

GREAT SANKEY PARISH COUNCIL

Finance Committee

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

Present: Cllr Clark Cllr Hussain
Cllr Morley Cllr Watson

In Attendance: L Brereton (Deputy 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 6/6/2023.

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

FINANCE/2023/56

RESOLVED: To approve the minutes of the meeting held on 6th June 2023 as a true record.

3. To receive the Annual Auditor's Report and agree any actions to be taken.

The committee reviewed the annual auditor's report and noted the recommendations.

Action for the annual Risk Assessment was noted and documentation will be added to the H&S on-line portal.

The Council have an approved list of trusted suppliers; the Committee agreed that with the volume of maintenance activity involved for managing 5 Community Centres it is operationally not practical to obtain 3 quotes for all works.

FINANCE/2023/57

RESOLVED: To accept the Annual Auditor's Report and to (i) add H&S documentation to the H&S on-line portal, (ii) update risk assessments to include supplier (procurement) fraud.

4. To review the Centres Operations Policy.

An amendment to the Centres Operation Policy was suggested and agreed.

"All communications with the Parish Council should be made through the Parish Office, Hirers/Councillors should not attempt to make individual arrangements directly with other Parish Council employee".

All Councillors to made aware of Community Centre booking procedures at the next Full Council meeting.

FINANCE/2023/58

RESOLVED: To amend Centres Operations policy and to make all Councillors aware of Community Centres bookings procedure.

5. To review the booking for GNWA5 at Hood Lane Community Centre

Update report on activities for GNWA5 from Councillor King has been requested. When the report has been received the item will be reviewed by the Finance Committee.

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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
Cheshire Trailers	Balance for trailer	4516.78
Cheshire Trailers	Hitch Lock trailer	125.99
Amy Doyle	Circus skills workshop – Fun Day	£300
Wild Tribe	Face painting – Fun Day	£120.00
DCS	Radio Communications – Fun Day	£132.00
Rhian Jankowski	Refund stall – Fun Day	£20.00
Cheshire Turf Machine	Ride on mower	£21,780.00
Comtec	Electrical work – GM Container	£645.00
Les Halman Nurseries	Geraniums – replacement plants St Marys planters	£72.96
National Security Gates	Repairs to barrier gate at PPF	£389.20
Vans Northwest	Electric Van Deposit	£900.00
Zurich	Van Insurance	£685.84
A&B Services	Jet clear manholes – WH	£114.00
B&B Hygiene	Cleaning supplies	£513.68
Trade UK	Fun Day	£14.98
Cheshire Constabulary	PCSO Funding Q4	£8,320.00
Travis Perkins	Grounds Maintenance	£859.68
Viking	Office Stationery	£3.95
Trade UK	Grounds Maintenance	£143.97
Trade UK	Grounds Maintenance	£53.58
Trade UK	Grounds Maintenance	£98.97
Travis Perkins	Tool Hire – Grounds Maintenance	£147.52
St Johns Ambulance	First Aid Cover – Fun Day	£370.08
WBC	Service Charge – HM	£382.89
Trade UK	Grounds Maintenance	£59.49
EDR Landscapes	Grounds Maintenance	£6,097.70
Radio Warrington	Fun Day Hosting	£450.00
Canda Copying Ltd	Office Copier rental	£94.80
Canda Copying	Office Copies	£93.08
Rise Associates	Sankey Station Project Management	£2,400.00
Equals	Petty cash card top-up	£600.06
	TOTAL	£50,506.20

FINANCE/2023/59 RESOLVED: To authorise all payments listed above (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).



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Sale of Diesel Van

The Committee noted that delivery of the second electric van has been received.

Cllr Watson has conducted an on-line valuation for the Council's diesel van, it was agreed to give Council staff first refusal for offer of sale. The price was set at £2k.

FINANCE/2023/60

RESOLVED: To offer Council staff first refusal on sale of the Council's diesel van. Price set at £2k

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

BT	02/05/2023	Council van	Lease	456.20
BT	02/05/2023	Utilities	HL	89.43
BT	02/05/2023	Utilities	TP	97.51
BT	02/05/2023	Utilities	WH-Office	177.50
BT	02/05/2023	Utilities	BB	67.21
BT	02/05/2023	Utilities	WH-Hall	68.29
WBC	02/05/2023	Utilities	TP	90.90
WBC	02/05/2023	Utilities	HM	65.02
WBC	02/05/2023	Utilities	WH	64.19
WBC	02/05/2023	Utilities	BB	51.75
Water Plus	02/05/2023	Utilities	HM	29.59
Water Plus	02/05/2023	Utilities	WH	50.72
Water Plus	02/05/2023	Utilities	BB	125.03
SWALEC GAS	02/05/2023	Utilities	HL	193.76
Water Plus	03/05/2023	Utilities	HM	96.25
ICO	04/05/2023	Utilities		35.00
GCI Network	05/05/2023	Admin	Office	104.62
BT	09/05/2023	Utilities	HM	88.80
Peninsula	11/05/2023	Admin	Office	200.93
SWALEC	22/05/2023	Utilities	BB	1484.49
SWALEC GAS	22/05/2023	Utilities	HM	167.67
SWALEC GAS	22/05/2023	Utilities	WH	144.40
SWALEC GAS	22/05/2023	Utilities	BB	68.46
SWALEC GAS	22/05/2023	Utilities	HL	148.01
BT	30/05/2023	Utilities	BB	67.21
WBC	30/05/2023	Utilities	TP	87.00
WBC	30/05/2023	Utilities	HM	61.00
WBC	30/05/2023	Utilities	WH	62.00
WBC	30/05/2023	Utilities	BB	52.00
BT	31/05/2023	Utilities	HM	88.80
BT	31/05/2023	Utilities	WH-Office	177.20
Utility Warehouse	31/05/2023	Admin	Office	76.70
			TOTAL	£4,381.44



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

Quote for CCTV at Whittle Hall Community Centre from Comtec was accepted.

FINANCE/2023/61

RECOMMENDED: To accept the quote from Comtec for CCTV covering the Grounds Maintenance equipment (LGA 1972 s142).

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 to review.

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

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

FINANCE/2023/62

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

10. To authorise payment of wages, tax and ERNIC for June.

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £17,714.99.

FINANCE/2023/63

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

