

GREAT SANKEY PARISH COUNCIL
Finance Committee

Minutes of meeting: Tuesday 3rd October 2023
Whittle Hall Community Centre

Chair: Cllr Price
Present: Cllr Clark Cllr Hussain
Cllr Pennington Cllr Cotter

In Attendance: K Carter (Clerk)

- 1. To receive and approve any apologies for unavoidable absence.**
Apologies were received from Cllr Watson.
- 2. To approve the minutes of previous meeting 5/9/2023.**
The draft minutes were moved and accepted as a true record of the meeting and signed as such.

FINANCE/2023/79

RESOLVED: To approve the minutes of the meeting held on 5th September 2023 as a true record.

- 3. To receive the External Auditor's report for the completed accounts, 2022-23.**
There was one comment on the external auditor's report stating that the assertion relating to the completion of risk assessments had been incorrectly marked and the box for 'no' should have been checked. This was a simple clerical error; the review of the risk assessments had been delayed whilst the council engaged a H&S consultant, and the review was completed in April 2023.

FINANCE/2023/80

RESOLVED: To accept the report from the external auditor on the Annual Governance and Accountability Return for the year ending 31st March 2023 (Accounts and Audit Regulations 2015).

- 4. To receive Grounds Evaluation Report and proposals for winter work.**
Some of the work identified and previously approved in June was due to be completed over winter and this has now started. Additional works were proposed for Bewsey Barn and Tim Parry to prune the hedging and replant the flower beds; develop a planting scheme at Whittle Hall and Childs Wood. These were discussed with the Head Gardener and agreed.

FINANCE/2023/81

RECOMMENDED: To accept and approve the winter improvement grounds maintenance works (GSPC-GER-002). Indicative cost £16,000 (including previously approved work) (Open Spaces Act 1906 s10, LG (Misc. Prov.) Act 1976 s19).

- 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. The committee would like to review the costs for the website; this will be on the agenda for the next meeting.

Presented By	Description	Amount
Tom Taylor Company	Quote 1: 50 % interim payment	£1,977.00



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Tom Taylor Company	Website hosting May to Aug 23	£1,320.00
Holly Oak Tree	Fell dead cherry tree – LG	£540.00
Nightingale Electrical	Deposit for Solar Panels – TP	£4,080.00
Mustard Seed	Grounds Maintenance cover	£2,352.00
Brentwood Nursery	Replacement Planting – various sites	£643.68
Woodend Nursery	St Mary's planters re-fill	£660.72
Edmundson Electrical	Replacement lights WH	£4.32
Trade UK	Bulb Planter – Grounds Maintenance	£66.96
WBC	HM Service Charge – Oct 23 to Dec 23	£382.89
Cllr A. Morley	Reimbursement for hire St Mary's Church	£66.00
Woodend Nursery	Re-fill of 2 troughs for St Mary's Planters	£72.00
Rise Associates	Project Mngt of Sankey Station – Sept 23	£2,400.00
Canda Copying	Rental of Office Copier Oct to Dec 23	£94.80
Canda Copying	Office copies June to Sept 2023	£65.99
PKF	External Audit return for year end March 2023	£1638.00
Peter Watson	Station Project – Reimbursement refreshments	£29.54
Edmundson Electrical Ltd	Light tubes – HL	£28.03
Terrier Tools Ltd	Backpack battery carrying system	£206.89
Equals card	Top-up	£476.25
	TOTAL	£

FINANCE/2023/82

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 August were also checked:

Novuna	01/08/2023	Electric Van	Lease	456.20
BT	01/08/2023	WIFI/Telephone	TP	97.51
BT	01/08/2023	WIFI/Telephone	BB	67.21
Lex Autolease	01/08/2023	Council Electric Van	Lease	851.98
Water Plus	01/08/2023	Water charges	BB	77.88
Water Plus	01/08/2023	Water charges	WH	50.72
Water Plus	01/08/2023	Water charges	TP	51.11
Water Plus	01/08/2023	Water charges	HL	90.81
GCI Network	09/08/2023	e-mail hosting/microsoft office	Office	93.34
Peninsula	11/08/2023	H&S Service	Office	200.93
SWALEC GAS	21/08/2023	Gas	HM	39.70
SWALEC GAS	21/08/2023	Gas	WH	39.25
SWALEC GAS	21/08/2023	Gas	BB	20.54
SWALEC GAS	21/08/2023	Gas	HL	30.34
WBC	30/08/2023	August Business Rates	TP	87.00
WBC	30/08/2023	August Business Rates	HM	61.00
WBC	30/08/2023	August Business Rates	WH	62.00
WBC	30/08/2023	August Business Rates	BB	52.00



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BT	31/08/2023	WIFI/Telephone	HL	88.80
BT	31/08/2023	WIFI/Telephone	WH	68.65
BT	31/08/2023	WIFI/Telephone	Office	177.20
Utility Warehouse	31/08/2023	Mobile phones	Office	48.40
Novuna	01/08/2023	Electric Van	Lease	456.20
BT	01/08/2023	WIFI/Telephone	TP	97.51
BT	01/08/2023	WIFI/Telephone	BB	67.21
Lex Autolease	01/08/2023	Council Electric Van	Lease	851.98
Water Plus	01/08/2023	Water charges	BB	77.88
Water Plus	01/08/2023	Water charges	WH	50.72
Water Plus	01/08/2023	Water charges	TP	51.11
Water Plus	01/08/2023	Water charges	HL	90.81
GCI Network	09/08/2023	e-mail/microsoft office	Office	93.34
Peninsula	11/08/2023	H&S Service	Office	200.93
SWALEC GAS	21/08/2023	Gas	HM	39.70
SWALEC GAS	21/08/2023	Gas	WH	39.25
SWALEC GAS	21/08/2023	Gas	BB	20.54
SWALEC GAS	21/08/2023	Gas	HL	30.34
WBC	30/08/2023	August Business Rates	TP	87.00
WBC	30/08/2023	August Business Rates	HM	61.00
			TOTAL	£2812.57

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

6.1 Newsletter quotes: from previously approved contractors for design (£600), printing (£2,780), and distribution (£2,310). It was noted the cost for printing is an estimate and may increase depending on paper costs at the time. The quotes were approved.

FINANCE/2023/83

RECOMMENDED: To accept and approve the quotes for the newsletter (The Design Project £600; Abraxas Media £2,780; Wizz Distribution £2,310) (LGA 1972 s142).

6.2 From approved electrician for the installation of an electric charge point for the council vehicles and for external cabling to the outside gates at Whittle Hall Community Centre to facilitate the installation of a community defibrillator - £1,490. Quote approved.

FINANCE/2023/84

RECOMMENDED: To accept and approve the quote from Comtech for the installation of an EV charge point and cabling for defibrillator to the front entrance of Whittle Hall Community Centre, £1490 (LGA 1972 s111; Public Health Act 1936, s234)

6.3 new chairs at Whittle Hall and Bewsey Barn Community Centres. The chairs at both these centres are 15+years old and need replacing. Online quotes had been obtained by the office which were comparable. The council has previously used Strictly Tables and Chairs for Tim Parry Community Centre. There is a budget of £5k for these. The office will assess the numbers required at each centre and would like to replace some of the older, heavier style tables at Bewsey Barn if the budget allows. This was agreed.



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FINANCE/2023/85

RECOMMENDED: To replace chairs at Whittle Hall and Bewsey Barn Community Centres through Strictly Chairs and Tables from the £5k budget. To purchase new tables for Bewsey Barn if the budget allows (LG (Misc. Prov.) Act 1976 s19).

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.**

There was one request from Mature Movers for financial help towards their Christmas outing. A £200 donation was proposed and agreed.

FINANCE/2023/86

RESOLVED: To give a donation of £200 to Mature Movers towards their Christmas meal (LGA 1972 s137).

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

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

FINANCE/2023/87

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

9. **To authorise payment of wages, tax and ERNIC for September.**

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £17,518.76.

FINANCE/2023/88

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

