helping to reduce the amount of dog fouling in Rainford.

Councillor Grice requested feedback from the schools regarding the Art Exhibition. Councillor Lamb stated he had not received any.

- **Finance, Planning & Administration Committee:** *See Appendix 1 for the minutes of the meeting held on 12.02.2020*

Councillor P Jones reported as follows:

- Planning Applications: 2 sets of plans were considered at the meeting:  
*P/2020/0065/LBC: Listed building consent for minor internal alterations  
Heysome House, Crank Hill*

There were no objections to this application

*P/2020/0070/HHFP: Single storey extension to front elevation 14 Pine Dale, Rainford*

There were no objections to this application

**RESOLVED:** *Councillor P Jones proposed that the planning applications be accepted with no objections. This was seconded by Councillor Long and carried unanimously*

**Action: The Clerk**

Since the meeting 2 further sets of plans had been received:

*P/2020/0129/HHFP: Single Storey extension to front elevation. 4 Reeds Brow*

There were no objections to this application

*P/2020/0131/HHFP: Demolition of existing garage and erection of a two-storey side extension, single storey rear extension along with modifications to front porch.  
11 Fern Bank Rainford, WA11 8DZ*

There were no objections to this application

**RESOLVED:** *Councillor P Jones proposed that the planning applications be accepted with no objections. This was seconded by Councillor Sterry and carried unanimously*

**Action: The Clerk**

In future a new system for processing planning applications received will be introduced

- Finance

- The issue of the overpayment of the bar staff had been resolved

- Bar prices had increased as the supplier had increased their costs and the minimum wage will increase from 01.04.2020

- 3 estimates for the cost of railings had been received ranging from £6240 to £3950. Therefore, the proposal from Rainford In Bloom could not be considered until the next financial year

- The cost of a Wedding Reception at the Village Hall is to be increased to £950, which still represents excellent value

- Administration

A surveyor had visited the Village Hall and would be returning shortly to complete the survey

**Action: The Clerk**

**1023. Working Party Reports:**

- **Christmas Fayre Working Party:** Councillor Reynolds informed the meeting that the Christmas Fayre had made a profit of around £2000 and that it had been decided to fund a project which would have the widest possible benefit for residents of the parish. There was a discussion regarding the distribution of the funds, but it was acknowledged that it had previously been agreed that the Working Party would be deciding how any excess income would be spent. Plans for this year's Christmas Fayre had not yet begun in earnest, but as there was more time, there would be better pacing.

- **Executive Working Party:** Councillor Monk stated that the EWP continued to meet on an ad hoc basis to ensure that projects are moved along between Council meetings and assist the Clerk in setting the agenda.
- **Neighbourhood Plan Working Party:** Councillor Travis reported that the intention to produce a Neighbourhood Plan would be launched to the parish on 09.03.2020. However, this would be a low-key event with announcements being made on the Parish Council's website and social media. This will be followed up by an article in the next newsletter in The Connections magazine. The working party are contemplating how Facebook will be used. It is difficult to gauge what the response will be.  
For the initial consultations, constituents will be grouped into community groups and organisations, businesses and services. The WP is currently working on a simple survey for community groups and organisations, which will be introduced at an event on 02.04.2020. Councillor Brown queried the timing of this event due to purdah before the local elections on 07.05.2020. The Clerk was asked to establish the rules.  
2 consultants have been approached for quotes.  
**Action: The Clerk**

**1024. Health & Safety Policy Documents:**

*See Appendix 2 for documents*

Councillor Reynolds informed the meeting that he had used the HSE health & safety check list for village halls and converted the broad points into a set of tasks to be completed by specified people at certain times. This would be followed up by Councillors checking once a quarter that the tasks had been completed. Log books would need to be created and maintained for the tasks.

**Action: The Clerk/Councillor Reynolds**

**1025: Opening the Bar on Walking Day:**

Councillor P Jones opened a discussion about the possibility of opening the bar in the Village Hall on Walking Day. The following points were made:

- There has been trouble on previous walking days
- There should be fixed hours for opening
- It could be promoted as family friendly
- Plastic glasses would be required
- The new carpet/lawn might be ruined
- Does the license cover outside drinking and something that is not a function
- It is an innovative idea

It was agreed by a show of hands of 10 to 3 that the idea should be considered further at the next meeting after additional information had been gathered.

**Action: The Clerk**

**1026: Updates**

**Art Exhibition:** Councillor Grice asked the Clerk if there had been further enquiries. The Clerk confirmed this. Councillor Lee stated that the children's photographic competition would now be in 3 sections. A judge had been appointed. 2 adult photographers would be exhibiting as well. Councillor Brown asked for a poster for Crank nursery. The Chairman asked the Clerk to inform all Councillors where there were still gaps on the rota.

**Action: Councillor Grice/The Clerk**

**Community Speed Watch:** Councillor Monk asked the Clerk to give an update. There are now 10 volunteers in the vetting process. The Road Safety Officer for St Helens Council had provided A5 cards to put on windscreens of cars parked on the pavement, to remind drivers that they should not be parked on the pavement.

Councillor Lee requested that Councillor Nichols ask the Principal at Rainford High School to inform the police when there is an open evening, due to the number of parked cars.

**Action: Councillor Nichols**

**New Website:** The Clerk informed the meeting that the new website is now live but there are some teething problems with it and still some information to be included.

**VE Day Celebrations:** The Clerk brought the meeting up to date with the arrangements for the 75<sup>th</sup> Anniversary of VE Day celebrations. Church bells would be rung across the nation at 7pm. In Rainford this will be followed by a short ecumenical Church service led by Reverend Janet. The concert would take place in All Saints Church as it is the largest venue in the village on 08.05.2020 at 7.30pm. Some groups had already agreed to take part. Each item would have a VE Day theme and there will be words and music all with a celebratory feel. There was a short discussion including whether it would be a ticketed event. The Clerk would be contacting the vergers and Church wardens to discuss the details further.

**Action: The Clerk**

**News Lane resident's complaints:** There was a discussion regarding the volume of lorries on News Lane. The company involved are not transgressing any regulations. Concerned residents can note down the van registration and pass it back through the company website. Additionally, the company offer tours so residents could become more informed about the organisation.

**1027. Diary Dates**

19.02.2020	7pm	Community Cinema <i>Murder on the Orient Express</i>
21.02.2020	7.30pm	Chairman's Fundraiser – Quiz (Tickets £7)
24.02.2020	7pm	Full Council Meeting
07.03.2020	11am	Borough Councillors' surgery
11.03.2020	6.30pm	Finance, Planning & Administration Committee Meeting
14.03.2020	7.30pm	Chairman's Fundraiser – Spanish Evening (Tickets £20)
18.03.2020	7pm	Community Cinema <i>Red Joan</i>
20 – 22.03.2020		Art Exhibition
23.03.2020	7pm	Full Council Meeting
28.03.2020	7.30pm	Chairman's fundraiser – Band Concert
08.04.2020	6.30pm	Finance, Planning & Administration Committee Meeting
15.04.2020	7pm	Community Cinema <i>The Hustle</i>
17.04.2020	7pm	Chairman's fundraiser – Country Night (Tickets £25 including food and Dolly Parton Tribute act)
27.04.2020	7pm	Full Council Meeting
07.05.2020		Local Elections
08.05.2020	7pm	VE Day Concert
13.05.2020	6.30pm	Finance, Planning & Administration Committee Meeting
15.05.2020	6pm	Annual Meeting of the Parish Council followed by the Chairman's Evening

Councillor Sterry pointed out that 22.03.2020 is Mothering Sunday

The Chairman asked for support for the remaining fundraisers; the Spanish evening, the Country night with a Dolly Parton tribute and the auctioning of a 5-course dinner with matching wines at a mutually convenient date at his house.

**The Clerk and the Administration Assistant were asked to leave the meeting**

**1022. Private Agenda:**

*See separate documents for the agenda and minutes*

There being no other business, the meeting closed at 8.35pm

---

**Councillor David Monk**  
Chairman, Rainford Parish Council 2019/20

## Appendix 1

### Items 1017/1020

**Minutes of a meeting of the  
FINANCE, PLANNING & ADMINISTRATION COMMITTEE OF RAINFORD PARISH COUNCIL  
held in the Council Chamber at Rainford Village Hall, Church Road, Rainford  
on Wednesday 12 February 2020 commencing at 6.30pm**

**PRESENT: Councillors: Jones (Chairman), Long, Monk, Sterry**

**IN ATTENDANCE: Sally Powell (Clerk)**

**1. Apologies:**

Councillors: Lamb (Family), Reynolds (Business)

**2. Approval of the minutes of the meeting of the Finance, Planning and Administration Committee held on 15.01.20:**

The minutes were agreed as a true and accurate record, proposed by Councillor Sterry, seconded by Councillor Monk and carried unanimously.

**3. Plans:**

P/2020/0065/LBC: Listed building consent for minor internal alterations

Heysome House, Crank Hill

There were no objections to this application

P/2020/0070/HHFP: Single storey extension to front elevation

14 Pine Dale, Rainford

There were no objections to this application

**4. Clerk's Update Report:**

The Chairman went through the Clerk's report and the Clerk clarified items as required:

29. Charis is back with us and has been doing some excellent work on the website. Her probationary period finishes on 24.02.2020. Councillor Jones and I will be meeting with her before then for a review. *This meeting has been set for 20.02.2020. On the whole, the apprentice is doing well and her progress is pleasing.*
30. The meeting with Melanie Hale did not take place, but Councillor Travis and Lynda Shave met with other members of the Planning Department.
31. The accounts for the Christmas Fayre have been finalised.
32. The new cleaning arrangements are working well so far. The cleaner comes in regularly on a Wednesday and Saturday morning, with additional times worked as necessary.
33. The alterations to the Bar are complete, except for the flooring in the back bar.
34. The application for the loan from the PWLB is still being processed, but I have had correspondence with DCLG and it is hoped that it will now progress quickly. *There was a short discussion and the Clerk confirmed that all the required documents had been submitted*
35. The new tills have arrived and have been installed.
36. A letter has been received from Garry Van confirming that he had received a letter from St Helens Council's legal department. This stated that instructions had not been received from the Estates department regarding the lease for the Village Hall. *The Clerk read out this letter and there was a short discussion. It was agreed that the Parish Council should wait for the Estates Department to make clear St Helens Council's intentions regarding the renewal of the lease for the Village Hall.*
37. Councillor Reynolds will be sending relevant documents to the office so the H & S policy documents can be formulated. This will be on the agenda for the February Council meeting. *The Clerk confirmed that these documents were not yet ready.*
38. The request for information regarding the Village Hall from the Valuation Office Agency has not yet been supplied, but will be completed by 14.02.2020.
39. A formal opening of the refurbished bar took place on 07.02.2020. The new look bar was universally well received. The Bar staff really like it as well.
40. A second meeting with the surveyor will take place on 21.02.2020. *Information requested by the surveyor has been provided.*
41. St Helens Council have not yet sent details of staff salaries for January. These have been requested.



42. A meeting with Melanie Burrows (Road Safety Officer for St Helens Council) is scheduled for 11.02.2020 to move the Community Speed Watch programme forward. *The Clerk confirmed that this took place and that there were discussions regarding the vetting of prospective volunteers, the involvement of the local schools, the possibility of holding a 'Kid's Court' and the RTC that occurred at the junction of Mossborough Road and Church Road on 07.02.2020. The meeting discussed these items and the problem of debris reducing the width of some footpaths. The Clerk was requested to pass on concerns regarding the junction of The Avenue with Ormskirk Road and that a street lamp is out at the top of Mossborough Road.*
43. A resident has agreed to become a local co-ordinator for Keep Rainford Tidy, organising litter picks etc. A meeting has been arranged with the Chairman for 14.02.2020.
44. 3 estimates for the replacing the hedge at the front of the Village Hall with railings have been obtained.
45. Bar prices have been increased in line with increases from the supplier.
46. An invoice had been received for an unexpected booking for a Michael Bubl  tribute act for 14.02.2020. An event was created and to date 90 tickets have been sold, recouping the majority of the cost. We will also have bar sales for the night. *106 tickets have now been sold*
47. Copy has been sent for the next newsletter to The Connection magazine.
48. The following is an extract received from the Planning Dept at St Helens Council:  
 I write in reference to the above subject matter to update you of the ongoing enforcement case and breach of planning control at number 10 Church Road. *(The old cobblers)*  
 An assessment has now been carried out on the development that is taking place, and it has been determined as the structure is situated within the Rainford conservation area planning permission is required for the alterations made to the shop front.  
 It has also been found that the occupant is running a business from the premises that would not be considered permitted development and as such a change of use permission would also be required, it has been requested that the owner/occupier of the premises seeks to regularise the current breach of planning control by means of a planning application submission and at this point it is hoped there cooperation can be relied upon.  
 I have informed the planning officer that the building has now been painted dark grey.
49. Several requests for information regarding the Art Exhibition have been received.
50. The Insurance renewal documents have been received.

##### 5. Income and Expenditure for January 2020:

Summary – See Appendix 1 for full details

**Receipts for January 2020: £13,454.59 Payments for January 2020: £13,685.42**

**Amount Invoiced in January 2020 : £8462.89**

**Bank Balances as at 31.01.2020:**

	Current Account £1,743.60	Business Savings Account £40,955.06
	Receipts	Payments
Bar	£3115.65	£ 330.84
Bar Refurbishment	£	£ 7637.56
Communications	£	£ 338.71
Earmarked Expenditure	£ 124.00	£
Events	£ 2903.00	£ 2086.78
Fees	£ 7.77	£ 727.32
Pavilion	£	£
PWLB	£	£
S137	£	£ 50.00
Staff Costs	£	£
Utilities	£	£ 677.45
Village Hall	£ 5367.00	£ 2167.60
VAT Refund	£ 1937.17	
<b>TOTAL</b>	<b>£13,454.59</b>	<b>£13,685.42</b>

It was noted that there are no salary payments in the January figures.

Councillor Jones proposed that the accounts were accepted. This was seconded by Councillor Long and carried unanimously.

**6. Bar Refurbishment:**

Councillor Long stated that he was delighted with the results of the Bar refurbishment and thanked the staff for their work and involvement. It was agreed that the new layout enhances the Main Hall. The flooring at the back of the bar is not yet complete and the folding doors between the bar area and the Main Hall need planning before they can be re-hung. The committee wished to record its thanks to David Rigby and stated that the work was a credit to him and his co-workers. The Clerk was asked to write to him. The Clerk requested permission to purchase new tables for the bar area. The Chairman asked for quotes to be obtained. It was suggested that the glass in the folding doors should be replaced.

**7. Beer Festival:**

The profit from the Beer Festival was just short of £1100. This was more than double last year's figure. There was a short discussion regarding the perennial problem of people remarking that they were unaware that it was taking place. However, the response had been good and more had attended than in previous years. The Clerk was asked to write and thank all the sponsors.

The Chairman announced his intention to change the order of the agenda.

**11. Rainford in Bloom Plans for the front of the Village Hall:**

3 estimates for railings have been received: £6240, £5695 and £3950

There was a discussion regarding the project. It was agreed that costings should be obtained for the work that Rainford in Bloom wish to undertake on the left-hand side of the Village Hall. However, the work at the front of the building replacing the hedge with railings is not urgent, but would be quite an expensive project. Therefore, it cannot be considered in this financial year.

**12. Increase for charges for Wedding Receptions:**

The Chairman informed the meeting that the Executive working party had discussed increasing the basic cost of hiring the hall for a Wedding Reception to £950. There was a short discussion and it was agreed that this should be with immediate effect for any new enquiries.

**13. Data Protection Review:**

In line with the Financial Risk Assessment document, the Council's policy for data protection is reviewed in February of each year. The document was considered and it was agreed that the Clerk should contact the officer responsible for GDPR at St Helens Council for guidance on how to show that the Parish Council is compliant.

**14. Walking Day:**

There was a discussion regarding the possibility of opening the bar in the Village Hall on Walking Day. Traditionally, this is one of the busiest days of the year for the pubs in Rainford so it represents an opportunity for increased revenue. However, concerns were raised regarding security. It was agreed that it was a good initiative, but that a risk assessment was required and that the discussion and decision should take place at the full council meeting as a separate agenda item. The Clerk would discuss the idea further with the Bar Manager and produce a short discussion document for circulation with the agenda for the full council meeting on 24.02.2020.

**Items 8, 9 and 10 were Private Agenda items and were therefore, minuted separately**

There being no other business, the meeting closed at 19.44

---

**Councillor Peter Jones**

**Chairman, Finance, Planning & Administration Committee**

**Rainford Parish Council 2019/20**

**Appendix 1**

**Item 5 - Detailed receipts and payments for January 2020**

Cost Code	Vch	Date	Description	Supplier	Net	Va	Tota
1	472	02/01/20	Bar Services	Ferous Powell	46.20	0.00	46.20
			<b>Subtotal for Bar Expenses</b>		<b>£46.20</b>	<b>£0.00</b>	<b>£46.20</b>
Code ##	Vch	Date	Description	Supplier	Net	Va	Tota
	460	17/01/20	Roller Shutters	Roller Shutter Services Ltd	1,350.00	270.00	1,620.00
	483	28/01/20	Cash Registers	CRG	572.27	114.45	686.72
	484	28/01/20	Bar refurbishment	David Riebv Joinery	4,166.67	833.33	5,000.00
			<b>Subtotal for Bar Refurbishmer</b>		<b>£5,088.94</b>	<b>£1,217.78</b>	<b>£7,306.72</b>
Code 79	Vch	Date	Description	Supplier	Net	Va	Tota
	487	31/01/20	Bar Stock	Marble Beers Ltd	237.20	47.44	284.64
			<b>Subtotal for Beer</b>		<b>£237.20</b>	<b>£47.44</b>	<b>£284.64</b>
			<b>Subtotal for Bar</b>		<b>6,372.34</b>	<b>1,265.22</b>	<b>7,637.56</b>
Cost Code	Vch	Date	Description	Supplier	Net	Va	Tota
84	474	20/01/20	Telephone & Broadband	Virion Media Business	52.76	10.55	63.31
			<b>Subtotal for Broadband/Mobile</b>		<b>£52.76</b>	<b>£10.55</b>	<b>£63.31</b>
Code ##	Vch	Date	Description	Supplier	Net	Va	Tota
	467	17/01/20	Newsletter	The Connection	210.00	0.00	210.00
			<b>Subtotal for Newsletter</b>		<b>£210.00</b>	<b>£0.00</b>	<b>£210.00</b>
Code 87	Vch	Date	Description	Supplier	Net	Va	Tota
	471	17/01/20	Sunnlies	Wilko	4.17	0.83	5.00
			<b>Subtotal for Stationery</b>		<b>£4.17</b>	<b>£0.83</b>	<b>£5.00</b>
Code 89	Vch	Date	Description	Supplier	Net	Va	Tota
	478	24/01/20	Telephone & Broadband	Clear Business	50.33	10.07	60.40
			<b>Subtotal for Telephone</b>		<b>£50.33</b>	<b>£10.07</b>	<b>£60.40</b>
			<b>Subtotal for Communications</b>		<b>317.26</b>	<b>21.45</b>	<b>338.71</b>
Cost Code	Vch	Date	Description	Supplier	Net	Va	Tota
95	470	17/01/20	Bar Expenses	Total Merchandise	185.00	37.00	222.00
	477	23/01/20	Beer Festival	Festival Glass	959.12	191.82	1,150.94
	486	31/01/20	Bar Expenses	En-Jov Shoo	41.74	0.00	41.74
			<b>Subtotal for Beer Festival</b>		<b>£1,185.86</b>	<b>£228.82</b>	<b>£1,414.68</b>
Code 94	Vch	Date	Description	Supplier	Net	Va	Tota
	466	17/01/20	Laundry	Ravenhead Services Ltd	101.75	20.35	122.10
			<b>Subtotal for Function Extras</b>		<b>£101.75</b>	<b>£20.35</b>	<b>£122.10</b>
Code ##	Vch	Date	Description	Supplier	Net	Va	Tota
	459	16/01/20	Entertainment	Garston Entertainments	550.00	0.00	550.00
			<b>Subtotal for Michael Buble Tribu</b>		<b>£550.00</b>	<b>£0.00</b>	<b>£550.00</b>
			<b>Subtotal for Events</b>		<b>1,837.61</b>	<b>249.17</b>	<b>2,086.78</b>
Cost Code	Vch	Date	Description	Supplier	Net	Va	Tota
##	462	17/01/20	Stocktake	Keith Reid	75.00	0.00	75.00
			<b>Subtotal for Audit</b>		<b>£75.00</b>	<b>£0.00</b>	<b>£75.00</b>
Code ##	Vch	Date	Description	Supplier	Net	Va	Tota
	473	09/01/20	Bank Charoes	Barclays Bank	63.34	0.00	63.34
			<b>Subtotal for Bank Charges</b>		<b>£63.34</b>	<b>£0.00</b>	<b>£63.34</b>
Code ##	Vch	Date	Description	Supplier	Net	Va	Tota
	469	08/01/20	Card Machine	Merchant Rentals	12.59	0.00	12.59
	476	22/01/20	Card Machine	Merchant Rentals	21.99	4.40	26.39
			<b>Subtotal for Card Machine</b>		<b>£34.58</b>	<b>£4.40</b>	<b>£38.98</b>
Code ##	Vch	Date	Description	Supplier	Net	Va	Tota
	468	17/01/20	Christmas Tree	St Helens Council	550.00	0.00	550.00
			<b>Subtotal for St Helens Council</b>		<b>£550.00</b>	<b>£0.00</b>	<b>£550.00</b>
			<b>Subtotal for Fees</b>		<b>722.92</b>	<b>4.40</b>	<b>727.32</b>
Cost Code	Vch	Date	Description	Supplier	Net	Va	Tota
S137	463	17/01/20	Flowers	Wendys Flowers	41.67	8.33	50.00
			<b>Subtotal for Flowers</b>		<b>£41.67</b>	<b>£8.33</b>	<b>£50.00</b>
			<b>Subtotal for S137</b>		<b>41.67</b>	<b>8.33</b>	<b>50.00</b>
Cost Code	Vch	Date	Description	Supplier	Net	Va	Tota
Utilities	479	27/01/20	Electricity	British Gas	564.54	112.91	677.45
			<b>Subtotal for Electricity</b>		<b>£564.54</b>	<b>£112.91</b>	<b>£677.45</b>
			<b>Subtotal for Utilities</b>		<b>564.54</b>	<b>112.91</b>	<b>677.45</b>
Cost Code	Vch	Date	Description	Supplier	Net	Va	Tota
Village Ha	464	17/01/20	Supplies	System Hvacene	150.14	30.03	180.17
	465	17/01/20	Glass Recvclng	Greenhove Recvclng & Wa	18.00	3.60	21.60
	475	20/01/20	Waste Removal	R & MWaste Services	185.84	37.17	223.01
			<b>Subtotal for General Maintena</b>		<b>£353.98</b>	<b>£70.80</b>	<b>£424.78</b>
Code 54	Vch	Date	Description	Supplier	Net	Va	Tota
	461	17/01/20	Error	24/7 Patient Ostomv Sunnli	275.00	0.00	275.00
			<b>Subtotal for Office Rental</b>		<b>£275.00</b>	<b>£0.00</b>	<b>£275.00</b>
Code ##	Vch	Date	Description	Supplier	Net	Va	Tota
	480	28/01/20	Rates	St Helens Council	1,203.00	0.00	1,203.00
	481	28/01/20	Sunnlies	Vikinn	47.88	9.58	57.46
			<b>Subtotal for Rates</b>		<b>£1,250.88</b>	<b>£9.58</b>	<b>£1,260.46</b>
Code ##	Vch	Date	Description	Supplier	Net	Va	Tota
	482	28/01/20	Supplies	Electrical & Combustion NV	166.17	33.23	199.40
	485	31/01/20	Sunnlies	DGS	7.96	0.00	7.96
			<b>Subtotal for Repairs and Rene</b>		<b>£174.13</b>	<b>£33.23</b>	<b>£207.36</b>
			<b>Subtotal for Village Hall</b>		<b>2,053.99</b>	<b>113.61</b>	<b>2,167.60</b>
			<b>TOTALS</b>		<b>£11,910.33</b>	<b>£1,775.09</b>	<b>£13,685.42</b>

**Receipts January 2020**

**Bar**

Bar Takings - Car				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
600	02/01/20		Business C:Bar Takings	476.15
602	03/01/20		Business C:Bar Takings	71.20
606	02/01/20		Business C:Bar Takings	86.10
				<b>£633.45</b>

Bar Takings - Cat				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
593	16/01/20		Business C:Wedding Recet	225.00
640	23/01/20		Business C:Bar Takings	468.75
641	23/01/20		Business C:Bar Takings	678.35
642	23/01/20		Business C:Bar Takings	63.50
643	23/01/20		Business C:Bar Takings	138.95
				<b>£1,574.55</b>

Drinks Package				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
595	16/01/20		Business C:Drinks Package	851.50
604	02/01/20		Business C:Drinks Package	56.15
				<b>£907.65</b>

**Community Projects**

Rainford Band				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
628	28/01/20		Business C:Event Tickets	40.00
638	23/01/20		Business C:Event Tickets	42.00
639	23/01/20		Business C:Event Tickets	42.00
				<b>£124.00</b>

**Events**

Beer Festival				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
590	16/01/20		Business C:Beer Festival	200.00
601	17/01/20		Business C:Beer Festival	0.00
613	21/01/20		Business C:Beer Festival	100.00
616	23/01/20		Business C:Beer Festival	100.00
617	23/01/20		Business C:Beer Festival	700.00
620	23/01/20		Business C:Beer Festival	150.00
623	24/01/20		Business C:Beer Festival	100.00
624	24/01/20		Business C:Beer Festival	225.00
626	27/01/20		Business C:Beer Festival	100.00
634	31/01/20		Business C:Beer Festival	100.00
635	31/01/20		Business C:Beer Festival	100.00
646	23/01/20		Business C:Beer Festival	250.00
647	17/01/20		Business C:Beer Festival	100.00
				<b>£2,225.00</b>

Christmas Fayre				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
637	23/01/20		Business C:Donation	60.00
				<b>£60.00</b>

Christmas Parties				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
603	02/01/20		Business C:Christmas Part	88.00
				<b>£88.00</b>

Function Extras				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
594	16/01/20		Business C:Charitable Fur	370.00
				<b>£370.00</b>

Michael Buble Tr				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
608	20/01/20		Business C:Event Tickets	30.00
618	23/01/20		Business C:Event Tickets	10.00
619	27/01/20		Business C:Event Tickets	10.00
631	30/01/20		Business C:Event Tickets	35.00
633	30/01/20		Business C:Event Tickets	55.00
636	23/01/20		Business C:Event Tickets	20.00
				<b>£160.00</b>

**Fees**

Bank Charges				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
586	09/01/20		Business C:Loyalty Award	7.77
				<b>£7.77</b>

VAT Refund				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
589	14/01/20		Business C:VAT Refund	1,937.17
				<b>£1,937.17</b>

**Village Hall**

Main Hall				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
583	06/01/20		Business C:Yoga Classes	51.00
584	09/01/20		Business C:Fitness beyond	20.00
597	17/01/20		Business C:Pilates	30.00
598	17/01/20		Business C:Country Dancin	40.00
610	20/01/20		Business C:Wald Cats	68.00
614	22/01/20		Business C:Exercise Class	60.00
615	22/01/20		Business C:Exercise Class	60.00
625	27/01/20		Business C:Training Sessin	20.00
629	28/01/20		Business C:Tai Chi Class	68.00
630	29/01/20		Business C:Well-Being Eve	145.00
				<b>£562.00</b>

Main Hall with Ba				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
587	06/01/20		Business C:Birthdav Partv	155.00
605	13/01/20		Business C:Deposit	40.00
612	20/01/20		Business C:Business Mndin	260.00
622	24/01/20		Business C:Birthdav Partv	40.00
				<b>£495.00</b>

Office Rental				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
581	02/01/20		Business C:Office Rental	520.00
582	06/01/20		Business C:Office Rental	375.00
599	27/01/20		Business C:Office Rental	520.00
607	20/01/20		Business C:Office Rental	400.00
621	23/01/20		Business C:Office Rental	500.00
627	27/01/20		Business C:Office Rental	375.00
				<b>£2,690.00</b>

Reception Room				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
585	09/01/20		Business C:Walking Fitness	30.00
588	13/01/20		Business C:Band Workshop	60.00
596	17/01/20		Business C:Pitter Patter Tot	120.00
609	20/01/20		Business C:Mini Professors	45.00
632	30/01/20		Business C:Fitness beyond	80.00
644	23/01/20		Business C:Crank WI Corn	20.00
				<b>£355.00</b>

Wedding Recepti				
Code	#	Bar	Description	Total
Vch	Date	Ban	Description	Total
591	16/01/20		Business C:Wedding Recet	900.00
592	16/01/20		Business C:Charitable Fur	165.00
611	20/01/20		Business C:Deposit	100.00
645	23/01/20		Business C:Deposit	100.00
				<b>£1,265.00</b>

**£13,454.59**

## Appendix 2

### Item 1024



HSE check list for  
village halls.pdf



Copy of Health and  
safety rules and che

DRAFT