

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 2nd November 2021
Tim Parry Community Centre

Chairman: Cllr Price
Present: Cllr Morley Cllr Clark
Cllr Jones Cllr Watson (left after agenda item 3 for another meeting)

In Attendance: Mrs K Carter

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

Apologies had been received from Cllr Hussain (attendance at another meeting).

2. To approve the minutes of previous meeting 5/10/2021.

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

FINANCE/2021/104

RESOLVED: To approve the minutes of the meeting held on 5th October 2021 as a true record.

3. To review costs for grounds maintenance and discuss possibilities for in-house provision.

The grounds maintenance contracts form a large part of Parish Council expenditure and the committee had proposed at the October meeting that consideration is given to moving some of this work in-house. A briefing paper with current annual costs and initial information on requirements to manage this in-house was discussed fully. It was decided that possibilities for in-house maintenance needs looking at in detail for feasibility and costs and that a working group would best be able to progress this. It was further proposed that non-councillors could be invited to form part of the group if they have expertise in the field. The committee recognised that a report would take time to produce and may not be in time for the council to make a decision before the current grounds' maintenance contracts end in March 2022. It was therefore agreed to extend the current contracts by 6 months whilst the working group fully assesses options.

FINANCE/2021/105

RESOLVED: To extend the current grounds maintenance contracts by a period of 6 months to the end of September 2022 (Open Spaces Act 1906, s10).

FINANCE/2021/106

RESOLVED: To set up a Grounds Review Working Group to undertake a cost analysis and feasibility study for in-house maintenance of Parish Council grounds with a full report to be presented to the council for decision. Membership to be agreed; non-councillors with relevant expertise to be allowed on the working group (Open Spaces Act 1906, s10).

4. To review hire charges for community centres and open spaces.

An increase in hire rates had been previously agreed which should have been implemented from April 2020 but this had been deferred as the centres closed because of the pandemic. Organisations are still recovering from the negative impact of the pandemic and whilst the majority have returned to the centres, groups are still not at full capacity. After a full discussion, it was agreed that the hire rate will not be increased in April 2022; this will be reviewed again next



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year. It may be necessary to implement a slighter larger increase than usual in April 2023 to counteract the increases in running costs for the centres, but customers will be fully informed of this possibility and will be given notice of the actual increase by January 2023.

FINANCE/2021/107

RESOLVED: To retain the current levels of hire rates for the community centres for a further year (LG (Misc. Prov.) Act, 1976 s19(2))

The committee also discussed looking at overall use of the centres and the possibility of hiring space to businesses as meeting spaces to fully utilise the centres and bring in further income. This is to be investigated fully in 2022.

5. To be advised of defibrillator locations within Great Sankey and consider advice on optimal locations.

A briefing paper outlining the community publicly accessible defibrillators (CPADs) had been circulated prior to the meeting. There are currently only 6 throughout the parish and a further one available at Chapelford Medical Centre during opening hours. It was noted that there is very little advice available on where to locate defibrillators or how many to put in a particular area. The location advice that was available may be helpful when discussing future donation requests. It was agreed that consideration should be given to installing additional defibrillators on Council properties, the main difficulty being that an electricity supply is required for the cabinets. Sites will be assessed, and a report produced for a future meeting.

FINANCE/2021/108

RESOLVED: To assess suitability of Council properties for the installation of community public access defibrillators (Public Health Act 1936, s234).

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. The payments to be authorised were scrutinised and approved.

Presented By	Description	Amount
EDR Landscapes	Materials for raised bed VCP	£2100.00
RBL	Poppy Appeal Donation	£100.00
R. Hardy	Defib Donation	£400.00
Mature Matures	Donation – Christmas Party	£150.00
B&B Hygiene Ltd	Cleaning supplies	£319.88
Office Depot	Office Stationery	£11.98
Trade UK	Centre Maintenance – WH	£52.00
Trade UK	Centre Maintenance – WH	£7.99
EDR Landscapes Ltd	Grounds Maintenance	£4888.10
Woodend Nursery	Planters – refill	£604.80
Northwest Air Conditioning	Service of Air Con	£300.00
Morgan Williams	Land Valuation Survey	£720.00



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Penketh Parish Council	Donation – Remembrance Parade	£600.00
FairFX cards	Top-up of pre-paid cards	£633.59
Andrew Jones Ltd	Grounds Maintenance	£1250.00
	Total	£12,147.90

FINANCE/2021/109

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 September were also checked and approved:

BT	01/09/2021	WIFI/Telephone	HL	86.88
BT	01/09/2021	WIFI/Telephone	WH OFFICE	118.62
BT	02/09/2021	WIFI/Telephone	TP	93.84
BT	02/09/2021	WIFI/Telephone	BB	80.88
Water Plus	02/09/2021	Water charges	HM	37.83
Water Plus	02/09/2021	Water charges	WH	22.90
BT	06/09/2021	WIFI/Telephone	HM	87.64
KCOM Group plc	06/09/2021	e-mail hosting/microsoft office	Office	109.42
Water Plus	15/09/2021	Water charges	HL	102.65
SWALEC GAS	23/09/2021	Gas	HM	3.89
SWALEC GAS	16/08/2021	Gas	HL	4.37
BT	30/09/2021	WIFI/Telephone	WH - HALL	80.88
WBC	30/09/2021	September Business Rates	TP	113.00
WBC	30/09/2021	September Business Rates	HM	96.00
WBC	30/09/2021	September Business Rates	WH	86.00
WBC	30/09/2021	September Business Rates	BB	93.00
Utility Warehouse	30/09/2021	Phone charges	Office	115.40
Manual Handling Charges	30/09/2021	Bank Charges	Office	0.60
Service Charge	30/09/2021	Bank Charges	Office	47.55
			Total	£1381.35

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

Item 1: for room dividers for Bewsey Barn Community Centre. It was only possible to obtain two quotes and since these were similar in price, it was agreed to waive the requirement for a third. A solid folding partition rather than a fabric one was considered preferable. A budget of up to £5000 was set; office staff to make the final decision on which firm to engage depending on references from previous customers.

FINANCE/2021/110

RESOLVED: To purchase room dividers for Bewsey Barn Community Centre. A budget of up to £5000 approved; office staff to make the final decision (LG (Misc. Prov.) Act 1976 s19).



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Item 2: Playground equipment for Tim Parry Recreation Ground and Vicarage Community Park. A budget for this had been set at the previous meeting (£40,000 for Tim Parry and £10,000 for Vicarage Park). Three companies had visited the sites and produced designs. There is still some detail to be received but all companies have recommended a similar amount of new equipment within the budget; no design particularly stands out and all have met the brief to include items for 7-11-year-olds. It was agreed to pass the final decision to the Community Projects Group to scrutinise and choose between the best designs.

FINANCE/2021/111

RESOLVED: To pass the final decision to the Community Projects Group for the design and company choice for the installation of play equipment at Tim Parry Recreation Ground and Vicarage Community Park (LGA 1972, s101).

Item 3: Sound absorbent panels for Whittle Hall Community Centre. Previously, it had been agreed to obtain quotes for a false ceiling to be installed at the centre to help with the echo and the heating efficiency of the main hall. During the site visit for the room dividers, one company also suggested sound absorbent panels and the opportunity was taken to obtain a quote. After discussion it was agreed that since part of the aim is to improve the heat retention in the hall, as well as concerns that the panels would be insufficient to make enough difference, the focus should remain on the installation of a false ceiling.

Item 4: Replacement windows, Bewsey Barn Community Centre. Single quote from trusted supplier with comparison prices sought online. 3x small, 2x medium, 9x large, 2x extra large, total cost £6795. Approved.

FINANCE/2021/112

RESOLVED: To approve the quote (£6795) from SamRose Windows for replacement windows for Bewsey Barn Community Centre (LG (Misc. Prov.) Act 1976, s19).

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.

One request had been received for help to start up a social group for young people age 16+ with special educational needs and disabilities. After discussion it was agreed to apply the concessionary rate for non-profit making community groups rather than give a financial donation as the group is yet to be formed. The rate includes free hire of a community centre for the first 4 meetings, after which the community rate will be applied.

FINANCE/2021/113

RESOLVED: To give the concessionary rate for non-profit making community groups to a new booking of a social group for young people with SEND. Up to 4 meetings free use once the group commences (LG (Misc. Prov.) Act 1976, s19(2)).

9. Budget 2021-22 – to scrutinise documentation, and when satisfied as to correctness to sign off financial reports and bank reconciliations for September.

The budget monitoring pages were considered and accepted. Expenditure is within profiled forecasts.



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FINANCE/2021/114

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

10. To authorise payment of wages, tax and ERNIC for October.

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

FINANCE/2021/115

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

