

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 5<sup>th</sup> December 2023  
Whittle Hall Community Centre

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**Chair:** Cllr Price  
**Present:** Cllr Watson  
Cllr Pennington  
Cllr Cotter

**In Attendance:** K Carter (Clerk)

**1. To receive and approve any apologies for unavoidable absence.**

There were no apologies.

**2. To approve the minutes of previous meeting 31/10/2023.**

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

**FINANCE/2023/97**

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

**3. To be informed of recommendations from the Employment Committee.**

There were several recommendations relating to staff salaries. Key personnel are graded on the NJC payscales and the pay award from April 2023 was recently agreed as a flat rate of £1925 on each scale. This increase is within the budget for the current financial year and pay will be backdated accordingly. Caretaker's salaries follow the Living Wage Foundation and the rise to £12 per hour will be implemented from April 2024.

The Employment Committee had also reviewed the pay grades of key personnel which had not been done since 2014. Recommendations were made to re-grade given the increased activity of the council and consequent responsibilities for staff. It was proposed and agreed that these grades are implemented from January 2024. Again, there is flexibility within the current budget to allow for this and the proposed increases for all staff have been used in the calculations for the draft budget for 2024-25 (agenda item 4)

**FINANCE/2023/98**

**RECOMMENDED:** To accept the recommendations from the Employment Committee on staff salaries, and for the regrading of the Clerk, Deputy Clerk and Maintenance Officer roles (LGA 1972 s112).

**4. To receive and consider initial projections for the 2024-25 budget and precept levels.**

- to consider estimated expenditure and proposed projects
- to examine estimated income and review community centre hire rates
- to be informed of the tax base for 2024-25 and consider potential precept levels.

A draft budget had been circulated, with an amendment tabled following a discussion with the Chair of Finance and Chair of the Parish Council. The main proposal within the budget is for the council to take on a Horticulture Apprentice and include funding for additional landscaping projects to continue improving the green spaces owned by the Parish Council and encourage some community initiatives and involvement in these. To achieve this without impacting current activities such as the Summer Fun Day, subsidised summer playschemes or other community projects, the Finance Committee propose a precept increase of 4%. This will take the annual

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cost per Band D property from £46.72 to £48.59 (£1.87 increase) giving a total precept of £536,725 for the council.

It was also suggested that the council apply a small increase in hire rates for the community centres to mitigate the increasing operating costs. This would increase the community hire rate from £6.20 per hour to £6.60 per hour with similar increases for business and party rates giving an estimated additional annual income of £1500. It was agreed that the two preschools would not be included in this increase; they provide a valuable service in low-cost childcare provision and have significant financial pressures which are likely to increase over the coming year.

The recommendations on the budget and precept will be put to full council at the January 2024 meeting for formal approval.

### **FINANCE/2023/99**

**RECOMMENDED:** To recommend that a small increase in hire rates for the community centres is implemented from April 2024; the preschools to be exempt from this.

### **FINANCE/2023/100**

**RECOMMENDED:** To recommend acceptance of the draft budget for 2024-25 (Accounts & Audit Regs 2015, Reg 3).

### **FINANCE/2023/101**

**RECOMMENDED:** To recommend a 4% increase in precept level for Band D properties for 2024-25 (from £46.72 to £48.59) giving a total precept of £536,725 (LGFA 1992, Part 1, s41).

## **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.

<b>Presented By</b>	<b>Description</b>	<b>Amount</b>
Wild Tribe	50% booking fee face painting – Fun Day 24	£140.00
Amy Doyle	Circus skills workshop booking fee–Fun Day	£50.00
Sankey Seniors	Donation towards Christmas lunch	£200.00
CJ Garner	Soil Waste removal – TP approved works	£180.00
CJ Garner	Soil Waste removal – TP approved works	£180.00
CJ Garner	Soil Waste removal – TP approved works	£180.00
John Riley	Onsite work broadband WH	£260.00
CJ Garner	Soil Waste removal – TP approved works	£360.00
Equals Business Card	Top-up for staff cards	£500.00
Huperade Haulage	Manure TP – Approved WW	£353.00
Trade UK	Centre Maintenance – TP	£13.99
Trade UK	Grounds Maintenance – Approved WW	£19.80
Trade UK	Grounds Maintenance – Approved WW	£20.88
Trade UK	Grounds Maintenance – Approved WW	£87.16
Trade UK	Grounds Maintenance – Approved WW	£126.96
Viking	Office Stationery	£190.27
SLCC	Practical Compliance CCTV Course	£36.00

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B&B Hygiene Ltd	Cleaning supplies	£500.15
A&B Services	Jet drains TP	£174.00
Firecheck	Fire extinguisher service	£30.00
Firecheck	Fire extinguisher & Alarm service – WH	£150.00
Firecheck	Fire extinguisher & Alarm service – TP	£150.00
Firecheck	Fire extinguisher & Alarm service – HL	£150.00
Trade UK	Centre Maintenance – WH	£3.34
Trade UK	Centre Maintenance – BB	£20.97
Trade UK	Grounds Maintenance – approved ww	£31.10
Traditions	Food and drink Environment Day	£133.00
Traditions	Staff Training buffet lunch	£85.86
A&B Services	CCTV and jet clear	£234.00
Ross	Staff work wear	£23.93
Trade UK	Grounds Maintenance – TP Drainage repair	£14.31
Trade UK	Centre Maintenance – HM	£52.43
A&B Services	Clear drains at HM	£372.00
Woodend Nursery	Pansies – Approved WW	£12.84
B&B Hygiene Ltd	Cleaning supplies	£150.94
Firecheck	Fire extinguisher ID signs – BB	£11.76
Firecheck	Fire extinguisher and ID sign – WH	£161.88
Firecheck	Fire extinguisher – TP	£71.40
Firecheck	Fire extinguisher and ID sign – HL	£226.68
Trade UK	Centre Maintenance – WH	£29.98
Trade UK	Centre Maintenance – TP/HL	£59.98
Rise Associates	Project Management – Sankey Station	£1,200.00
Travis Perkins	Excavator mini hire – approved ww	£722.40
Brentwood Moss	X2 trees HL – approved WW	£172.80
Tom Taylor Ltd	Website hosting	£720.00
Warrington Foodbank	Donation	£1650.00
Travis Perkins	Hire of security fence -TP	£77.52
Equals Business Card	Top-up for staff cards	£509.67
	<b>TOTAL</b>	<b>£10,801.00</b>

### **FINANCE/2023/102**

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

Two invoices had been received relating to work that has been delayed, one for vehicle graphics on the two electric vans and one for the final instalment for the amendments to the website. Approval was given for payment to be made subject to satisfactory completion of the work.

### **FINANCE/2023/103**

**RESOLVED:** To authorise payment to Flair Signs (£1,380) and The Tom Taylor Company (£1,977) subject to satisfactory completion of the outstanding works (LGA 1972 s142).

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

Novuna	02/10/2023	Electric Van	Lease	456.20
BT	02/10/2023	WIFI/Telephone	HL	88.80
BT	02/10/2023	WIFI/Telephone	TP	99.73
BT	02/10/2023	WIFI/Telephone	WH Office	177.20
BT	02/10/2023	WIFI/Telephone	BB	67.21
BT	02/10/2023	WIFI/Telephone	WH Hall	67.21
SWALEC	02/10/2023	Electricity	BB	430.64
WBC	02/10/2023	September Business Rates	TP	87.00
WBC	02/10/2023	September Business Rates	HM	61.00
WBC	02/10/2023	September Business Rates	WH	62.00
WBC	02/10/2023	September Business Rates	BB	52.00
Lex Autolease	02/10/2023	Council Electric Van	Lease	851.98
Water Plus	02/10/2023	Water charges	BB	77.88
Water Plus	02/10/2023	Water charges	WH	57.75
Water Plus	02/10/2023	Water charges	HM	51.11
GCI Network	06/10/2023	e-mail hosting/microsoft office	Office	93.99
BT	09/10/2023	WIFI/Telephone	HL	88.80
Peninsula	11/10/2023	H&S Service	Office	200.93
Water Plus	11/10/2023	Water charges	TP	139.47
SWALEC GAS	23/10/2023	Gas	HM	47.49
SWALEC	23/10/2023	Electricity	WH	679.50
SWALEC GAS	23/10/2023	Gas		38.05
SWALEC GAS	23/10/2023	Gas	BB	59.14
SWALEC GAS	23/10/2023	Gas	HM	30.35
Water Plus	27/10/2023	Water charges		70.16
BT	30/10/2023	WIFI/Telephone	WH Hall	67.21
WBC	30/10/2023	October Business Rates	TP	87.00
WBC	30/10/2023	October Business Rates	HM	61.00
WBC	30/10/2023	October Business Rates	WH	62.00
WBC	30/10/2023	October Business Rates	BB	52.00
BT	31/10/2023	WIFI/Telephone	HL	88.80
BT	31/10/2023	WIFI/Telephone	WH OFFICE	177.20
Utility Warehouse	31/10/2023	Mobile phones	Office	48.40
			<b>TOTAL</b>	<b>£4779.20</b>

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

Quote: for tree carving, Lingley Green. 3 quotes and designs were considered with approval given to the lowest quote from Tim Burgess (£1500).

**FINANCE/2023/104**

**RECOMMENDED:** To engage Tim Burgess to create a feature carving of the tree stump on Lingley Green at a cost of £1500 (Open Spaces Act 1906 s10).

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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.**

**FINANCE/2023/105**

**RESOLVED:** *To approve the following donations under LGA 1972 s137:*

- Warrington Girls Rugby Club, training equipment - £200
- Warrington Open Door at Christmas - £200
- St Mary's Church, repairs to church clock - £312 (to be jointly funded with Penketh Parish Council)
- Jack & Jill Preschool, children's Christmas party - £100
- Friends of Great Sankey Primary School, toy hampers - £100

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

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

**FINANCE/2023/106**

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

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £17,518.76. This included the backdated pay award for key personnel from April 2023.

**FINANCE/2023/107**

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