

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 5th November 2024
Whittle Hall Community Centre

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

In Attendance: K. Carter (Clerk)

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

Apologies were received from Cllr Cotter.

2. To approve the minutes of previous meeting 1/10/2024.

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

FINANCE/2024/82:

To approve the minutes of the meeting held on 1st October 2024 as a true record.

3. To review use of Hood Lane Community Centre by the Food Bank.

It was agreed that councillors arrange a meeting with the organisers to discuss how the group is getting on and raise a couple of issues experienced recently.

FINANCE/2024/83:

To arrange a meeting with Good Neighbours WA5 to discuss the food bank.

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

Revised costs from the approved contractor had been received and forwarded to the Football Foundation. The Football Foundation are now considering whether additional quotes are required as a year has elapsed since the tender exercise was undertaken. A further set of questions has been raised by the Football Foundation on the original tender and evaluation process. The GMA will be asked for input to help answer these.

FINANCE/2024/84:

To request input from the GMA to answer queries raised by the Football Foundation in the tender and evaluation exercise for the drainage project on the Parish Playing Field.

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, £
Woodend Nursery	St Mary's Planters re-fill	£657.60
Beauty Beneath Flooring	TP/WH Floors sand and refinish	£4,580.00
Steve Mahon Plumbing	Repairs to HM toilets	£280.00
Cheshire Prestige Flooring	Repair vinyl flooring TP	£900.00
Canda Copying	Office Copier hire	£94.80
Canda Copying	Office Copier - June to Sept copies	£76.36
Viking Office	Office Stationery	£191.40

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Trade UK	Centre Maintenance – WH	£108.49
Les Halman Nurseries Ltd	Plants – GSPC Grounds	£438.91
Trade UK	TP Drainage – GSPC Grounds	£76.95
Trade UK	TP Drainage – GSPC Grounds	£64.69
Trade UK	TP Drainage – GSPC Grounds	£11.29
MKM	TP Drainage – GSPC Grounds	£804.31
Firecheck	Annual Fire alarm check – TP	£156.00
Firecheck	Annual Fire alarm check – WH	£156.00
Firecheck	Annual Fire alarm check – HL	£156.00
Firecheck	Annual Fire extinguisher service – HM	£36.00
Firecheck	Annual Fire extinguisher service – BB	£36.00
MKM	TP Drainage – GSPC Grounds	£47.34
Brentwood Moss	Tulips TP – Site upkeep	£182.40
C. J Lyon & Sons Ltd	Jet blocked drains TP – GSPC Grounds	£540.00
CHALC	Councillor Training – Planning	£35.00
Woodend Nursery	Bedding plants – Site Upkeep	£56.80
Travis Perkins	TP Drainage – GSPC Grounds	£49.58
WBC	PPF Grounds Maintenance Q3	£959.45
RBL	Wreaths Poppy Appeal	£47.50
MKM	TP Drainage – GSPC Grounds	£1601.18
Equals	Petty cash top-up	£849.97
WBC	2021 Elections Final Payment	£3222.19
	TOTAL	£16,416.21

FINANCE/2024/85:

To authorise all payments listed (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).

Novuna	02/09/2024	Electric Van	Lease	456.20
BT	02/09/2024	WIFI/Telephone	HL	73.28
BT	02/09/2024	WIFI/Telephone	TP	105.98
BT	02/09/2024	WIFI/Telephone	Office	129.24
BT	02/09/2024	WIFI/Telephone	BB	73.28
SSE Energy	02/09/2024	GAS	HM	92.51
SSE Energy	02/09/2024	GAS	WH	61.78
SSE Energy	02/09/2024	GAS	BB	71.93
SSE Energy	02/09/2024	GAS	HL	38.33
Lex Autolease	02/09/2024	Council Electric Van	Lease	851.98
Water Plus	02/09/2024	Water charges	BB	44.69
Water Plus	02/09/2024	Water charges	HM	50.95
Water Plus	02/09/2024	Water charges	WH	80.38
BT	06/09/2024	WIFI/Telephone	HM	354.61
Peninsula	11/09/2024	H&S Service	H&S	200.93
Global 4 Communication	16/09/2024	Office 365/email	Office	7.38

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Water Plus	19/09/2024	Water charges	HL	115.74
Water Plus	20/09/2024	Water charges	TP	80.64
WBC	30/09/2024	August Business Rates	TP	96.00
WBC	30/09/2024	August Business Rates	HM	61.00
WBC	30/09/2024	August Business Rates	WH	65.00
WBC	30/09/2024	August Business Rates	BB	52.00
Utility Warehouse	30/09/2024	Mobile phones	Office	53.40
Manual Handling Charges	30/09/2024	Bank Charges	Office	11.40
Service Fee Charge	30/09/2024	Service Charge	Office	68.70
			TOTAL	£3297.33

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

None for consideration.

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.
- to consider approval process for Friends Groups

Requests

a) Access to Tin Parry Community Centre. The barrier had been installed and was being closed at the weekend but left open midweek. However, regular customers have still been ignoring the restrictions and endangering members of the public. A decision was therefore made to close the barrier, except for specific customers requiring access either for disability or equipment. One customer has asked that they are allowed access, although it is this group who have contravened the rules. After discussion, it was agreed to purchase a combination lock for the barrier and issue a permit for access on request, up to a maximum of 2 per group. If this is then ignored, the permit will be revoked.

FINANCE/2024/86:

To purchase a combination lock for the access barrier at Tim Parry Community Centre and provide parking permits on request. Maximum of 2 permits per group. Permit will be revoked if parking restrictions are disregarded.

b) From Mature Movers for financial assistance towards a Christmas party for their members. £150 donation approved.

FINANCE/2024/87:

To give a donation of £150 to Mature Movers towards their Christmas party.

Approval Process

The café run by the Friends of Tim Parry Park is becoming more popular and the group is looking forward to raising funds to make small improvements to the park or run events. The council has been clear that the group will need to seek approval from the council for any idea for the park before it can go ahead. It was agreed that any requests or ideas with a financial implication should be considered through the Finance Committee using a

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simple application form for formal approval to be granted. Any minor request, with no financial implication can be discussed and agreed by Council officers.

FINANCE/2024/88:

To require formal approval from the Finance Committee for ideas/events with a financial implication proposed by the Friends of Tim Parry Park. To allow Council officers to decide on any minor requests with no financial implication.

8. Budget 2024-25

- to scrutinise documentation and when satisfied as to correctness to sign off financial reports and bank reconciliations for September.
- 6-month review: to assess current spend and consider reallocation of funds

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

FINANCE/2024/89:

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

The 6-month budget review highlights a possible underspend of around £50,000 by the end of the financial year. This was noted and options will be considered over the next couple of months.

9. 3-year budget forecast

Projections had been provided for income from the community centres and the council's fixed operational costs. Depending on the exact figure for the tax base, which should be received in mid-November, it is likely there will need to be a small increase in the precept to cover these costs. It was noted that the figures do not include additional sums for projects across the parish and the council will need to discuss and consider options for financing these prior to the budget setting in January.

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £27,520.84.

FINANCE/2024/90:

To authorise payment of wages and HMRC costs (£27,520.84 total) for October 2024 (LGA 1972 s112).