

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 6th June 2023
Whittle Hall Community Centre

Chairman: Cllr Price
Present: Cllr Clark Cllr Hussain
Cllr Morley Cllr Watson

In Attendance: K Carter (Clerk)

- 1. To receive and approve any apologies for unavoidable absence.**
Apologies were received from Cllr Jones who has stepped down from the Committee.
- 2. To approve the minutes of previous meeting 2/5/2023.**
The draft minutes were moved and accepted as a true record of the meeting and signed as such.

FINANCE/2023/45

RESOLVED: To approve the minutes of the meeting held on 2nd May 2023 as a true record.

- 3. To scrutinise accounts for the year ending 31st March 2023 and make a recommendation on acceptance to full Council on the**
i) Annual Governance Statement.

FINANCE/2022/46

RECOMMENDED: Approval of the Annual Governance Statement for the financial year 2021-22 (Accounts & Audit Regulations 2015, reg 12)

ii) Accounting Statement.

FINANCE/2023/47

RECOMMENDED: Acceptance of the Accounting Statement for the financial year 2021-22 (Accounts & Audit Regulations 2015, reg 12)

- 4. Grounds maintenance**
4.1 to confirm lease on second electric vehicle.
Following the visit to the dealer to look at the most suitable van for the grounds equipment, lease details had been provided by Vans North West Ltd and agreed via email. The van is now on order.

FINANCE/2022/48

RESOLVED: To lease a second electric van (Maxus eDeliver9) from Vans North West Ltd over a 5 year term with livery and tow bar (Open Spaces Act 1906 s10; LG (Misc. Prov.) Act 1976 s19).

4.2 to be advised of position regarding the ride-on mower.

The decision had been made regarding the type of mower via email and options for lease had been received. Hire purchase is not possible; the operating lease does not allow for purchasing the asset at the end but costs over a 3-yr or 5-yr period exceed the purchase cost. There is provision within the budget for the mower; it was therefore decided to purchase the mower outright which comes with a 2-yr warranty and a 10-yr warranty on the batteries.

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FINANCE/2022/49

RESOLVED: To purchase a battery-operated ride-on mower (Open Spaces Act 1906 s10; LG (Misc. Prov.) Act 1976 s19).

It was also confirmed that four quotes for trailers had been considered via email. The cheapest of those in stock was purchased.

FINANCE/2023/50

RESOLVED: Trailer from Cheshire Trailers purchased, £4,182 +VAT (Open Spaces Act 1906 s10; LG (Misc. Prov.) Act 1976 s19).

4.3 to receive Head Gardener's evaluation report on current GSPC sites and urgent work needed.

The Head Gardener had provided an evaluation of sites and work that needs to be done, e.g. raised beds on Lingley Green and Vicarage Community Park require securing and top soil adding. It was noted that this type of evaluation will be carried out on a regular basis to inform the budget setting for each financial year as part of the ongoing investment into the grounds. A query was raised about the council's long-term plans for sites as part of the reason for bringing the grounds maintenance in-house was to be able to do more with them and take on additional projects. A Landscape Management Plan has been drafted which will be considered at the June Parish Council meeting. This document should set out the council's aims and objectives and provide a 5-year plan to be reviewed regularly. The work identified in the evaluation report will be carried out mainly in the autumn/winter; funds are available within the grounds/centre maintenance budgets.

FINANCE/2022/50

RESOLVED: To approve the work set out in the Grounds Evaluation Report (GSPC-GER-01)(Open Spaces Act 1906 s10).

5. To be updated on meeting with Football Foundation for the drainage project on the Parish Playing Field.

A summary was provided on the meeting with the Football Foundation regarding funding for the Parish Playing Field. The meeting was largely positive, there may be a couple of minor negatives, although they are not necessarily a reason for funding to be refused. These are the possibility that the site is listed as in use for rugby and the open access to the public. The Football Foundation will check on the Playing Pitch Strategy and the council will discuss the access. The costs are likely to be in the region of £250k. GSPC has earmarked reserves of £50k; the Football Foundation mentioned £80k as a more realistic contribution, but this would be subject to results from the tender process. Next steps are to undertake the tendering for the work, look into planning permission and discuss access to the field.

FINANCE/2022/51

RECOMMENDED: To note that:

- GSPC has a minimum of £50k in earmarked reserves as match funding; this may be increased depending on the outcome of the tendering process and negotiations with the Football Foundation,
- The PPF working group will review documentation and start the tendering process,
- Full council will discuss access to the field.



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(Open Spaces Act 1906, s10)

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 |
|------------------------|---|-------------------|
| AA Clearances Ltd | Removal and re-fit of flooring – HL | £2490.00 |
| Wild Tribe | Face Painting 50% deposit Fun Day | £240.00 |
| Ross Safety Wear | Work wear – Heads Gardener | £128.89 |
| Viking | Office Stationery | £348.98 |
| Trade UK | Grounds Maintenance | £61.97 |
| Trade UK | Centre Maintenance – TP | £14.99 |
| Trade UK | Grounds Maintenance | £58.00 |
| Trade UK | Ground Maintenance | £381.84 |
| MKM | Heavy Duty Wheelbarrow | £185.59 |
| Travis Perkins | Topsoil/Tarmac repair – PPF | £105.80 |
| B&B Hygiene Ltd | Cleaning Supplies | £253.95 |
| Trade UK | Grounds Maintenance | £12.35 |
| Samrose | Supply and fit kitchen – HL | £3500.00 |
| WBC | Legal, Licence and deposit – GSPC Fun Day | £906.00 |
| B&B Hygiene Ltd | Cleaning Supplies | £123.82 |
| Cheshire Trailers | Trailer for grounds, 10% deposit | £501.86 |
| All Steel Fencing | Security fencing for containers & trailer | £2742.00 |
| TV Licensing | Annual group license for centres | £795.00 |
| Zurich Municipal | GSPC annual insurance | £8752.85 |
| Millhouse Training Ltd | Training for HG on grounds equip | £1260.00 |
| Comtec | Electrical works, HL | £540.00 |
| EDR Landscapes | Grounds Maintenance | £7587.24 |
| Top Print | Fun Day advertisement artwork | £30.00 |
| Rise Associates | Project Management Sankey Station | £1,200.00 |
| Woodend Nursery | Planters re-fill | £718.80 |
| Trade UK | Grounds Maintenance | £63.65 |
| Trade UK | Centre Maintenance – BB | £50.40 |
| Trade UK | Grounds Maintenance | £249.85 |
| Trade UK | Grounds Maintenance | £189.91 |
| Cheshire Haybale Hire | Haybales – Fun Day | £227.20 |
| JDH Business Services | 2022/23 Internal Audit | £822.00 |
| Equals | Petty cash card top-up | £750.07 |
| Carousel Amusements | Fairground rides – Fun Day | £11884.00 |
| | TOTAL | £39,057.01 |

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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 April were also checked:

| | | | | |
|-------------------|------------|---------------------------------|--------------|-----------------|
| Novuna | 03/04/2023 | Electric Van | Lease | 456.20 |
| BT | 03/03/2023 | WIFI/Telephone | TP | 84.43 |
| BT | 03/04/2023 | WIFI/Telephone | BB | 57.54 |
| Water Plus | 03/04/2023 | Water charges | HM | 29.59 |
| Water Plus | 03/04/2023 | Water charges | WH | 50.72 |
| Water Plus | 03/04/2023 | Water charges | BB | 125.03 |
| Water Plus | 06/04/2023 | Water charges | HL | 346.17 |
| GCI Network | 05/04/2023 | e-mail hosting/microsoft office | Office | 82.06 |
| BT | 06/04/2023 | WIFI/Telephone | HM | 76.82 |
| Peninsula | 21/04/2023 | H&S Service | Office | 200.93 |
| SWALEC GAS | 24/04/2023 | Gas | HM | 239.26 |
| SWALEC GAS | 24/04/2023 | Gas | WH | 191.87 |
| SWALEC GAS | 24/04/2023 | Gas | BB | 288.42 |
| SWALEC | 24/03/2023 | Electricity | TP | 160.83 |
| SWALEC | 28/04/2023 | Electricity | WH | 429.51 |
| Utility Warehouse | 28/04/2023 | Mobile phones | Office | 70.70 |
| | | | TOTAL | £2433.88 |

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

No quotes for review.

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.

One request had been received from the Friends of Callands School towards a family fun day with monies raised going to Callands Primary School. The event is similar to the Parish Council's Summer Fun Day on Dakota Park and since the council already spends a significant sum on the fun day to make it as accessible as possible for all parishioners, the Committee did not feel it would be appropriate to provide funding for a similar event. It was suggested the group could approach Westbrook Parish Council for assistance if it has not already done so.

FINANCE/2023/53

RESOLVED: To refuse the request from Friends of Callands School for financial assistance towards a family fun day.



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

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

FINANCE/2023/54

RESOLVED: To accept the bank reconciliation and budget monitoring pages for April 2023 (Accounts and Audit Regulations 2015 reg 4).

- 10. To authorise payment of wages, tax and ERNIC for May.**

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £21,480.96.

FINANCE/2023/55

RESOLVED: To authorise payment of wages and HMRC costs as listed for May 2023 (LGA 1972 s112).

