

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 28<sup>th</sup> February 2023  
Whittle Hall Community Centre

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**Chairman:** Cllr Watson  
**Present:** Cllr Clark  
Cllr Morley  
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 31/01/2023.**

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

**FINANCE/2023/15**

*RESOLVED: To approve the minutes of the meeting held on 31<sup>st</sup> January 2023 as a true record.*

**3. Sankey Station**

- **To be informed of funding from Northern Rail**
- **To consider continuation of agreement with Rise Associates**

Rise Associates have been successful in obtaining a £12,000 grant from the Northern Rail Seedcorn Fund. The grant is to undertake more development work, including detailed cost estimates for the building, architects services and marketing to identify prospective operators. The grant is being managed by the Parish Council during the early project stages of this project, whilst the CIC is being set up. A proposal from Rise Associates will be provided at the next meeting to continue the management of the project, outlining the next steps and costs.

**4. Grounds maintenance**

- **To be updated on the recruitment process**
- **To consider equipment purchase**
- **To consider extension of current contracts**

The post of Sole/Head Gardener has now been filled with a starting date of 17<sup>th</sup> April. The initial tasks will be to produce H&S documentation, purchase equipment and PPE and devise a schedule of work whilst gradually taking on the maintenance of the council's open spaces. Several proposals were made to ensure this transition is as smooth as possible.

- a. For the Clerk to be delegated authority to purchase appropriate equipment advised by the gardener. It was agreed that this authority is given for items under £1000; for items over £1000 the Finance Committee will consider and agree via email. Three quotes for all purchases will be sought.
- b. That a H&S consultant is engaged to help set up appropriate processes and documentation to ensure safe working practices. This was agreed. Quotes will be considered at a future meeting.



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- c. That EDR Landscape Management and AJ Landscapes are retained as contractors until the end of June to allow for a phased takeover of the work. It is proposed that the new gardener will start with Whittle Hall Community Centre as the maintenance can be achieved with smaller, easily purchased equipment and can then expand into other sites as the larger items are bought. The 2023/24 budget was set with a contingency to allow for the continuance of the grounds contracts, so this was agreed as a suitable way forward to introduce the in-house gardener.

**FINANCE/2023/16**

*RECOMMENDED: To give the Clerk delegated authority to purchase grounds equipment for items under £1000; the Finance Committee to agree items over £1000 via email (Open Spaces Act 1906 s10)*

**FINANCE/2023/17**

*RECOMMENDED: To engage a H&S consultant to set up appropriate processes and documentation to ensure safe working practices for the council (LGA 1972, s111)*

**FINANCE/2023/18**

*RECOMMENDED: To retain current contractors, EDR Landscape Management and AJ Landscapes until the end of June 2023 (Open Spaces Act 1906 s10)*

**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 following payments were scrutinised and approved.

Presented By	Description	Amount
Nightingale Electrical	Solar PV – 2 <sup>nd</sup> payment	£3,778.50
Roller Shutter	Roller Shutter HM Engineer call out	£168.00
Roller Shutter	Roller Shutter HM repair	£672.00
Nightingale Electrical	Solar Panels WH – final payment	£7,557.00
Nightingale Electrical	Solar Panels BB	£11,695.50
Comtec	Supply and install security light – TP	£128.00
Amy Doyle	Deposit for Circus Workshop skills	£30.00
Trade UK	Centre Maintenance	£40.88
Zurich	Van insurance	£234.90
B&B Hygiene Ltd	Cleaning supplies	£257.28
Trade UK	Centre Maintenance	£14.70
Rise Associates	Project Management – Sankey Station	£2,400.00
AJ Landscapes Ltd	Grounds Maintenance	£1,300.00
Equals Business	Top-up of pre-paid card account for petty cash	£473.75
EDR Landscapes	Grounds Maintenance	£4,777.70
	<b>Total</b>	<b>£28,750.51</b>



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### **FINANCE/2023/19**

**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 December were also checked:

BT	03/01/2023	WIFI/Telephone	HL	95.73
BT	03/01/2023	WIFI/Telephone	TP	104.24
BT	03/01/2023	WIFI/Telephone	Office	122.16
BT	03/01/2023	WIFI/Telephone	BB	89.22
BT	03/01/2023	WIFI/Telephone	WH	88.86
Water Plus	03/01/2023	Water charges	HM	29.59
Water Plus	03/01/2023	Water charges	HL	67.81
Water Plus	03/01/2023	Water charges	BB	125.03
GCI Network Solutions	05/01/2023	e-mail hosting/microsoft office	Office	82.06
BT	06/01/2023	WIFI/Telephone	HM	96.50
Public Works Loan	19/01/2023	Public loan works		11666.94
SWALEC GAS	23/01/2023	Gas	HM	301.29
SWALEC GAS	23/01/2023	Gas	WH	187.00
SWALEC GAS	23/01/2023	Gas	BB	26.41
SWALEC GAS	23/01/2023	Gas	HL	159.34
SWALEC	26/01/2023	Electricity	WH	573.70
SWALEC	30/01/2023	Electricity	BB	2068.38
WBC	30/01/2023	Dec Business Rates	HM	141.00
WBC	30/01/2023	Dec Business Rates	TP	166.00
WBC	30/01/2023	Dec Business Rates	WH	119.00
WBC	30/01/2023	Dec Business Rates	BB	137.00
BT	31/01/2023	WIFI/Telephone	HL	98.65
BT	31/01/2023	WIFI/Telephone	Office	127.99
Utility Warehouse	31/01/2023	Phone charges	Office	81.40
			<b>TOTAL</b>	<b>£16755.30</b>

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

**a.** EV chargepoint. Two quotes had been obtained but were not comparable in terms of product or costs. The specification to suit the Parish Council requirements was discussed and agreed it should comply with the current regulations for new buildings, i.e. a 7kw untethered double socket. Further quotes will be sought.

**b.** Fencing for Sankey Fun Day. The fairground company had advised using fencing at this year's event to help with crowd management and a quote had been obtained for this. This additional cost would exceed the budget set for the day by approx. £1500. Members were not convinced that the fencing is required and asked for it to be given further consideration by the Community Projects Committee.



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c. Website improvements. A quote from the council's website management company with various options for the website was reviewed. The first section covered a general refresh, inclusion of a new page for the council's open spaces and new templates for existing pages as well as a digital hire page. This was accepted. The second section was for an online reporting system. This was considered unnecessary at the moment as an email link will provide the same functionality.

### **FINANCE/2023/20**

*RECOMMENDED: To accept the quote from TTTC for improvements to the council's website at a cost of £3295 +VAT (may increase depending on the complexity of the requirements listed) (LGA 1972 s142).*

d. Chairman's Allowance. There has been no increase in the Chairman's Allowance since 2018; it is currently set at £1000. It was proposed and agreed that this should be increased to £1500 in recognition of the increased costs for fuel and stationery associated with the role.

### **FINANCE/2023/21**

*RECOMMENDED: To increase the Chairman's Allowance to £1500 per annum payable at the end of the financial year (LGA 1972 s15 (5)).*

- 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.**

No requests.

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

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

### **FINANCE/2023/22**

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

- 9. Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it is proposed that, because of the confidential nature of the business to be transacted, the public and Press leave the meeting during consideration of the following agenda items. No members of the public were present.**

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £14,349.28.

### **FINANCE/2023/23**

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

