

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 5th August 2025
Whittle Hall Community Centre

Chair: Cllr T Williams
Present: Cllr N Catlow
Cllr P Watson
Cllr S Pennington
In Attendance: K Carter (Clerk)

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

Apologies were received from Cllr Simpson.

2. To approve the minutes of previous meeting 1/7/2025.

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

FINANCE/2025/65: Resolved to approve the minutes of the meeting held on 1st July 2025 as a true record.

3. To be informed of changes to staff pension provision and consider options for administration.

The council's pension provider has been taken over and will be moving to Smart Pensions in September which means that GSPC will need to change its payment process for this. The primary option for paying contributions will be by Direct Debit instead of BACS. A contributions schedule will need to be provided by the 5th of the month, with collection then initiated around the 7th of each month. It was noted that this will still allow the Finance Committee to approve the salary schedule before submission to Smart Pensions, except for occasional months when meetings are on the 5th or 6th of the month. It was accepted that in a scenario where the contributions were incorrect, this would be amended within the following months pay. It was therefore agreed to allow the Clerk to sign the Direct Debit mandate for Smart Pensions.

FINANCE/2025/66: Resolved to authorise the Clerk to sign the Direct Debit mandate for Smart Pensions.

4. To be informed of issues with the CCTV at Tim Parry Recreation Ground and consider options.

Only 2 cameras at Tim Parry Recreation Ground are currently working. There have been a couple of issues with the cabling being damaged or broken at different times when works to the grounds have been undertaken. Several of the cameras have also previously been repaired and it is not clear whether the current issue is due to the cables or the cameras themselves. The system is around 7 years old, and it was agreed to obtain quotes for both repair if possible, and replacement.

FINANCE/2025/67: Resolved to obtain quotes for repair or replacement of the CCTV system at Tim Parry Recreation Ground.

It was also suggested that the council could look into CCTV at the Parish Playing Field following the recent incursion by travellers. The site security is of particular concern once the project to install drainage pipes and improve the field is completed. This aspect is due to be considered by the Parish Estates Committee, but it was agreed that advice could be sought at the same time as investigating options for Tim Parry Recreation Ground. It was also

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suggested that GSPC could approach Livewire to ask about the possibility of supplementing the system on Sankey Hub car park.

FINANCE/2025/68: Resolved to investigate the possibility of CCTV for the Parish Playing Field.

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 considered and approved.

Presented By	Description	Amount, £
Dr Stella Fletcher	History of PC project	£500.00
Steve Mahon	Centre Gas Safety Certs	£330.00
PDT Autocare	Toolbar Electrical fault	£60.00
National Security Gates	Repairs to barrier	£822.00
T&O Harrison	Greenwaste	£60.00
Canda Copying Ltd	Office Copier – copies	128.50
Canda Copying Ltd	Rental of Copier	94.80
B&B Hygiene Ltd	Cleaning Supplies	£474.61
Samrose	Door lock repairs and new lock HM/TP	£155.00
Superstars	Playscheme	£4,200.00
Amazon Business	Trailer Cable & plug	£35.84
Amazon Business	Trailer plug socket Connector	£15.86
Ross Safety Wear	Staff workwear	£35.51
Mobilates CIC	Customer refund – cancelled booking	£35.00
Comtec	Electrical repairs – HM/WH/TP	£695.00
Amazon Business	Vax carpet cleaner and solution	£183.67
Amazon Business	Steel Wire Strimmer replacement	£31.89
MKM	Hire of Breaker	£25.38
Kieran Ashby	Refund of Runcorn Bridge toll for training	£14.40
Papyrus	Donation from Fun Day Fairground proceeds	£800.00
Peace & Mind	Donation from Fun Day Fairground proceeds	£800.00
JUMP	Donation from Fun Day Fairground Proceeds	£800.00
Equals card	Petty cash top-up	£1185.83
MKM	Delivery Charge	£42.00
MKM	Micro digger Hire	£253.80
Paul Brookes & Sons	Tarmac Surfacing TP	£2964.00
	TOTAL	£14,743.09

FINANCE/2025/69: Resolved to authorise all payments listed (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).

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

Novuna	01/07/2025	Electric Van	Lease	456.20
BT	02/06/2025	WIFI/Telephone	TP	24.78
BT	02/06/2025	WIFI/Telephone	WH	261.70
Lex Autolease	02/06/2025	Council Electric Van	Lease	851.98
Water Plus	02/06/2025	Water charges	BB	79.91
Water Plus	02/06/2025	Water charges	HM	50.95
Water Plus	02/06/2025	Water charges	WH	74.96
BT	02/06/2025	WIFI/Telephone	HL/TP/BB/HM	385.33
Peninsula	11/06/2025	H&S Service	H&S	200.93
Global 4 Communication	16/06/2025	Office 365/email	Office	113.52
Water Plus	23/06/2025	Water charges	TP	81.49
SSE Energy	27/06/2025	Gas	TP	1413.71
WBC	30/06/2025	April Business Rates	TP	235.00
WBC	30/06/2025	April Business Rates	HM	147.00
WBC	30/06/2025	April Business Rates	WH	156.00
WBC	30/06/2025	April Business Rates	BB	125.00
Utility Warehouse	30/06/2025	Mobile phones	Office	56.38
Service Fee Charge	30/06/2025	Service Charge	Office	25.05
Manual Handling Charges	30/06/2025	Bank Charges	Office	7.50
			TOTAL	£4,747.39

6. To approve internal transfer of investment funds.

Noted that no current need to transfer funds from savings to current account but it may be possible to transfer additional funds to WBC to benefit from a higher interest rate. This to be investigated further.

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

None.

8. To consider requests for financial assistance.

- a) From Good Neighbours WA5 to increase their booking at Hood Lane Community Centre to include a Friday evening as well as Sunday morning. GSPC supports this group which provides free food parcels for those in need of assistance by allowing free use of the centre. It was agreed that the increased use would be allowed on a trial basis until the end of November. The group will be reminded not to interrupt other customers bookings and ensure that excessive food waste is removed and disposed of appropriately. Use will be reviewed at the November Finance Committee meeting.

FINANCE/2025/70: Resolved to allow free use of Hood Lane Community Centre for Good Neighbours WA5 for Friday evenings (4-7pm) and Sunday mornings (9am-12noon) on a trial basis until the end of November 2025.

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b) RBL – request for support for Remembrance Sunday

An email had been received from Cllr Peters (Penketh Parish Council) asking if GSPC would support the Remembrance Sunday event again this year with a joint financial contribution from both Parish Councils. Last year, GSPC were asked to manage the event notification, management plan and risk assessment and organise the road closures & marshalling. It was not clear whether the same level of input is being requested as well as the financial contribution; Cllrs Pennington & Catlow will liaise with the RBL and Cllr Peters about this. It was also agreed that a meeting with the Chairs of both Parish Councils should be arranged.

FINANCE/2025/71: Resolved to continue to support the event with a joint financial contribution with Penketh Parish Council. Cllrs Catlow & Pennington to liaise with the RBL, and a meeting with Penketh Parish Council to be arranged to discuss arrangements for the event.

c) Request for purchase of wreath for VJ Day (Cllrs Catlow & Pennington)

FINANCE/2025/72: Resolved to purchase wreaths for both VJ Day and Remembrance Sunday and to invite other GSPC Cllrs to the wreath laying ceremony for VJ Day on 15th August.

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

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

FINANCE/2025/73: Resolved to accept the bank reconciliation and budget monitoring pages for June 2025 (Accounts and Audit Regulations 2015 reg 4).

The Committee was informed that the income received from the fairground rides at Sankey Summer Fun Day totalled £2,497.25. £110 was the initial cash float; £2,365 was paid into the council's bank and the remaining £22.25 which could not be paid into the bank was added to the petty cash tin. The total in the petty tin (65.25) was checked by councillors prior to the meeting.

(Note: the council had agreed prior to the Fun Day that any income would be donated to 3 charities, Platypus, Jump and Peace & Mind. £800 to each was approved by full Council on 9 July, PARISH/2025/72)

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £28,847.93.

FINANCE/2025/74: Resolved to authorise payment of wages and HMRC costs (£28,847.93 total) for July 2025 (LGA 1972 s112).