

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 6th December 2022
Whittle Hall Community Centre

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

In Attendance: Cllr Pennington
K. Carter, Parish Clerk

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

Apologies had been received from Cllrs Price and Morley.

2. To approve the minutes of previous meeting 1/11/2022.

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

FINANCE/2022/93

RESOLVED: To approve the minutes of the meeting held on 1st November 2022 as a true record.

3. To receive information on electric van lease with a view to replacing the current diesel vehicle.

Councillors Watson and Clark had visited Vans North West Ltd with the Centre Maintenance Officer to view electric vans for suitability and affordability. The best option is a Maxus eDeliver 3 for size and cost. The options for a lease deal had been forwarded and were discussed in detail, including the term, mileage allowance, maintenance, and optional extras (tow bar, roof rack, livery). The lease would also include a courtesy vehicle if extended maintenance were required. Comparisons have been made with alternative vehicles and lease companies and this deal represents good value for money, as well as a local depot for any maintenance and servicing. A credit check has already been carried out by the finance company for the parish Council which does not commit the council to the lease but holds the quote for 30 days. It was agreed to recommend that the council enters into a lease agreement for one van for use by the maintenance officer. The current diesel van will be kept until the new grounds staff is recruited which can then initially be used by them; consideration would then be given to leasing a second electric van and selling the current van.

FINANCE/2022/94

RECOMMENDED: to enter into a lease agreement with Vans North West Ltd for a Maxus Deliver 3 electric van for use by the Centre Maintenance Officer. Livery, roof rack and tow bar to be included subject to costs (LGA 1972 s11).

4. To review hire rates for the community centres.

The last increase in hire charges was in April 2018. An increase had been due in April 2020 of around 5%, but this had been deferred as the centres closed because of the Covid-19 pandemic. It was proposed and agreed by majority vote that this is now applied from April 2023.



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FINANCE/2022/95

RECOMMENDED: to implement a small increase on the hire rates for community centres from April 2023 (deferred from 2020) (LG (Misc. Prov.) Act 1976, s19(2)).

5. To receive initial projections on the budget for the financial year 2023-24.

A draft budget had been drawn up for consideration before the precept setting meeting in January. Some items were clarified and the tax base for 2023-24 confirmed. Costs for the lease of the electric van can be confirmed if this is ratified at the Parish Council meeting. The January meeting of the Finance Committee will discuss any amended figures and options for earmarked reserves to cover long-term projects before making a recommendation to full council on the level of precept required for 2023-24.

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

Presented By	Description	Amount
B&B Hygiene Ltd	Cleaning Supplies	£318.90
Woodend Nursery	Re-fill plant troughs – St Mary's Road	£633.60
Penketh Parish Council	Donation towards Remembrance	£100.00
Old Air Base RA	Donation towards RA meetings	£100.00
WBC	Cleansing Whittle Hall Pond area April 22 – March 23	£266.98
Trade UK	Centre Maintenance – WH	£8.61
B&B Hygiene Ltd	Cleaning supplies	£627.68
Samera Ahmad	Customer refund – cancelled booking	£120.00
EDR Landscape	Grounds Maintenance	£4,777.70
Cheshire Constabulary	Qtr2 PCSO Charge	£8320.00
Cheshire Constabulary	Qtr1 PCSO Charge	£8320.00
WBC	Parish elections 21/22	£6445.62
K.Carter	Eye test and glasses refund	£159.00
BLK Contracts	Electrical repairs TP/WH	£610.20
AJ Landscapes	Grounds Maintenance	£1300.00
WBC	Christmas tree 2022	£2184.00
Equals Business	Top-up of pre-paid card account for petty cash	£292.79
Warrington FoodBank	Donation	£675.00
	Total	£35,760.08

FINANCE/2022/96

RESOLVED: 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 October were also checked and approved:



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BT	03/10/2022	WIFI/Telephone	HL	95.73
BT	03/10/2022	WIFI/Telephone	TP	104.52
BT	03/10/2022	WIFI/Telephone	Office	122.16
BT	03/10/2022	WIFI/Telephone	BB	89.22
SWALEC	03/10/2022	Electricity	BB	204.84
Water Plus	03/10/2022	Water charges	HM	29.59
Water Plus	03/10/2022	Water charges	WH	29.18
Water Plus	03/10/2022	Water charges	HL	71.43
Water Plus	03/10/2022	Water charges	BB	141.19
BT	07/10/2022	WIFI/Telephone	HM	96.99
SWALEC GAS	24/10/2022	Gas	HM	52.33
SWALEC	24/10/2022	Electricity	WH	679.50
SWALEC GAS	24/10/2022	Gas	WH	39.19
SWALEC GAS	24/10/2022	Gas	BB	23.11
SWALEC GAS	24/10/2022	Gas	HM	29.07
GCI Network Solutions	26/10/2022	e-mail hosting/microsoft office	Office	82.07
BT	31/10/2022	WIFI/Telephone	HL	95.73
BT	31/10/2022	WIFI/Telephone	Office	122.16
BT	31/10/2022	WIFI/Telephone	WH	89.58
WBC	31/10/2022	Sept Business Rates	HM	141.00
WBC	31/10/2022	Sept Business Rates	TP	166.00
WBC	31/10/2022	Sept Business Rates	WH	119.00
WBC	31/10/2022	Sept Business Rates	BB	137.00
Utility Warehouse	31/10/2022	Phone charges	Office	107.72
			TOTAL	£2868.31

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

Quote 1: Solar PV for Whittle Hall and Bewsey Barn Community Centres. 5 quotes had been obtained. This list was quickly reduced to a shortlist of two based on cost and ability to meet the brief given. One of the shortlisted quotes had only been received on the morning of the meeting and therefore it had not been possible to fully consider the detail to compare it to the other. Cllr Clark agreed to do this comparison and produce a summary document with recommendation from the shortlisted companies for final decision at the Parish Council meeting.

FINANCE/2022/97

RECOMMENDED: to install solar PV at Whittle Hall and Bewsey Barn Community Centres. Final decision on contractor to be agreed by Parish Council from shortlist of two (LGA 1972 s133).

Quote 2: proposed budget of £1-2K from Rise Associates for the production of a marketing video for the Sankey Station project. This budget was agreed subject to Rise Associates providing evidence of 3 quotes for the work to the Finance Committee.



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FINANCE/2022/98

RECOMMENDED: to agree to a provisional budget of £1000-2000 for the production of a promotional video for the Sankey Station project, subject to 3 quotes being obtained by Rise Associates (LGA 1972 s133).

- 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 Sankey Seniors for a donation towards their Christmas lunch which was approved.

FINANCE/2022/99

RESOLVED: to give a donation of £100 to Sankey Seniors towards their Christmas party (LGA 1972 s137).

Request 2: (from Cllr Watson). Proposal to increase the donation to Warrington Foodbank from £1350 to £1650 per year. Given the increasing demand for the services of the foodbank, this was recommended to full Council for agreement.

FINANCE/2022/100

RECOMMENDED: to increase the level of donation to Warrington Foodbank to £550 prior to each school holiday (LGA 1972 s137).

Request 3: (from Cllr Jones). Proposal to give a Christmas bonus of £100 to each member of staff. Approved.

FINANCE/2022/101

RESOLVED: to give a Christmas bonus of £100 to each staff member (LGA 1972 s112).

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

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

FINANCE/2022/102: To accept the bank reconciliation and budget monitoring pages for October 2022 (Accounts and Audit Regulations 2015 reg 3).

- 10. To authorise payment of wages, tax and ERNIC for November.**

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £22,049.36.

FINANCE/2022/103: To authorise payment of wages and HMRC costs as listed for October 2022 (LGA 1972 s112).

