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**Date: 08.04.2021**

**You are summoned to attend a virtual meeting of the**

**FINANCE, PLANNING & ADMINISTRATION COMMITTEE**

**OF RAINFORD PARISH COUNCIL**

**via Zoom on Wednesday 10 March 2021 at 6.30pm**

[**https://us02web.zoom.us/j/88499207215?pwd=b2RjakhtOVpvQzkvcUs3V1l3YXBkQT09**](https://us02web.zoom.us/j/88499207215?pwd=b2RjakhtOVpvQzkvcUs3V1l3YXBkQT09)

**Meeting ID: 884 9920 7215 Passcode: 804010**

**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 10.03.2021**

*See separate document*

1. **Plans**

*P/2021/0291/HHFP Erection of a freestanding oak framed garage*

 *Alder Lane Farm House, Alder Lane, Crank*

*P/2021/0332/COT Works to Trees in a Conservation Area for felling of 2no sycamore trees*

 *7 Mossborough Road, Rainford*

*P/2021/0322/HHFP Single storey side and single storey rear extension*

 *92 Beech Gardens, Rainford*

*P/2021/0321/HHFP Demolition of existing rear conservatory and erection of a two-storey front extension, first floor side extension and part two storey, part single storey rear extension.*

 *97 Higher Lane, Rainford*

*P/2021/0316/HHFP Two storey side extension., and single storey front porch extension*

 *176 Bushey Lane, Rainford*

*P/2021/0323/HHFP First and second floor extensions to existing dormer bungalow and raising of the ridge height to form 2-storey dwelling along with window and door alterations*

 *110A Higher Lane, Rainford*

*P/2021/0317/HHFP Single storey side and rear extension*

 *8 Meadow View, Rainford*

**4. Clerk’s Update Report**

*See attached document*

**5. Income and Expenditure for March 2021:**

*See attached documents for details*

Income for March 2021 £ 855.00

 Expenditure for March 2021 £13,147.61

 Amount invoiced in March 2021 £ 1,875.00

 Bank Balances @ 31.03.2021: Current A/C £ 3,644.22 Business A/C £ 48,231.48

 Expenditure includes salaries for February and March 2021

 **7. Bar Supervisor**

*For discussion.*

 *When the bookings in the hall increase again, there will be a need for a Bar Supervisor so that a considerable proportion of the Event Co-ordinator’s time isn’t taken up managing the bar at functions. The Bar Supervisor role requires someone who is prepared to work most weekends, but still have a flexible approach. People who may be interested in the role, but who claim tax credits need to be guaranteed 20 hours work per week. Any hours not used during the week at events and functions could be used doing other bar and event administration tasks.*

 **8. Review of Bar prices**

*For discussion and decision*

 *See separate document. This will be updated when the prices for wine are available.*

**9.****Office 6**

*For discussion and decision.*

 *The Licensee in Office 6 has given notice. The Licensee in Office 5 is interested in taking on Office 6 in addition to Office 5 to provide a gaming facility. They have suggested a rent of £700 pcm for both offices. Occupation would not take place until the 3-month notice period is up (24.06.2021).*

**10. Change of Card Machine**

*The new Hall Booking system that is linked to the accounting package uses Stripe to process card payments. The new system will mean that payments can be paid online via the website. Changing the card payment equipment to Stripe would reduce costs. There is no penalty fee for leaving the current supplier. Further information is available at:*

[*https://stripe.com/gb*](https://stripe.com/gb)

**11. CIF**

*For discussion and decision.*

*The Councillor Improvement Fund will be discontinued following the Borough Council elections in May 2021. At present the fund is mainly used for:*

 *dog bins, litter bins, Christmas lights and the school crossing patrol*

 *It is possible that St Helens Council may ask the Parish Council to provide funding in the future.*

**12. Other Urgent Matters**

**13. Private agenda**

*The press and public will be asked to leave for this agenda item*



**Sally Powell**

**Clerk & RFO to Rainford Parish Council**

**Item 4 CLERK’S REPORT FOR FPA ON 14.04.2021**

1. Statements from the Government regarding COVID-19 continue to be monitored on a daily basis for relevance to the Parish Council and the Village Hall and the local COVID-19 case figures will be circulated as soon as they are available.
2. The Caretakers and the Event Co-ordinator remain flexibly furloughed, although since the roadmap out of lockdown was announced, the Event Co-ordinator has been working more hours as enquiries are being received about hiring the hall and preparations being made for the hall re-opening.
3. The caretakers have been contacted and will be undertaking some maintenance work during April 2021, before resuming full duties on 01.05.2021.
4. The Event Co-ordinator and the Clerk are now both working mainly in the office. Both will continue to work from home at times.
5. The Borough Councillors have queried the increased cost of the School Crossing Patrol officer for Cross Pit Lane, particularly as the school was closed for part of the year. An invoice for £2231 has been received from St Helens Council for the academic year 2020/21. The increase of £133 is due to a pay award.
6. The consultation period for the change of use application for the house in The Spinney has been extended to 05.04.2021. As at 08.04.2021 the status was ‘awaiting decision’.
7. A traffic engineer for St Helens Council is still looking at the possibility of extending the 20mph limits in the Village.
8. The submission to the Boundary Commission Review was made and an acknowledgement received.
9. The insurance has been renewed with Zurich.
10. Further work has been undertaken in the office; The plasterboard is now in place and the shelves will be replaced week commencing 12.04.2021.
11. The papers for the end of year accounts (AGAR) have been received.
12. The new booking system by Scribe will be implemented as soon as possible.
13. A number of bookings have been taken for functions and events later in the year.
14. Arrangements have been made for the Internal Auditor to visit in April 2021.
15. The Local Life magazine has been delivered containing the latest Parish Council newsletter.
16. An email has been received from a resident following delivery of Local Life, with concerns about parking on and around Randle Avenue. Cllr Lee informed the meeting that previously residents had thought that it was people who worked in the vicinity, parking cars all day inappropriately. The Chairman asked the Clerk to check previous Council meeting minutes, as the issue had been raised before. Additionally, it would be discussed further at the next Community Liaison Committee meeting
17. The Chairman and the Clerk had met to discuss the website. The updates required will be completed in the near future.
18. There has been a good response to the litter-pick arranged for 11.04.2021.
19. There has been an encouraging response to B A R with approximately 20 businesses signing up for the launch on 21.04.2021 so far.
20. A group of Councillors met to discuss possible electric car charge points and grants for their installation. Further details are currently being sought.
21. St Helens Council has approved a revised Code of Conduct for Elected & Co-Opted Members.
22. The Licensee in Office 6 has given notice. The Licensee in Office 5 is interested in taking over Office 6. *This is a separate agenda item*
23. The next payment to the PWLB is due on 30.04.2021.

**Item 5 Income & Expenditure for March 2021**





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| **Rainford Parish Council**  |
| **RECEIPTS LIST** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Voucher** |  | **Code** |  |  | **Date** |  |  | **Bank** |  | **Receipt No** |  | **Description** |  |  | **Supplier** |  |  |  |  | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 196 |  | VH: Rent |  | 01/03/2021 |  |  | Business Current Account | Office Rental |  | Neil Smith, Tech Guys 360 Ltd |  |  |  | 400.00 |
| 197 |  | Kitchen Hire |  | 24/03/2021 |  |  | Business Current Account | Kitchen Hire |  | Simon Greenwood-Haigh |  |  |  | 80.00 |
| 198 |  | VH: Rent |  | 30/03/2021 |  |  | Business Current Account | Office Rental |  | Anna Middlehurst, ACM Aesthetics |  |  |  | 375.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Total** |  |  | **855.00** |
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