

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 1st July 2025
Whittle Hall Community Centre

Chair: Cllr T Williams
Present: Cllr N Catlow
Cllr B Simpson

In Attendance: K Carter (Clerk)

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

Apologies were received from Cllrs Watson & Pennington.

2. To approve the minutes of previous meeting 3/6/2025.

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

FINANCE/2025/57: Resolved to approve the minutes of the meeting held on 6th May 2025 as a true record.

3. To consider the grant offer from the Football Foundation for the Parish Playing Field and decide whether to accept.

The Parish Council has £95,000 set aside in earmarked reserves for this project. The Football Foundation has made a grant offer of £159,891 towards the installation of a drainage system on the Parish Playing Field. This was based on a previous quote from the contractor rather than the most recent. Unfortunately, the quote has risen because of increases in material costs and this means that there is still a shortfall of around £20,000. It was agreed that the grant application process has been lengthy and particularly difficult but that there is still a need for the drainage system to improve the usability of the field. The project will benefit a large number of residents, ensuring that the field is available year-round. It was agreed to accept the grant and increase the Parish Council's contribution to the project to make sure it can go ahead.

FINANCE/2025/58: Recommended to accept the grant offer from the Football Foundation of £159,891 and make up any shortfall through the Parish Council's budget (Open Spaces Act 1906 s10).

It was also noted that, once complete, the budget for the maintenance of the field will need increasing to ensure the necessary enhance grounds maintenance can be undertaken to keep the field in good working order. It may be possible in the future to bring this element inhouse but will need contracting out in the first instance. The Parish Estates Committee will consider the ongoing maintenance, the pitch configuration, booking fees and management plan for the pitches.

4. To be informed of additional solicitors' fees in respect of Sankey Station.

The council agreed to the lease with Arch Co. for the station house building at the June meeting of the full council (Parish/2025/65). The sub-lease between Sankey Station CIC and the parish council will be deferred until the CIC has completed the necessary works to raise the EPC rating to the required level. This requires an additional document – an Agreement for

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Lease – between the CIC and the council to give them permission to enter the property to undertake the repairs before the sub-lease is signed. The legal process has been very complicated and required more work than originally envisaged. The solicitor has therefore advised that costs have risen; a breakdown has been provided and a request made for an interim payment of £3,000 +VAT. Total costs will be in the region of £8,250 + VAT which will be drawn from earmarked reserves for the project.

FINANCE/2025/59: Recommended to accept the fees for the additional legal documentation required for the Station House (Agreement for Lease with Sankey Station Community Association CIC). To approve an interim payment of £3,000 + VAT for the legal works completed to date (LGA 1972 s124).

The Finance Committee also discussed the management of the project as it moves forward and requested an agenda item for the Parish Council meeting to set up a working group which will work with the CIC to produce a Memorandum of Understanding to detail the relationship and agreements between the two parties.

FINANCE/2025/60: Resolved to request the Parish Council sets up a working group to work with Sankey Station CIC to agree details between the two organisations within a Memorandum of Understanding (LGA 1972 s124).

5. To consider proposal for research on the history of Great Sankey Parish Council.

This was referred back to the Community Projects Committee as it is an extension of an existing project being undertaken.

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, £
N Cubbins	Fairground hire – Fun Day 25	14,949.00
P Watson	High Vis Vests – Fun Day 25	56.96
S Mahon Plumbing	Supply & Fit new outside tap	95.00
Amy Doyle	Circus skills workshop	235.00
Evolve Guarding Solutions	X3 SIA staff – Fun Day	372.60
Little L's Teapot	Fun Day Marshall refreshments	68.70
Woodend Nursery	5 Manure bags	27.00
Jules Glorious Food	Fun Day Marshall refreshments	80.00
St Johns Ambulance	Fun Day First Aid Cover	400.32
Radio Warrington	Fun Day Compere	450.00
Woodend Nursery	Manure – all sites	43.20
B&B Hygiene Ltd	Cleaning supplies	378.61
Viking Ltd	Office Stationery	236.02
MKM	Timber Frame screw	45.10

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MKM	Thermo Gloves	20.45
Trade UK	Toilet Repairs – HL/TP	58.98
Trade UK	Brass shank Valve – Centre repair HM	16.48
Trade UK	Flexible Hose – Centre repair BB	2.56
Trade UK	Centre repairs – BB	53.43
B&B Hygiene Ltd	Cleaning Supplies	439.91
WBC	Delivery & Collection bins Fun Day	20.00
WBC	Bin hire Fun Day	84.40
WBC	Hood Manor Service Charge 01/07/25 to 30/09/25	382.89
Trade UK	Concrete Screws	19.97
Trade UK	Sealant Gun	7.49
Trade UK	Swirl Toilet Seat	27.98
Taylor Rose	Interim legal fees – Station House	3600.00
Amazon	Cleaning supplies	55.56
Trade UK	Valved Masks	20.98
Amazon	Floor Cleaning Detergent	43.08
Wild Tribe	50% outstanding Face painting Fun Day	165.00
Equals card	Petty cash top-up	257.97
Alan Nugent	Travel Reimbursement	92.70
	Total	22,807.34

FINANCE/2025/61: Resolved 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 May were also checked:

Novuna	01/05/2025	Electric Van	Lease	456.20
BT	01/05/2025	WIFI/Telephone	WH	264.18
Lex Autolease	01/05/2025	Council Electric Van	Lease	851.98
Water Plus	01/05/2025	Water charges	BB	79.91
Water Plus	01/05/2025	Water charges	HM	50.95
Water Plus	01/05/2025	Water charges	WH	74.96
BT	02/05/2025	WIFI/Telephone	TP	24.78
ICO	02/05/2025	Data protection fee	Office	47.00
BT	07/05/2025	WIFI/Telephone	HL/TP/BB/HM	385.33
Peninsula	12/05/2025	H&S Service	H&S	200.93
Global 4 Communication	14/05/2025	Office 365/email	Office	106.38
SSE Energy	20/05/2025	Electric	TP	1121.04
Water Plus	21/05/2025	Water charges	TP	80.89
Lex Autolease	29/05/2025	Council Electric Van	Lease	414.00
SSE Energy	30/05/2025	Electric	HM	187.93
SSE Energy	30/05/2025	Electric	WH	118.47
SSE Energy	30/05/2025	Electric	BB	209.78

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SSE Energy	30/05/2025	Electric	HL	76.65
WBC	30/05/2025	March Business Rates	TP	235.00
WBC	30/05/2025	March Business Rates	HM	147.00
WBC	30/05/2025	March Business Rates	WH	156.00
WBC	30/05/2025	March Business Rates	BB	125.00
Utility Warehouse	30/05/2025	Mobile phones	Office	56.68
Service Fee Charge	30/05/2025	Service Charge	Office	23.85
			TOTAL	£5494.89

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

Three quotes had been obtained for the Horticulture Apprentice to undertake B+E trailer training & test. The quotes ranged from £640 to £1150 +VAT. A couple of other companies were suggested, and it was agreed to set a maximum budget of £1000 within which the Head Gardener could research and approve the training.

FINANCE/2025/62: Resolved to set a maximum budget of £1000 for trailer training & testing for the Horticulture Apprentice to be managed by the Head Gardener.

8. To consider requests for financial assistance.

None.

9. Budget 2025-26: to scrutinise documentation and when satisfied as to correctness to sign off financial reports and bank reconciliations for May.

The bank reconciliation and budget monitoring pages for May were considered and accepted. Checks on financial transactions were carried out prior to the meeting by Cllrs Williams, Simpson and Catlow. It was noted that a transfer would need to be made next month from the Instant Access Savings to the Current Account for July expenditure.

FINANCE/2025/63: Resolved to accept the bank reconciliation and budget monitoring pages for May 2025 (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 £22,719.99.

FINANCE/2025/64: Resolved to authorise payment of wages and HMRC costs (£22,719.99 total) for June 2025 (LGA 1972 s112).