

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 31st May 2022
Whittle Hall Community Centre

Chairman: Cllr Price
Present: Cllr Clark Cllr Morley
 Cllr Watson 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 3/5/2022.

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

***FINANCE/2022/32:** To approve the minutes of the meeting held on 3rd May 2022 as a true record.*

3. To scrutinise accounts for the year ending 31st March 2022 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. The Internal Auditor had scrutinised both the annual return and the council's financial controls. Their report will be received shortly and will be on the July agenda; two minor comments are expected but there were no problems with the accounting statement. After a short discussion, it was agreed to recommend to full Council approval of the Annual Governance Statement and the Accounting Statement.

***FINANCE/2022/33:** To recommend approval of the Annual Governance Statement for the financial year 2021-22 (Accounts & Audit Regulations 2015, Part 4, s12)*

***FINANCE/2022/34:** To recommend acceptance of the Accounting Statement for the financial year 2021-22 (Accounts & Audit Regulations 2015, Part 4, s12)*

4. Parish Playing Field Drainage Project: To receive information from The Grounds Maintenance Association on the Turf Care Advisory Service

The liaison from Liverpool County FA had advised that the Parish Council's next step towards a funding application to the Football Foundation is to obtain a report from a Sports Turf Consultant and had forwarded contact details for the Grounds Maintenance Association. Their Turf Care Advisory Service provides 3 work packages to support funding requests; package 1 – site visit with recommendations for improvement (£1200-1800); package 2 – topographic survey, detailed drawings and specifications for tender/contract documentation; package 3 – project oversight and handover (costs to be confirmed). Given the potential size of the project (£200-250,000) it was agreed that the council needs the expertise of the advisory service for



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all aspects. There was discussion about the unknown costs for package 3. Package 1 & 2 will be necessary to move the project forwards to the point of tendering for the work and these were agreed; as these phases progress, costs for the project oversight will become clear and a final decision made on this at a later date, although it was noted that it would be preferable to engage the GMA for this aspect as well.

FINANCE/2022/35: To engage the Grounds Maintenance Association to provide recommendations on improvements to the Parish Playing Field (work package 1) and detailed drawings and specifications for tender documentation (work package 2). Costs for project oversight and handover to be clarified and decided later. (LG (Misc. Prov.) Act 1976 s19).

5. Sankey Station Project: to consider quotes for structural surveyors

Rise Associates have started work on the project for Sankey Station and have had 2 site visits to look at the interior. Enlisting members for the Steering Committee has also begun by inviting interested members of the public to respond to a brief set of questions. The deadline for this is June 6th and membership will be finalised after this date. The next logical step is to obtain a structural survey of the building to ensure it is in a good state to continue with the project. Rise Associates approached 5 companies in total and received 2 quotes; the others do not have the expertise to assess station buildings. After discussion, it was agreed to engage the cheaper of the two options.

FINANCE/2022/36: To engage Les Yates for a structural survey of Sankey Station at a cost of £1600. (LG (Misc. Prov.) Act 1976 s19)

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	£39.46
Trade UK	Centre Maintenance	£83.48
Cheshire Haybale Hire	Haybales Fun Day	£177.20
TV Licensing	TV License Renewal	£159.00
Kensite	Porta-loos Fun Day	£372.00
WBC	Fun Day – Licence Fee	£469.00
B&B Hygiene Ltd	Cleaning Supplies	£300.62
Rise Associates	Project Management – Sankey Station	£2400.00
Zurich	Insurance renewal	£7106.19
AJ Landscapes	Grounds Maintenance	£1250.00
FairFX cards	Top-up of pre-paid cards	£785.31
EDR Landscapes	Grounds Maintenance	£5206.60
	Total	18348.86

FINANCE/2022/37: To authorise all payments listed above (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).



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

BT	01/04/2022	WIFI/Telephone	WH-HALL	94.96
BT	01/04/2022	WIFI/Telephone	BB	81.60
Water Plus	01/04/2022	Water charges	HL	56.87
Water Plus	01/04/2022	Water charges	HM	41.43
Water Plus	01/04/2022	Water charges	WH	29.18
Water Plus	01/04/2022	Water charges	BB	141.19
KCOM Group plc	04/01/2022	e-mail hosting/microsoft office	Office	77.50
BT	06/04/2022	WIFI/Telephone	HM	86.88
SWALEC GAS	08/04/2022	Gas	HM	88.51
SWALEC GAS	08/04/2022	Gas	TP	670.81
SWALEC GAS	11/04/2022	Gas	WH	408.14
SWALEC GAS	19/04/2022	Gas	HL	290.24
SWALEC GAS	22/04/2022	Gas	BB	13.20
SWALEC	22/04/2022	Electricity	HL	95.15
SWALEC GAS	25/04/2022	Gas	HM	297.52
SWALEC GAS	25/04/2022	Gas	HL	30.52
Utility Warehouse	29/04/2022	Phone charges	Office	115.40
			Total	£2619.10

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

A) For line marking council car parks. 3 quotes obtained. The most expensive quote was dismissed; the cheapest had been assessed through a desktop survey only; the middle quote had attended a site visit with the CMO and discussed council requirements on site and offered advice on the number and configuration of spaces. Based on this, it was agreed to engage this company.

FINANCE/2022/38: *To engage Shawfield Line Marking to install line-marking on the council's car parks at a cost of £2040 + VAT. (LG (Misc. Prov.) Act 1976, s19).*

B) for annual subscription to SurveyMonkey to enable the council to engage with residents for their views (£32 per month). Approved.

FINANCE/2022/39: *To take out an annual subscription for SurveyMonkey at a cost of £32 per month. (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.

A request had been received from Families United for a donation towards their running costs. This was refused; members noted that consideration would be given for assistance with a specific project but not for general funds. This will be passed on to the Funding Coordinator.



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FINANCE/2022/40: *To refuse request for a donation to Families United; to inform them that consideration would be given for assistance with a specific project but not with general funds.*

9. Budget 2022-23 – to scrutinise documentation, and when satisfied as to correctness to sign off financial reports and bank reconciliations for April.

The budget monitoring sheets, and bank reconciliation were scrutinised and agreed.

FINANCE/2022/41: *To accept the bank reconciliation and budget monitoring pages for April 2022 (Accounts and Audit Regulations 2015 reg 3).*

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £13,322.42.

FINANCE/2022/42: *To authorise payment of wages and HMRC costs as listed for May 2022 (LGA 1972 s112).*

11. To receive and consider correspondence from resident.

A complaint had been received regarding noise from Whittle Hall Community Centre. The office had spoken to the resident and provided an explanation, but the resident was not happy and asked for it to be considered by councillors. It was noted that this was an isolated incident, no other complaints had been received for the same event or at any other time. The council is very mindful of its neighbours and sets a much earlier finish time for private functions than the premises licence allows (the event in question ran from 3-6pm). Hirers are also requested to keep music levels acceptable, particularly if the garden is in use. Since there have been no other occurrences, it was agreed to note the incident and monitor the situation. The resident will be informed of this decision.

FINANCE/2022/43: *To note the complaint from a resident regarding noise levels at Whittle Hall Community Centre during a private function and monitor the situation.*

