

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON
TUESDAY 16TH FEBRUARY 2021 VIA ZOOM

Members Present : Cllr Mrs L Nelson (Chair)

Cllr Mr K Rimmer
Cllr Mr T Melville
Cllr Mr S Naylor

Also Present : Chris Shaw – Town Clerk
Liza Clansey – Assistant Town Clerk

FIN 20/51 **APOLOGIES FOR ABSENCE OR ABSENCE**

Cllr M Rowley was not present. Apologies received from Cllr Ms H Rowlands & Cllr G Emmett

FIN 20/52 **DECLARATIONS OF INTEREST**

Cllr S Naylor wished to declare an interest in any matters relating to CW&C

FIN 20/53 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 19th January 2021 and noted at Town Council Monday 2nd February 2021 were approved

Proposed: Cllr K Rimmer, seconded Cllr Mrs L Nelson, all approved

FIN 20/54 **DETAILED INCOME & EXPENDITURE BY BUDGET**

TC & ATC answered various members' questions relating to budget headings.

IT support – this expenditure is overspent, mainly due to the Council becoming virtual over the last 12 months, lap tops and i pads purchased and extra support needed
Holidays – Staff holiday expenditure looks underspent but ATC explained office based staff holidays are shown under "admin" so this figure doesn't give a true reflection of holiday costs.

Outside staff holidays are recorded as they complete hourly time sheets each day
Vickersway Park Chair commented that it was good to see that even with Covid we managed to get some income on the shop over the last year

Proposed: Cllr K Rimmer, seconded Cllr Mrs L Nelson, all approved

FIN 20/55 **BACS DUE FOR PAYMENT**

TC and ATC answered various members' questions relating to Bacs payments

AMR Alan Radband– cost relating to Christmas light installation

Cheshire Self-drive – TC confirmed the logo cost was not included in the monthly rental charges

.....

Date

.....

Cllr Mrs L Nelson
Chair

Hand plastics – rechargeable to contract work
D Hickson - Subway tidy up, cost split with BID
Simply signs – recharge to contract work
Sutcliffe Play – recharge to contract work
Warnhill – We now receive less invoices as one PO done for the month so one larger invoice rather than individual invoices for each order
Wickstead – recharge to contract work

Amendments made to correct bacs payment front sheet:

January 2021 not 2020

Bacs payments 17,370.63 (not 17,299.83) which then amended the following figures as detailed:

Total 50,036.44 (not 59,965.64)

To approve 56,977.92 (not 56,907.12)

Grand total 155,732.13 (not 155,661.33)

Proposed by Cllr K Rimmer approved with amendments to front sheet, seconded by Cllr Mrs L Nelson, all approved

FIN 20/56 BANK PAYMENTS TO BE CHECK BY FINANCE

Members approved evidence for payments from July 2020 (June 2020 invoices)

Jupiter Play and Leisure £378.00

Rigby Taylor - £150.00

Proposed by Cllr Mrs L Nelson and seconded by Cllr K Rimmer, all agreed

Members approved evidence for payments from December 2020 (November 2020 invoices)

Columbaria - £1123.20

Road Sweeper Services Ltd - £348.76

Proposed by Cllr Mrs L Nelson and seconded by Cllr K Rimmer, all agreed

Members picked two suppliers from June payments (May invoices), evidence to be brought to finance meeting in March 2021 and chosen by Cllr K Rimmer

BJT Professional Electrical - £762.00

B&S chains – 263.47

Members picked two suppliers from December 2020 payments (November 2020 invoices), evidence to be brought to finance meeting in March 2021 and chosen by Cllr Mrs L Nelson

F Morrey & Sons – £675.00

Shorrocks Trichem - £133.06

FIN 20/57 OFFICE 365

Over the past years we have upgraded our IT provisions, we now have various provides for our web site, emails and domain names etc.

.....
Date

.....
Cllr Mrs L Nelson
Chair

We have looked into streamlining our IT provisions which would mean one company would look after our emails and website. All emails would migrate to Microsoft and members would then have a .gov email rather than a .org. which is currently being used.

Microsoft Teams would be used rather than Zoom as this is a more stable secure platform for meetings going forward.

Two quotations were received and discussed in detail.

Element Hosting Services were the chosen supplier with an annual cost of £2669.15.

Proposed by Cllr K Rimmer and seconded by Cllr S Naylor all agreed

FIN 20/58 AED MOVED TO EXTERNAL LOCATION

Over the last 5 years we have been installing AED's in and around the town, we have now installed 10 devices and continue to increase the number of devices going forward.

We currently have AED's on the inside of the buildings in Witton Cemetery, Vickersway Park & Church Walk Play when this facility is open in the summer months.

If we move these devices to outside areas they would then become more accessible as follows:

Vickersway Park – Move outside the shop, this device will be accessible while the park is open

Witton Cemetery – Move outside the office, this device will be accessible 24 hrs a day

Church Walk – Look to move onto the outside fence if possible so that this will also be accessible 24 hrs a day, if this cannot be achieved then the cabinet will be placed to the back of the shop and will be accessible when the park is open

The cost for the external the cabinet and installation:

Cabinet - £450.00 x 3	£1350.00
Installation - £200 x 3	£600.00
Total cost	£1950.00

Cllr Mrs L Nelson enquired if an AED could be fitted to the outside of Leftwich School, ATC to contact the school to see if they would be interested in this.

Proposed by Cllr K Rimmer and seconded by Cllr Mrs L Nelson, all agreed to move the AEDs to a more accessible external location

FIN 20/59 SUNFLOWER FRIENDLY TOWN

To help make Northwich even more accessible to visitors, the BID, Barons Quay, Northwich Town Council and Rotary in Northwich are working together to create a Sunflower friendly town. The Hidden Disabilities Sunflower scheme was set up because not all disabilities are visible – some are hidden and not immediately obvious, such as learning difficulties, mental health as well as mobility, speech, visual or hearing impairments. Living with a hidden disability can make daily life more demanding for many people, but it can be difficult for others to identify, acknowledge or understand the challenges you face.

Wearing the Hidden Disabilities Sunflower discreetly indicates to staff, colleagues and health professionals that people may need additional support, help or a little more time. Normally this scheme is run just with individual businesses, but we are taking a town wide approach and encouraging businesses to register and to take part in training to upskill staff.

.....
Date

.....
**Cllr Mrs L Nelson
Chair**

Alongside training for staff members, we will also look to work with local partners to promote the scheme and provide a stock of lanyards to host in selected businesses in the town centre.

BID, Barons Quey and the Rotary are all contributing £500 towards this.

Proposed NTC give a £500 contribution towards the lanyards.

Proposed by Cllr K Rimmer and seconded by Cllr Mrs L Nelson, all agreed

FIN 20/60 DATE OF NEXT MEETING

Date of the next meeting Tuesday 16th March 2021 9.30

There being no further business the Chairman declared the meeting closed at 10.15

.....
Date

.....
Cllr Mrs L Nelson
Chair