



Date: 06.05.2021

**You are summoned to attend a meeting of the
FINANCE, PLANNING & ADMINISTRATION COMMITTEE
OF RAINFORD PARISH COUNCIL
in the Council Chamber at Rainford Village Hall
Wednesday 12 May 2021 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 14.04.2021

See separate document

3. Plans

- | | |
|-------------------------|--|
| <i>P/2021/0374/HHFP</i> | <i>Erection of detached outbuilding in garden to facilitate a home gym, bar and office
17 Siding Lane</i> |
| <i>P/2021/0382/HHFP</i> | <i>Single storey rear extension with a single new front dormer along with alterations to roof from hip to gable and removal of chimney stack
3 Dairy Farm Road</i> |
| <i>P/2020/0390/HHFP</i> | <i>Single Storey side extension
Llynsfaen, Spring Vale, Reeds Brow</i> |
| <i>P/2021/0392/HHFP</i> | <i>Demolition of existing conservatory and erection of single storey rear extension
51 Cross Pit Lane</i> |
| <i>P/2021/0408/HHFP</i> | <i>Resubmission of P/2021/0101/HHFP for a two-storey side extension
39 Buttermere Crescent</i> |
| <i>P/2021/0418/HHFP</i> | <i>Single Storey rear extension
26 Scarisbrick Road, Rainford</i> |

4. Clerk's Update Report

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 Event Co-ordinator and Caretakers resumed full duties on 01.05.2021.
3. The Event Co-ordinator and the Clerk met with the Caretakers to go through their duties and discuss minor maintenance works required on the Village Hall. New timesheets have been introduced.
4. The Clerk and Event Co-ordinator have both had annual appraisals.
5. The .gov.uk email addresses are now in use by most Councillors
6. I attended a tutorial on re-opening Village Halls and how to increase business
7. The invoice for the new planters in the Village Centre for Rainford-in-Bloom have been paid for
8. A company has been retained to undertake the ground maintenance at the Village Hall.
9. From 07.05.2021 all statutory Parish Council meetings will have to take place in person. Informal and working party meetings can still take place via Zoom.
10. The internal auditor will attend on 07.05.2021

5. Income and Expenditure for April 2021:

See attached documents for details and the updated cashflow document

Income (without precept) for April 2021 £4,267.33

Expenditure for April 2021 £16066.86

Amount invoiced in April 2021 £ 3565.00

Bank Balances @ 30.04.2021: Current A/C £ 1,851.19 Business A/C £ 75,749.48

Expenditure includes salaries for April 2021

Business Account balance includes 50% payment of the precept £37,518.00 and £10,000 transfer to the current account

7. Bar Supervisor

See separate documents for draft Job description.

This was discussed at the last FPA committee meeting and the full Council meeting in April 2021.

8. Review of Bar prices

See separate document.

9. Letter from Rainford Allotments

Rainford Allotments Association have written to the Parish Council requesting a contribution to the cost of new gates

10. Waste Bin for the Village Centre

The following is an email received from Rainford -in Bloom:

The waste bin located in the centre of the village near to Reds is constantly overflowing. It is obvious that we need more capacity. The council regularly empties the bin and Reds provide a bin outside their cafe when open.

The village is being used more and more by residents and visitors out walking and taking advantage of the pleasant surroundings, cafes and shops.

The increased use is great for the businesses in the village and good Rainford is considered a place to visit but if we are to maintain the high standards of cleanliness that have been achieved by Bloom and the Parish Council over the past few years it is imperative that we provide the necessary facilities.

The request is for the Parish Council to fund another waste bin in the Village Centre. The cost of the bin would be approximately £110. There would be an additional cost to cementing it in.

11. Steps from the Linear to Rainford CE Primary School

The following is an email from Councillor Dodson in her capacity as Schools Liaison Officer

I was approached this morning by Anya Richardson, Head teacher of CE Primary.

There are steps leading from the school playground to the Linear path. This is used by the children in the morning and at the end of the school day. It is in fact part of the one way system to ensure Covid safety.

The wood on 5 or 6 of these steps needs replacing and will otherwise become a health and safety issue.

In the past, the Council have simply replaced the wood.

Mrs Richardson has on this occasion been advised that this is not a public walkway and she needs to replace the wood from her school budget.

This is an extra unplanned cost on an already stretched budget.

How can we help to resolve this please?

The Headteacher has not provided any costings for the project

12. Gents Toilets

The CLC have recently been discussion sustainability. One area the Village Hall could address is the regular intermittent flushing of the urinals in the gent's toilets. The cost of altering this to a motion sensor would be £280.

13. Book Exchange boxes

The CLC have also been discussing Book Exchange boxes. A local carpenter makes these and they would be sited at prominent sites and residents can donate and take books. The cost is £550 for pair of adult and child boxes. Further information from: www.oldtomsworkshop.com

14. Year End Figures 2020/2021

See separate document



Sally Powell

Clerk & RFO to Rainford Parish Council

Item 5 Income & Expenditure for April 2021

Rainford Parish Council PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
1	Bank charges	01/04/2021	Business Current Account	Bank Charges	Barclays Bank	E	6.50	0.00	6.50
36	Bank charges	07/04/2021	Rainford Christmas Fayre	Bank Charges	Barclays Bank	E	6.50	0.00	6.50
2	PC: Repairs & Renew	08/04/2021	Business Current Account	Repair work	David Rigby Joinery	S	237.50	47.50	285.00
3	PC: Repairs & Renew	08/04/2021	Business Current Account	Repair work	David Rigby Joinery	S	1,666.67	333.33	2,000.00
13	PC: Rent	20/04/2021	Business Current Account	Rent	St Helens Council	E	483.50	0.00	483.50
14	VH: Rent	20/04/2021	Business Current Account	Rent	St Helens Council	E	1,450.50	0.00	1,450.50
4	PC: Broadband/Mobil	20/04/2021	Business Current Account	Telephone & Broadband	Virgin Media Business	S	15.33	3.07	18.40
5	VH: Broadband/Mobil	20/04/2021	Business Current Account	Telephone & Broadband	Virgin Media Business	S	45.98	9.19	55.17
6	PC: General Mainten	20/04/2021	Business Current Account	Washroom & Hygiene Se	Golden Hygiene	S	24.75	4.95	29.70
7	VH: General Mainten	20/04/2021	Business Current Account	Washroom & Hygiene Se	Golden Hygiene	S	74.25	14.85	89.10
8	PC: Intruder Alarm s	20/04/2021	Business Current Account	Intruder Alarm	Hawk Alarms	S	35.00	7.00	42.00
9	PC: General Mainten	20/04/2021	Business Current Account	Supplies	System Hygiene	S	37.32	7.46	44.78
10	VH: General Mainten	20/04/2021	Business Current Account	Supplies	System Hygiene	S	111.94	22.39	134.33
11	Accounting software	20/04/2021	Business Current Account	Accounting Software Lic	Scribe	S	648.00	129.60	777.60
15	PC: Gas	20/04/2021	Business Current Account	Gas	British Gas	S	109.49	21.90	131.39
16	PC: Gas	20/04/2021	Business Current Account	Gas	British Gas	S	328.45	65.68	394.13
12	Earmarked Expenditu	20/04/2021	Business Current Account	School Crossing Patrol	St Helens Council	X	2,311.00	0.00	2,311.00
28	Card Machine	22/04/2021	Business Current Account	Card Machine	Merchant Rentals	S	21.99	4.40	26.39
22	Ground Maintenance	23/04/2021	Business Current Account	Garden Waste collection	St Helens Council	E	37.00	0.00	37.00
24	VH Events: Beer Fes	23/04/2021	Business Current Account	Beer Festival	NW Bar Hire	E	100.00	0.00	100.00
21	VH: General Mainten	23/04/2021	Business Current Account	Supplies	Edmundson Electrical	S	9.70	1.94	11.64
17	PC: Electricity	26/04/2021	Business Current Account	Electricity	British Gas Lite	S	77.33	15.46	92.79
18	PC: Electricity	26/04/2021	Business Current Account	Electricity	British Gas Lite	S	231.97	46.40	278.37
23	Ground Maintenance	27/04/2021	Business Current Account	Ground Maintenance	Four Seasons services	E	100.00	0.00	100.00
19	PC: Telephone	27/04/2021	Business Current Account	Telephone & Broadband	Clear Business	S	16.04	3.21	19.25
20	PC: Telephone	27/04/2021	Business Current Account	Telephone & Broadband	Clear Business	S	48.09	9.62	57.71
25	PC: Rates	28/04/2021	Business Current Account	Rates	St Helens Council	E	304.63	0.00	304.63
26	VH: Rates	28/04/2021	Business Current Account	Rates	St Helens Council	E	913.87	0.00	913.87
27	PWLB Loan Repayme	30/04/2021	Business Current Account	Loan Repayment	PWLB	E	1,493.12	0.00	1,493.12
29	PC: Salaries	30/04/2021	Business Current Account	Staff Costs	St Helens Council	E	1,729.40	0.00	1,729.40
30	VH: Salaries	30/04/2021	Business Current Account	Staff Costs	St Helens Council	E	1,774.36	0.00	1,774.36
31	VH: Pensions	30/04/2021	Business Current Account	Staff Costs	St Helens Council	E	363.75	0.00	363.75
32	PC: Pensions	30/04/2021	Business Current Account	Staff Costs	St Helens Council	E	317.34	0.00	317.34
33	PC: NI	30/04/2021	Business Current Account	Staff Costs	St Helens Council	E	104.53	0.00	104.53
34	VH: NI	30/04/2021	Business Current Account	Staff Costs	St Helens Council	E	67.11	0.00	67.11
35	Payroll, St Helens Co	30/04/2021	Business Current Account	Payroll Administration Fe	St Helens Council	E	16.00	0.00	16.00
Total							15,318.91	747.95	16,066.86

Rainford Parish Council RECEIPTS LIST APRIL 2021

Voucher	Code	Date	Bank	Receipt Description	Supplier	VAT Type	Net	VAT	Total
21	Precept	15/04/2021	Business Saver Account	Precept	St Helens Council	E	37,518.00	0.00	37,518.00
10	VAT Refund	21/04/2021	Business Current Account	VAT Refund	HMRC	R	0.00	792.33	792.33
1	Main Hall with Bar Fai	22/04/2021	Business Current Account	Deposit	Joanne Potter, Corpus	E	25.00	0.00	25.00
2	Wedding Reception	22/04/2021	Business Current Account	Deposit	Rachael Ball & Thomas	E	250.00	0.00	250.00
3	Main Hall with Bar Fai	22/04/2021	Business Current Account	Function	Tessa Lawrenson, Raii	E	115.00	0.00	115.00
4	Main Hall with Bar Fai	23/04/2021	Business Current Account	Function	Rainford Band	E	120.00	0.00	120.00
5	Wedding Party	23/04/2021	Business Current Account	Deposit	Emma Fogg & Ian Bowe	E	100.00	0.00	100.00
6	VH: Rent	23/04/2021	Business Current Account	Office Rental	Olivia Corless, Bespoke	E	520.00	0.00	520.00
7	VH: Rent	27/04/2021	Business Current Account	Office Rental	Merseyside Police	E	500.00	0.00	500.00
8	VH: Rent	27/04/2021	Business Current Account	Office Rental	Neil Smith, Tech Guys	E	400.00	0.00	400.00
9	Main Hall with Bar Fai	27/04/2021	Business Current Account	Deposit	Vicky McDonnell	E	50.00	0.00	50.00
11	Rent	30/04/2021	Business Current Account	Office Rental	Merseyside Police	E	0.00	0.00	0.00
12	Reception Room Hire	30/04/2021	Business Current Account	Class	Sarah Wood	E	0.00	0.00	0.00
13	Reception Room Hire	30/04/2021	Business Current Account	Class	Sarah Wood	E	0.00	0.00	0.00
14	Reception Room Hire	30/04/2021	Business Current Account	Class	Sarah Wood	E	0.00	0.00	0.00
15	Bar Area Hire	30/04/2021	Business Current Account	Rehearsal	Becky	E	0.00	0.00	0.00
16	Rent	30/04/2021	Business Current Account	Office Rental	Merseyside Police	E	0.00	0.00	0.00
17	Wedding Party	30/04/2021	Business Current Account	Wedding Party	Emma Fogg & Ian Bowe	E	100.00	0.00	100.00
18	Rent	30/04/2021	Business Current Account	Office Rental	Anna Middlehurst, ACM	E	375.00	0.00	375.00
19	Rent	30/04/2021	Business Current Account	Office Rental	Neil Smith, Tech Guys	E	400.00	0.00	400.00
20	VH: Rent	30/04/2021	Business Current Account	Office Rental	Olivia Corless, Bespoke	E	520.00	0.00	520.00
Total							40,993.00	792.33	41,785.33