

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 6th July 2021
Whittle Hall Community Centre

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 Hussain.

2. To approve the minutes of previous meeting 1/6/2021.

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

FINANCE/2021/60

RESOLVED: To approve the minutes of the meeting held on 1st June 2021 as a true record.

3. To review and update membership of the Finance Committee

Cllr Sutcliffe stepped down from the Finance Committee as he is no longer able to commit to Tuesday evening meetings and Cllr Watson was elected in his place.

FINANCE/2021/61

RESOLVED: To elect Cllr Watson to the Finance Committee as a replacement for Cllr Sutcliffe.

4. To receive the report from the Internal Auditor relating to the financial year ending 31.3.21 and consider any action required.

The report had been circulated prior to the meeting with an explanatory note about the comments and suggested actions. There were four minor comments; overall the auditor approved the internal audit and concluded that the council's system of internal controls is adequate and effective subject to actions being taken in relation to the comments. The report was accepted, and the actions approved.

FINANCE/2021/62

RESOLVED: To accept the report from the Internal Auditor for the year ending 31.3.21 and take the actions proposed to address the recommendations in the report (Accounts & Audit Regs 2015, reg. 5).

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

Survey reports, recommendations and costs had been received and circulated. Members had questions on the report, some quite detailed and after discussion, it was agreed to request that Aberla attend the next Finance meeting to answer these before a decision is made.



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6. To consider support for the 'Childs Wood Fairy Trail Project' (Sankey South Councillors)

It was noted that the Parish Council has discussed various projects for Childs Wood Field in the past and this is a small project that can be implemented quickly with immediate impact and benefits for the community. A budget of £400 was therefore agreed.

FINANCE/2021/63

RESOLVED: To assign a budget of £400 to the Childs Wood Fairy Trail Project (Open Spaces Act 1906, s10).

7. To consider proposal for the purchase of a speed indicator device.

The Parish Council has considered the purchase of a speed indicator device (SID) previously and had approached United Utilities for a contribution but had been unsuccessful. Recent conversations indicate that there may now be a possibility that UU will sponsor a SID. It was discussed and agreed that it would be beneficial for the Parish Council to own a SID for deployment around the Parish. The Parish PCSO has confirmed that she will be able to deploy it and download any data. Indicative costs are £3-4000 depending upon whether data recording is included. It was agreed to obtain quotes for a portable, solar-powered SID with data recording to be considered at the next Finance meeting and conversations will continue with UU.

FINANCE/2021/64

RESOLVED: To obtain quotes for a portable, solar-powered SID with data recording form deployment by the Parish PCSO within Great Sankey (Highways Act 1980, s274A).

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. It was noted that several payments had been made prior to the meeting. Two were refunds from cancelled bookings, and one was expenditure under contract for the refill of the planters. The payments to be authorised were scrutinised and approved.

Presented By	Description	Amount
Woodend Nursery	St Mary's planters refill - paid	£604.80
Gemini Musical Theatre	Refund – monies on account – paid	£108.00
West End Girls WI	Refund – monies on account - paid	£18.00
B&B Hygiene Ltd	Cleaning Supplies	£338.24
B&B Hygiene Ltd	Cleaning Supplies	£44.40
Trade UK	Centre Maintenance	£8.00
Trade UK	Centre Maintenance	£22.87
CHALC	CHALC Councillor Induction Course	£75.00
JDH Business Services Ltd	Internal Audit 2020/21	£685.44
B&B Hygiene Ltd	Cleaning Supplies	£219.02



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WBC	Service Charge – HM	£382.89
Comtec	Electrical work at WH/BB	£1370.00
Traditions Sandwiches	Buffet – Good Neighbours	£240.00
EDR Landscape Mngt	Grounds Maintenance	£4777.70
Trade UK	Centre Maintenance	£45.11
A. King	Reimbursement – frames volunteer grp	£119.97
Samrose	Supply & Fit new kitchen – WH	£4600.00
CHALC	CHALC Councillor Finance Course	£30.00
Trade UK	Centre Maintenance	£24.11
Superstars Holiday Club	Summer Holiday Club	£2600.00
Foodbank	Donation	£450.00
Capita Business Services	TV Licence	£795.00
Canda Copying	Office Copier – B&W copies	£101.30
Canda Copying	Office Copier – Colour copies	£66.22
AJ Landscapes	Grounds Maintenance	£1250.00
Equals Business	Pre-paid card top-up	£618.54
CHALC	Councillor Finance course	£30.00
		£

FINANCE/2021/65

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 May were also checked and approved:

BT	04/05/2021	WIFI/Telephone	HL	59.32
BT	04/05/2021	WIFI/Telephone	TP	66.15
BT	04/05/2021	WIFI/Telephone	Office	64.77
BT	04/05/2021	WIFI/Telephone	BB	80.88
Water Plus	04/05/2021	Water charges	HM	37.83
Water Plus	04/05/2021	Water charges	WH	34.00
Water Plus	04/05/2021	Water charges	BB	91.88
KCOM Group plc	05/05/2021	e-mail hosting/microsoft office	Office	45.58
BT	07/05/2021	WIFI/Telephone	HM	56.96
SWALEC	07/05/2021	Electricity	WH	324.51
SWALEC	13/05/2021	Electricity	BB	157.05
SWALEC	13/05/2021	Electricity	TP	339.13
SWALEC GAS	13/05/2021	Gas	TP	656.88
SWALEC GAS	24/05/2021	Gas	HM	34.63
SWALEC GAS	24/05/2021	Gas	TP	40.44
Utility Warehouse	28/05/2021	Phone charges	Office	87.40
			Total	£2177.41



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

There were no quotes for consideration.

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: request from Jack & Jill Preschool to fit a blackout blind and additional lock to storage cupboard. The blinds at Bewsey Barn had been removed previously when the centre had been refurbished; quotes will be sought for replacement ones on the ground floor windows. The office informed members that an additional lock should not be necessary, but the key for the current lock will be moved so that it is only accessible by Council staff or the preschool.

FINANCE/2021/66

RESOLVED: *To obtain quotes for blinds for the ground floor windows at Bewsey Barn Community Centre (Local Government (Misc. Prov.) Act, 1976, s19).*

Request 2: request for community rate to be applied for new performing arts group. The group is currently on the business introductory rate. This rate is applied for all new business customers for 6 weeks to help them get started. It was agreed that it would not be appropriate for the group to receive the community rate as this would create unfair competition for existing customers. Should the group receive charitable status as they suggest may happen in the future, they can reapply to the finance committee for a review of their hire rate.

FINANCE/2021/67

RESOLVED: *To refuse request to apply the community hire rate to Sankey Stars. The group may reapply in the future if their status changes (Local Government (Misc. Prov.) Act 1976, s19(2)).*

Request 3: for a donation towards a defibrillator to be installed at the Trigger Pond pub with ongoing maintenance and responsibility being taken by the pub. Following discussion, it was agreed to donate £200 to the defibrillator. It was also agreed to try to obtain numbers and locations of publicly accessible defibrillators throughout the Parish to identify areas which may lack a unit with a possible view to the Parish Council funding additional defibrillators in the future.

FINANCE/2021/68

RESOLVED: *To donate £200 towards a defibrillator to be installed at the Trigger Pond pub. To identify locations of publicly accessible defibrillators throughout the Parish for future discussion (Local Government Act 1972, s137).*



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

The budget monitoring pages had been circulated prior to the meeting and were considered and accepted.

FINANCE/2021/69

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

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

No further items.

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

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

FINANCE/2021/70

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

