

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 1st October 2024
Whittle Hall Community Centre

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

In Attendance: K. Carter (Clerk)

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

No apologies.

2. To approve the minutes of previous meeting 3/9/2024.

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

FINANCE/2024/75, RESOLVED:

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

3. To receive the External Auditor's report for the completed accounts, 2023-24.

The audit report noted two minor matters requiring attention, a transcription error in the figure for fixed assets in the prior year (2022-23) box, and a reconciling item which should have been included as a creditor. These will be amended, and the figures restated in next years (2024-25) audit return.

FINANCE/2024/76, RESOLVED:

To accept the External Auditor's report for the annual accounts for 2023-24. To restate the figures prior to the 2024-25 AGAR.

4. To receive an update on the Parish Playing Field Drainage project.

Revised costs from the contractor are anticipated; once received, the final application forms can be completed. The Football Foundation has been kept informed on progress. Cllr Watson will follow up on the planning application through Cllr Parish.

5. 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, £
Walton Turf	Topsoil – repairs to TP Rec	£150.00
Plantscape	Barrier Basket inserts x 24	£435.02
10 th Warrington Scout	Customer refund – cancelled booking	£33.00
Trade UK	Gardener Tools	£64.00
Trade UK	WH Redecoration	£47.84
CHALC	Councillor Induction Course – Wren	£25.00
PKF	End of Year audit	£1,638.00
B&B Hygiene Ltd	Cleaning Supplies	£437.47

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One Ash Training	Brushcutters staff training	£240.00
One Ash Training	Hand hedgecutters staff training	£240.00
One Ash Training	Ride on mower staff training	£300.00
Safeguard	Centre key	£18.29
Trade UK	Relocation of barrier at TP	£36.57
Walton Turf	Top soil – Hood Lane Planters	£90.00
Trade UK	Centres repairs	£81.54
B&B Hygiene Ltd	Cleaning supplies	£434.69
Brentwood Moss	Plants – HL	£142.52
Taylor Rose	Sankey Station – solicitor fee	£1,944.00
MKM	Limestone Chippings – HL	£7.13
WBC	Serv Charge – HM	£382.89
One Ash Training	Ride on Mower/Leaf Blower – Training	£366.00
WBC	Footpath Cleansing – WH 24-25	£285.97
Equals	Petty cash top-up	£381.52
	TOTAL	£7,781.45

FINANCE/2024/77, 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 August were also checked:

Novuna	01/08/2024	Electric Van	Lease	456.20
BT	01/08/2024	WIFI/Telephone	TP	105.98
BT	01/08/2024	WIFI/Telephone	BB	73.28
SSE Energy	01/08/2024	GAS	HM	97.76
SSE Energy	01/08/2024	GAS	WH	66.33
SSE Energy	01/08/2024	GAS	BB	85.03
SSE Energy	01/08/2024	GAS	HL	29.91
Lex Autolease	01/08/2024	Council Electric Van	Lease	851.98
Water Plus	01/08/2024	Water charges	BB	44.69
Water Plus	01/08/2024	Water charges	HM	50.95
Water Plus	01/08/2024	Water charges	WH	80.38
BT	06/08/2024	WIFI/Telephone	HM	354.61
Peninsula	12/08/2024	H&S Service	H&S	200.93
SSE Energy	12/08/2024	Electricity	WH	711.07
Water Plus	20/08/2024	Water charges	HL	115.74
Water Plus	22/08/2024	Water charges	TP	80.64
WBC	30/08/2024	July Business Rates	TP	96.00
WBC	30/08/2024	July Business Rates	HM	61.00
WBC	30/08/2024	July Business Rates	WH	65.00
WBC	30/08/2024	July Business Rates	BB	52.00
Utility Warehouse	30/08/2024	Mobile phones	Office	53.40
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WBC	30/08/2024	July Business Rates	BB	52.00
Utility Warehouse	30/08/2024	Mobile phones	Office	53.40
			TOTAL	£3732.88

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

a. Sanding and refinishing floors at Whittle Hall and Tim Parry Community Centres
Quotes from two companies and an online comparison were considered. Both companies have previously worked for the council before; one was in line with the online quote, the other cheaper. It was agreed to accept the lower quote as previous experience has demonstrated quality and reliability and the other company has been less reliable in the past.

FINANCE/2024/78, RECOMMENDED:

To engage Beauty Beneath Flooring to sand and recoat the main hall floors at Tim Parry and Whittle Hall Community Centres at a total cost of £4,580 +VAT.

b. annual newsletter design (£600) and printing (£2,995). It was noted that the distribution costs are usually in the region of £2,500 although a quote is yet to be obtained. The committee discussed the effectiveness of the newsletter and whether a full annual distribution at a budgeted cost of around £6,000 is cost-effective, or whether other options may be as informative for residents at a much lower cost, freeing up the 6k budget for other projects.

It was noted that some residents don't have easy access to computers and a purely online newsletter may therefore miss these people. A combination of an online newsletter with some printed copies distributed was suggested and there are options for changing the frequency and size of the newsletter. It was agreed to recommend halting the production and delivery of this year's newsletter and pass the discussion to the Community Projects Committee for consideration.

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FINANCE/2024/79, RECOMMENDED:

To cancel the production and delivery of the 2024-25 annual newsletter, reallocate the budget to another project (to be decided). The Community Projects Committee to consider alternative options for format, frequency, size and distribution.

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

No requests.

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

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

FINANCE/2024/80, RESOLVED:

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

- 9. To authorise payment of wages, tax and ERNIC for September.**

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £21,957.83.

FINANCE/2024/81, RESOLVED:

To authorise payment of wages and HMRC costs (£21,957.83 total) for September 2024 (LGA 1972 s112).