

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 2<sup>nd</sup> May 2023  
Whittle Hall Community Centre

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

**In Attendance:** K Carter (Clerk)

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

Apologies were received from Cllr Price.

**2. To approve the minutes of previous meeting 4/4/2023.**

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

**FINANCE/2023/36**

*RESOLVED: To approve the minutes of the meeting held on 4<sup>th</sup> April 2023 as a true record.*

**3. To confirm earmarked reserves for 2023-24.**

A paper had been circulated prior to the meeting confirming the figures at the end of the 2022-23 financial year. The proposed total figure to set aside for earmarked reserves combines the current balance, underspend from the 2022-23 financial year and the extra set aside from the 2023-24 budget (£302,709). The money is intended for 4 projects: the drainage scheme for the Parish Playing Field, the community hub at Sankey Station, grounds' equipment, and match funding for the proposed pump track. £50k and £20k have been identified for the grounds' equipment and pump track respectively, with the remainder to be split across the other two projects as required.

**FINANCE/2023/37**

*RESOLVED: To confirm earmarked reserves of £302,709. Of this, £50k is for grounds' equipment, £20k for match funding for the pump track and the remainder to be split between the drainage scheme project for the Parish Playing Field and the project to redevelop Sankey Station as a community hub (Accounts & Audit Regs 2015, reg 3).*

**4. Grounds**

– **to confirm equipment purchases to date agreed via email**

Decisions had been made via email on the storage container, hand tools and power tools. Three quotes had been obtained and considered for each. Once the power tools have been received, the Head Gardener will be able to start the handover process from current contractors.

– **to be informed of outstanding items required**

Further items to be purchased are the ride-on mower, trailer and water bowser. Enquires had started with these. Cllr Clark had visited Liverpool University with the Head Gardener to look at a battery-powered option. These are new to the market but have several advantages over petrol or diesel alternatives. They fit GSPC's green commitment, are cheaper to charge, incur lower HAV's, require minimal servicing and are quieter when running. The disadvantages are that they are a slightly unknown quantity being new tech, (although Liverpool University have operated one for 2 years and are very happy with it) and new batteries are expensive. Lease

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options are available over 3- or 5-years. At the end of this time, the council will have had time to assess the technology, there should be more options on the market and battery prices lower. Two suppliers of battery-operated ride-on mowers have been found so far; attempts will be made to find a third. Comparison will be made on specifications, lease costs and terms and a summary presented to the Finance Committee for decision by email.

### **FINANCE/2023/38**

*RECOMMENDED: To agree in principle to a battery-operated ride-on mower on a lease basis, subject to further details being obtained. Final decision to be made by the Finance Committee via email (Open Spaces Act 1906, s10).*

### – **to consider apprentice assessor training for Head Gardener**

It was proposed and agreed for the Head Gardener to undertake online training courses for apprenticeship training and assessment to be funded by GSPC on the proviso that should he leave within 2 years of his start date, the course fees would be reimbursed.

### **FINANCE/2023/39**

*RECOMMENDED: To fund an online apprenticeship training and assessor course for the Head Gardener. Head Gardener undertakes to reimburse the council in full should he cease employment within 2-years of his start date (3 April 2023) (LGA 1972 s112).*

### **5. To receive renewal documentation from insurer and receive advice relating to Sankey Station**

The council's current insurer, Zurich Municipal, had provided renewal documents with options for a 1-year or 3-year long-term agreement. The policy fee has increased for several reasons:

- the previous fee was the last year of a 5-year agreement,
- rebuild costs for buildings have significantly increased over the last couple of years increasing the required cover for the community centres,
- the council has increased its cover to include additional play areas at Tim Parry Recreation Ground and Vicarage Community Park, the new grounds equipment and storage, solar panels and cover for the Head Gardener.

Zurich have provided insurance for the council for some time and are always available to provide advice to the council. Any claims that have been made are also dealt with promptly. It was decided to enter into a further 3-year agreement at £8752.85 including taxes.

### **FINANCE/2023/40**

*RESOLVED: To enter a 3-year agreement with Zurich Municipal to provide insurance on all aspects of the council's business (LGA 1972 s111).*

### **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 following payments were scrutinised and approved.



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Presented By	Description	Amount
SJones Containers	Container for Grounds Maintenance	£7,540.80
Terrier Tools	Garden Tools – Head Gardener	£7707.66
Toilets on the Go	Porta-loo hire GSPC	£324.00
Winwick Rd	Skip Hire – HL kitchen refurb	£160.00
Terrier Tools	STIHL Smart Connector – Grounds Maintenance	£34.32
CromdaleWay Preschool	Donation toward replacement playhouse	£100.00
A.Nugent	Reimbursement petrol	£20.00
Screwfix	Padlock	£9.89
Screwfix	Socket drill	£13.28
Screwfix	Socket drivers	£3.75
Peninsula	Health & Safety service agreement	£200.93
Screwfix	Grounds Maintenance equipment	£643.96
Screwfix	Grounds Maintenance equipment	£29.99
Ross Safety Wear	Head Gardener work wear	£132.26
Trade UK	Centre Maintenance	£24.99
Screwfix	Grounds Maintenance equipment	£138.93
Rise Associates	Station Project Management	£2,400.00
EDR Landscapes	Grounds Maintenance	£5,733.24
Andrew Jones	Grounds Maintenance	£1,300.00
Equals	Petty cash card top-up	£870.34
Impact Graphix & Signs	Replace date on Fun Day Banners	£72.00
Rospa Play Safety	TP Play Inspection	£119.40
	<b>TOTAL</b>	<b>£27,579.74</b>

### **FINANCE/2023/41**

**RESOLVED:** 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 March were also checked:

Water Plus	02/03/2023	Water charges	29.59
Water Plus	02/03/2023	Water charges	50.72
Water Plus	02/03/2023	Water charges	125.03
BT	03/03/2023	WIFI/Telephone	154.54
BT	03/03/2023	WIFI/Telephone	83.76
BT	03/03/2023	WIFI/Telephone	97.76
BT	06/03/2023	WIFI/Telephone	76.82
Water Plus	06/03/2023	Water charges	80.10
GCI Network	08/03/2023	e-mail hosting/microsoft office	82.06
BT	09/03/2023	WIFI/Telephone	83.67
BT	16/03/2023	WIFI/Telephone	63.80
Novuna	17/03/2023	Electric Van	5474.44
SWALEC	20/03/2023	Electricity	767.65



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SWALEC GAS	20/03/2023	Gas	1711.96
SWALEC GAS	23/03/2023	Gas	171.60
SWALEC GAS	23/03/2023	Gas	168.10
SWALEC	24/03/2023	Electricity	178.92
BT	30/03/2023	WIFI/Telephone	58.26
WBC	30/03/2023	Mar Business Rates	166.00
WBC	30/03/2023	Mar Business Rates	141.00
WBC	30/03/2023	Mar Business Rates	137.00
BT	31/03/2023	WIFI/Telephone	76.41
BT	31/03/2023	WIFI/Telephone	154.89
Utility Warehouse	31/03/2023	Mobile phones	81.70
Unity Trust	31/03/2023	Credit handling charge	19.50
Unity Trust	31/03/2023	Bank charges	62.10
			<b>£10,297.38</b>

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

No quotes.

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 for the council to install a defibrillator outside Whittle Hall Community Centre. This has been discussed by the council in the past, the difficulty being with providing power to the unit. This will be given further consideration, as it may be possible to include cabling to the perimeter at the same time the electric chargers for the council vans are installed. If this is not possible, a unit may be placed on the outside of the building, which would still be of benefit, even though not accessible to the general public when the gates are locked.

#### **FINANCE/2023/42**

*RECOMMENDED: To investigate options for a defibrillator at Whittle Hall Community Centre, preferably outside the gates for full public access, depending upon provision of power to the unit (Public Health Act 1936, s234).*

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

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

#### **FINANCE/2023/43**

*RESOLVED: To accept the bank reconciliation and budget monitoring pages for March 2023 (Accounts and Audit Regulations 2015, reg 4).*

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £16870.49.

*FINANCE/2023/44 RESOLVED: To authorise payment of wages and HMRC costs as listed for April 2023 (LGA 1972 s112).*

