

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 30th September 2025
Whittle Hall Community Centre

Chair: Cllr T Williams
Present: Cllr N Catlow
Cllr P Watson
Cllr S Pennington
Cllr B Simpson

In Attendance: K Carter (Clerk)

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

All present.

2. To approve the minutes of previous meeting 2/9/2025.

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

FINANCE/2025/83: Resolved to approve the minutes of the meeting held on 2nd September 2025 as a true record.

3. To agree hire charges for the community centres.

At the last meeting the committee agreed to consider options for a phased increase in hire rates to reduce the level of subsidy for the community centres from £100,000 to £75,000 per annum. As noted, the increase in operating costs has resulted mainly from overall inflation and increases in wages and NI. As the centres operated at maximum capacity, the only option to offset these growing costs is to increase the hire charges. Various options were considered and an initial small increase from November 2025 recommended for consideration by full council. Further increases will be deliberated during the budget discussions in October & November.

FINANCE/2025/84: Recommended that community centre hire rates are increased on 1st November 2025 to alleviate the increasing operating costs. Further phased increases to reduce the subsidy level to an appropriate amount to be considered during upcoming budget discussions (LG (Misc. Prov.) Act 1976 s19).

4. To receive WBC notification regarding Christmas trees.

GSPC usually engage WBC for the supply and installation the Christmas tree on Santa Rosa Boulevard but have been notified that WBC is not providing this service this year. It was agreed to obtain quotes from other companies for the supply and installation. WBC will be contacted to check that it will be possible to utilise the electricity socket on the roundabout, and to enquire about the existing tree lights which are stored by WBC. It was also agreed to explore options for lighted Christmas signs rather than a tree.

FINANCE/2025/85: Recommended that the council explores options for either a Christmas tree from an alternative supplier or light-up Christmas signs (LGA 1972 s144)

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.

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Presented By	Description	Amount, £
Steve Mahon	Fit and supply boiler part – TP	£190.00
Comtec	Replace ceiling lights – BB	£120.00
Woodend Nursery	Compost and perennials	£27.60
Brunel Engraving	Memorial plaque	£184.16
B&B Hygiene Ltd	Cleaning Supplies	£466.38
PKF	Review of annual governance 2025	£1,638.00
WBC	Service Charge – Hood Manor	£382.89
Amazon Business	Garden Kneeling pads	£13.70
Amazon Business	Radar Key for disabled toilets	£10.35
B&B Hygiene Ltd	Cleaning Supplies	£183.18
Agrovista	Topsoil and application	£6,586.58
Amazon Business	Sugar – office meetings	£4.27
Alan Nugent	Refund Safety Glasses	£80.00
Equals card	Petty cash top-up	£714.47
	TOTAL	£10,601.58

FINANCE/2025/86: 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 August were also noted:

Novuna	01/08/2025	Electric Van	Lease	456.20
BT	01/08/2025	WIFI/Telephone	TP	24.78
Lex Autolease	01/08/2025	Council Electric Van	Lease	851.98
Water Plus	01/08/2025	Water charges	BB	79.90
Water Plus	01/08/2025	Water charges	HM	40.68
Water Plus	01/08/2025	Water charges	WH	74.96
BT	06/08/2025	WIFI/Telephone	HL/TP/BB/HM	385.33
Peninsula	11/08/2025	H&S Service	H&S	200.93
Global 4 Comms	14/08/2025	Office 365/email	Office	113.94
Water Plus	20/08/2025	Water charges	TP	81.49
Water Plus	21/08/2025	Water charges	HL	95.00
Utility Warehouse	29/08/2025	Mobile phones	Office	56.38
Service Fee Charge	31/08/2025	Service Charge	Office	22.80
Novuna	01/08/2025	Electric Van	Lease	456.20
BT	01/08/2025	WIFI/Telephone	TP	24.78
Lex Autolease	01/08/2025	Council Electric Van	Lease	851.98
Water Plus	01/08/2025	Water charges	BB	79.90
Water Plus	01/08/2025	Water charges	HM	40.68
Water Plus	01/08/2025	Water charges	WH	74.96
BT	06/08/2025	WIFI/Telephone	HL/TP/BB/HM	385.33
Peninsula	11/08/2025	H&S Service	H&S	200.93

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Global 4 Communication	14/08/2025	Office 365/email	Office	113.94
Water Plus	20/08/2025	Water charges	TP	81.49
Water Plus	21/08/2025	Water charges	HL	95.00
Utility Warehouse	29/08/2025	Mobile phones	Office	56.38
Service Fee Charge	31/08/2025	Service Charge	Office	22.80
			TOTAL	£4,968.74

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

a. for new office shredder. Several options had been reviewed and costed with officer's recommendation for a Rexel L225X at £374.99. Approved.

FINANCE/2025/87: Resolved to purchase a replacement office shredder at a cost of £374.99 (excl. VAT) (LGA 1972 s111)

b. renewal quotes for gas and electricity contracts for community centres from April 2026. Quotes from multiple companies had been provided through a utilities service. It was agreed to take up the recommended option with British Gas for all centres for 4 years.

FINANCE/2025/88: Resolved to approve gas and electricity renewal contracts with British Gas for 4 years from April 2026 to March 2030 (LG (Misc. Prov.) Act 1976 s19)

7. To consider requests for financial assistance.

Request 1: from football club for the installation of a storage container on Tim Parry Recreation Ground. It was agreed to request a site visit with the club representative, Cllrs Pennington & Williams and the Head Gardener to ascertain requirements and consider possibilities whilst minimising any impact on nearby residents. Decision to be made at a future meeting.

Request 2: for permission to operate football training for small groups and 1-2-1 coaching on Tim Parry Recreation Ground as well as possible half-term holiday training sessions. Additional information on requirements and numbers to be sought before a decision is made.

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

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

FINANCE/2025/89: Resolved to accept the bank reconciliation and budget monitoring pages for August 2025 (Accounts and Audit Regulations 2015 reg 4).

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £24,134.94.

FINANCE/2025/90: Resolved to authorise payment of wages and HMRC costs (£24,134.94 total) for September 2025 (LGA 1972 s112).