



**Date: 05.08.2020**

**You are summoned to attend a virtual meeting of the  
FINANCE, PLANNING & ADMINISTRATION COMMITTEE  
OF RAINFORD PARISH COUNCIL  
via Zoom on Wednesday 12 August 2020 at 6.30pm**

**The Press & Public are invited to attend.**

### **AGENDA**

- 1. Apologies**
- 2. Approval of the minutes of the meeting of the Finance, Planning and Administration Committee held on 08.07.2020**  
*See separate document*
- 3. Plans**  
As of 05.08.2020 no sets of plans had been received since the full Council meeting on 27.07.2020
- 4. Clerk's Update Report**  
*See attached document*
- 5. Income and Expenditure for July 2020**  
*For information and approval See attached documents for full details*  
**Receipts for July 2020: £8359.62**  
**Payments for July 2020: £2966.04**  
**Amount invoiced in July 2020: £2795.00**  
**Bank Balances as at 31.07.2020: Current A/C £9198.08      Business A/C £72110.45**  
**Payments do not include staff costs for July 2020**
- 6. Revised Cashflow Document 2020/21**  
*For discussion and decision. See attached document*
- 7. Revised Budget for 2020/21**  
*For discussion and decision. See attached document*

**8. Rainford Volunteers**

*For discussion and decision.*

*The Rainford Volunteer scheme for COVID-19 will officially finish on 21.08.2020. All registered households will be contacted to inform them and a letter of thanks will be sent to all Volunteers. At the last full Council meeting there was a discussion about holding some sort of event to thank the volunteers. An Afternoon Tea for 100 guests (there are approximately 75 registered volunteers) would be circa £400. At the present time it is not known when it would be allowable to hold such an event.*

**9. Hall Income**

*For information and decision.*

*In order to bring in some income, the bar has been opened at various times over the last 3 weekends. A free quiz is being held on Friday evening. Additionally, the bar has been opened for 3 meetings on weekday evenings. To date, there has been a profit of around £500 from bar sales.*

*2 regular classes have restarted. Others have indicated that they would like to restart in September. 2 have indicated that they will not be returning. Interest has been shown from 2 other organisations for starting classes. Both were previously using the Scout Hut and would be temporary. One enquiry was from Rainford Table Tennis Club who would use the hall one evening per week for 3 – 4 hours (£51 - £68 per week), but would need space to store the tables. The other would be one day per week between 9am and 3pm (£60 - £102 per week depending on the rate charged). These have not been included in the cash flow/budget.*

*A very small gathering following a Wedding ceremony at All Saints Church has been booked for 29.08.2020.*

**10. Surveyor's Report**

*For discussion and decision if the report has been received before the meeting. As at 05.08.2020, it was not available.*

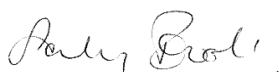
**11. Rainford Christmas Fayre**

*For discussion and decision. See separate document*

*The 2 resident members of the RCF Working Party are not satisfied with the way certain decisions were made and how the accounts have been presented. The last set of accounts and the notes from the meetings, along with the queries have been collated into a separate document.*

**11. Contingency plans**

*For discussion. At present it is not known when the Village Hall will be able to allow classes to recommence or allow functions and events. The worst-case scenario would be that there is very little income from the Village Hall for the rest of the financial year. A contingency plan is needed to show how the Parish Council would remain solvent in this scenario.*



**Sally Powell**

**Clerk & RFO to Rainford Parish Council**

#### **Item 4. Clerk's update Report:**

##### **Clerk's Report for the Finance, Planning & Administration committee meeting of Rainford Parish Council on 12.08.2020**

1. There has been no further correspondence regarding the renewal of the lease for the Village Hall.
2. The surveyor had a site visit at the Village Hall on 06.08.2020. This is a separate item on the agenda.
3. The Volunteer scheme is still in operation. Some households no longer require assistance, but those that do are still being helped. Some volunteers have returned to work. The scheme is due to end officially on 21.08.2020. All households will be informed. The Chairman of the Council has written a personal letter of thanks to all the Volunteers, which will be distributed shortly.
4. The Risk Assessments for re-opening the hall were accepted by the Council. The 2 classes that have re-started have signed the RA for hall users which includes the additional hiring conditions.
5. Statements from the Government regarding COVID-19 are monitored on a daily basis for relevance to the Parish Council and the Village Hall.
6. Outstanding debts have been chased and monies collected. Remaining debts will be chased on a weekly basis.
7. The Bar has opened for 3 weekends. The Bar staff continue to work flexibly. Hall income is a separate item on the agenda.
8. The water heaters in the Reception Room and in the disabled toilet have been replaced.
9. No date has been received yet for the arrival of the memorial bench for Mike Olley.
10. A meeting via Zoom is scheduled for 06.08.2020 between Cllr Reynolds and residents interested in the possibility of securing Government funds for the extension of the Linear Way and recovering the cycle path between Sandwash Close and Carr Mill.
11. Members of the Christmas Fayre working party have been informed of the Council's decision not to go ahead with a Christmas Fayre this year. Some Working Party members feel that there are still accounting issues to be resolved. This is a separate agenda item.
12. I am still waiting for information from the officer at St Helens Council who is dealing with the land at the rear of the Village Hall and confirmation that the land can be sub-let.

## Item 5. Income & Expenditure for July 2020:

### RECEIPTS LIST

Code	Date	Bank	Description	Supplier	Total
32	01/07/2020	Business Current Accoun	VAT Refund	HMRC	553.33
33	01/07/2020	Business Current Accoun	VAT Refund	HMRC	200.55
24	01/07/2020	Business Current Accoun	Life Celebration	Gareth Olley	140.00
25	01/07/2020	Business Current Accoun	Class	Rainford Flower Club	65.00
26	01/07/2020	Business Current Accoun	Meeting	Conservative Association	20.00
27	01/07/2020	Business Current Accoun	Meeting	Conservative Association	20.00
42	01/07/2020	Business Current Accoun	Event Ticket	J Parr	10.00
22	02/07/2020	Business Current Accoun	Drinks Package	S Powell	14.00
31	03/07/2020	Business Current Accoun	Deposit	Cavelle Morgan	250.00
30	06/07/2020	Business Current Accoun	Office Rental	Merseyside Police	500.00
34	07/07/2020	Business Current Accoun	Exercise Class	City Health Care Partnership	70.00
35	08/07/2020	Business Current Accoun	VAT Refund	HMRC	587.44
36	09/07/2020	Business Current Accoun	Modern Jive	Julia Meekin	195.00
37	09/07/2020	Business Current Accoun	Office Rental	Merseyside Police	1,000.00
38	10/07/2020	Business Current Accoun	Christmas Party	St Helens RMA	850.00
39	15/07/2020	Business Current Accoun	Well-Being Event	Lyndsey May	165.00
40	15/07/2020	Business Current Accoun	Deposit	Rachel Fletcher & Jonathon Andrews	250.00
41	20/07/2020	Business Current Accoun	Craft Fayre	Makin & Moore Ltd	120.00
44	22/07/2020	Business Current Accoun	Office Rental	Neil Smith, Tech Guys 360 Ltd	400.00
45	22/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	41.80
46	22/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	165.20
47	22/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	55.40
48	23/07/2020	Business Current Accoun	Office Rental	Anna Middlehurst, ACM Aesthetics	375.00
49	23/07/2020	Business Current Accoun	Office Rental	Anna Middlehurst, ACM Aesthetics	375.00
50	24/07/2020	Business Current Accoun	Office Rental	Olivia Corless, Bespoke Beauty	520.00
43	24/07/2020	Business Current Accoun	Office Rental	Merseyside Police	500.00
51	28/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	12.50
52	28/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	82.10
53	28/07/2020	Business Current Accoun	Crank WI Committe	Crank WI	20.00
55	28/07/2020	Business Current Accoun	Life Celebration	Stephen Marcroft	380.00
56	29/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	133.40
57	29/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	26.20
58	29/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	15.00
54	29/07/2020	Business Current Accoun	Bar Takings	Rainford Parish Council	247.70
<b>Total</b>					<b>8,359.62</b>

### Rainford Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	Reclaimable VAT	Total
109	Main Hall with Bar Facili	06/07/2020	Refund	Susan Lees	0.00	40.00
102	Fees	07/07/2020	Card Machine	Evo	0.00	0.19
99	General Maintenance	07/07/2020	Washroom & Hygiene	Golden Hygiene	10.99	65.94
100	General Maintenance	07/07/2020	Washroom & Hygiene	Golden Hygiene	8.81	52.86
101	General Maintenance	07/07/2020	Supplies	The Range	5.91	35.46
106	Main Hall with Bar Facili	15/07/2020	Refund	Helen Dodd-Williams	0.00	40.00
103	General Maintenance	15/07/2020	Supplies	Stuart Canvas Products	44.80	303.80
104	General Maintenance	15/07/2020	Supplies	B & Q	2.73	16.36
105	General Maintenance	15/07/2020	Dehumidifier Hire	Speedy Asset Services L	20.80	124.80
107	Utilities - Parish Council	17/07/2020	Gas	British Gas	0.63	13.22
108	Utilities - Village Hall	17/07/2020	Gas	British Gas	0.76	16.15
110	General Maintenance	20/07/2020	Waste Removal	B & M Waste Services	14.98	89.88
111	Fees	20/07/2020	Telephone & Broadba	Virgin Media Business	5.78	34.64
112	Fees	20/07/2020	Telephone & Broadba	Virgin Media Business	4.72	28.34
113	Fees	22/07/2020	Card Machine	Merchant Rentals	4.40	26.39
120	Extras	23/07/2020	Supplies	Shen Zhen	0.00	9.99
119	Repairs and Renewals	23/07/2020	Supplies	Shen Zhen	7.62	45.70
114	Fees	24/07/2020	Telephone & Broadba	Clear Business	5.56	33.36
115	Fees	24/07/2020	Telephone & Broadba	Clear Business	4.55	27.30
116	Fees	24/07/2020	Dehumidifier Hire	Speedy Asset Services L	37.80	226.80
117	Fees	24/07/2020	Flowers	Wendys Flowers	4.17	25.00
118	Stationery	24/07/2020	Supplies	Tesco	2.38	14.26
121	Rates	28/07/2020	Rates	St Helens Council	0.00	672.65
122	Rates	28/07/2020	Rates	St Helens Council	0.00	550.35
123	Beer	28/07/2020	Bar Stock	Ale & Beer Supplies Ltd	0.00	287.63
124	Draught Cider	28/07/2020	Bar Stock	Ale & Beer Supplies Ltd	0.00	135.96
125	Bottled Beer	28/07/2020	Bar Stock	Ale & Beer Supplies Ltd	0.00	25.20
126	Soft drinks	28/07/2020	Bar Stock	Ale & Beer Supplies Ltd	0.00	23.81
<b>Total</b>					<b>187.39</b>	<b>2,966.04</b>



Item 7 Revised Budget 2020.21

BUDGET 2020.21 SUMMARY	INCOME			EXPENDITURE		
	Budget 19.20	Original Budget 20.21	Revised Budget 20.21	Budget 19.20	Original Budget 20.21	Revised Budget 20.21
Bar	62039	76646	23694	23458	24500	11847
Communications	100	0		4371	4860	3501
Earmarked		0		20600	9000	4550
Events	17237	21000	10000	12239	10600	5000
Fees	70	220	1518	5279	5610	4211
Pavilion		0		250	250	250
Precept	76024	76024	76128	0	0	0
PWLB		0	14975	930	3000	2742
S137		0		2000	7000	500
Staff Costs		0	5685	94039	110160	89468
Utilities		0		11500	10770	10770
Village Hall	50600	55640	28836	31404	43780	27997
<b>TOTAL</b>	<b>206070</b>	<b>229530</b>	<b>160836</b>	<b>206070</b>	<b>229530</b>	<b>160836</b>

<b>BUDGET 2020.21 DETAIL</b>	<b>Budget 19.20</b>	<b>Budget 20.21</b>	<b>Revised Budget 20.21</b>	<b>Budget 19.20</b>	<b>Budget 20.21</b>	<b>Revised Budget 20.21</b>
<b>Communications</b>						
Broadband/Mobile	0	0		600	1100	861
IT support				371	300	200
Newsletter				500	1260	440
Printing	100	0		1000	1000	800
Stationery				500	400	400
Telephone				900	200	200
Website				500	600	600
Sub-Total	<b>100</b>	<b>0</b>	<b>0</b>	<b>4371</b>	<b>4860</b>	<b>3501</b>
<b>Events</b>						
Art Exhibition				239	200	200
Beer Festival	2324	4000	4000	1800	1500	1500
Chairman's Evening				1500	1700	0
Christmas Fayre	0	0		0	0	
Christmas Parties	8578	9000	5500	4200	4200	2675
Civic Events	0	0		1000	1000	500
Community Cinema	928	2000	0	500	500	0
Function Extras	5407	6000	500	3000	1500	125
Sub-Total	<b>17237</b>	<b>21000</b>	<b>10000</b>	<b>12239</b>	<b>10600</b>	<b>5000</b>
<b>Fees</b>						
Accounting Software				347	350	350
Admin services				213	0	0
Audit				1203	1800	1100
Bank charges	70	220	120	1280	800	600
Bar Licence				180	180	180
Card Machine	0	0		320	480	400
Music Licence				1000	950	650
St Helens Council				480	550	431
Subscriptions				256	500	500
Christmas Fayre			1398			
Sub-Total	<b>70</b>	<b>220</b>	<b>1518</b>	<b>5279</b>	<b>5610</b>	<b>4211</b>
<b>Staff Costs</b>						
NI				3500	3500	3500
Pensions				13585	16160	16160
Salaries			5685	75954	90000	69308
Training				1000	500	500
Sub-Total	<b>0</b>	<b>0</b>	<b>5685</b>	<b>94039</b>	<b>110160</b>	<b>89468</b>
<b>Utilities</b>						
Electricity				5000	5700	5700
Gas				5000	3750	3750
Water				1500	1320	1320
Sub-Total	<b>0</b>	<b>0</b>		<b>11500</b>	<b>10770</b>	<b>10770</b>
<b>Village Hall</b>						
Cleaning				7320	7600	3000
Donations		1500	0		0	
General Maintenance				681	7200	5837
Ground Maintenance				700	3000	1500
Insurance				3214	3500	
Hall Hire	30500	32500	10106		0	
Rates			0	12116	12480	12226
Rent	20100	21640	18730	2500	2000	1934
Repairs and Renewals				4873	8000	3500
Sub-Total	<b>50600</b>	<b>55640</b>	<b>28836</b>	<b>31404</b>	<b>43780</b>	<b>27997</b>
<b>Total</b>	<b>68007</b>	<b>76860</b>	<b>46039</b>	<b>158832</b>	<b>185780</b>	<b>140947</b>
<b>Bar</b>	<b>62039</b>	<b>76646</b>	<b>23694</b>	<b>23458</b>	<b>24500</b>	<b>11847</b>
<b>Earmarked</b>				<b>20600</b>	<b>9000</b>	<b>4550</b>
<b>Pavilion</b>				<b>250</b>	<b>250</b>	<b>250</b>
<b>Precept</b>	<b>76024</b>	<b>76024</b>	<b>76128</b>			
<b>PWLB</b>			<b>14975</b>	<b>930</b>	<b>3000</b>	<b>2742</b>
<b>S137</b>				<b>2000</b>	<b>7000</b>	<b>500</b>
	<b>206070</b>	<b>229530</b>	<b>160836</b>	<b>206070</b>	<b>229530</b>	<b>160836</b>