

GREAT SANKEY PARISH COUNCIL
Executive Committee
Finance

Minutes of meeting: Tuesday 30th June 2020
(via video conference)

Chairman: Cllr P Watson
Present: Cllr S Watson

In Attendance: K Carter, Parish Clerk

1. To receive apologies for unavoidable absence

There were no apologies.

2. To approve the minutes of the previous meeting held on 2nd June 2020

The minutes had been circulated prior to the meeting and were agreed and signed as a true record of the meeting.

EXEC/FINANCE/2020/18

RESOLVED: To approve minutes of the meeting held on Tuesday 2nd June 2020 as a true and accurate record

3. To scrutinise accounts for the year ending 31st March 2019 and make a recommendation on acceptance to full Council

- i) Annual Governance Statement**
- ii) Accounting Statement**

The Annual Governance Statement and Accounting Statement plus associated spreadsheets had been circulated prior to the meeting and the Governance Statement was approved. It was noted that the internal auditor's report was due shortly and it was accepted that there may be amendments to the accounting statement following this. Any such amendments or comments will be forwarded to the Finance Committee for scrutiny prior to the full Council meeting at which the accounting statement will be approved.

EXEC/FINANCE/2020/19

RESOLVED: To recommend approval of the Annual Governance Statement for the financial year 2019-20 (Accounts & Audit Regulations 2015, Part 4, s12)

EXEC/FINANCE/2020/20

RESOLVED: To recommend acceptance of the Accounting Statement for the financial year 2019-20, subject to amendments or comments by the Internal Auditor (Accounts & Audit Regulations 2015, Part 4, s12)

4. To receive an update on expenditure relating to the volunteer group, Support the Elderly & Vulnerable – Great Sankey & Penketh

It is expected that the group will begin to wind down during July and August with the food deliveries anticipated to end in mid-August. The Parish Council agreed a donation of up to £5000 at the end of March and an additional sum of £1500 grant funding was received from Cheshire Community Foundation. Of these, £2166 of this remains in GSPC funding from the

GREAT SANKEY PARISH COUNCIL
Executive Committee
Finance

Minutes of meeting: Tuesday 30th June 2020
 (via video conference)

Community Projects Fund and £151 of the grant funding. This should be sufficient to support the volunteer group to the end of their project, but it was agreed to recommend that the Parish Council ring-fence up to a further £1000 to ensure all financial needs are met.

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. All payments were approved.

Presented By	Description	Amount, £	Payment
Zurich Municipal	Insurance renewal	£6640.81	(Paid)
Peter Watson	Tea/Coffee – COVID-19 response	£124.77	(Paid)
Office Depot	Office Stationery	£333.46	BACS
B&B Hygiene Ltd	Cleaning supplies	£287.41	BACS
B&B Hygiene Ltd	Cleaning supplies	£74.06	BACS
Trade UK	Centre Maintenance	£93.19	BACS
Woodend Nursery	Planters re-fill	£604.80	BACS
Steve Mahon Plumbing	Gas safety Certificates	£270.00	BACS
WBC	HM Service Charge	£382.89	BACS
Brookmeade Building	WH Toilet refurb	£20673.61	BACS
Peter Watson	Covid-19 response group	£80.79	BACS
FairFX cards	Top-up of pre-paid cards	£833.61	BACS
C. Mullin	Reimbursement – C Centre Maintenance	£10.98	BACS
EDR Landscape	Grounds Maintenance	£2812.91	BACS
FairFX cards	Purchase of scrubber/dryer machine	£1000.00	BACS
Andrew Jones	Grounds Maintenance	£1250.00	BACS
	Total	£35,473.29	

EXEC/FINANCE/2020/21

RESOLVED: To authorise all payments listed in Appendix 1 (under LGA 1976 s19 or LGA 1972 s101, 111, 112, 133, 142 or 137)

The following direct debits on the Council's account during May were also checked and approved:

BT	01/05/2020	WIFI/Telephone	HL	89.76
BT	01/05/2020	WIFI/Telephone	WH Office	142.50
ICO	01/05/2020	Data Protection Register	Office	35.00
Water Plus	01/05/2020	Water charges	HM	38.52
Water Plus	01/05/2020	Water charges	WH	40.20
Water Plus	01/05/2020	Water charges	BB	120.27
BT	04/05/2020	WIFI/Telephone	WH-Hall	89.76
BT	04/05/2020	WIFI/Telephone	BB	96.90

GREAT SANKEY PARISH COUNCIL
Executive Committee
Finance

Minutes of meeting: Tuesday 30th June 2020
 (via video conference)

KCOM Group plc	05/05/2020	e-mail hosting/microsoft office	Office	45.59
BT	07/05/2020	WIFI/Telephone	HM	89.76
SWALEC	07/05/2020	Electricity	WH	312.31
SWALEC	11/05/2020	Electricity	BB	159.41
SWALEC	11/05/2020	Electricity	TP	348.12
SWALEC GAS	11/05/2020	Gas	TP	645.62
Unpaid cheque - J Miller	15/05/2020	Unity Trust bank		24.00
Unpaid cheque inwards fee	15/05/2020	Unity Trust bank		6.00
SWALEC GAS	26/05/2020	Gas	HM	28.64
SWALEC GAS	26/05/2020	Gas	HL	27.28
Utility Warehouse	29/05/2020	Phone charges	Office	13.40
			Total	£2353.04

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

Quote 1: for replacement windows and fire doors at Whittle Hall Community Centre, £9120 – recommended for approval. It was noted that only one quote had been obtained as this is a local firm which is on the list of trusted suppliers for the council and provides high quality work at a competitive price. The firm also replaced the windows to the Parish Office earlier in the year and would match the remaining windows on the building to those. It was therefore agreed to waive the requirement for 3 quotes for this contract.

EXEC/FINANCE/2020/22

RESOLVED: To recommend acceptance of the quote for £9120 from Samrose Windows for replacement windows and fire doors at Whittle Hall Community Centre (LGA 1972 s133)

Quote 2: for new football posts for the Parish Playing Field; 2 sets requested by Whittle Hall Junior Football Club; quote provided by WBC for purchase and installation, £1759 +VAT per set. Members were informed that there had been some issues with one of the posts where the crossbar had previously fallen and been repaired by WBC; it is difficult to predict how long this repair will last, especially given the increased use on the field. After discussion and consideration of the long-term plans for the field, it was agreed to recommend that one new set be purchased to aid current football customers whilst longer-term improvements are being investigated.

EXEC/FINANCE/2020/23

RESOLVED: To recommend the purchase and installation of one set of football posts from WBC for the Parish Playing Field at a cost of £1759 +VAT (Public Health Acts Amendments Act 1907 s76)

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 had been received.

GREAT SANKEY PARISH COUNCIL
Executive Committee
Finance

Minutes of meeting: Tuesday 30th June 2020
(via video conference)

8. Budget 2020-21

i) to scrutinise documentation, and when satisfied as to correctness to sign off financial reports and bank reconciliations for May 2020.

Budget monitoring pages and bank reconciliations were considered and accepted. It was noted that the usual process of scrutiny of a selection of payments and income had not been possible since April because of the lockdown restrictions. It was proposed that this could now begin again with one Councillor attending the Parish Office and that retrospective scrutiny should be applied to previous months.

EXEC/FINANCE/2020/22

RESOLVED: To accept the bank reconciliation and budget monitoring pages for May 2020 (Accounts & Audit Regulations 2015, Part 2 s4)

ii) to review the budget for 2020-21 and consider changes necessary due to the Covid pandemic.

An amended budget had been circulated prior to the meeting. It is anticipated that the council's annual income will be decreased by £50,000 due to the closure of the community centres. In mitigation of this, some items of expenditure will not be incurred (election costs and summer playscheme) and other areas of expenditure will be reduced e.g. some of the planned improvements to community centres have now been deferred to next year. The proposed amendments to the budget still allow for a neutral budget for 2020-21, without the need to access funds from general reserves. It was acknowledged that this is still a very fluid situation and the finance committee will review the budget again as necessary.

EXEC/FINANCE/2020/23

RESOLVED: To accept the amended budget for 2020-21

9. To authorise payment of wages, tax and NI for June

The list of wages to be paid had been circulated prior to the meeting. All wages were authorised as listed.

EXEC/FINANCE/2020/24

RESOLVED: To authorise payment of wages and HMRC costs as listed for June 2020. (LGA 1972 s112).