

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 1st March 2022
Whittle Hall Community Centre

Chairman: Cllr Watson
Present: Cllr Clark
Cllr Jones
Cllr Hussain

In Attendance: K Carter

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

There were no apologies.

2. To approve the minutes of previous meeting 4/1/2022.

The meeting of 1 Feb was cancelled due to Covid; payments were agreed by email and ratified at the Parish Council meeting held on 9 Feb, *PARISH/2022/8*, but all other business was deferred. The draft minutes of 4 January 2022 were therefore considered and accepted as a true record of the meeting.

FINANCE/2022/6

RESOLVED: *To approve the minutes of the meeting held on 4th January 2022 as a true record.*

3. To review energy contracts.

Staff have been trying for some months to obtain quotes to renew the gas and electricity contracts, but this is proving extremely difficult in the current situation. The gas supply is now out of contract and the electricity contract finishes at the end of March. The broker has advised that, whilst it is proving difficult, it should be possible to obtain quotes, and although the market is very limited this should give a small saving on the standard variable rate. The Finance Committee will be emailed with information on potential contracts, preferably from renewable sources if possible, and a decision made via email.

FINANCE/2022/7

RESOLVED: *To consider and decide on energy contracts via email (Local Govt. (Misc. Prov.) Act 1976 s19).*

4. To review bank signatories.

The bank signatories were due to be changed prior to the pandemic, but this was put on hold. It was agreed to retain Cllrs Watson, Price and Pennington as signatories and add Cllr Jones; all others will be removed.

FINANCE/2022/8

RESOLVED: *To add Cllr Jones to the list of bank signatories and remove those no longer serving on the Council (Accounts & Audit Regulations 2015, reg 3).*



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5. To receive an update from the Grounds Review Working Group.

An initial meeting has been held with positive progress with some further work to be carried out. A full update was deferred to next month.

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
Trade UK	Centre Maintenance	£11.34
Trade UK	Centre Maintenance – WH	£12.97
B&B Hygiene Ltd	Cleaning Supplies	£318.60
Chairman Parish Council	Chairman's annual allowance	£1,000.00
EDR Landscape Mngt	Grounds Maintenance	£4,777.70
K. Carter	Reimbursement – diesel for Parish Van	£80.01
FairFX cards	Top-up of pre-paid cards	£309.77
AJ Landscapes Mngt	Grounds Maintenance	£1,250.00
LightnSoul Events	Booking Deposit – Compere Fun Day 2022	£50.00
	Total	£7993.55

FINANCE/2022/9

RESOLVED: To authorise all payments listed above (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).

Members were informed that the windows at Bewsey Barn Community Centre have been replaced in accordance with the approved quote (PARISH/2021/127). Before completion, there is minor work required to one window. It was agreed that subject to this being done and the CMO satisfied with the work, the invoice will be paid on receipt.

FINANCE/2022/10

RESOLVED: To authorise payment for the replacement windows at Bewsey Barn Community Centre, subject to final approval by the CMO and providing the invoice received is per the quote approved (Local Govt. (Misc. Prov.) Act 1976 s19).

Members were also informed that the Council van has had a couple of issues recently and is currently in the garage for repair. There is still a problem with the DPF which has been ongoing for a few years; initial conversations with the garage suggest there may either be an underlying issue, or that a diesel vehicle is not the correct option for the Parish Council as it is only used for multiple short journeys, and the engine does not fully warm up. The starter motor also needs replacing. It was agreed to repair the van and investigate options for replacement, possibly with a hybrid vehicle, and look at both purchase and leasing possibilities.

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



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BT	04/01/2022	WIFI/Telephone	TP	94.32
BT	04/01/2022	WIFI/Telephone	BB	81.12
KCOM Group plc	04/01/2022	e-mail hosting/microsoft office	Office	77.50
Water Plus	04/01/2022	Water charges	HL	523.61
Water Plus	04/01/2022	Water charges	HM	41.43
Water Plus	04/01/2022	Water charges	WH	22.90
Water Plus	04/01/2022	Water charges	BB	141.19
BT	06/01/2022	WIFI/Telephone	HL	86.88
SWALEC GAS	10/02/2022	Gas	WH	95.46
SWALEC GAS	10/01/2022	Gas	BB	12.00
PUBLIC WORKS LOAN	19/01/2022			11666.94
SWALEC GAS	24/01/2022	Gas	HM	119.23
SWALEC GAS	24/01/2002	Gas	HL	84.49
SWALEC	28/01/2022	Electricity	HM	197.92
BT	31/01/2022	WIFI/Telephone	HL	87.16
BT	31/01/2022	WIFI/Telephone	OFFICE	118.23
BT	31/01/2022	WIFI/Telephone	BB	80.88
WBC	31/01/2022	December Business Rates	TP	113.00
WBC	31/01/2022	December Business Rates	HM	96.00
WBC	31/01/2022	December Business Rates	WH	86.00
WBC	31/01/2022	December Business Rates	BB	93.00
Utility Warehouse	31/01/2022	Phone charges	Office	115.40
SWALEC	31/01/2022	Electricity	HL	100.80
			Total	£14,135.46

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

Quote 1: Suspended ceiling, Whittle Hall Community Centre.

3 quotes had been obtained. The highest was dismissed, and it was agreed to request information on the thermal value of the proposed tiles for the other two before a final decision is made. Updates to be provided by email for this decision.

FINANCE/2022/11

RESOLVED: To request further information on thermal value of the ceiling tiles from the two lowest quotes, before finalising a decision via email for the suspended ceiling at Whittle Hall Community Centre (Local Govt. (Misc. Prov.) Act 1976 s19).

Quote 2: Tarmac for car park, Bewsey Barn Community Centre

5 companies have been approached and only one would provide a quote; the job was stated as either too large or too small for other companies. Online quotes for driveways had been obtained (£45-70 per m²). Quotes (3) from the work on the MUGA at Tim Parry Recreation Ground were also compared, although this was a tarmac skim only as the base didn't need replacing (£20-25 per m²). The quote received equates to £23.62 per m²; a cost of £12,400 +VAT. After consideration of the remaining budget for 2021-22 the quote was accepted.



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FINANCE/2022/12

RESOLVED: To approve the quote received from Paul Brookes & Sons to re-tarmac Bewsey Barn Community Centre at a cost of £12,400 +VAT (Local Govt. (Misc. Prov.) Act 1976 s19).

Quote 3: Replacement computers for Council office

A budget has been allocated for this as the current equipment is over 7 years old and becoming very slow. It is proposed that the laptops purchased for working from home during the pandemic are utilised within the office using a docking station with the current monitors. Repairs may be needed for one laptop, and one of the current monitors also needs replacing. A request was made for the office to work with the Council's IT provider and be authorised to spend up the budget allowance. This was agreed; the Finance Committee will be kept fully informed of the quote and able to query any aspect before the quote is accepted.

FINANCE/2022/13

RESOLVED: To obtain a quote from the Council's IT provider to replace the current office computers. The Finance Committee to be kept informed of the quote, and authorisation given to the Clerk to go ahead if it is within the allocated budget (LGA 1972 s111).

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.

Request 1: for contribution to Your Housing towards repairs at the Boat Park (Brentnall Park), Hood Manor.

The proposed contribution is part of a wider proposal to also pass responsibility for the park to the Parish Council. Members were unclear about several aspects including the reason for the amount requested, whether a lease or transfer of ownership is proposed and whether this would be conditional on the financial contribution. It was agreed that further information is required before further discussion and that both the lease and contribution should be negotiated together.

FINANCE/2022/14

RESOLVED: To request further information from Your Housing before discussing the proposed lease and financial contribution together at either the Parish Council meeting or the next Finance Committee meeting.

Request 2: from the volunteer group, GNWA5, for continued free use of Hood Lane Community Centre until the end of 2022.

The group has provided food parcels to those in need throughout the Covid-19 pandemic and whilst restrictions are lifting, the cost of living is increasing which is now causing financial pressure on elderly residents and some families. The requests for help are therefore also increasing. The request for continued free use of Hood Lane Community Centre as a collection and delivery point for the food parcels was agreed.

FINANCE/2022/15

RESOLVED: To approved continued free use of Hood Lane Community Centre until the end of 2022 for GNWA5 to facilitate the delivery of food parcels to residents in need (Local Govt. (Misc. Prov.) Act 1976 s19 (2)).



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

The budget monitoring sheets, and bank reconciliation were scrutinised. Members were advised that there is a current underspend predicted for the end of the year. This is mostly because of impacts relating the pandemic. The community centres remained closed at the start of the year so expenditure on wages, maintenance and utilities has been lower than allowed for. Additionally, some planned work such as floor renovation and website upgrades did not take place. Some of the underspend will be allocated to the quotes approved at item 7 and a full report given at the next Finance meeting for the end of the financial year.

FINANCE/2022/16

RESOLVED: To accept the bank reconciliation and budget monitoring pages for January 2022 (Accounts and Audit Regulations 2015 reg 3).

FINANCE/2022/17

RESOLVED: To vire allocated budget from the underspent categories (Wages, Centre maintenance and Utilities) to Long-term maintenance on the centres for the suspended ceiling at Whittle Hall (if approved) and the car park at Bewsey Barn (Accounts and Audit Regulations 2015 reg 3).

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £12,550.01.

FINANCE/2022/18

RESOLVED: To authorise payment of wages and HMRC costs as listed for February 2022 (LGA 1972 s112).

