

**GREAT SANKEY PARISH COUNCIL**  
**Executive Committee**  
**Finance**

Minutes of meeting: Tuesday 3<sup>rd</sup> November 2020  
(via video conference)

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**Chairman:** Cllr T Williams  
**Present:** Cllr S Watson  
Cllr P 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 6<sup>th</sup> October 2020**

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

**EXEC/FINANCE/2020/51**

**RESOLVED:** To approve minutes of the meeting held on Tuesday 6<sup>th</sup> October 2020 as a true and accurate record

**3. To be updated on Vicarage Community Park, including project costs.**

Most of the plants have now been purchased for the field. The scheme has been amended slightly following a site visit to increase the number of flower beds along the path and at the entrance. This will increase expenditure slightly as well but it was agreed to go ahead with the scheme as the aim of the project was to improve the visual amenity of the site and contribute to the wellbeing of residents by providing an enjoyable, usable green space in an area of dense housing. This type of space has become even more important in the current pandemic. It was agreed to increase the planting budget (which includes site preparation and labour costs) to £35,000.

Items still outstanding which are being handled by WBC are the installation of the benches, finalisation of the bin location and top dressing of the area under the railings.

**EXEC/FINANCE/2020/52**

**RESOLVED:** To increase the planting budget for Vicarage Park to £35,000 (Open Spaces Act 1906 ss10)

**4. To receive an initial feasibility study on renewable energy options and consider further action**

The report was still pending from last month therefore the item was deferred until it is received.

**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.

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<b>Presented By</b>	<b>Description</b>	<b>Amount, £</b>
EDR Landscape Mngt	Vicarage Park Landscaping	2,870.00
Ornamental Trees	Plants – Vicarage Community Park	1,473.42
Best4hedging	Plants – Vicarage Community Park	2,306.68
EDR Landscape Mngt	Vicarage Park Landscaping	1,422.40
Roller Shutter Services	Roller Shutter Repair – TP	144.00
The Royal British Legion	Poppy Appeal, £18.50 for wreath plus donation	100.00
WBC	Goal posts – PPF	2,110.80
WBC	Grounds Maintenance – PPF – Q2	797.42
B&B Hygiene Ltd	Cleaning supplies	351.94
SLCC	Clerk manual	52.30
North West Timber	Vicarage Park flower beds	1,027.62
Firecheck Northwest	Fire alarm annual inspections	787.00
Tom Taylor Company Ltd	Q2 website hosting & management	450.00
North West Timber	Traditional sleepers	373.68
EDR Landscape Mngt	Grounds Maintenance	5,006.95
J. Mallinson	PPF – Drainage and pitch maintenance	11,886.00
J. Riley	Office Laptops	3,000.00
FairFX cards	Top-up of pre-paid cards	803.05
	<b>Total</b>	<b>34,963.26</b>

**EXEC/FINANCE/2020/53**

**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	01/09/2020	WIFI/Telephone	HL	89.76
BT	01/09/2020	WIFI/Telephone	Office	128.52
BT	01/09/2020	WIFI/Telephone	BB	89.76
BT	01/09/2020	WIFI/Telephone	TP	96.36
BT	01/09/2020	WIFI/Telephone	WH	89.76
Water Plus	02/09/2020	Water charges	HM	38.52
Water Plus	02/09/2020	Water charges	WH	40.20
Water Plus	02/09/2020	Water charges	BB	120.27
KCOM Group plc	04/09/2020	e-mail hosting/microsoft office	Office	45.59
BT	07/09/2020	WIFI/Telephone	HM	89.76
Water Plus	14/09/2020	Water charges	HL	87.04
BT	07/09/2020	WIFI/Telephone	WH	89.76
Utility Warehouse	30/09/2020	Phone charges	Office	14.00
Unity Trust	30/09/2020	Service Charge	Office	39.45
			<b>Total</b>	<b>£1058.75</b>

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

Resolution Exec/Parish/2020/36 proposed that a 1-year extension to the existing maintenance contracts is approved subject to confirmation of costs. EDR Landscapes had provided confirmation that costs for the year commencing 1 April 2021 will remain the same as current costs. The 1-year extension to this contract was therefore approved. Information from AJ Landscapes is awaited.

**EXEC/FINANCE/2020/54**

**RESOLVED:** To approve a 1-year extension to the contract for EDR Landscapes from 1 April 2021 to 31 March 2022 (Open Spaces Act 1906 ss10)

**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.**

There were no requests.

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

Budget monitoring pages and bank reconciliations were considered and accepted. Given the decision to increase the planting budget for Vicarage Park (Exec/FINANCE/2020/52) it was agreed to vire £5000 from the Community Centre:long-term maintenance fund to the Vicarage Park project.

**EXEC/FINANCE/2020/55**

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

**EXEC/FINANCE/2020/56**

**RESOLVED:** To vire £5000 from the Community Centre:long-term maintenance fund to the Vicarage Park project

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

The list of wages to be paid was considered and authorised.

**EXEC/FINANCE/2020/57**

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

