

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 2nd April 2024
Whittle Hall Community Centre

Chair: Cllr Price
Present: Cllr Watson
Cllr Cotter
Cllr Catlow

In Attendance: L Brereton (Deputy Clerk)

1. To receive and approve any apologies for unavoidable absence.

There were no apologies.

2. To approve the minutes of previous meeting 5/3/2024.

The draft minutes were moved and accepted as a true record of the meeting and signed as such.

FINANCE/2024/28, RESOLVED:

To approve the minutes of the meeting held on 5th March 2024 as a true record.

3. To be informed of election costs and agree repayment term.

WBC informed the Parish Council that 2024 election costs will be charged on the same basis as 2021 – estimated costs £12,890.31.

It was agreed that the repayment term should be spread over 4 years.

FINANCE/2024/29, RESOLVED:

To repay the election cost for 2024 over 4 years.

4. To consider project proposal from Rise Associates for Sankey Station.

A proposal from Rise Associates to manage funding applications for the Engine Room Development Phase 1 was reviewed.

The quote of £3k plus vat to be paid on meeting bid milestones was accepted.

FINANCE/2024/30, RECOMMENDED:

To accept the proposal from Rise Associates of £3k plus vat to manage funding applications for the Engine Room Phase 1, to be paid on meeting bid milestones (LG (Misc. Prov.) Act 1976 s19).

5. To discuss financial contribution to Warrington Armed Forces Day.

A proposal was suggested that the Council should contact the organiser of Warrington Armed Forces Day to ascertain the shortfall figure for this year's event.

This information will be brought to the full Council for them to review and agree the Parish Council's contribution for 2024.

FINANCE/2024/31, RECOMMENDED:

To contact the organiser of Warrington Armed Forces Day to ascertain the shortfall figure for this year's event. The information will be received by the full Council and reviewed, with a decision agreed for the Parish Council's 2024 contribution.



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6. To scrutinise financial expenditure arising since the last meeting, including payments by Direct Debit.

A list of payments to be made had been circulated prior to the meeting. The following payments were scrutinised and approved.

Presented By	Description	Amount
Lime Print	Marina Ave Residents Meeting – 500 flyers	£60.00
Susie Schofield	Refund – Friends of Tim Parry Park	£90.00
Susie Schofield	Refund – Friends of Tim Parry Park	£358.31
Susie Schofield	Refund – Friends of Tim Parry Park	£23.19
Susie Schofield	Refund – Friends of Tim Parry Park	£182.15
Impact Graphix & Signs	Banner patches Fun Day 2024	£60.00
Trade UK	Repairs to WH car park gullies	£25.43
Trade UK	Toilet repairs – BB/HL	£23.28
Edmundson Electrical	Replacement light – WH	£7.99
Ross Safety Wear	Staff uniform	£25.56
MKM	Gravel – Approved GM Winter Work	£150.12
MKM	Gravel – Approved GM Winter Work	£165.48
MKM	Drain Coils and pegs – Approved GM WW	£98.04
WBC	Commercial Waste 22 to 23 – WH	£701.48
WBC	Commercial Waste 22 to 23 – TP 660 litre bin	£701.48
WBC	Commercial Waste 22 to 23 – TP 360 litre bin	£568.88
WBC	Commercial Waste 22 to 23 – HL	£701.48
WBC	Commercial Waste 22 to 2 – BB	£701.48
Trade UK	Plants – Approved Winter Work	£35.09
B&B Hygiene	Cleaning supplies	£229.96
Trade UK	Plants – Approved Winter Work	£72.00
Trade uk	Centre Maintenance – WH toilet repair	£16.37
WBC	HM Service Charge April to June 24	£382.89
Trade UK	Grounds Maintenance – VCP	£22.80
Viking	External notice board – FTTP	£184.80
MKM	Hire of Micro Digger–Approved GM WW	£366.00
Viking	First Aid Kit – Friends of TP Park	£22.14
T&O Harrison	Greenwaste – Approved GM Winter Work	£30.00
Cheshire Constabulary	PSCO Q4 Jan – March 2024	£9489.50
Equals Business Card	Top-up for staff cards	£744.62
Lianne Murphy	Customer refund WH party 30/03/24	£65.00
Canda Copying Ltd	Copies Office Copier Dec 23 – March 24	£87.38
Canda Copying Ltd	Rental of Office Copier April 24 to June 24	£94.80
	TOTAL	£16,617.70



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FINANCE/2024/32, RESOLVED:

To authorise all payments listed above (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).

The following direct debits on the Council's account during February were also checked:

Novuna	01/02/2024	Electric Van	Lease	456.20
BT	01/02/2024	WIFI/Telephone	TP	97.51
BT	01/02/2024	WIFI/Telephone	BB	67.21
Lex Autolease	01/02/2024	Council Electric Van	Lease	851.98
Water Plus	01/02/2024	Water charges	HM	51.11
Water Plus	01/02/2024	Water charges	BB	77.88
Water Plus	01/02/2024	Water charges	WH	57.75
BT	06/02/2024	WIFI/Telephone	HM	62.24
GCI Network	07/02/2024	e-mail hosting/microsoft office	Office	93.99
Peninsula	12/02/2024	H&S Service	Office	200.93
SWALEC	20/02/2024	Gas	HM	305.19
SWALEC	20/02/2024	Gas	WH	155.40
SWALEC	20/02/2024	Gas	BB	345.47
SWALEC	20/02/2024	Gas	HL	194.54
SWALEC	20/02/2024	Gas	TP	2507.27
Water Plus	21/02/2024	Water charges	HL	98.00
Water Plus	22/02/2024	Water charges	TP	67.71
SWALEC	29/02/2024	Electricity	WH	706.41
SWALEC	29/02/2024	Electricity	BB	672.56
WBC	29/02/2024	February Business Rates	TP	87.00
WBC	29/02/2024	February Business Rates	HM	61.00
WBC	29/02/2024	February Business Rates	BB	52.00
Utility Warehouse	29/02/2024	Mobile phones	Office	49.00

7. To consider any quotes received and authorise or make recommendations to full Council where appropriate.

Bulbs and wilflowers – bulk planting: A quote had been submitted from Beechwood Industries, a Landscaping Contractor that covers the whole of the North, for mass bulb planting on the following sites-;

- Lingley Green
- Tim Parry Recreation Ground
- Childs Wood
- Vicarage Community Park

The benefits are succession of flowering bulbs from February through to September, low maintenance, a big impact and improves biodiversity. The bulbs will be planted in October and will start to flower in February the following year.

It was agreed to accept the quote of £24 per square metre for the Parish Council's four main sites – total cost of £23,616.00.



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FINANCE/2024/33, RECOMMENDED:

To accept the quote from Beechwood Industries to mass bulb plant the Parish Council's four main sites -: Lingley Green, Tim Parry Recreation Ground, Vicarage Community Park and Childs Wood – total £23,616k (Open Spaces Act 1906 s10).

8. To consider requests for financial assistance; to decide if any donations are to be made or if requests should be recommended to full Council.

Request: from Hood Manor Guitar Group to permanently apply the business introductory hire rate to their booking, £12 per hour, instead of the standard business rate £16 per hour. The Group had previously made a request for the Community Hire Rate to be applied, which the Finance Committee had considered but requested that the group set themselves up as an official community group, the organiser has been unable to set this up.

It was agreed that the standard business hire rate would be charged, the difference in price is £4 and members of the group could pay an additional £1 each to cover the difference. The committee would welcome a donation request from the group.

FINANCE/2024/34, RESOLVED:

To apply the standard business hire rate charge and contact the group organiser to let them know a donation request would be welcome.

7. Budget 2023-24 – to scrutinise documentation, and when satisfied as to correctness to sign off financial reports and bank reconciliations for January.

The budget monitoring sheets, and bank reconciliation were considered and agreed.

FINANCE/2024/36, RESOLVED:

To accept the bank reconciliation and budget monitoring pages for February 2024 (Accounts and Audit Regulations 2015 reg 4).

8. To authorise payment of wages, tax and ERNIC for February.

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £16,789.79.

FINANCE/2024/37, RESOLVED:

To authorise payment of wages and HMRC costs (£16,789.79 total) for March 2024 (LGA 1972 s112).

