

GREAT SANKEY PARISH COUNCIL
Finance Committee

Minutes of meeting: Tuesday 4th May 2021
(via Zoom)

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

In Attendance: Mrs K Carter

1. To receive and approve any apologies for unavoidable absence.

There were no apologies.

2. To approve the minutes of previous meeting 6/4/2021.

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

FINANCE/2021/42

RESOLVED: To approve the minutes of the meeting held on 6th April 2021 as a true record.

3. To receive survey reports from Aberla for renewable energy options at Bewsey Barn and Whittle Hall Community Centres and decide on further action.

The report had not been received in time for the meeting and the item was therefore deferred to a future meeting.

4. To be advised of caretaker recruitment for a temporary post at Bewsey Barn Community Centre.

A temporary caretaker has been appointed for Bewsey Barn Community Centre as the regular staff member is on long-term sick leave. Staff and customers are extremely happy with the performance to date. It is hoped the member of staff on sick leave will return to work shortly, but this will need to be a phased return to work, probably on light duties initially. To ensure the Council has continuity for the centres, it was agreed to extend the temporary contract from the end of July until Christmas, with the situation to be reviewed in the autumn.

FINANCE/2021/43

RESOLVED: To offer an extension to the temporary contract for the new caretaker at Bewsey Barn until Christmas 2020 (LGA 1972, s112).

5. To be advised of account balances for the year-ending 2020–21 and the movement of surplus funds to earmarked reserves as agreed by full Council in January 2021.

At the budget meeting in January 2021, it was anticipated that there would be surplus funds at the end of the financial year. This surplus is a result of reduced expenditure on projects that had been unable to go ahead because of the Covid-19 pandemic and a significant rebate on business rates over several years for Hood Manor Community Centre. It was agreed that this surplus would be moved into earmarked reserves for long-term projects that

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the Council is involved with. An end-of-year financial statement had been circulated to committee members and this was noted and approved.

FINANCE/2021/44

RESOLVED: To note the end-of-year financial statement for the Council and agree the final figure for movement of funds to earmarked reserves.

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; all were authorised.

Presented By	Description	Amount, £
B&B Hygiene Ltd	Cleaning Supplies	£226.74
Canda Copying Ltd	Office Copier – Black and White copies	£97.91
Canda Copying Ltd	Office Copier – Colour Copies	£34.72
Trade UK	Centre Maintenance – BB/HM	£228.98
David Ogilvie	Lingley Green Bench	£1250.40
WBC	Bins – replacement keys	£7.50
EDR Landscapes	Grounds Maintenance	£4777.70
B&B Hygiene Ltd	Cleaning supplies	£226.26
Trade UK	Centre Maintenance	£9.28
CHALC	Membership Renewal	£1470.04
Zurich Municipal	Council Insurance	£6778.16
FairFX cards	Top-up of pre-paid cards	£772.07
A Jones Landscapes	Grounds Maintenance	£1250.00
	Total	£15,879.76


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

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

Water Plus	01/03/2021	Water charges	HM	38.52
BT	02/03/2021	WIFI/Telephone	HL	78.55
BT	03/03/2021	WIFI/Telephone	HM	78.55
BT	03/03/2021	WIFI/Telephone	WH Office	125.11
BT	04/03/2021	WIFI/Telephone	TP	85.15
BT	04/03/2021	WIFI/Telephone	BB	78.55
KCOM Group plc	08/03/2021	e-mail hosting/microsoft office	Office	45.58
BT	09/03/2021	WIFI/Telephone	WH Hall	78.55
Water Plus	15/03/2021	Water charges	HL	78.87
SWALEC GAS	22/03/2021	Gas	HM	83.41
SWALEC GAS	22/03/2021	Gas	HL	96.52

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BT	30/03/2021	WIFI/Telephone	WH-HALL	76.68
BT	30/03/2021	WIFI/Telephone	HL	118.00
BT	30/03/2021	WIFI/Telephone	WH - Office	180.56
Utility Warehouse	31/03/2021	Phone charges	Office	87.40
Manual Credit - Handling Charge	31/03/2021			1.50
Service Charge	31/03/2021	bank charges	HM	37.80
			Total	£1369.00

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

There were no quotes for consideration. It was noted that an amended quote is expected for improving the bed with the purple beech hedging on Lingley Green and that the older raised beds may need the timbers replacing shortly.

8. To consider requests for financial assistance; to decide if any donations are to be made or if requests should be recommended to full Council.

A request had been made by Gemini Theatre Group, who have found an alternative venue to hire, to retain their equipment in the storeroom at Hood Manor Community Centre whilst a new storage unit is renovated. It was agreed that the group would be given a month of free storage as a gesture of goodwill. The equipment will need to be removed by the end of this grace period to allow storage space for any new customers. If the equipment is not removed the Council will reserve the right to either dispose of it or impose a charge on the group.

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RESOLVED: To allow one month's storage for Gemini Theatre Group following their departure from Hood Manor Community Centre. To dispose of, or impose a charge, following this period if equipment is not removed (Local Government (Misc. Prov.) Act, 1976, s19(2)).

9. Budget 2020-21 – to scrutinise documentation, and when satisfied as to correctness to sign off financial reports and bank reconciliations for March.

Budget monitoring pages as circulated were considered and accepted.

FINANCE/2021/47


RESOLVED: To accept the bank reconciliation and budget monitoring pages for March 2021 (Accounts & Audit Regulations 2015, Part 2 s4)

10. Items to note and/or for inclusion on a future agenda.

No further items at present.

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11. To authorise payment of wages, tax and ERNIC for April.

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

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RESOLVED: To authorise payment of wages and HMRC costs as listed for April 2021 (LGA 1972 s112).

FC/2021/21
Chair's Signature:

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