

GREAT SANKEY PARISH COUNCIL
Executive Committee
Finance

Minutes of meeting: Tuesday 6th October 2020
(via video conference)

Chairman: Cllr T Williams
Present: Cllr P Jones
Cllr P Watson
Cllr S Watson

In Attendance: K Carter, Parish Clerk

1. To receive apologies for unavoidable absence

Apologies were received from Cllr Pennington.

2. To approve the minutes of the previous meeting held on 1st September 2020

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

EXEC/FINANCE/2020/40

RESOLVED: To approve minutes of the meeting held on Tuesday 1st September 2020 as a true and accurate record

3. To receive initial feasibility study and consider further action on solar panels, battery storage and air source heat pumps

The report had not yet been received, therefore the item was deferred to the next meeting.

4. To be updated on Vicarage Community Park, including estimated costs for infrastructure works and budget for landscaping elements

Most of the infrastructure works have been completed. Remaining items are the installation of the entrance archway, benches and bins, and landscaping. Preparatory work for the boundary hedging has begun. This will be planted first along with trees to replace those removed during the removal of the old railings and low-level shrubs along the new railings. Further planting will be carried out in the spring to provide flower beds along the pathway. The Finance Committee was updated with the estimated costs for the infrastructure; WBC have advised that these are being completed according to plan. GSPC therefore has a budget of up to £30,000 in earmarked reserves for the landscaping scheme. Expenditure will be monitored by the Clerk and reported to the finance committee as per usual at monthly meetings. A potential official opening of the site was briefly discussed. It was noted that updates are currently being provided on Facebook and an article will be put in the Parish newsletter to inform all residents. It is hoped that an official opening ceremony may be possible on the site later in 2021.

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RESOLVED: To continue with the project for Vicarage Community Park, including landscaping elements with a budget of up to £30,000 to be recorded by the Clerk and monitored by the Finance Committee (Open Spaces Act 1906 ss10)

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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 and were noted and approved.

Presented By	Description	Amount, £
Katie Burke	Customer refund	£9.00
Jean Mercer	Customer refund	£45.00
United Utilities	Water Supply connection Vicarage Park	£96.00
Trade UK	Soap dispenser	£21.33
Tracey Hindley	Customer refund	£60.00
B&B Hygiene Ltd	Cleaning supplies	£130.44
B&B Hygiene Ltd	Cleaning supplies	£136.13
WBC	HM Service Charge	£382.89
GS Community Band	Customer refund	£90.00
Rise Associates	Sankey consultation	£500.00
Woodend Nursery	St Mary's planters refill	£604.80
EDR Landscape Mngt	Grounds Maintenance	£3981.41
Trade UK	Maintenance	£27.86
Karcher	Karcher floor cleaners for Centre	£2876.40
B&B Hygiene Ltd	Cleaning Supplies	£91.82
Canda Copying Ltd	Black and White Copies – Office	£99.05
Canda Copying Ltd	Colour Copies – Office	£86.21
Andrew Jones Ltd	Grounds Maintenance	£1250.00
SLCC	SLCC Membership positive	£254.00
FairFX cards	Top-up of pre-paid cards	£601.70
B&B Hygiene Ltd	Cleaning Supplies	£169.75
	Total	£10,807.00

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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).

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

BT	03/08/2020	WIFI/Telephone	TP	96.36
BT	03/08/2020	WIFI/Telephone	BB	90.19
Water Plus	03/08/2020	Water charges	HM	38.52
Water Plus	03/08/2020	Water charges	WH	40.20
Water Plus	03/08/2020	Water charges	BB	120.27
KCOM Group plc	04/08/2020	e-mail hosting/microsoft office	Office	45.59
BT	07/08/2020	WIFI/Telephone	HM	89.76

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SWALEC	07/08/2020	Electricity	BB	53.17
SWALEC	07/08/2020	Electricity	TP	259.93
PUBLIC WORKS LOAN	14/08/2020	Loan repayment	Loan	2760.00
SWALEC GAS	17/08/2020	Gas	TP	161.70
Amber Pension Trust	17/08/2020	July pensions contributions	Wages	337.55
SWALEC GAS	24/08/2020	Gas	HM	8.73
SWALEC GAS	24/08/2020	Gas	HL	3.99
Utility Warehouse	28/08/2020	Phone charges	Office	13.40
			Total	4083.36

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

Quote 1: from Abraxas for printing the Parish newsletter, £2300

Quote 2: from WA Creative for design/editing of the Parish newsletter, £500

Both the above companies have been engaged by the Parish Council for several years to produce the newsletter and are trusted suppliers to the Council. There is no increase in the price quoted from last year and for these reasons the Committee was willing to waive financial regulations on obtaining multiple quotes.

EXEC/FINANCE/2020/43

RESOLVED: To accept the quotes from WA Creative and Abraxas for the design and printing of the Parish newsletter (LGA 1972 s142)

Quote 3: from United Utilities for a water connection to Vicarage Community Park, £1,554

It was noted that there will be costs in addition to the quote from United Utilities for a water supply for Vicarage Community Park. These will be for the purchase of the standpipe itself and plumber's fees for the connection of the standpipe to the supply line from UU, estimated as approx. £400 (based on costs for Lingley Green in 2018). It was agreed that the water connection is important to the planting at Vicarage Community Park for long-term maintenance purposes and the quote was approved.

EXEC/FINANCE/2020/44

RESOLVED: To accept the quote of £1,554 from United Utilities for the water connection at Vicarage Community Park (Open Spaces Act 1906 ss10)

Quote 4: Project proposal submitted by Cllr Price to request support for a Christmas Market

The proposal is to work in collaboration with Independent Street and the Woodlands Pub to deliver a 40-stall outdoor Christmas market on the pub car park on 29th November. Costs to GSPC would be £500; £250 towards marketing literature and £250 to Independent Street for professional services. The proposal was discussed, particularly concerns relating to Covid restrictions and social distancing. Independent Street has already begun work on this and, if the project goes ahead, further meetings will cover this in more detail. It was agreed to

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recommend acceptance of the proposal to full Council providing it is properly managed in respect of any restrictions and guidance for such events. It was noted that Independent Street have already advertised the event on Facebook and stated that it is being supported by the Parish Council. This should not have happened as no decision has yet been made and Independent Street will be asked to refrain from further advertising until the Parish Council has received the proposal and recommendation from the finance committee and a decision made.

EXEC/FINANCE/2020/45

RESOLVED: To recommend the council accept the proposal from Cllr Price to support Independent Street to run a Christmas Market on the car park at the Woodlands Pub on 29th November; maximum cost £500 (Food Act 1984, ss50)

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.**

Request 1: from resident for replacement fence alongside Vicarage Community Park

The Parish Council will be planting a boundary hedge on the west and north sides of Vicarage Community Park which will be maintained at a height of 6'. This will match the height of adjacent homeowners' fences except for one which is lower. The resident is unhappy that the hedging may overhang into his garden and, whilst it is within any resident's right to trim overhanging vegetation, has stated that he is unable to do this and has requested that the Parish Council replace his fence for a taller one. After consideration, it was agreed that it would not be correct to replace the fence, but that since the new hedging will form the boundary to the field the Parish Council has a responsibility to maintain it properly on both sides. It may be some years before the hedging has grown sufficiently to require pruning, but this will be done, including on the resident's side of the hedging when it becomes necessary.

EXEC/FINANCE/2020/46

RESOLVED: To maintain boundary hedging at Vicarage Park to a height of 6' including pruning on residents' side if necessary (Open Spaces Act 1906 ss10)

Request 2: customer request for cleaning products

It was noted that the Parish Council has increased its cleaning regime within community centres to ensure the venues are Covid-secure spaces and customers are also being asked to carry out a clean of high touch surfaces at the end of bookings. The Parish Council is supplying cleaning products for this purpose, but following a request for more stock, the committee was asked if the council should be supplying customers with unlimited items. It was agreed that the council does not want to put an unnecessary burden onto customers who have had a very difficult year, but also that the council has significantly higher costs to keep the centres open than previously. It was therefore agreed that the compromise is to set a reasonable maximum limit to cleaning products to supply for customer use and ask customers to supply additional products themselves if necessary.

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RESOLVED: To set a reasonable maximum limit on cleaning products to be supplied for customer use to facilitate cleaning of the high touch surfaces in the community centres (LGA 1972 s133)

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

Budget monitoring pages and bank reconciliations were considered and accepted.

EXEC/FINANCE/2020/48

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

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

The pay award for key personnel had been received from NALC to be backdated from April 2020 and was agreed by the committee. The list of wages to be paid was considered and authorised.

EXEC/FINANCE/2020/49

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

- 10. To consider any customers in arrears and decide on action necessary.**

Two customers were in arrears from earlier in the year (January and February) with a total of £70.30 owing. The customers have booked the centres on an occasional basis for several years and had received reminder letters in March. However, with the community centres being shut down and a hold put on invoices, the outstanding arrears had only recently come to light. It was agreed that a final letter should be sent to try to recover the amounts owed, otherwise use of the centres would be withheld in the future until payment has been made.

EXEC/FINANCE/2020/50

RESOLVED: To make a final request for payment of outstanding arrears for two customers from January & February 2020