



Elton Parish Council
Meeting 10 September 2018
REPORT OF THE FINANCE WORKING GROUP

(1) CHAIRMAN'S ALLOWANCE

According to the Local Government Act 1972 s.15(5) a Parish Council may pay the Chairman, for the purpose of enabling him to meet the expenses of his office, such allowance as the Council think reasonable.

The chairman's allowance is a small sum that can be allocated in the Parish Council's budget to help pay for activities undertaken in the role of chairman such as attendance at civic events and gifts for visitors. It is usual for the Parish Council to decide on the amount they want to allocate and for the Chairman to decide when expenditure on something should come out of that allowance rather than general funds. The Chairman will then make an expenses claim, ensuring that all expenditure is supported by receipts, or pass the invoice to the Clerk for payment.

RECOMMENDED: That

- (1) the payment of a Chairman's Allowance be approved
- (2) the sum of £500 be set aside as the Chairman's Allowance for 2018-19

(2) PURCHASE OF A PARISH COUNCIL LAPTOP

The Parish Council does not have a laptop onto which back-up files can be stored. If the Clerk was unable to access the Parish Council's working files, such as financial information, it is important to have this backed-up on a laptop that is not held at the Clerk's place of work.

RECOMMENDED: That

- (1) the Parish Council should purchase a laptop with appropriate software
- (2) the laptop be stored at the Chairman's house and be updated after each meeting

(3) PAYROLL SERVICES

The Parish Council currently employs Morris & Co to provide a monthly payroll service at a cost of £81.45 + VAT per quarter. The service provided by Morris is exemplary, however a quotation has been received from another company who are offering the same service at a cost of £48.45 + VAT per quarter. The company concerned is Dotty about Accounts who were formerly the Parish Council's internal auditors. Discussions have also been held with another company who are able to provide this service.

RECOMMENDED:

That the Parish Council should consider making changes to the provision of payroll services to the Parish Council.

(4) APPOINTMENT OF PENINSULA BUSINESS SERVICES LTD

Peninsula Business Services Ltd is an international company based in Manchester that provides advice about employment law, HR, health and safety management, insurance, employee wellbeing, and more. When the problems arose recently about the employment and contractual obligations of the previous Clerk and the employment of a new Clerk, the Chairman and Vice Chairman contacted Peninsula for advice and as a result contracted with them to provide such advice to the Parish Council. This appointment now needs to be ratified by the Parish Council.

RECOMMENDED:

That the appointment of Peninsula Business Services Ltd to provide an advisory service to the Parish Council at a cost of £131.56 a month be approved.

(5) RISK ASSESSMENT

At the last Parish Council meeting the Finance Working Group had been charged with looking at the current Risk Assessment with a view to making any necessary changes. Due to other commitments, holidays, etc. this task has not yet been completed.

RECOMMENDED:

That the revised Risk Assessment be presented to the October meeting of the Parish Council.



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(6) DRAINS

The drains for the Doctor's surgery, the Community Centre and the Scout Hut are all on the same system. Blockages to the system have been reported to the Parish Council and have, in the past, been dealt with by a local company, Drain Medics. They were recently called out again to deal with a blocked drain and, following a CCTV inspection, recommended the followings repairs:

- Carry out installation of 2x100mm x 550mm patch repair liners to the medium displacements to the joints of the pipe work leading from the surgery manhole MH1 to the Centre manhole MH2 and repair benching & pipe work to MH2 to allow for smooth flow of waste.
- Carry out sonar trace to locate displaced pipe work approx. 13 metres downstream of MH2 to enable excavation and repair to 1 metre section of pipe work due to severe displacement. Perform flow test of pipe work and CCTV inspection to ensure the work carried out is satisfactory. Back fill the excavation in compacted layers & fully reinstate the surface to the existing finish. Remove any excess spoil from site and clean the area of work.
- Carry out sonar trace to determine point of concealed manhole to the Scout Hut. Excavate to expose manhole and carry out repair to displaced inlet pipe work and replace with one metre section of pipe work ensuring all connections are watertight and free flowing. Raise manhole chamber to surface level and install new cast iron manhole frame and cover. Installation of 1x w/c pan connector and sink waste boss fitting to prevent any escape of smells from the sink and toilet area.

In order to get this work completed as a matter of urgency, the Chairman and Vice-Chairman approved the acceptance of the quote and the repairs were carried out on Monday 3rd September. The Parish Council has asked the Helsby & Elton Group Practice for a financial contribution towards the cost of this work. An update on this proposal will be provided at the meeting.