

**Minutes of Shevington Parish Council  
Finance Committee Meeting  
Held Wednesday 1 March 2023  
9:04 pm - The Community Centre at Vicarage Lane Fields**

**Present:** Councillor William McKnight (Chairman), Councillors Christopher Horridge, Michael Grimes, John Ball and John Whiteley (via MS Teams)  
Two members of the public

**Officer in Attendance:** Mrs Krystyna Pilkington (Clerk)

**1. Apologies**

Cllrs Vicky Galligan, Mike Crosby and Ira Whiteley

**2. Declaration of Interests**

Cllrs Chris Horridge and Bill McKnight wrt Item No.5.

**3. Minutes of the Last Finance Committee Meeting (25 January 2023)**

**Resolved:** The Minutes of the Finance Committee meeting held on 25 January 2023 were approved as a true and correct record.

**4. Quarterly Budget Monitoring**

The quarterly budget monitoring report was received and discussed. It was reported that most cost centres were running on line. However, there were several cost centres that were either already showing overspends or were expected to show overspends by the end of the financial year.

**Resolved:** To balance the overspends in most of the above cost centres the following virements from the 'Contingency' cost centre were approved:

£45 to the 'Chairman's Allowance' cost centre;

£178 to the 'Christmas Decorations' cost centre;

£55 to the 'Forest Fold Site contracts' cost centre;

£330 to the 'Memorial Park contract' cost centre;

£55 to the 'Maintenance, materials' cost centre;

In addition, to balance the overspend in the 'Allotments' cost centre a virement of £205 from the 'Allotments reserve' was approved.

It was observed by a member that the Council were still on target for achieving a balanced budget.

## 5. Sponsorship of Shevington Annual Show

Some years ago the Parish Council used to sponsor a prize awarded at Shevington Annual Show. A decision was then made not to continue the practice. Shevington Horticultural & Allotments Society had asked whether the Parish Council would consider reviewing this decision.

This was a popular event in the Shevington and district calendar. Part of the success of the show was due to the many local businesses and individuals who sponsored it. Sponsorship could involve the donation of:

- a prize that someone could win by entering a certain class,
- a raffle prize,
- funds towards the running costs of the show or
- a trophy to be awarded in the name of an individual or organisation annually.

The Committee discussed the request. A member recalled that the Parish Council had a box of trophies that had in the past been awarded at the Annual Show. The Clerk confirmed that this was the case and was asked to bring the box to the Council meeting at the end of the month, so that its contents could be assessed.

**Resolved:** The Committee agreed in principle that the Council would fund a trophy at the Annual Show. A new cost centre named 'Shevington Annual Show Prize' would be set up as part of the 2023-24 budget. £200 would be allocated to the cost centre from the General reserve.

The Clerk was also asked to research the cost of a new trophy with a view to its being presented as a prize at Shevington Annual Show.

This would be considered further during the Full Council meeting in March.

## 6. Best Kept Allotment Award

The award of a prize to the plot holder of the best kept allotment at Forest Fold was considered.

**Resolved:** The Committee approved the award of a £40 prize to the plot holder with the best kept allotment at Forest Fold.

## 7. Signage for Memorial Park & Planters

The Committee considered the proposal that new safety signage should be purchased for Memorial Park. Four of the signs would replace the warning signs about glass and other debris that had disappeared. They had been attached to each of the four gates of the play areas.

In October the Policy & General Purposes Committee had recommended that similar signs with the message: 'Caution - footpaths may be muddy and slippery in bad weather.' should be ordered and displayed at several locations in Memorial Park. It was estimated that signs would be needed at four locations. This proposal was also considered.

**Resolved:** The Committee approved the purchase of the 8 items of signage referred to above at a total cost of £360.

Three of the Parish Council's rectangular planters were in need of a plaque with a logo. The Sign Shop had also provided a quote for this plaque.

**Resolved:** The Committee approved the purchase of plaques with a Parish Council logo for three at a total cost of £102.

## **8. Plaques for Platinum Jubilee & Commonwealth Canopy Trees**

Wigan Council's Sign Shop has provided a quote for the design selected for the plaques at a recent meeting. This was discussed.

Some time ago the Parish Council had approved the planting of a donated birch tree from the Queen's Commonwealth Canopy. Shevington in Bloom would be planting it in the Memorial Garden in the next few weeks. They had asked if the Parish Council would be willing to order and pay for a similar plaque to go with the tree. This too was considered.

**Resolved:** The Committee agreed to place an order for four plaques (one for each of the Platinum Jubilee trees) and one plaque for the Queen's Commonwealth Canopy tree from Wigan Council's Sign Shop at a total cost of £218.75 plus delivery.

## **9. Dates of Next Meetings**

29 March (Council); 5 April (Policy & General Purposes Committee)

## **POTENTIAL CONFIDENTIAL ITEMS**

**Resolved:** That, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they were instructed to withdraw.

*The members of the public left the meeting.*

## **10. VLF Sports Club Leases Rent Review**

The annual rents for the four leases held by Shevington Sharks ARLFC and Shevington FC at Vicarage Lane Fields were due for their first review. The Committee discussed the way forward. Any changes made would be in place for the next 5 years – until 2028.

**Resolved:** The Committee agreed that the annual rent for each of the four leases would remain unchanged until the next rent review date in 2028.

Representatives of Shevington Sharks ARLFC and Shevington FC were invited to join the Committee and informed of the decision. They were then asked to remain in the meeting for Item No.11.

### **11. Fly Tipping at Vicarage Lane Fields**

A quotation for removing the extensive fly tipping had been received. It was considered by members to be excessive. Alternative solutions were explored with the help of the representatives of the sports clubs, who agreed to consult with their respective committees over the possibility of the fly tipping being removed by adult volunteers from the clubs. The Clerk was asked to look into the possibility of the work being carried out by a company working in the area through its social / environmental responsibilities programme.

### **12. New & Replacement Bins**

The Committee considered a recommendation from the Policy & General Purposes about the way forward with regard to the replacement of missing bin stock and stock in poor condition as well as the introduction of new stock. The representatives of the sports clubs were consulted about the introduction of a new bin at Vicarage Lane Fields.

*The representatives of the sports clubs left the meeting.*

**Resolved:** The Finance Committee approved the Policy & General Purposes Committee's recommendation that:

- the bin at Crooke Park and one of the bins that were in poor condition should be replaced using funds from the 2022-23 budget
- a new bin should be introduced at the entrance to Vicarage Lane Fields using funds from the 2022-23 budget
- one of the bins in poor condition should be replaced using funds from the 2022-23 budget
- three of the bins in poor condition should be replaced using funds from the 2023-24 budget.
- going forward three or four bins should be replaced per year.

The total cost of bins purchased and fitted using funds from the 2022-23 budget would be £1,154.85

The total cost of bins purchased and fitted using funds the 2023-24 budget would be £1,082.85.

### **13. Memorial Park Play Area**

The Policy & General Purposes Committee's recommendation that four of the items of equipment in the play area enclosures should be replaced with similar equipment was considered. The funding available to the Council was taken into account.

**Resolved:** The Committee approved the replacement of four of the items at a cost of £22,500 using reserves designated for Memorial Park development and the play area.

A member asked for a recorded vote.

FOR: Cllrs McKnight, Grimes and Horridge

AGAINST: Cllr Ball

#### **14. Memorial Garden Paving**

Quotations for the re-laying of the paving in the Memorial Garden were considered. The sources of funding potentially available to the Parish Council were taken into account.

**Resolved:** The Committee recommended to the Parish Council that the quotation of £13,365 from Masterplan should be approved.

There being no further business the Chairman closed the Meeting at 9:57 pm.

**Chairman**

DRAFT