

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 6<sup>th</sup> September 2022  
Whittle Hall Community Centre

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

**In Attendance:** Cllr Pennington  
Cllr Catlow  
K Carter

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

Apologies had been received from Cllr Price.

**2. To approve the minutes of previous meeting 2/8/2022.**

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

***FINANCE/2022/57:** To approve the minutes of the meeting held on 2<sup>nd</sup> August 2022 as a true record.*

**3. Appointment of External Auditor.**

Agreed to continue with the SAAA appointed external auditor.

***FINANCE/2022/58:** To opt-in to the central procurement process for external auditors appointed by the SAAA (Accounts & Audit Regulations 2015, reg. 4).*

**4. To consider options for the Christmas tree installation.**

The Committee was presented with various options for the Christmas tree installation at Chapelford. Previously, this has been ordered and installed by WBC who have advised that orders need to be finalised by 16<sup>th</sup> September this year. Other options are to source a tree separately, purchase a pre-lit artificial tree, look at options for donation or sponsorship.

It was suggested that the council should first discuss whether it is appropriate to continue supplying a tree at the same location year after year as this only benefits a proportion of the parish. Other locations have been considered in previous years, but a suitable alternative has not been found. In 2021, lights were provided on Hood Lane Community Centre as it wasn't possible to install a tree; the limiting factor is the electricity supply required for the lights. Given the deadline for a decision with WBC, it was agreed that, if full council decide to continue to provide a tree at Chapelford, WBC should be engaged for this year. The council will then continue the investigations into alternative options for next year.

***FINANCE/2022/59:** to recommend that full council discuss and decide whether to continue to provide a Christmas tree at Chapelford. If agreed, the Finance Committee recommends that*

- WBC are engaged to supply and install the tree and lights.*
  - local businesses at Chapelford will be contacted to request a contribution.*
  - Investigations into alternative options for 2023 will be continued.*
- (LGA 1972 s145)*

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### 5. To be informed of Whittle Hall Environment Pond Day.

A briefing note had been provided detailing the background and progress with the event planning. It was instigated by Cllr Henshaw through WBC, and The Land Trust and GSPC are now involved with the event. The aim is to educate residents about the various ponds in the Whittle Hall area and the impact of overfeeding of the wildfowl to try and address issues raised by residents (mainly mess on paths and roads). There will be some costs associated with the day, mainly the production of leaflets and information boards which will be shared between the three organisations. GSPC has also offered use of Whittle Hall Community Centre – the car park to be used for information stalls and the centre will provide toilet facilities.

**FINANCE/2022/60:** *to recommend that costs are shared for the Whittle Hall Pond Day event with WBC and The Land Trust. To provide use of Whittle Hall Community Centre on the day (LG (Misc. Prov.) Act 1976 s19).*

### 6. To consider use of council grounds by sporting/outdoor groups.

Fees for the use of the Parish Playing Field and Tim Parry Recreation Ground were waived during the Covid-19 pandemic and this decision is due for review. After discussion, it was agreed to reinstate the fees for both sites at the pre-pandemic rate for the 2022-23 season.

**FINANCE/2022/61:** *to reinstate the fee structure at pre-pandemic rates on the Tim Parry Recreation Ground and the Parish Playing Field (LG (Misc. Prov.) Act 1976 s19).*

### 7. To consider extension of existing grounds maintenance contracts.

The current grounds maintenance contracts are due to end on 30<sup>th</sup> September 2022, with the council due to make a final decision on whether to bring future maintenance in-house in the w/c 26<sup>th</sup> September. If the council moves forward with in-house provision, it will take some months for recruitment and purchase of equipment before the council can start managing sites itself. It was therefore agreed that current contracts should be extended to the end of the 2022.

**FINANCE/2022/62:** *to offer an extension of the current grounds' maintenance contracts until the 31<sup>st</sup> December 2022 (Open Spaces Act 1906, s10).*

### 8. To receive Phase 1 report on the improvement project for the Parish Playing Field

The Grounds Maintenance Association have completed Work Package 1 which comprised a detailed site investigation and recommendations on the drainage. Two options have been proposed which council will need to consider before moving on to the next stage. It was agreed that the report should be considered by full council at September's meeting. Any queries will then be put to the GMA before a further decision is made. It was also suggested that a separate committee should be set up to oversee the project to make any decisions on the drainage improvements and also to consider the long-term management of the pitches. This will be considered at the October Parish Council meeting.

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**FINANCE/2022/63:** To recommend that the site investigation report is reviewed by full council, queries collated and put to the GMA prior to a decision on the best option for drainage..

**9. 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
WBC	Ground Maintenance – PPF Qtr 1	£854.21
B&B Hygiene Ltd	Cleaning Supplies	£718.80
Firecheck	Annual PAT Testing	£180.00
Edmundson Electrical	Centre Maintenance	£7.46
Wicksteed	Tim Parry Play area – new play equipment	£50,462.40
Wicksteed	Tim Parry Play area – repairs	£7,463.80
Firecheck	Smoke detector repair	£108.00
Steve Mahon	Gas Safety Certificates	£350.00
Trade UK	Centre Maintenance	£68.74
EDR Landscapes Mngt	Grounds Maintenance (VCP/LG/WH/BB)	£4,777.70
Viking	Office Stationery	£179.53
Manchester Ceiling	Installation of new ceiling at WH	£6,480.00
Viking	Office Stationery	£350.76
Equals Business	Top-up of pre-paid card account for petty cash	£521.41
Rise Associates	Project Management Sankey Station	£2,400.00
SLCC	Membership Fee Renewal	£270.00
AJ Landscapes	Grounds maintenance for August (TP/CWF)	£1,250
	<b>Total</b>	<b>£76,442.81</b>

**FINANCE/2022/64:** 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 June were also checked and approved:

BT	01/06/2022	WIFI/Telephone	TP	109.30
BT	01/06/2022	WIFI/Telephone	BB	91.27
Water Plus	01/06/2022	Water charges	HM	41.43
Water Plus	01/06/2022	Water charges	WH	29.18
Water Plus	01/06/2022	Water charges	BB	141.19
Water Plus	01/06/2022	Water charges	HL	59.16
BT	06/06/2022	WIFI/Telephone	HM	96.37
GCI Network Solutions	23/06/2022			164.14
SWALEC	24/06/2022	Electricity	HM	568.89
SWALEC	24/06/2022	Electricity	TP	841.62

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SWALEC GAS	27/06/2022	Gas	HM	97.13
SWALEC GAS	27/06/2022	Gas	WH	62.81
SWALEC GAS	27/06/2022	Gas	BB	23.11
SWALEC GAS	27/06/2022	Gas	HL	45.25
BT	30/06/2022	WIFI/Telephone	WH-Hall	88.86
WBC	30/06/2022	May Business Rates	HM	141.00
WBC	30/06/2022	May Business Rates	TP	166.00
WBC	30/06/2022	May Business Rates	WH	119.00
WBC	30/06/2022	May Business Rates	BB	137.00
Utility Warehouse	30/06/2022	Phone charges	Office	115.70
			<b>Total</b>	<b>£3138.41</b>

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

Quote: for additional security barriers at the Parish Playing Field. Three quotes had been obtained to prevent further unauthorised access. Two were for telescopic bollards and the third company suggested a low barrier (similar to that at Bewsey Barn Community Centre) with a covered lock to prevent access to grinding tools. After consideration, the barrier was decided to be the best option as it was the cheapest and the most practical for the site.

**FINANCE/2022/65**: to engage NSGB to install an additional security barrier at the Parish Playing Field at a cost of £2545.01 (LG (Misc. Prov.) Act 1976 s19).

**11. 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: from preschool to reimburse for loss of dressing up clothes. The clothes were unfortunately left out, contained within a black bin bag, and were mistaken for rubbish. Whilst the committee recognised the distress this has caused, they did not feel the council is responsible for the error. One member offered to donate a large bag of dressing up clothes that her children no longer use as a gesture to start the collection off.

**FINANCE/2022/66**: to refuse a financial contribution to the preschool to reimburse the loss of dressing up clothes. To offer a donation of clothes to the group instead.

Request 2: from Whittle Hall Junior Football Club to locate a full-sized container on the hard standing area on the Parish Playing Field. The container will be used to store equipment for the football teams; the club is happy for the Parish Council to have joint use of the container. This was agreed in principle; more work will be done to view the container for suitability as well as consider the best location to reduce potential issues. This will be done in conjunction with the Parish Council.

**FINANCE/2022/67**: to agree in principle to the installation of a container on the Parish Playing field for joint use by WHJFC and GSPC. Proposed container to be viewed for suitability and location to be agreed (LG (Misc. Prov.) Act 1976 s19).

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Request 3: from the Old Air Base Houses Residents Association for free hire of Hood Manor Community Centre. It was noted that the concessionary rate applied to new Resident's Associations had already been applied and a further extension on this given earlier in the year. The Committee agreed it would not be appropriate or fair to other customers to extend this again. The Resident's Association is to be advised that a donation would be considered instead if they apply for this and give details.

**FINANCE/2022/68**: to refuse request from the Old Air Base Houses Residents Association for further contribution to hall hire.

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

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

**FINANCE/2022/69**: To accept the bank reconciliation and budget monitoring pages for July 2022 (Accounts and Audit Regulations 2015 reg 3).

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £14,305.69.

**FINANCE/2022/70**: To authorise payment of wages and HMRC costs as listed for August 2022 (LGA 1972 s112).

**14. To review staff salaries.**

A briefing note had been circulated prior to the meeting. In recognition of the current difficult financial situation, it was agreed to implement the Living Wage for caretakers as soon as it is announced, i.e., from November 2022 rather than April 2023 as per usual practice. It was also agreed to award a one-off cost of living bonus of £500 to each staff member. The pay settlement for key personnel from April 2022 is still being negotiated through the NJC. If there has been no agreement reached by November, the Finance Committee will discuss an interim award for staff at the November meeting.

**FINANCE/2022/71**: To recommend implementation of the salary recommendations from the Living Wage Foundation from November 2022 for caretakers; to recommend a one-off cost of living bonus of £500 to all staff; to consider an interim pay award at the November Finance Committee meeting for key personnel if the national pay settlement has not been agreed by that time (LGA 1972 s112).