

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 5th September 2023
Whittle Hall Community Centre

Chair: Cllr Watson
Present: Cllr Clark Cllr Hussain
 Cllr Pennigton Cllr Cotter

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 1/8/2023.

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

FINANCE/2023/71

RESOLVED: To approve the minutes of the meeting held on 1st August 2023 as a true record.

3. To receive a report on GNWA5 at Hood Lane Community Centre.

The report confirmed that the food hub, part of the Warrington food network including Warrington Foodbank, had reopened at the beginning of September, although 12 emergency requests were dealt with during August. On average, 35-40 households within Great Sankey are covered on a Sunday from Hood Lane Community Centre (approx. 68 people) with around 6 volunteers and drivers.

It was agreed that the service is clearly still needed by residents in the parish; it was therefore decided to extend free use of the centre by the group until the end of January 2024 when the provision will be reviewed again.

FINANCE/2023/72

RESOLVED: To extend the free use of Hood Lane Community Centre for the Food Hub, GNWA5 until 31 January 2024 and review at this time.

4. Update on action plan for outstanding items.

EV Charger and defibrillator at Whittle Hall - awaiting input from electrician.

5. To discuss suggestion from WHJFC for additional storage for portable lights, container or portacabin, on the Parish Playing Field.

Whittle Hall JFC are looking at grants to purchase some portable lighting for use on the Parish Playing Field as the lack of lighting limits playing time. These are a significant expense and therefore need secure storage but wouldn't fit in the current container on the field. Before the club investigates funding further, they are requesting whether the Parish Council would allow a second container on the field. The committee were in favour of this in principle. A second, smaller container could fit on the current hardstanding without impeding vehicle access to the site. There are also possibilities for building a bespoke container similar to that installed by WBC on Crosfields Recreation Ground.

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RECOMMENDED: To agree in principle to WHJFC installing a second container on the Parish Playing Field for the storage of portable lights. Location and detail of container to be agreed at a future date.

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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.

Presented By	Description	Amount
Rialtas	Bookings Software annual subscription	£219.59
Steve Mahon Plumbing	Gas Safety Certificates – annual inspection	£290.00
Defibshop	Replacement batteries and pads for defibs	£1,173.60
Northwest Air Con	Service to Air Con units at TP/WH	£288.00
Steve Mahon	Plumber emergency call out – WH	£45.00
Trade UK	Grounds Maintenance	£59.62
Trade UK	Centre Maintenance	£18.95
Trade UK	Centre Maintenance	£13.97
B&B Hygiene	Cleaning supplies	£556.73
Viking	Office Stationery	£228.58
AJ Landscapes	Grounds Maintenance (final invoice)	£350.00
Cheshire Constabulary	PCSO Q1 2023	£9,489.50
Trade UK	Grounds Maintenance	£332.12
Woodend Nursery	Bedding plants VCP	£128.40
Tom Taylor Company	Website hosting Feb-Apr 23	£450
SLCC	Annual subscription fee	£279
Trade UK	Grounds Maintenance	£95.78
A&B Services	Jet Clear drains – WH	£114.00
Traffic Technology	SID Power Pack	£174.00
Rise Associates	Sankey Station – project management	£2,400.00
T&O Harrison	Green waste disposal	£60.00
Equals	Petty cash card top-up	£782.08
Firecheck	Annual PAT Test – HL	£42.00
Firecheck	Annual PAT Test - HM	£42.00
Firecheck	Annual PAT Test – TP	£42.00
Firecheck	Annual PAT Test – WH	£42.00
Firecheck	Annual PAT Test – BB	£42.00
	TOTAL	£17,729.92

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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 July were also checked:

Novuna	03/07/2023	Electric Van	Lease	456.20
BT	03/07/2023	WIFI/Telephone	HL	88.80
BT	03/07/2023	WIFI/Telephone	TP	97.51
BT	03/07/2023	WIFI/Telephone	WH/Office	177.57

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BT	03/07/2023	WIFI/Telephone	BB	67.21
Water Plus	03/07/2023	Water charges	BB	77.88
Water Plus	03/07/2023	Water charges	WH	50.72
Water Plus	03/07/2023	Water charges	TP	51.11
Water Plus	03/07/2023	Water charges	HL	101.19
GCI Network	05/07/2023	e-mail hosting/microsoft office	Office	93.34
BT	07/07/2023	WIFI/Telephone	HM	90.43
Peninsula	12/07/2023	H&S Service	Office	200.93
Lex Autolease	17/07/2023	Council Electric Van	Lease	10223.72
Public Works Loans	19/07/2023	public loan	Admin	11666.94
SWALEC GAS	24/07/2023	Gas	HM	35.99
SWALEC	24/07/2023	Electricity	WH	764.55
SWALEC GAS	24/07/2023	Gas	WH	37.95
SWALEC GAS	24/07/2023	Gas	BB	138.03
SWALEC GAS	24/07/2023	Gas	HL	29.07
BT	31/07/2023	WIFI/Telephone	HL	88.80
BT	31/07/2023	WIFI/Telephone	WH OFFICE	177.80
BT	31/07/2023	WIFI/Telephone	BB	67.21
WBC	31/07/2023	July Business Rates	TP	87.00
WBC	31/07/2023	July Business Rates	HM	61.00
WBC	31/07/2023	July Business Rates	WH	62.00
WBC	31/07/2023	July Business Rates	BB	52.00
Utility Warehouse	31/07/2023	Mobile phones	Office	50.50
			TOTAL	£25,095.45

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

Installation of a solar PV system at Tim Parry Community Centre. A quote had been obtained from Nightingale Electrical who installed the systems at Whittle Hall and Bewsey Barn Community Centres. No other contractors were approached for a quote as the systems in the other centres were only installed in Feb/March 2023 and the council had obtained full quotes for those. The system would be a slightly larger kW system than those because with the customer use pattern within the centre with an estimated payback period of 6years. It was proposed the spend would come from earmarked reserves and this was agreed.

FINANCE/2023/75

RECOMMENDED: To engage Nightingale Electrical to install a solar PV system at Tim Parry Community Centre (£16,320 incl. VAT).

Noted that Holly Oak Tree Services have been engaged to cut back the shrubs from the highway as requested by WBC. This had been mentioned at the previous meeting and is a specialist service; cost for the work is £12,840.

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RESOLVED: To engage Holly Oaks Tree Services to cut back trees and shrubs from the highway alongside Childs Wood Field as requested by WBC.



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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.**

No requests.

- 9. Budget 2023-24 – to scrutinise documentation, and when satisfied as to correctness to sign off financial reports and bank reconciliations for July.**

The budget monitoring sheets, and bank reconciliation were scrutinised, discussed and agreed. The income from the community centre is still lower than anticipated; this will be looked at in detail and reported on further next month.

FINANCE/2023/77

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

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £21,003.94.

FINANCE/2023/78

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

