

GREAT SANKEY PARISH COUNCIL
Executive Committee
Finance

Minutes of meeting: Tuesday 1st September 2020
(via video conference)

Chairman: Cllr P Watson
Present: Cllr P Jones
Cllr S Pennington

In Attendance: K Carter, Parish Clerk

1. To receive apologies for unavoidable absence

Apologies were received from Cllrs Williams and S Watson.

2. To approve the minutes of the previous meeting held on 4th August 2020

The minutes had been circulated prior to the meeting. A minor error in the record of members present was altered. Following this, the minutes were agreed and signed as a true record of the meeting.

EXEC/FINANCE/2020/33

RESOLVED: *To approve minutes of the meeting held on Tuesday 4th August 2020 as a true and accurate record*

3. To receive an update on expenditure relating to the volunteer group, Good Neighbours WA5

The group has now reduced the food distribution and moved locations from Hood Manor to Hood Lane Community Centre and do not currently require financial assistance. Of the £6,000 committed to the volunteer effort, £1500 remains. It was agreed to hold this until November and review the situation at that time.

EXEC/FINANCE/2020/34

RESOLVED: *To retain, and use if necessary, the remaining £1500 of the earmarked budget for the volunteer group 'Good Neighbours WA5' until November 2020 and review further at that time.*

4. To be updated on ongoing projects:

- a. **Vicarage Park.** The railings are now in place and designs for the arch are being finalised. Bins and benches are due to be installed shortly and the path and hard standing under the railings will be top-dressed. The grounds maintenance has commenced with grass cutting and tidying of the existing flower beds. A meeting will be arranged with EDR to discuss the new planting scheme and a timeframe for achieving this.
- b. **Parish playing field.** One new set of football posts have been purchased and installed. A contractor has been engaged for renovation of the field which will include herbicide application, vertidrainage of the full field, and infilling of hollows, sand dressing and seeding where necessary on the pitch areas.

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- c. **Facilities improvements.** Whittle Hall has now had new windows and fire doors installed and a repaint of the main hall. Various works should be considered for the future such as resurfacing the car park at Bewsey Barn, improving the rear garden at Tim Parry and renewing the kitchen at Whittle Hall.
- d. **Consultation** for the area around Sankey Station/St Mary's Church. This is open until September 7th; initial reports are encouraging that members of the public are responding to the consultation.

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. It was noted that there had been a delay on the delivery of the fire doors and installation had not happened. The quote had been accepted at a previous meeting and it was agreed that the invoice for this would not be paid immediately but would be paid as soon as the installation had been completed satisfactorily.

Presented By	Description	Amount, £
M. Hussain	Covid response – Bread	89.70
J.Vernon	Covid response – Bread	58.50
M. Hussain	Covid response - Bread	89.70
Amber Pension Trust	Additional payment for Jul (underpaid in error)	37.55
B&B Hygiene Ltd	Cleaning supplies	120.00
RBS	Booking Software annual licence	236.40
Cheshire Constabulary	PCSO Q1 Charge	8320.00
EDR Landscape	Grounds Maintenance	5561.41
B&B Hygiene Ltd	Cleaning supplies	200.56
K.Carter	Reimbursement - Nappy bins	168.30
K. Carter	Reimbursement – Bins	50.98
A.King	Covid response – food	118.44
Samrose	Windows – WH	5670.00
Samrose	Firedoors – WH	3450.00
FairFX cards	Top-up of pre-paid cards	763.99
AJ Landscapes	Grounds Maintenance	1250.00
	Total	26185.53

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RESOLVED: To authorise all payments listed in Appendix 1 (under LGA 1976 s19 or LGA 1972 s101, 111, 112, 133, 142 or 137). Invoice for fire doors at Whittle Hall to be authorised at a later date once installation completed satisfactorily.

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

BT	01/07/2020	WIFI/Telephone	HL	89.76
BT	01/07/2020	WIFI/Telephone	Office	120.93
Water Plus	01/07/2020	Water charges	HM	38.52
Water Plus	01/07/2020	Water charges	WH	40.20
Water Plus	01/07/2020	Water charges	BB	120.27
BT	01/07/2020	WIFI/Telephone	TP	96.36
BT	01/07/2020	WIFI/Telephone	BB	91.81
KCOM Group plc	01/07/2020	e-mail hosting/microsoft office	Office	45.59
BT	07/07/2020	WIFI/Telephone	HM	89.76
SWALEC	13/07/2020	Electricity	HM	50.46
SWALEC GAS	13/07/2020	Gas	WH	61.08
SWALEC GAS	23/07/2020	Gas	HM	17.25
PWLB	20/07/2020	Loan repayment	Loan	11666.94
SWALEC GAS	23/07/2020	Gas	HL	3.99
BT	30/07/2020	WIFI/Telephone	BB	89.76
SWALEC	30/07/2020	Electricity	WH	102.08
SWALEC	30/07/2020	Electricity	HL	79.52
Utility Warehouse	30/07/2020	Phone charges	Office	13.40
BT	31/07/2020	Phone charges	HL	89.76
BT	31/07/2020	Phone charges	Office	117.70
			Total	13025.14

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

Quote 1: Solar panels. 3 quotes had been obtained to install solar panels on community centres. There was a full discussion, but it was accepted that councillors have little expertise on this subject and found the quotes difficult to compare. Since this would be a significant expenditure and a long-term investment, it was proposed that the parish council approach an energy consultant for advice on the quotes and/or alternative suggestions for the council. This was agreed subject to any costs involved to be approved further by the Finance Committee.

EXEC/FINANCE/2020/36

RESOLVED: To contact an energy consultant for advice on the installation of solar panels, subject to any costs being approved by the Finance Committee (LGA 1972 s111)

Quote 2: Christmas tree. This was discussed in some detail, including the suggestion that the tree should be moved around the parish, or additional trees installed. The Parish Council has previously debated this topic and with very few available suitable locations and the central nature of Chapelford within Great Sankey, it had been agreed to continue with

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the current location. It was recognised that it is short notice to revisit this subject to make changes this year and therefore it was agreed to approve the quote provided and put the item on a future Parish Council agenda for debate. It was also agreed to request coloured lighting this year, rather than the white lighting installed last year.

EXEC/FINANCE/2020/37

RESOLVED: To accept the quote from WBC to install a 25' Christmas tree at the roundabout near Sainsbury's in Chapelford. Possible locations for 2021 to be considered at a future Parish Council meeting (LGA 1972 s144)

- 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 received.

- 8. Budget 2020-21: to scrutinise documentation, and when satisfied as to correctness to sign off financial reports and bank reconciliations for July 2020.**

Budget monitoring pages and bank reconciliations were considered and accepted.

EXEC/FINANCE/2020/38

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

- 9. To authorise payment of wages, tax and NI for August**

The list of wages to be paid was confirmed at the meeting. All wages were authorised as listed.

EXEC/FINANCE/2020/39

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