

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 1<sup>st</sup> June 2021  
Whittle Hall Community Centre

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**Chairman:** Cllr D Price  
**Present:** Cllr P Watson                      Cllr D Clark  
                  Cllr P Jones                      Cllr A Morley

**In Attendance:** Mrs K Carter

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

There were apologies from Cllr Sutcliffe.

**2. To approve the minutes of previous meeting 4/5/2021.**

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

**FINANCE/2021/49**

**RESOLVED:** To approve the minutes of the meeting held on 4<sup>th</sup> May 2021 as a true record.

**3. To scrutinise accounts for the year ending 31<sup>st</sup> March 2021 and make a recommendation on acceptance to full Council on the**

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

The Annual Governance Statement and Accounting Statement plus associated spreadsheets had been circulated prior to the meeting. Members were informed that the accounts have been sent to the Internal Auditor for examination and the report is anticipated shortly. It was agreed to recommend to full Council approval of the Annual Governance Statement and the Accounting Statement.

**FINANCE/2021/50**

**RESOLVED:** To recommend approval of the Annual Governance Statement for the financial year 2020-21 (Accounts & Audit Regulations 2015, Part 4, s12)

**FINANCE/2021/51**

**RESOLVED:** To recommend acceptance of the Accounting Statement for the financial year 2020-21 (Accounts & Audit Regulations 2015, Part 4, s12)

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

Deferred.

**5. To be advised of insurance claim.**

The Committee was informed that a claim has been made against the Council for injuries sustained in a Community Centre. The Council's insurance company is investigating the claim and will advise when this is complete.



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---

### 6. To review provision of tablets for Councillor use.

When the Council made a move towards paperless meetings in 2014, a tablet was offered to those Councillors who did not have their own device. These are no longer fit-for-purpose due to their age. It was agreed that no Councillor should be disadvantaged through lack of access to an appropriate device and this offer should still be open to Councillors. New devices will be purchased as necessary (max. £350 per device). Members should contact the Parish Office if one is required. Email addresses for Councillors were also discussed and additional gs-pc.net addresses will be acquired if necessary. The Council currently has 3 spare addresses that may be used, extra addresses can be obtained at £5/month. It was also noted that the policy for tablet use may need updating; this will be redrafted for review at a future meeting.

#### **FINANCE/2021/52**

**RESOLVED:** To recommend the purchase of tablets/laptops for Councillor use if required as well as Parish Council email addresses. Maximum budget for devices to be £350; additional email addresses £5/month. To redraft and review the policy for tablet use (LGA 1972 s111).

### 7. To be updated on the volunteer group Good Neighbours WA5 at Hood Lane Community Centre.

The volunteer group will shortly be finishing its activities and an event is planned to thank all those who have helped over the last year including volunteers and local businesses. A request has been made to help with funding for certificate frames and a small buffet. The Parish Council supported the group in the last financial year and assigned £6000 to purchase essential items. Not all of this was spent but the budget category was not carried forward to the new financial year. Members agreed that the Parish Council should contribute towards this event; the group has helped numerous Great Sankey residents during the pandemic and deserves recognition. A budget of £350 was allocated to put towards the purchase of certificate frames and the buffet.

#### **FINANCE/2021/53**

**RESOLVED:** To allocate a budget of £350 for the volunteer group, Good Neighbours WA5, to put towards the purchase of certificate frames and buffet for all those who have helped during the pandemic (LGA 1972, s137).

### 8. 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    |
|-------------------------|---------------------------------|-----------|
| Trade UK                | Centre Maintenance              | £19.27    |
| Rospa Play Safety       | Tim Parry annual inspection fee | £103.20   |
| B&B Hygiene Ltd         | Cleaning supplies               | £162.05   |
| Office Depot            | Office stationery               | £214.04   |
| Steve Mahon Plumbing    | Gas Safety Certificates         | £260.00   |
| Andrew Jones Landscapes | Grounds maintenance TP/CWF      | £1,250.00 |



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|                 |                                 |                  |
|-----------------|---------------------------------|------------------|
| EDR             | Grounds maintenance BB/WH/LG/VP | £5,670.50        |
| Equals Buisness | Pre-paid card top-up            | £137.36          |
|                 | <b>Total</b>                    | <b>£7,816.42</b> |

### **FINANCE/2021/54**

**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 April were also checked and approved:

|                   |            |                                 |              |                 |
|-------------------|------------|---------------------------------|--------------|-----------------|
| BT                | 01/04/2021 | WIFI/Telephone                  | WH-Hall      | 76.68           |
| BT                | 01/04/2021 | WIFI/Telephone                  | WH-Office    | 124.60          |
| Water Plus        | 01/04/2021 | Water charges                   | HM           | 37.83           |
| Water Plus        | 01/04/2021 | Water charges                   | WH           | 34.00           |
| Water Plus        | 01/04/2021 | Water charges                   | BB           | 91.88           |
| KCOM Group plc    | 06/04/2021 | e-mail hosting/microsoft office | Office       | 45.58           |
| BT                | 08/04/2021 | WIFI/Telephone                  | HM           | 121.56          |
| SWALEC GAS        | 12/04/2021 | Gas                             | WH           | 328.39          |
| SWALEC GAS        | 12/04/2021 | Gas                             | BB           | 1200.76         |
| SWALEC            | 15/02/2021 | Electricity                     | HM           | 190.69          |
| SWALEC            | 19/02/2021 | Electricity                     | HL           | 59.01           |
| SWALEC GAS        | 26/04/2021 | Gas                             | HM           | 42.43           |
| SWALEC GAS        | 26/04/2021 | Gas                             | HL           | 61.38           |
| BT                | 30/04/2021 | WIFI/Telephone                  | WH - Hall    | 80.88           |
| ICO               | 30/04/2021 | Data Protection Register        | Office       | 35.00           |
| Utility Warehouse | 30/04/2021 | Phone charges                   | Office       | 87.40           |
|                   |            |                                 | <b>Total</b> | <b>£2618.07</b> |

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

Quote 1: gas and electricity contract renewal quotes. The contracts are due for renewal in March 2022; quotes (all from renewable energy sources) have been received for supply after this date with the recommended option from Pozitive for a 3-year contract. After discussion, it was agreed to defer the decision for three months and consider any new contract along with the anticipated report from Aberla for solar PV and air source heat pumps as these may impact each other.

### **FINANCE/2021/55**

**RESOLVED:** To defer a decision on the renewal of energy supply for the community centres for three months and review after the report from Aberla has been received.



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---

- 10. 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 Families United Warrington for financial support towards their activity programme and services. It was decided that the Finance Committee was unable to assist in this instance as the request was not for a specific project or aimed only at Great Sankey residents but was for general funds. The group will be directed to possible alternative sources of funding and encouraged to contact the Parish Council again if assistance is needed for a specific project within Great Sankey or that will benefit Great Sankey residents directly.

**FINANCE/2021/56**

**RESOLVED:** *To refuse the request for a general donation to Families United Warrington. To encourage future contact if assistance is needed for a specific project within Great Sankey or for Great Sankey residents.*

Request 2: from The Person Centre for financial support towards set up costs. The group is being set up to support people in mental distress across Warrington and link with existing services. It was decided to refuse this request as it is unclear whether there would be any direct benefit for Great Sankey residents. It may be possible to give assistance in the future once the group is established and there is a track record of effectiveness.

**FINANCE/2021/57**

**RESOLVED:** *To refuse the request for a donation to The Person Centre for help towards set-up costs. To encourage future contact once the group is established.*

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

Budget monitoring pages as circulated were considered and accepted.

**FINANCE/2021/58**

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

- 12. Items to note and/or for inclusion on a future agenda.**

A progress report on the Parish Playing Field project to be brought to the next meeting.

- 13. To authorise payment of wages, tax and ERNIC for May.**

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

**FINANCE/2021/59**

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

