

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 31st October 2023
Whittle Hall Community Centre

Chair: Cllr Watson
Present: Cllr Hussain
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 3/10/2023.

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

FINANCE/2023/89

RESOLVED: To approve the minutes of the meeting held on 3rd October 2023 as a true record.

3. To review costs in relation to the council's website.

Members had requested clarification of the costs associated with the council's website. The website is managed by an external company for a monthly maintenance fee. The fee covers ongoing support for the website and monthly updates and security patches (£150 + VAT per month). The council has also engaged the firm to undertake improvements to the existing pages as well as provide additional content. The improvements will change the look and functionality of the pages and include new photos throughout (£3295 +VAT); the additional content will include videos for social media and YouTube as well as the website (£1495 +VAT) which will help the council to engage with residents in the future. These improvements are underway, the costs were considered to be reasonable for the work which will now continue.

FINANCE/2023/90

RESOLVED: To continue with TTTC for website support and maintenance (£150 +VAT /mth) and the refresh of the website (£4790 +VAT) (LGA 1972 s142).

4. To review cash payments to the council.

GSPC uses Unity Trust Bank which does not have branches; cheques are sent to the bank via Freepost and cash can be paid in through the Post Office. Most customers hiring the community centres forward payment via BACs direct to the Council's bank account and there are no issues with this from either the customer or council's perspective. A few customers continue to pay with cheques and cash and whilst the Post Office still accepts cash, it will only accept complete bags of each denomination. This makes paying money in very difficult as there are now only 4 regular customers who pay invoices with cash. The office has considered card machines, but these would be unlikely to help the few customers who use cash. It was therefore agreed to inform customers that the council can no longer accept cash payments. Customers will be given 3 months' notice of this as it is appreciated that it may be difficult for some community groups to change their processes.

FINANCE/2023/91

RESOLVED: To accept that the Parish Council can no longer accept payments in cash and to inform customers accordingly (LGA 1972 s111).

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 31st October 2023
Whittle Hall Community Centre

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
Holly Oak Tree Services	Childs Wood Vegetation clearance	£12,840.00
Redcroft Mngt Ltd	Sankey Station – Feasibility Cost Estimate	£900.00
STAC	Chairs and Trolley for WH	£2,657.94
B&B Hygiene Ltd	Cleaning Supplies – Centres	£420.39
T & O Harrison	Greenwaste refuse	£60.00
Royal British Legion	Poppy Wreath	£27.50
Royal British Legion	Donation to RBL	£100.00
Connexus	Occupational HAVS assessment – CMO	£80.00
Connexus	Occupational HAVS assessment – HG	£80.00
Cheshire Constabulary	PCSO Qtr 3 2023	£9,489.50
Rainbow Behavioural	Refund cancelled classes	£102.60
Brentwood Moss	Plants WH	£81.12
WBC	PPF Q1 Grounds Maintenance	£922.55
WBC	PPF Q2 Grounds Maintenance	£922.55
WBC	PPF Q3 Grounds Maintenance	£922.55
Trade UK	Grounds Maintenance – WH	£17.28
Travis Perkins	Tool Hire – GM work at WH	£432.60
MKM	Winter approved work - GM	£126.36
T & O Harrison	Greenwaste refuse	£120.00
Trade UK	Winter approved work – GM	£87.13
MKM	Winter approved work – GM	£134.02
MKM	Winter approved work – GM	£2,159.09
WBC	Parish Council election cost 2021/22	£3,222.50
Equals Business Card	Top-up for staff cards	£1,000.72
Moveable Wall Solutions	Annual service for partition BB	£642.00
Travis Perkins	Topsoil for raised beds HL	£132.00
Nightingale Electrical	Solar panel installation TP – final payment	£12,240.00
Rise Associates	Sankey Station project management, Oct 23	£2,400.00
Woodend Nursery	Winter approved work – GM	£67.20
Brentwood Nurseries	Winter approved work – GM	210.14
	TOTAL	£52,597.74

FINANCE/2023/92

RESOLVED: To authorise all payments listed above (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 31st October 2023
Whittle Hall Community Centre

The following direct debits on the Council's account during September were also checked:

Novuna	01/09/2023	Electric Van	Lease	456.20
BT	01/09/2023	WIFI/Telephone	TP	97.87
BT	01/09/2023	WIFI/Telephone	BB	67.21
Lex Autolease	01/09/2023	Council Electric Van	Lease	851.98
GCI Network	01/09/2023	e-mail hosting/microsoft office	Office	93.99
Water Plus	01/09/2023	Water charges	BB	77.88
Water Plus	01/09/2023	Water charges	WH	50.72
Water Plus	01/09/2023	Water charges	TP	51.11
Water Plus	01/09/2023	Water charges	HL	94.80
BT	06/09/2023	WIFI/Telephone	HM	90.78
Peninsula	11/09/2023	H&S Service	Office	200.93
SWALEC	18/09/2023	Electricity	HM	272.62
SWALEC	18/09/2023	Electricity	TP	660.08
SWALEC	18/09/2023	Electricity	HL	121.88
SWALEC GAS	18/09/2023	Gas	TP	588.48
SWALEC GAS	25/09/2023	Gas	HM	37.26
SWALEC GAS	25/09/2023	Gas	HL	30.33
SWALEC GAS	25/09/2023	Gas	WH	37.97
SWALEC GAS	25/09/2023	Gas	BB	26.44
Water Plus	26/09/2023	Water charges		240.35
Utility Warehouse	29/09/2023	Mobile phones	Office	49.00
Manual Handling Charges	29/09/2023	Bank Charges	Office	12.30
Service Fee Charge	30/09/2023	Service Charge	Office	63.90
			TOTAL	£4274.08

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

One quote had been received for additional signage on the Parish Council vans to highlight the council's green commitment - £525 +VAT per van – approved.

FINANCE/2023/93

RESOLVED: To approve additional livery on the Parish Council vans (£525 +VAT per van) (LGA 1972 s111).

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 Sankey Seniors for financial help towards their Christmas meal. A £200 donation was approved.

FINANCE/2023/94

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

GREAT SANKEY PARISH COUNCIL
Finance Committee

Minutes of meeting: Tuesday 31st October 2023
Whittle Hall Community Centre

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

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

FINANCE/2023/95

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

It was noted that the draft budget for 2024-25 will be on the agenda for initial discussion at the December meeting; the tax base should have been received by then so the committee can start to look at the level of precept required.

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

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

FINANCE/2023/96

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