

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th April 2023
Whittle Hall Community Centre

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 Cllrs Price and Jones.

2. To approve the minutes of previous meeting 28/02/2023.

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

FINANCE/2023/24

RESOLVED: To approve the minutes of the meeting held on 28th February 2023 as a true record.

3. To be informed of increase to PCSO funding.

The council has been informed that the cost for a parish funded PCSO for 2023-24 will increase from £33,280 to £37,958. This is the first increase for 5 years. There is scope within the council's budget to manage this increase and this was accepted. It was noted that the council is currently discussing the role with the police to ensure the service is beneficial to the parish. The difficulty is that KPI's alone do not give a full overview of the service received; this to be discussed further by full council.

FINANCE/2023/25

RESOLVED: To accept the increase in PCSO funding to £37,958 for 2023-24 (Police Act 1996, s92).

4. To review 2023-24 budget considering recent increases and additions.

Since the budget was set in January, there have been a few additions and increases in various budgets (PCSO funding, 3-yr commitment to support Warrington Armed Forces Day, engagement of a H&S consultant and improvements to the council's website). The budget was set with a surplus of £60,520 to move into earmarked reserves to add to the Sankey Station and Parish Playing Field projects. The amended budget will reduce this amount to £47,842 without impacting on remaining council business.

FINANCE/2023/26

RESOLVED: To accept the proposed amendment to the parish council budget for 2023-24 (Accounts & Audit Regs 2015, reg 3).

5. Grounds maintenance.

5a. To be updated on estimates for equipment purchases.

Costs for grounds equipment had been estimated in spring/summer 2022 at the beginning of the project to consider bringing the maintenance in house. Since then, costs have increased and advice from the Head Gardener indicates that some of the items (e.g. trailer, container) may have been underestimated. A budget of £50,000 for the equipment has been set. Every effort

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will be made to keep within this, but it may be necessary for the Finance Committee to review this a future meeting.

5b. To be updated on current position with council van.

The diesel van has been back to the garage to clean the DPF and reset the engine management light. This is being required more frequently despite cleaning fluid being used and the van being run every week to allow the regeneration to occur. The electric van is working well for the maintenance officer, but may not be a sufficient size to tow a trailer plus ride-on mower. It was agreed that Cllrs Watson and Clark will liaise with the Head Gardener to consider suitable options.

5c. To consider increasing the petty cash allowance for staff purchase cards.

Two petty cards are currently in use for the Clerk and Maintenance Officer, with a total allowance of £1000 each month. It was proposed that this is increased to £1500 for an additional card for the Head Gardener

FINANCE/2023/27

RESOLVED: To increase the petty cash allowance on pre-paid cards to £1500 per month for use by key personnel (Accounts & Audit Regs 2015, reg 3).

6. To review earmarked reserves and set amounts for grounds equipment, Sankey Station project, Parish Playing Field drainage and match funding for the pump track.

The remaining funds in earmarked reserves and underspend from the 2022-23 budget will be known by the next Finance meeting. The budget for the grounds equipment and pump track are known; the drainage project and Sankey Station will involve external funding and the amounts required for match funding by the parish council are not known yet. It was therefore proposed that provisional amounts are allocated to each project with flexibility to move monies between projects as necessary. This was agreed.

FINANCE/2023/28

RESOLVED: To set earmarked reserves for grounds equipment at £50,000; for pump track at £20,000 and the remaining funds to be split between the Sankey Station development project and Parish Playing Field drainage project. Monies may be moved between allocated budgets according to project needs by agreement at future Finance Committee meetings. Confirmation of earmarked reserves to be provided at the next Finance meeting (Accounts & Audit Regs 2015 reg 3).

7. 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
Traditions	Catering Deposit WH Environment Day	£200.00
Comtec	Electrical repairs HM/TP	£404.00
Peter Watson	Chair Allowance	£1,500.00
Trade UK	Centre Maintenance – TP	£14.99



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B&B Hygiene Ltd	Cleaning supplies	£304.85
Edmundson Electrical	Light replacement	£8.30
Viking	Office Stationery	£202.12
Karen Blenkinskop Art	Fairy Wood Sign, Fairy Houses and Art	£120.00
WBC	Service Charge – HM	£382.89
Abraxas	A5 Flyers – Fairy Wood	£90.00
Comtec	New office sockets and CAT5 point	£275.00
John Riley	Laptop for Head Gardener	£1897.50
WBC	Christmas tree lights	£456.00
Trade UK	Plywood for van	£30.22
B&B Hygiene	Cleaning supplies	£738.01
EDR Landscapes Ltd	Grounds maintenance March (BB, LG, VP, WH)	£4777.70
W'ton Armed Forces Day	Donation (Yr 1 of 3)	£3000.00
Equals	Petty cash card top-up	£531.33
W'ton Foodbank	Donation	£550.00
Canda Copying Ltd	Photocopier quarterly rental (from 1.4.23)	£94.80
Canda Copying Ltd	Photocopier – copy charges	£85.22
Safeguard (N/W) Ltd	Keys & door locks (for WH & new employee)	£560.47
WBC	WH Environment – signage	£415.00
AJ Landscapes Ltd	Grounds maintenance Mar 23 (CWF, TP)	£1300.00
ChALC	Affiliation fee	£1510.87
	TOTAL	£19,449.27

Note: payment of invoice to Safeguard (N/W) Ltd to be made once all keys received.

FINANCE/2023/29

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 February were also checked:

BT	01/02/2023	WIFI/Telephone	TP	109.28
BT	01/02/2023	WIFI/Telephone	BB	88.86
Water Plus	01/02/2023	Water charges	HL	80.08
Water Plus	01/02/2023	Water charges	HM	29.59
Water Plus	01/02/2023	Water charges	WH	50.72
Water Plus	01/02/2023	Water charges	BB	125.03
BT	03/02/2023	WIFI/Telephone	WH-Hall	88.86
BT	06/02/2023	WIFI/Telephone	HM	101.02
GCI Network	07/02/2023	e-mail hosting/microsoft office	Office	82.06
SWALEC	16/02/2023	Electricity	TP	100.58
SWALEC GAS	23/02/2023	Gas	HM	344.04
SWALEC GAS	23/03/2023	Gas	WH	190.58
SWALEC GAS	23/03/2023	Gas	HL	179.92



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SWALEC GAS	23/03/2023	Gas	BB	11541.41
WBC	28/02/2023	Jan Business Rates	TP	166.00
WBC	28/02/2023	Jan Business Rates	HM	141.00
WBC	28/02/2023	Jan Business Rates	BB	137.00
Utility Warehouse	28/02/2023	Phone charges	Office	81.40
			TOTAL	£13,637.43

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

- a. H&S consultants. Three quotes had been received. Two provided additional access to HR advice as well as software to track necessary training. One of these provided a more bespoke service for lower cost and it was agreed to engage these on a year basis to take advantage of the significant cost savings this provides.

FINANCE/2023/30

RESOLVED: To engage Peninsula Brightsafe service to provide H&S management for GSPC on a 60-month contract (£168 per month). To include a full review of current documentation and advice on necessary improvements, and the installation of a bespoke H&S management system (LGA 1972 s111)

- b. Hood Lane Community Centre
- replacement of foyer carpet with polyflor, £2490
 - replacement of kitchen units, sinks, work surfaces etc., £3500

Both quotes are from trusted suppliers who have worked for the council on several occasions. Online quotes for the items will be obtained to confirm value-for money.

FINANCE/2023/31

RESOLVED: To engage known suppliers to refurbish the foyer flooring and kitchen at Hood Lane Community Centre. Additional online quotes to be sought to confirm value-for-money (LG (Misc. Prov.) Act 1976, s19).

- c. Renewal of annual service contract for CCTV, £439.93. After discussion it was decided not to renew the service contract at present, but to review the CCTV provision itself as the cameras are now 5-years old. Cllr Clark offered to assist the office with this.

FINANCE/2023/32

RESOLVED: Not to renew the CCTV service contract at present. To evaluate the current cameras to consider whether they full system needs replacing (LGRA 1997, s31).

- d. Container to store grounds equipment. A quote for a 20' fully lined container, with electric pack, high security lockbox and delivery had been obtained, £9,995. Additional quotes will be sought before a final decision is made.



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9. To consider requests for financial assistance; to decide if any donations are to be made or if requests should be recommended to full Council.

Item 1: from Cromdale Way Pre-school to reimburse damage caused to outdoor play equipment by a private hirer. The playhouse was purchased with funding from Warrington Charities Trust and the preschool is unable to replace it themselves. Councillors were informed that the function in question had many more attendees than the office had been told and that 2 caretakers had to be involved with the clean-up as the centre had not been left in a good condition. It was agreed to contribute £100 towards the replacement of the equipment and inform the preschool that a further round of funding for the Trust will be opening in May. The customer causing the damage will be approached to contribute to the damage caused. Consideration will be given to implementing deposits for one-off functions in future to mitigate against damage. The office will investigate the options for achieving this.

FINANCE/2023/33

RESOLVED: To give a £100 contribution to Cromdale Way Preschool to replace the damaged outdoor play equipment (LGA 1972 s137).

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

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

FINANCE/2023/34

RESOLVED: To accept the bank reconciliation and budget monitoring pages for February 2023 (Accounts and Audit Regulations 2015 reg 3).

11. 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.

12. To authorise payment of wages, tax and ERNIC for March.

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

FINANCE/2023/35

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