

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th March 2025
Whittle Hall Community Centre

Chair: Cllr T Williams
Present: Cllr P Watson
Cllr B Simpson
Cllr N Cotter
Cllr S Pennington

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 4/2/2025.

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

***FINANCE/2025/25:** To approve the minutes of the meeting held on 4th February 2024 as a true record.*

3. To consider request from WBC for additional contribution towards the installation of the Pump Track on Dakota Park.

A £20,000 funding contribution from the Parish Council to WBC for the pump track was agreed in February 2023 to match the contribution from WBC. The track was finished in July 2024 and WBC have now contacted GSPC for the contribution. They advise that costs had increased during the project and have requested an additional £10,000 for the track. The Parish Council had not been notified previously that the costs had risen, and an increase had therefore not been included in the budget. After discussion and consideration of the current demands on the parish council's finances, it was decided that that an additional contribution is not possible.

***FINANCE/2025/26:** Resolved that GSPC is unable to increase its financial contribution to the Pump Track on Dakota Park due to budgetary constraints.*

4. To review the 2025-26 budget:

- **To include the increase for PCSO funding and election costs.**
- **To be updated on earmarked reserves**
- **To consider Brentnall Boat Park project**

The 2025-26 budget was amended slightly to include the extra costs for the PCSO and election costs. This was achieved by reducing the amount in Miscellaneous to £5,000.

The committee was given an estimate of the remaining funds in earmarked reserves at the end of the financial year along with the additional sums which will be available from the 2025-26 budget. The anticipated total at the start of April 2025 is £258,400; there are 5 earmarked budgets which are proposed as follows:

| | | |
|----------------------|---------|--|
| Parish Playing Field | £95,000 | Project to install piped drainage system |
| Sankey Station | £91,548 | Project to create community hub |
| Estates Office | £67,079 | Project to relocate & improve current facilities |
| TP recreation ground | £4,000 | For improvements to TP park |
| Donations for TP rec | £773 | For improvements to TP park |

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It was accepted that these figures may change slightly depending on year-end figures, but the proposed allocations were agreed in principle.

FINANCE/2025/27: Resolved to accept the amended budget and earmarked reserves as proposed.

Brentnall Boat Park: The Parish Council had asked Your Housing if it was possible to take on the playground alone without the surrounding strip of land and trees as this significantly increases the maintenance liability. YH state they would prefer to transfer the whole site and provided estimates on a 3–5-year basis for maintenance of the trees (£5-700). GSPC have obtained independent quotes for this which are significantly higher (£2,000 per day) although it is impossible to assess how much would be required as the area is currently inaccessible. The hedging on site would also be a significant cost, estimated as £3-5,000 over the 3-5-year period. It was also noted that YH have not maintained the playground; they wish to transfer it 'as seen', but as this hasn't been agreed yet, YH is still responsible for the play area. There are repairs needed to the play surface, and it needs clearing of the leaf litter and moss to make it safe. The Committee concluded that the Parish Council cannot take on this financial responsibility; Your Housing to be advised of this and a request made for them to maintain the park to a safe standard.

FINANCE/2025/28: Recommended that GSPC cannot take on the financial responsibility for Brentnall Boat Park and that Your Housing are reminded of their obligations for the park.

5. Sankey Station CIC: to receive details of request for financial contribution.

The Parish Council had agreed a £10,000 contribution to Sankey Station CIC and were expecting written confirmation of the details before approving the expenditure. The CIC has recently advised that the funds may be used for a different purpose than that originally agreed and would forward details. This is awaited.

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 | Office laptop and set up | £1,377.00 |
| The Design Project | Design of spring 25 newsletter | £200.00 |
| K Ashby | Toll Charges – Training | £16.00 |
| WBC | Supply, Install and remove Christmas Tree | £1,874.82 |
| MKM | Building materials – TP Garden | £430.10 |
| MKM | Cat 4 cable locator – BB | £17.62 |
| MKM | Building materials – TP Garden | £27.53 |
| WBC | Dakota Park Pump Track | £20,000.00 |
| Trade UK | Materials – TP Garden | £43.98 |
| 360 Aggregates | 2 Tonne MOT – TP Park | £100.00 |
| Tom Taylor | Fix to webpage and social media sharing | £240.00 |
| MKM | Timber post for BB | £311.84 |

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| | | |
|--------------|---|-------------------|
| B&B Hygiene | Cleaning supplies | £512.61 |
| MKM | Gate Latch & Hinges – TP Garden | £18.12 |
| T&O Harrison | Greenwaste – Grounds Maintenance | £30.00 |
| Brentwood | 1 tonne Greenwaste Compost – Grounds | £122.40 |
| MKM | Green Timber – TP Garden | £359.82 |
| Brentwood | Green Waste Compost – Grounds Maintenance | £122.40 |
| Trade UK | Cable ties and Gloves – TP Garden | £16.38 |
| MKM | Paving – TP Garden | £499.99 |
| Equals card | Petty cash top-up | £431.70 |
| P.Watson | Chair Allowance 2025 | £1500.00 |
| | TOTAL | £26,659.31 |

FINANCE/2025/29: 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 January were also checked:

| | | | | |
|--------------------|------------|-------------------------|--------------|------------------|
| Novuna | 02/01/2025 | Electric Van | Lease | 456.20 |
| SSE Energy | 02/01/2025 | GAS | HM | 288.13 |
| SSE Energy | 02/01/2025 | GAS | WH | 200.95 |
| SSE Energy | 02/01/2025 | GAS | BB | 318.40 |
| SSE Energy | 02/01/2025 | GAS | HL | 154.51 |
| Lex Autolease | 02/01/2025 | Council Electric Van | Lease | 851.98 |
| Water Plus | 02/12/2024 | Water charges | BB | 79.91 |
| Water Plus | 02/12/2024 | Water charges | HM | 50.95 |
| Water Plus | 02/12/2024 | Water charges | WH | 80.38 |
| BT | 06/01/2025 | WIFI/Telephone | Office | 281.32 |
| SSE Energy | 06/01/2025 | Electricity | TP | 254.05 |
| SSE Energy | 06/01/2025 | GAS | TP | 900.80 |
| Peninsula | 06/01/2025 | H&S Service | H&S | 200.93 |
| Global 4 Comms | 14/01/2025 | Office 365/email | Office | 106.38 |
| Public Works Loans | 20/01/2025 | Loan repayment | Office | 11666.94 |
| Water Plus | 20/01/2025 | Water charges | TP | 77.13 |
| Water Plus | 20/01/2025 | Water charges | HL | 101.70 |
| SSE Energy | 22/01/2025 | Electricity | BB | 564.44 |
| WBC | 30/01/2025 | December Business Rates | TP | 96.00 |
| WBC | 30/01/2025 | December Business Rates | HM | 61.00 |
| WBC | 30/01/2025 | December Business Rates | WH | 65.00 |
| WBC | 30/01/2025 | December Business Rates | BB | 52.00 |
| BT | 31/01/2025 | WIFI/Telephone | Office | 322.46 |
| Utility Warehouse | 31/01/2025 | Mobile phones | Office | 53.40 |
| Service Fee Charge | 31/01/2025 | Service Charge | Office | 30.15 |
| | | | TOTAL | £17315.11 |

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

None.

8. To consider requests for financial assistance.

Request to refund donation

The Parish Council had agreed to refund any donation to the Friends of Tim Parry Park GoFundMe appeal on application to the Parish Office. The form included an option to claim on behalf of someone else as the council had been advised that someone had passed away since making the donation. An application form had been received which included 29 names out of a total of 33 original donors with the funds to be remitted to one bank account. This had not been signed by those donors and whilst the applicant stated that these were friends and family, the council had no way of validating this and did not feel it could approve a single refund of £785 to one individual. It was therefore agreed to request that claims are made by the individual donors. The council will reassure applicants that their personal data will only be used for the purposes of the refund and their information will not be stored. If people do not wish to give bank details, the council will issue a cheque for the refund.

***FINANCE/2025/29:** Resolved to respond to the claimant for a refund of the donated sums to the Friends of Tim Parry Park appeal to request that claims are made on an individual basis with a signed application form. Claimants to be reassured that personal details will only be used for refund purposes and will not be stored and that the refund can be made via BACS or cheque.*

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

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

***FINANCE/2025/30:** To accept the bank reconciliation and budget monitoring pages for January 2025 (Accounts and Audit Regulations 2015 reg 4).*

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £22,603.35.

***FINANCE/2025/31:** To authorise payment of wages and HMRC costs (£22,603.35 total) for February 2025 (LGA 1972 s112).*