

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th June 2024
Whittle Hall Community Centre

Chair: Cllr Williams
Present: Cllr Watson
Cllr Simpson

In Attendance: K. Carter (Clerk)

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

There were apologies from Cllrs Cotter & Pennington.

2. To approve the minutes of previous meeting 30/4/2024.

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

FINANCE/2024/46, RESOLVED:

To approve the minutes of the meeting held on 30th April 2024 as a true record.

3. To scrutinise accounts for the year ending 31st March 2024 and make a recommendation on acceptance to full Council on the

i) Annual Governance Statement.

FINANCE/2022/47, RECOMMENDED:

To accept and approve the Annual Governance Statement for the financial year 2023-24 (Accounts & Audit Regulations 2015, reg 12)

ii) Accounting Statement.

FINANCE/2023/48, RECOMMENDED:

To accept and approve the Accounting Statement for the financial year 2023-24 (Accounts & Audit Regulations 2015, reg 12)

4. To review draft Heads of Terms for Brentnall Boat Park.

Your Housing have provided draft Heads of Terms for the Parish Council to consider taking ownership of Brentnall Boat Park. It was proposed that the council meet with Your Housing to discuss some of the clauses within the document which state that searches will not be conducted or CPSE enquiries completed. These will be necessary for the Parish Council to have a full understanding of the site and inform any decision. The Parish Council's Maintenance Officer and Head Gardener will be asked to assess the equipment and surrounding land for any current issues and ongoing maintenance requirements. An understanding of the volunteers' experiences and schedule for opening and closing the site will also be requested.

FINANCE/2023/49, RECOMMENDED:

To arrange a meeting with Your Housing to discuss the draft Heads of Terms document for Brentnall Boat Park, particularly in relation to clause 6.5. A site inspection to be carried out by the Parish Council's Maintenance Officer and Head Gardener and the volunteers will be asked to provide information about the opening and closing of the park with any comments and issues with this.

5. To review use of Hood Lane Community Centre by Good Neighbours WA5.

Good Neighbours WA5 have been allowed free use of Hood Lane Community Centre as a food hub to support residents in need and was started during the Covid-19 pandemic. The hub

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th June 2024
Whittle Hall Community Centre

operates on a Sunday delivering food parcels to around 100 people each Sunday with anything leftover being donated to local churches. It was agreed to allow continued free use of the community centre, with a further review in 3 months.

The group had further requested to open on Saturday 29th June to offer a quiet space and drinks during Armed Forces Day. This was agreed as long as the group supervised throughout and cleaned the centre afterwards.

FINANCE/2023/50, RESOLVED:

To allow the food hub continued free use of Hood Lane Community Centre with a review in 3 months. To further allow the group to offer a quiet space and drinks during Armed Forces Day on Saturday 29th June providing the group supervises during and cleans afterwards.

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 considered and approved.

Presented By	Description	Amount
J Riley	IT setup Apprentice & container	£698.00
Steve Mahon	Supply & fit water & waste for container	£590.00
Kings Church	Donation for community café	£250.00
Mr A.G. Boyle	Donation Warrington Armed Forces Day	£3065.00
Comtec	Electric work at HM &WH	£350.00
MKM	Delivery/Charge Costs	£60.00
J. Riley	Set up new e-mail accounts for Councillors	£600.00
Trade UK	Plants – WH Gardens	£60.32
Cheshire Trailers	Service and repair of advisories	£204.00
WBC	Fun Day legal, licence and deposit fee	£1035.00
Trade UK	Paint for Gate at WH	£24.00
Trade UK	Pack of screws gate at WH	£6.54
Ross Safety Wear	Safety Workwear for apprentice	£179.69
Trade UK	Centre Maintenance – WH	£7.49
Rospa	Annual Inspection of TP/VCP	£297.60
Travis Perkins	Plate Compactor hire – WH	£41.20
B&B Hygiene Ltd	Cleaning supplies	£534.64
Trade UK	Sprinkler system	£113.05
Trade UK	Glue – Centre Repair TP	£4.79
Ross Safety Wear	Staff uniform	£56.36
TV Licensing	TV License Renewal for Community Centres	£847.50
Ross Safety Wear	Breathable Hi-viz trousers – staff safety wear	£36.88
Woodend Nursery	24 troughs refill – Planters St Mary's	£648.00
Equals Business Card	Top-up for staff cards	£532.08
Dr Stella Fletcher	Sankey Heritage Project	£500.00
Zurich Municipal	GSPC Insurance renewal 24 – 25	£9938.70

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th June 2024
Whittle Hall Community Centre

One Ash Training	Basic Tree Survey & Inspection	£180.00
	TOTAL	£20,860.84

FINANCE/2024/51, 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 April were also checked:

Novuna	02/04/2023	Electric Van	Lease	456.20
WBC	02/04/2023	March Business Rates	TP	87.00
WBC	02/04/2023	March Business Rates	HM	61.00
WBC	02/04/2023	March Business Rates	BB	52.00
Lex Autolease	02/04/2024	Council Electric Van	Lease	851.98
SWALEC	03/04/2024	GAS	HM	376.32
SWALEC	03/04/2024	GAS	BB	403.33
SWALEC	03/04/2024	GAS	WH	186.04
SWALEC	03/04/2024	GAS	HL	247.83
Water Plus	03/04/2024	Water charges	HM	51.11
Water Plus	03/04/2024	Water charges	BB	77.88
Water Plus	03/04/2024	Water charges	WH	57.75
SWALEC	05/04/2024	Electricity	TP	557.78
SWALEC	05/04/2024	Electricity	HL	193.13
GCI Network	05/04/2024	e-mail hosting/microsoft office	Office	93.99
BT	08/04/2024	WIFI/Telephone	HM	298.48
Peninsula	11/04/2024	H&S Service	Office	200.93
BT	15/04/2024	WIFI/Telephone	HL	67.21
BT	15/04/2024	WIFI/Telephone	TP	97.51
BT	15/04/2024	WIFI/Telephone	WH-office	117.48
BT	15/04/2024	WIFI/Telephone	BB	361.21
SWALEC	22/04/2024	Electricity	BB	510.27
Water Plus	22/04/2024	Water charges	HL	108.62
Water Plus	22/04/2024	Water charges	TP	138.95
WBC	30/04/2024	March Business Rates	TP	96.69
WBC	30/04/2024	March Business Rates	HM	65.02
WBC	30/04/2024	March Business Rates	WH	63.70
WBC	30/04/2024	March Business Rates	BB	51.75
Utility Warehouse	30/04/2024	Mobile phones	Office	53.40
			TOTAL	£5984.56

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

Quotes had been obtained for an additional mower. This is needed now that the council has recruited an apprentice. The model sourced is slightly different from the existing one as it has a rear roller which will produce stripes and improve the aesthetics of the council's smaller grassed areas; there is currently no battery option for this. Three quotes were obtained, the

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th June 2024
Whittle Hall Community Centre

most expensive was dismissed. Since the two others were similar in price, the committee was happy to let the Head Gardener have the final decision.

FINANCE/2024/52, RESOLVED:

To purchase a Hayter Harrier 56 Pro lawn mower, c. £1,200 for use at Tim Parry Rose Garden, Vicarage Community Park and community centre gardens.

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 St Mary's Church for assistance towards their extension project to develop the community space at the back of the church. It was noted that the Parish Council had given a donation of £312 6 months ago to help repair the church clock. The committee recommended a donation of £200, which must be ratified by full council as it is the second request within a 12-month period.

FINANCE/2024/53, RESOLVED:

To give a donation of £200 to St Mary's Church towards the renovation of their community space.

9. Budget 2024-25 – to scrutinise documentation and when satisfied as to correctness to sign off financial reports and bank reconciliations for April.

The bank reconciliation and budget monitoring pages for April were considered and accepted. Members were informed that the Financial Regulations will be reviewed at the next meeting and the process on internal controls is being streamlined and will be introduced in July.

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 £28,135.49. This is slightly higher than last month as it was a 5-week month and included a backdated pay increase from April for caretakers.

FINANCE/2024/54, RESOLVED:

To authorise payment of wages and HMRC costs (£28,135.49 total) for May 2024 (LGA 1972 s112).