

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 5th July 2022
Whittle Hall Community Centre

Chairman: Cllr Price
Present: Cllr Clark
Cllr Morley
Cllr Watson

In Attendance: L Brereton

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

Apologies had been received from Cllr Hussain.

2. To approve the minutes of previous meeting 31/5/2022.

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

FINANCE/2022/44: *To approve the minutes of the meeting held on 31st May 2022 as a true record.*

3. To receive the Internal Audit report and decide on any actions to be taken.

The report had been circulated prior to the meeting along with explanatory notes. After a short discussion the following action points were agreed:

- a) Continue to follow financial regulations regarding awarding contracts. These can be waived under certain circumstances, and this happened on two occasions in 2021-22; because of difficulties arising during the pandemic, 2 contracts were awarded to trusted suppliers who had previously and recently demonstrated value for money, high quality workmanship and reliability. This situation is now largely resolved and comparative quotes will be sought for further work.
- b) Ensure the list of payments made on the council's pre-paid cards are initialled to demonstrate they have been checked.
- c) Chase WBC for end of year statement
- d) Include the supplier (procurement) fraud within the council's risk assessment.

FINANCE/2022/45: *To accept the Internal Audit report for the accounts to year ending 31 March 2022. To note and implement the above action plan.*

4. To consider options for an account for earmarked reserves.

Various options were presented to the committee, including instant access, fixed notice, and fixed term accounts. It was recognised that even the best of these gives a minimal return on any investment (1.55%). Given that this is a new venture for the Parish Council, and there are several ongoing projects which will draw on the council's finances, it was suggested that an instant access account is used initially, with a view to opening a longer-term account in the future. This was delegated to the Clerk to look into further and set up.

FINANCE/2022/46: *To open an instant access savings account for earmarked reserves. Clerk delegated to begin this process.*



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5. 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
Carousel Amusements	Fairground – Fun Day 2022	£8195.00
Light 'n' Events	Compere – Fun Day 2022	£315.00
Warrington Armed Forces	Donation Tom Sephton memorial trophy	£1000.00
Top-up pre-paid card	Extra required for Council van road tax	£200.00
Woodend Nursery	Plants St Mary's Refill	£633.60
Warrington Foodbank	Donation Warrington Foodbank	£675.00
Viking	Stationery	£286.03
WBC	Hood Manor Service Charge	£382.89
Wicksteed	Timber Adventure Trail Vicarage Community	£11,982.00
B&B Hygiene Ltd	Cleaning supplies	£269.96
St John Ambulance	First Aid – Fun Day 2022	£277.20
Impact Graphix	PVC Banner – TP Playground refurb	£54.00
Trade UK	Centre Maintenance	£9.82
Superstars	Summer Playscheme	£3,900.00
EDR Landscape Mngt	Grounds Maintenance	£4,777.70
Les Yates Surveys Ltd	RICS Homebuyers report – Sankey Station	£1,600.00
Rise Associates	Project Management – Sankey Station	£2,400.00
JDH Business Services	2021/22 Internal Audit	£715.50
Comtec	Extractor Fans repair – TP	£180.00
FairFX cards	Top-up of pre-paid cards	£785.18
AJ Landscapes Ltd	Grounds Maintenance	£1,250.00
Canda Copying	Office copier rental hire charge	£94.80
Canda Copying	Officer copier – copies	£95.14
	Total	£40,078.82

FINANCE/2022/47: To authorise all payments listed above (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).

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

BT	03/05/2022	WIFI/Telephone	HL	95.73
BT	03/05/2022	WIFI/Telephone	TP	104.90
BT	03/05/2022	WIFI/Telephone	WH-Office	122.16
BT	03/05/2022	WIFI/Telephone	BB	89.22
BT	03/05/2022	WIFI/Telephone	WH-Hall	89.10
ICO	03/05/2022	Data Protection Register	Office	35.00
WBC	03/05/2022	March Business Rates	HM	145.60
WBC	03/05/2022	March Business Rates	TP	170.00

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WBC	03/05/2022	March Business Rates	WH	114.12
WBC	03/05/2022	March Business Rates	BB	139.70
SWALEC GAS	03/05/2022	Gas	BB	23.11
SWALEC GAS	03/05/2022	Gas	WH	217.27
Water Plus	03/05/2022	Water charges	HM	41.43
Water Plus	03/05/2022	Water charges	WH	29.18
Water Plus	03/05/2022	Water charges	BB	141.19
Water Plus	04/05/2022	Water charges	HL	62.29
BT	09/05/2022	WIFI/Telephone	HM	95.73
SWALEC GAS	13/05/2022	Gas		1927.11
SWALEC GAS	23/05/2022	Gas	HL	133.70
SWALEC GAS	23/05/2022	Gas	WH	187.45
SWALEC GAS	23/05/2022	Gas	BB	23.11
SWALEC GAS	23/05/2022	Gas	HM	174.49
BT	30/05/2022	WIFI/Telephone	WH-Hall	88.86
WBC	30/05/2022	April Business Rates	HM	141.00
WBC	30/05/2022	April Business Rates	TP	166.00
WBC	30/05/2022	April Business Rates	WH	119.00
WBC	30/05/2022	April Business Rates	BB	137.00
BT	31/05/2022	WIFI/Telephone	HL	95.73
BT	31/05/2022	WIFI/Telephone	WH-Office	122.46
Utility Warehouse	31/05/2022	Phone charges	Office	115.40
			Total	£5147.04

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

***FINANCE/2022/48:** To accept the quote from Digital Elite Services for the repair and replacement of existing CCTV units at Tim Parry Community Centre (£1693 VAT)*

7. To consider requests for financial assistance; to decide if any donations are to be made or if requests should be recommended to full Council.

***FINANCE/2022/49:** To give a donation of £100 to Whittle Hall Toddler Group towards their summer party.*

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

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

***FINANCE/2022/50:** To accept the bank reconciliation and budget monitoring pages for May 2022 (Accounts and Audit Regulations 2015 reg 3).*

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9. To authorise payment of wages, tax and ERNIC for June.

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £16,563.65.

FINANCE/2022/51: *To authorise payment of wages and HMRC costs as listed for June 2022 (LGA 1972 s112).*

