

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 30th April 2024
Whittle Hall Community Centre

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

In Attendance: K. Carter (Clerk)

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

There were no apologies.

2. To approve the minutes of previous meeting 2/4/2024.

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

FINANCE/2024/38, RESOLVED:

To approve the minutes of the meeting held on 2nd April 2024 as a true record.

3. To discuss Sankey Station lease.

The lease for the station building is currently being drafted by solicitors and the item is on the agenda as there had been some queries from the solicitor about proving the legal entity of the Parish Council. This has been resolved and therefore no discussion was needed. It was noted that the same solicitor is drafting the lease that will also be required between the Parish Council and the CIC as it will be the CIC that manages the building in the long-term.

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

This is a continued discussion from the previous meeting. Resolution PC/2023/05 (Jan 2023) was to support the event over a 3-year period with an initial contribution of £3,000 to be reviewed each year. The organiser had been contacted for current figures. Some sponsorship has been found, but there are increased costs from last year for insurance, soldier transport and subsistence and for stewarding the car park. It was agreed to fund these three items at a total cost of £3,065 for this year and review again next year.

FINANCE/2024/39, RESOLVED:

To contribute £3,065 towards Warrington Armed Forces Day for 2024. Amount to reviewed in 2025. (LGA 1972 s145).

5. To consider project proposal (Cllr Price).

A proposal had been received via Cllr Price for a research project into the heritage of Great Sankey based on historical information found in the deeds of local houses. The project will be delivered by Dr Fletcher; initially the focus will be around Sankey Station to complement the project to repurpose the site and will produce publicly accessible information. There is potential for the research area to be widened, depending upon results. The initial request is for £500 towards Dr Fletchers time, with a proposed timeframe of July to October 2024. Stitch Station is offering use of their premises for drop-in sessions for members of the public. It was agreed that this project could generate some very interesting detail about the original centre of Great Sankey, which could then be used to help promote the larger Sankey Station project, support funding bids and possibly lead to an exhibition in the station. It was also agreed that

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councillors meet with Dr Fletcher before research is begun to agree timeframes and outcomes (e.g. content suitable for display boards and presentation to full council in November 2024).

FINANCE/2024/40, RECOMMENDED:

To provide £500 funding to Dr Fletcher for a research project into the heritage of the original centre of Great Sankey. Timeframes and outcomes, e.g. appropriate content for display boards and presentation to full council, to be agreed between councillors and Dr Fletcher prior to start. (LGA 1972, s137).

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
L.Brereton	Refund for lunch apprentice interviews	£28.10
Buddha Group Ltd	Purchase of heras fencing	£790.80
Impact Graphix	Sign for Lingley Green	£67.20
John Riley	Onsite Tim Parry WI-FI Diagnostic	£220.00
Gurpeet Kang	Customer Refund – cancelled booking	£32.00
Brentwood Moss	Plants for WH – Approved Winter Work	£345.02
Rialtas	Booking Software Support Licence Renewal	£330.00
CHALC	2024 Membership Renewal	£1551.66
WBC	Commercial Waste – WH 2024 to 2025	£736.84
WBC	Commercial Waste – HM 2024 to 2025	£736.84
WBC	Commercial Waste – BB 2024 to 2025	£736.84
WBC	Commercial Waste 660ltr – TP 2024 to 2025	£736.84
WBC	Commercial Waste 360ltr – TP 2024 to 2025	£602.16
Trade UK	Plants – HL	£40.84
Trade UK	Grounds – waterproof paint	£33.99
Trade UK	Centre Maintenance – TP	£2.99
Trade UK	Lawn seed – WH	£69.35
Trade UK	Centre Maintenance – TP	£14.28
MKM	Post fix – Grounds	£23.18
Rise Associates	Sankey Station – Project Management	£2,400.00
MKM		£360.16
Trade UK	Door Hook Friends of TP	£2.49
Ross Safety Wear	Apprentice Safety Work wear	£236.50
Hollyoak Tree Services	Removal of Storm Damage Willow – CW	£960.00
B&B Hygiene Ltd	Cleaning Supplies	£466.51
Broxap	Benches- TP	£3,835.20
Viking	Office stationery	£211.67
Viking	Lockable display cabinet – HM	£190.80
Viking	Office stationery	£97.88
MKM	Softwood Matchboard – WH Gate	£115.60
MKM	Sand and cement – Grounds Maintenance	£37.54

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Viking	Office Stationery	£31.79
Comtec	Electric cable and wifi to container	£1,740.00
Trade UK	Grounds Maintenance	£54.43
Impact Graphix	Mesh Banners and sign	£270.00
Elite Digital	CCTV Call out and maintenance	£360.00
Equals Business Card	Top-up for staff cards	£960.75
Travis Perkins	Hire Heavy duty breaker – plumbing container	£70.03
	TOTAL	£19,500.28

FINANCE/2024/41, RESOLVED:

To authorise all payments listed (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 March were also checked:

Novuna	01/03/2024	Electric Van	Lease	456.20
Lex Autolease	01/03/2024	Council Electric Van	Lease	851.98
Water Plus	01/03/2024	Water charges	HM	51.11
Water Plus	01/03/2024	Water charges	BB	77.88
Water Plus	01/03/2024	Water charges	WH	57.75
BT	04/03/2024	WIFI/Telephone	HL	67.21
BT	04/03/2024	WIFI/Telephone	TP	97.51
BT	04/03/2024	WIFI/Telephone	OFFICE	117.48
BT	04/03/2024	WIFI/Telephone	BB	67.21
SWALEC GAS	06/03/2024	Gas	HM	263.40
SWALEC GAS	06/03/2024	Gas	WH	187.88
SWALEC GAS	06/03/2024	Gas	BB	310.44
SWALEC GAS	06/03/2024	Gas	HL	153.53
GCI Network	06/03/2024	e-mail hosting/microsoft office	Office	93.99
SWALEC GAS	07/03/2024	Gas		364.90
SWALEC GAS	07/03/2024	Gas		252.79
SWALEC GAS	07/03/2024	Gas		445.05
SWALEC GAS	07/04/2024	Gas		248.42
BT	08/03/2024	WIFI/Telephone	HM	67.21
Peninsula	12/02/2024	H&S Service	Office	200.93
Water Plus	12/03/2024	Water charges	WH	63.06
Water Plus	27/03/2024	Water charges	WH	102.81
Utility Warehouse	28/03/2024	Mobile phones	Office	48.70
Manual Handling Charges	28/03/2024	Bank Charges	Office	3.90
Service Fee Charge	31/03/2024	Service Charge	Office	70.95
			TOTAL	£4,722.29

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

Quote 1: Solicitor fees for Brentnall Boat Park. Heads of Terms have been received from Your Housing for the transfer of the Boat Park to the Parish Council. Unfortunately, only one quote

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has been received, although a request for possible contacts has been sent to ChALC. Further quotes will be sought before a decision is made.

Quote 2: for works to community centres. One quote had been obtained from a trusted supplier for the following:

- a. Plastic panelling to main hall (WHCC), £3,145
- b. Repairs to toilets at HMCC, £1,505
- c. Staircase enclosure at BBCC, £6,780

The first two items were approved; the supplier has completed similar work in other centres and is reliable and cost-effective. The third item is a larger job; at least four other companies have been contacted for additional quotes, with some site visits, but have not supplied quotes for the work. It was agreed that officers will continue to seek quotes until the end of May, but otherwise will accept the quote above.

FINANCE/2024/42, RECOMMENDED:

To accept the quote from Brookmeade Building Ltd for Whittle Hall (£3,145) and Hood Manor (1,505) Community Centres. To seek further quotes for Bewsey Barn Community Centre until the end of May 2024; otherwise, to accept the quote to enclose the staircase from Brookmeade (£6,780). (LG (Misc. Prov.) Act 1976 s.19)

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 Friends of Tim Parry Park. The Community Projects Committee had approved funding of £1,000 towards the set-up of the community café. Additional ongoing support is through the provision of the Annexe free of charge. The initial funding has been spent and the group is requesting a further £200 for a freezer to offer ice creams to customers during the summer. This was supported in principle; a location for the freezer and therefore sizing, has yet to be determined.

FINANCE/2024/43, RECOMMENDED:

To support in principle additional funding of £200 to the Friends of Tim Parry Park for the purchase of a freezer, subject to a suitable location being identified by council officers. (LG (Misc. Prov.) Act 1976 s.19)

9. Budget 2023-24 – to scrutinise documentation up to the end of the financial year 2023-24, and when satisfied as to correctness to sign off financial reports and bank reconciliations for March.

FINANCE/2024/44, RESOLVED:

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

10. To authorise payment of wages, tax and ERNIC for April.

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £20,737.39.

FINANCE/2024/45, RESOLVED: To authorise payment of wages and HMRC costs (£20,737.39 total) for April 2024 (LGA 1972 s112).