

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 3rd September 2024
Whittle Hall Community Centre

Chair: Cllr Watson
Present: Cllr Pennington
Cllr Cotter
Cllr Simpson

In Attendance: Cllr Catlow
K. Carter (Clerk)

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

Apologies had been received from Cllr Williams.

2. To approve the minutes of previous meeting 3/8/2024.

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

FINANCE/2024/70, RESOLVED:

To approve the minutes of the meeting held on 3rd August 2024 as a true record.

3. To be informed of progress with installation of benches for Marina Avenue Park and consider wording/design for plaques.

Funding was agreed in September 2023 for the purchase of 2 benches through WBC at a cost of £3,000 +VAT. Due to the ground conditions, installation was delayed until summer 2024 and unfortunately only 1 bench has been installed so far; WBC is awaiting a delivery of more benches. Costs have been confirmed with the inclusion of plaques which had not previously been mentioned. The total cost for the 2 benches and 2 plaques will fall within the approved budget and it was agreed to add these with some simple wording "Donated by Great Sankey Parish Council".

FINANCE/2024/71, RESOLVED:

To note the delay in the installation of the 2 benches on Marina Park and to add plaques to the order. Total cost £2,800 +VAT (Open Spaces Act 1906 s10).

4. To be informed of status of bank signatories.

Cllrs Williams and Simpson are to be included as bank signatories. The original form sent to amend signatories for the council has been misplaced by the bank and a new instruction is required. This will be done as soon as possible

5. To be informed of works carried out on council properties during August and any outstanding items.

Various works have been completed over the summer break:

- Stairway enclosure at Bewsey Barn Community Centre aimed at improving acoustics and reducing heat loss to roof space. Ha also provided additional floor space upstairs.
- Panelling to main hall at Whittle Hall Community Centre aimed at protecting the walls from incidental damage and reducing maintenance requirements.
- Barrier to access road at Tim Parry Community Centre, plus signage aimed at reducing unauthorised access to the centre and protecting children and adults using the playground and recreation ground.

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All the works have been completed to a good standard and invoices received for payment. There are some outstanding items for the centres which need further quotes to be sought, and these will be brought to a future meeting.

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, £
Woodend Nursery	Top Soil	24.00
T&O Harrison	Greenwaste	30.00
Safeguard	Keys for Centres	102.60
Nuko Planning	Planning consultant fee. Part 2 of 2	825.00
MKM	Items to fix gate at Hood Lane CC	133.91
WBC	PPF Maintenance 24/25 Q2	959.45
Go Audits	Annual subscription 24/25	230.40
Ross Safety Wear	X 4 staff shirts	25.56
B&B Hygiene Ltd	Cleaning supplies	217.84
Viking	Stationery office supplies	209.81
Holly Oak Tree Services	Fell Goat Willow tree at BB	720.00
Brookmeade Building Ltd	WH – plastic panels main hall	4242.00
Ross Safety Wear	Hi-viz vest Brentall Boat Park Volunteers	70.32
Tudor Environmental	Cooper Pegler Plastic trigger	53.81
Travis Perkins	Hire Heavy Duty Breaker – Barrier at TP	72.82
MKM	Postfix mix – Barrier at TP	74.52
T&O Harrison	Greenwaste - 08554	30.00
Firecheck North West Ltd	PAT testing WH	54.00
Firecheck North West Ltd	PAT testing TP	54.00
Firecheck North West Ltd	PAT testing HL	54.00
Firecheck North West Ltd	PAT testing HM	54.00
Firecheck North West Ltd	PAT testing BB	54.00
MKM	Postfix – Access barrier TP	59.62
MKM	Postfix – Access barrier TP	46.37
Cheshire Constabulary	PCSO charges Q1	10,325.00
Moore Construction Ltd	Stairwell enclosure BB	8,712.00
Safeguard	Keys access barrier TP x6	34.20
Equals	Petty cash top-up	607.35
Nuko Planning	Panning consultant – BNG calculations	600.00
		28,676.58

FINANCE/2024/72, 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 July were also checked:

Novuna	03/06/2024	Electric Van	Lease	456.20
BT	03/06/2024	WIFI/Telephone	TP	105.98



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BT	03/06/2024	WIFI/Telephone	BB	73.28
SSE Energy	03/06/2024	GAS	HM	218.04
SSE Energy	03/06/2024	GAS	WH	130.45
SSE Energy	03/06/2024	GAS	BB	204.88
SSE Energy	03/06/2024	GAS	HL	103.07
Lex Autolease	03/06/2024	Council Electric Van	Lease	851.98
Water Plus	03/06/2024	Water charges	HM	51.11
Water Plus	03/06/2024	Water charges	BB	77.88
Water Plus	03/06/2024	Water charges	WH	80.38
BT	05/06/2024	WIFI/Telephone	Office	214.12
GCI Network	07/06/2024	Office 365/email	Office	93.99
Peninsula	17/05/2024	H&S Service	H&S	200.93
Water Plus	20/06/2024	Water charges	HL	115.74
Water Plus	20/06/2024	Water charges	TP	80.64
Utility Warehouse	28/06/2024	Mobile phones	Office	53.40
Manual Handling Charges	28/06/2024	Bank Charges	Office	8.70
Service Fee Charge	31/03/2024	Service Charge	Office	73.50
			TOTAL	£3194.27

It was noted that the phone bills are high; the office has had problems with the account for Hood Manor Community Centre which is being incorrectly charges. BT has been contacted on at least 3 occasions about this and has promised a refund, but this hasn't been received yet. It was agreed that the committee would look at alternative suppliers over the next few months.

It was also requested that the energy bills and usage, particularly electricity, are reviewed over the last 3-year period to see if the installation of the solar panels has had any impact.

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

None.

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.

None.

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

The bank reconciliation and budget monitoring pages for July were considered and accepted. Checks on financial transactions were carried out prior to the meeting by Cllrs Simpson and Pennington.

FINANCE/2024/73, RESOLVED:

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



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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £20,670.69.

FINANCE/2024/74, RESOLVED:

To authorise payment of wages and HMRC costs (£20,670.69 total) for August 2024 (LGA 1972 s112).

