

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th February 2025
Whittle Hall Community Centre

Chair: Cllr T Williams
Present: Cllr P Watson
Cllr B Simpson

In Attendance: K Carter (Clerk)

- 1. To receive and approve any apologies for unavoidable absence.**
Apologies were received from Cllrs Cotter & Pennington.

- 2. To approve the minutes of previous meeting 30/12/2024.**

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

FINANCE/2025/10: *To approve the minutes of the meeting held on 3rd December 2024 as a true record.*

- 3. To be updated on the match-funding provision for the Parish Playing Field drainage project.**

Revised costs for the drainage project had been obtained in October 2024 as the original quotes were over 12 months old and costs have understandably increased. The Parish Council had set aside £80k in match funding for the project. The Football Foundation have asked if this will be increased to reflect the increase in costs. It was discussed and agreed that the Parish Contribution could be increased to £95k towards the total project cost of £266,580.

FINANCE/2025/11: *To increase the Parish Council's funding contribution for the project to install a drainage system to the Parish Playing Field to £95k (Open Spaces Act 1906 s10).*

The planning permission for the project has been granted with conditions and the parish council's consultant had stated that they would be able to help with these for a fee of £3-600, but it may be that the construction firm will provide some of the necessary documentation. None of this will be required unless the funding is secured from the Football Foundation. It was agreed to put the planning consultants on hold until the result of the funding application is known, and if successful to liaise between the GMA, the construction firm and the consultants to satisfy the required conditions for the planning.

FINANCE/2025/12: *To liaise with the planning consultants, the GMA and contractors to fulfil the planning conditions for the PPF Drainage Project if the funding application to the Football Foundation is successful (Open Spaces Act 1906 s10).*

- 4. To be informed of the ongoing operating procedures for the Community Café at Tim Parry Community Centre.**

The new committee has been formed and is looking into a bank account for the café. In the meantime, the café is still opening at weekends for the benefit of residents with monies being held in the Parish Council bank account. A full record of transactions, both cash and card, is

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th February 2025
Whittle Hall Community Centre

being kept by both the Parish Clerk and the new Treasurer. The card transactions through SumUp are currently linked to the council's account. Once a new bank account for the café has been set up, the remaining operating funds held will be transferred from the Parish Council to the café and the card machine linked to the café account. It was noted that these monies are separate from the donations made through GoFundMe which total £773.37. These will be kept safe by the Parish Council until a decision has been made on item(s) to be purchased. Any purchases will be for improvements to Tim Parry Recreation Ground as detailed in the GoFundMe appeal.

FINANCE/2025/13: To accept the current interim operating procedures for the café accounts and note that all monies will be transferred to the café once a new bank account has been set up (Accounts and Audit Regulations, Reg 4).

5. To be informed of future cost for PCSO provision and consider within the budget for 2025-26 to inform the discussion at full Council.

The 2025-26 budget had been set with an estimated increase in the funding cost for the Parish PCSO. Confirmation of the actual cost has since been received which is slightly higher (an additional £600). It was agreed by the committee that this increase could be managed within the next financial year's budget; the decision on whether the council wishes to continue with the service will be taken by full council.

FINANCE/2025/14: To confirm that the cost for the Parish funded PCSO (£44,100) can be allocated within the 2025-26 budget should the Parish Council decide to continue with the service (Police Act 1996 s92).

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 considered and approved.

Presented By	Description	Amount
Comtec	Electric repairs to Centres	£380.00
Steve Mahon Plumbing Ltd	Supply & Fit new boiler HL	£2,860.00
Kathryn Carter	FTPP reimbursement	£97.65
Terrier Tools	Batteries Garden equipment	£409.39
Canda Copying	Office Copier Rental	£94.80
Canda Copying	Copier – colour and B&W copies	£116.03
WBC	PPF Maintenance 24/25 Q4	£959.45
360 Aggregates	Loose mot – Tim Parry garden	£169.75
Viking	Office Stationery	£340.07
WBC	Election recharge cost – 1 of 4 payments	£6,135.92
360 Aggregates	2 tonne MOT – TP Rec	£100.00
Trade UK	Blue circle postcrete – Grounds	£6.62
Trade UK	Centre Maintenance – HL	£11.92
Trade UK	Weed control – Grounds	£51.00
Trade UK	Centre repairs – BB	£18.27

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th February 2025
Whittle Hall Community Centre

Cheshire Constabulary	PCSO Qtr 3 Charge	£10,325.00
MKM	Red Building Sand – Grounds	£7.94
MKM	Heavy duty galvanised strap – Grounds	£80.16
B&B Hygiene Ltd	Cleaning supplies	£528.94
Roller Shutter Services Ltd	Repair to TP Roller Shutter	£168.00
Travis Perkins	Hired Plate Compactor	£41.20
Rialtas	IT support for booking software	£12.00
One Ash Training	Tree Inspection Training – Head Gardner	£600.00
MKM	Cement – TP Garden	£18.02
MKM	Hire Plate Compactor – TP Garden	£35.24
WBC	Wildflower seeds 2024	£5,028.54
WBC	Christmas Lights	£682.00
360 Aggregates	5 tonne hardcore – TP Garden	£36.48
Viking	Office Laminator	£43.19
MKM	Self binding gravel – TP Garden	£173.88
MKM	Building Materials – TP Garden	£121.09
The Landscape Academy	Staff training Abrasive course	£483.00
360 Aggregates	2 tonne top soil – TP Garden	£120.00
Equals card	Petty cash top-up	£739.42
Jack and Jill Pre-school	Donation towards Christmas Party	£100.00
	TOTAL	£31,094.97

FINANCE/2025/15: To authorise all payments listed (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 December were also checked:

Novuna	02/12/2024	Electric Van	Lease	456.20
BT	02/12/2024	WIFI/Telephone	WH-Office	129.24
SSE Energy	02/12/2024	GAS	HM	166.67
SSE Energy	02/12/2024	GAS	WH	64.83
SSE Energy	02/12/2024	GAS	BB	98.71
SSE Energy	02/12/2024	GAS	HL	123.52
WBC	02/12/2024	October Business Rates	TP	96.00
WBC	02/12/2024	October Business Rates	HM	61.00
WBC	02/12/2024	October Business Rates	WH	65.00
WBC	02/12/2024	October Business Rates	BB	52.00
Lex Autolease	02/12/2024	Council Electric Van	Lease	851.98
Water Plus	02/12/2024	Water charges	BB	44.69
Water Plus	02/12/2024	Water charges	HM	50.95
Water Plus	02/12/2024	Water charges	WH	80.38
BT	09/12/2024	WIFI/Telephone	HM	281.32
Peninsula	11/12/2024	H&S Service	H&S	200.93

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th February 2025
Whittle Hall Community Centre

Global 4 Communication	16/12/2024	Office 365/email	Office	106.38
Water Plus	20/12/2024	Water charges	HL	100.92
Water Plus	20/12/2024	Water charges	TP	76.35
WBC	30/12/2024	November Business Rates	TP	96.00
WBC	30/12/2024	November Business Rates	HM	61.00
WBC	30/12/2024	November Business Rates	WH	65.00
WBC	30/12/2024	November Business Rates	BB	52.00
BT	31/12/2024	WIFI/Telephone	WH-Office	129.24
Utility Warehouse	31/12/2024	Mobile phones	Office	53.40
Manual Handling Charges	31/12/2024	Bank Charges	Office	3.90
			TOTAL	£3589.51

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

Quote 1: from Superstars for the Summer Playscheme in Jul/Aug 2025. The quote is for 6 weeks split between Whittle Hall Community Centre and Tim Parry Community Centre. Each 3-hour session will be £4 per child and will include arts or Lego activities along with sports and board games. The quote includes all administration and advertising, staffing, equipment and insurance and is £700 per week (£4,200 total). This is within the budget allocated and was approved.

FINANCE/2025/16: To accept the quote from Superstars to provide summer playschemes for 6 weeks split between Whittle Hall and Tim Parry Community Centres (LGA 1972 s145).

Quote 2: from The Design Project to produce artwork for the council's new bi-annual online newsletter, £400. Approved.

FINANCE/2025/17: To accept the quote from the Design project for the artwork for the online newsletter (LGA 1972 s142).

8. To consider requests for financial assistance.

1. Hire rate for the Land Trust to utilise Whittle Hall Community Centre for several hours for 4 weeks as part of a training course for Green Angels. Agreed the community rate would be applied.

FINANCE/2025/18: To charge the Land Trust at the community rate for the hire of Whittle Hall Community Centre during a Green Angels training course (LG (Misc. Prov.) Act 1976 s19).

2. from Penketh PTFA for contribution towards their playground project. £100 donation approved.

FINANCE/2025/19: To give a donation of £100 to Penketh PTFA towards their playground project (LGA 1972 s137).

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 4th February 2025
Whittle Hall Community Centre

9. Budget 2024-25: to scrutinise documentation and when satisfied as to correctness to sign off financial reports and bank reconciliations for December.

The bank reconciliation and budget monitoring pages for December were considered and accepted. Checks on financial transactions were carried out prior to the meeting by Cllrs Simpson and Watson.

FINANCE/2025/20: *To accept the bank reconciliation and budget monitoring pages for December 2024 (Accounts and Audit Regulations 2015 reg 4).*

9.1 to consider options for the income from the hire of the car park at Tim Parry Recreation Ground.

The Parish Council had hired half of one of the car parks at Tim Parry Recreation Ground to Opus from April to December 2024 to alleviate traffic issues whilst Opus was carrying out essential works in the surrounding roads. The total sum received to date is £3,800 with a further £300 due. It was proposed that this income is used to make improvements to the recreation ground. There are two benches on the field where the ground becomes very muddy over winter and are therefore not used so it was suggested that plinths are created to alleviate this problem. Officers had already considered options to level an area outside the annexe for tables and chairs to be placed for use by the café in good weather and it was proposed that the remaining funds could be used for this purpose. Both suggestions were agreed.

FINANCE/2025/21: *To spend the income from the hire of the car park at Tim Parry Recreation Ground on installing plinths for 2 benches on the field and on levelling an area near the annexe for use by the café in good weather (Open Spaces Act 1906 s10).*

9.2 to be informed of works to Tim Parry garden and consider contribution from Cromdale Way Preschool

The garden at the rear of the community centre has been remodelled to provide an area for the apprentice to work with as well as improve the safety and useability of the garden for customers. As part of the works, the preschool's raised planters were moved to this area, but unfortunately needed to be rebuilt due to age. The preschool fund-raised to contribute towards the costs, and it was agreed to accept the contribution offered.

FINANCE/2025/22: *To accept the contribution from Cromdale Way Preschool towards the relocation of their raised planters at Tim Parry Community Centre.*

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £27,399.49. It was noted that the Chair's Allowance will need to be paid through the payroll next month; it was agreed to pay this as gross amount of £1800.

FINANCE/2025/23: *To authorise payment of wages and HMRC costs (£27,399.49 total) for January 2025 (LGA 1972 s112).*

FINANCE/2025/24: *To pay the Chair's Allowance through the payroll as £1800 before tax.*