

GREAT SANKEY PARISH COUNCIL

Finance Committee

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

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

In Attendance: Cllr Pennington
K. Carter

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

There were no apologies.

2. To approve the minutes of previous meeting 4/10/2022.

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

***FINANCE/2022/82:** To approve the minutes of the meeting held on 4th October 2022 as a true record.*

3. To consider proposal from the Grounds Management Association regarding the final phase of the project for the drainage of the Parish Playing Field.

A site assessment and report on options to address the drainage on the Parish Playing Field has already been undertaken by the Grounds Management Association (GMA). Approval has also been given for the next stage of the project (topographical survey & production of detailed drawings and specifications for tender documents). The GMA will also advise on funding applications and the tendering process. The proposal for consideration is for the GMA to undertake the final stage and project manage the installation and handover of the drainage system. The quote for this work is £6021.60. The Committee has previously discussed the size and scope of the project, which if done properly will create an asset with usable pitches throughout the year for local teams. The expertise of the GMA to ensure the work is completed to a good standard was felt to be essential. The proposal for the GMA to oversee the final stage of the project, providing funding is found, was approved.

***FINANCE/2022/83:** To recommend the GMA is engaged for Work Package 3: Site Supervision Works for the drainage improvements on the Parish Playing Field once funding and contractors are secured (LG (Misc. Prov.) Act 1976 s19).*

4. To be informed of issues with the Council vehicle and consider future options.

The Council van has had an ongoing issue with the diesel particulate filter (DPF) for several years. The main problem is that the van is used daily for multiple short journeys and does not have long enough for the regeneration system to start and complete. Advice from garages has been followed to mitigate this, but the DPF has still needed cleaning fully every year and was replaced completely in December 2021. Despite this, the van has been repaired/filter cleaned twice this year. The latest advice is that it is likely there is an underlying problem with the regeneration system, not just in the way the van is used. The council has previously discussed purchasing or leasing an electric van for the new grounds staff. This process was due to be



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started and will include a replacement for the existing van. In the meantime, an alternative garage will be contacted to advise whether the current van can be repaired, and the costs involved. Should the van break down, consideration will be given to a short-term hire vehicle.

FINANCE/2022/84: *To investigate purchase/lease options for electric vans. To investigate the feasibility and cost of repair for the existing van. To use short-term vehicle hire in the event of the current vehicle breaking down (LGA 1972 s111).*

5. To be informed of completion of insurance claim from May 2021

A claim had been made against the Council from an incident involving a polling officer at the May 2021 elections. The claim has now been settled. WBC's Electoral Services will be informed, and appropriate measures discussed to prevent future issues.

FINANCE/2022/85: *To inform WBC Electoral Services of the outcome of the insurance claim relating to the May 2021 elections and discuss measures for future elections.*

6. To scrutinise financial expenditure arising since the last meeting, including payments by Direct Debit.

Presented By	Description	Amount
A&B Services	Jet clear foul drain – WH	£114.00
Canda Copying	Office copier rental – Parish Office	£94.80
Canda Copying	Office Copies	£58.39
B&B Hygiene Ltd	Cleaning Supplies	£219.37
TRBL Poppy Appeal	12nr large poppies	£60.00
WBC	PPF grounds maintenance Q3	£854.21
Safeguard	Community centre user keys (HMx3, HLx2, WHx2)	£145.82
Firecheck	Fire extinguisher service – BB	£30.00
Firecheck	Fire extinguisher/ alarm service & battery – HL	£192.00
Firecheck	Fire extinguisher service - HM	£30.00
Firecheck	Fire service and new battery & extinguisher - TP	£318.00
Firecheck	Fire extinguisher and alarm service - WH	£150.00
EDR Landscape	Grounds Maintenance	£4901.00
AJ Landscapes Ltd	Grounds Maintenance	£1300.00
Rise Associates	Sankey Station Project Management	£1200.00
Equals Business	Top-up of pre-paid card account for petty cash	£362.41
BLK Contracts	5-yr Electrical test & inspection, WH & TP	£1335.60
	Total	£11,365.60

FINANCE/2022/86: *To authorise all payments listed (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 August were also checked and approved:



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BT	06/08/2022	WIFI/Telephone	HL	97.74
BT	06/08/2022	WIFI/Telephone	TP	104.42
BT	06/08/2022	WIFI/Telephone	WHOFFICE	122.16
BT	06/08/2022	WIFI/Telephone	BB	88.86
WBC	06/08/2022	Business Rates	WHHALL	89.40
WBC	06/08/2022	Business Rates	HM	141.00
WBC	06/08/2022	Business Rates	TP	166.00
WBC	06/08/2022	Business Rates	WH	119.00
Water Plus	06/08/2022	Water charges	BB	137.00
Water Plus	06/08/2022	Water charges	HM	29.59
Water Plus	06/08/2022	Water charges	WH	29.18
Water Plus	06/08/2022	Water charges	BB	141.19
BT	06/08/2022	WIFI/Telephone	HL	67.81
GCI Network Solutions	09/08/2022	e-mail hosting/microsoft office	HM	95.73
SWALEC GAS	22/08/2022	Gas	Office	82.06
SWALEC GAS	22/08/2022	Gas	TP	590.02
SWALEC GAS	22/08/2022	Gas	HM	41.02
SWALEC GAS	22/08/2022	Gas	WH	40.45
SWALEC GAS	22/08/2022	Gas	BB	23.11
GCI Network Solutions	25/08/2022	e-mail hosting/microsoft office	HL	29.07
BT	30/08/2022	WIFI/Telephone	Office	82.06
WBC	30/08/2022	Business Rates	HM	89.22
WBC	30/08/2022	Business Rates	HM	141.00
WBC	30/08/2022	Business Rates	TP	166.00
WBC	30/08/2022	Business Rates	WH	119.00
BT	30/08/2022	WIFI/Telephone	BB	137.00
BT	30/08/2022	WIFI/Telephone	BB	95.73
Utility Warehouse	30/08/2022	Phone charges	WHOFFICE	123.36
			Total	£3,304.18

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

Quote 1: Delivery of GSPC annual newsletter (22,000 copies), £2420 – approved

FINANCE/2022/87: To accept the quote from Mersey Leaflets for delivery of the annual newsletter, £2420 (LGA 1972 s142).

Quote 2: Printing of GSPC annual newsletter (22,000 copies), £2995 provisional, may be subject to change depending upon paper costs – approved.

FINANCE/2022/88: To accept the quote from Abraxas Printing for printing of the annual newsletter at a provisional cost of £2995 (LGA 1972 s142).



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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: From Clean Up My Community for a) costs towards litter picking equipment, £200 requested, and b) towards venue hire and refreshments for climate café, £120 requested.

Donation refused because of a lack of detail on costings, match funding and where the group operates. Group to be directed to WBC's Community Initiative Fund for litter picking equipment and offered use of GSPC's community centres at the community rate for climate café trials. If funding is refused from WBC, the committee would re-consider a more detailed application.

Request 2: From Mature Movers for help towards their Christmas event - £100 approved.

FINANCE/2022/89: To give a donation of £100 to Mature Movers towards their Christmas party (LGA 1972 s137).

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

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

FINANCE/2022/90: To accept the bank reconciliation and budget monitoring pages for September 2022 (Accounts and Audit Regulations 2015 reg 3).

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £18,083.02.

FINANCE/2022/91: To authorise payment of wages and HMRC costs as listed for October 2022 (LGA 1972 s112).

11. To review wages for key personnel

Salaries reviewed at the September Finance Committee meeting and the following decided:

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 (from April 2022) has not been agreed by that time.

The national pay settlement for the current financial year has not been agreed therefore the Finance Committee reconsidered the options. It was agreed to implement the proposal from the National Joint Council of an increase of £1925 on all bands as the final agreement will not drop below this. Should the final settlement differ from this, it will be reviewed at a further meeting.

FINANCE/2022/92: To recommend an increase of £1925 for all key personnel to be backdated to April 2022, to be reviewed if the final settlement advised by the NJC differs from this (LGA 1972 s112).