

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 4<sup>th</sup> November 2025  
Whittle Hall Community Centre

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**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 members present.

**2. To approve the minutes of previous meeting 21/10/25.**

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

**FINANCE/2025/97: Resolved** to approve the minutes of the meeting held on 21<sup>st</sup> October 2025 as a true record.

**3. To receive updated 3-year budget forecast following meeting of 21.10.25**

The draft budget had been updated following the discussions at the previous meeting. It was noted that there are still some quotes outstanding; these are expected in time for a full final budget discussion at the December Finance meeting.

**4. To be informed of customer feedback on increased hire rates for community centres**

No customer has asked for the hire rate to be reconsidered, but some have reduced their hours slightly to avoid the necessity of passing on increases to their members, and others have stated that whilst they are coping with the current increase, if there is a further one in April, this may not be sustainable. The comments were noted and will be taken into consideration in future discussions.

**5. To confirm decision on Christmas tree installation**

Following the Parish Council meeting, quotes had been obtained from Northwich Town Council for the installation of a Christmas tree and lights at Chapelford. A decision had been necessary by 14<sup>th</sup> October and was therefore emailed to the Finance Committee. Unfortunately, the costs would have been at least double that of previous years which was considered untenable. It was therefore agreed not to proceed with a tree for this year and reconsider options for Christmas 2026 through the Community Projects Committee.

**FINANCE/2025/98: Resolved** not to proceed with a Christmas tree for this year because of the high cost of installation and to reconsider options for Christmas 2026 through the Community Projects Committee (LGA 1972 s144)

**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, £
GSPC staff	Refund for TP replacement keys	18.00

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Comtec	Intercom cable WH	75.00
Woodend Nursery	24 Troughs refilled	662.40
Steve Mahon	Repair to pipe in toilets	50.00
Customer 1	Refund for cancelled booking	90.00
Customer 2	Refund for cancelled booking	3.30
Canda Copying	Office colour copies	94.80
Canda Copying	Office B&W copies	130.08
Viking	Office stationery & Shredder	580.41
Viking	Soap re-fill – Hood Manor CC	68.29
Trade UK	Masonry Drill bit, Stanley knife	23.93
Trade UK	Staff PPE	57.16
B&B Hygiene	Cleaning supplies	240.64
Trade UK	Fixing kit for Centre repair – BB	17.77
Trade UK	Centre repairs – BB	37.35
Trade UK	Centre repairs – BB/HL	23.93
Trade UK	Mixer tap Centre repair – TP	61.17
Cheshire Constabulary	PCSO Funding July – Sept 25	11,025.00
RBL	RBL Poppy appeal donation	100.00
Lally Tree Mngt	Tree surveys on Council green spaces	1,464.00
Tudor Environmental	Garden Spade – Grounds	39.08
Myerscough	Apprentice training – Level 2 Horticulture	300.00
Amazon Business	Replacement computer mouse	35.98
Premier Traffic Mngt	Road Closure Remembrance Parade	1,233.90
MKM	Garden at HL	460.61
GMID	Repair to TP Shutters	420.00
Amazon Business	Gloves - cleaning	48.99
360 Aggregates	Soil – Hood Lane Garden	70.35
360 Aggregates	Building materials – Hood Lane Garden	60.00
Equals card	Petty cash top-up	1173.98
	<b>Total</b>	<b>18,666.12</b>

**FINANCE/2025/99: 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 September were also noted:

Novuna	01/09/2025	Electric Van	Lease	456.20
BT	01/09/2025	WIFI/Telephone	TP	24.78
BT	01/09/2025	WIFI/Telephone	WH	263.67
WBC	01/09/2025	June Business Rates	TP	235.00
WBC	01/09/2025	June Business Rates	HM	147.00
WBC	01/09/2025	June Business Rates	WH	156.00
WBC	01/09/2025	June Business Rates	BB	125.00
Lex Autolease	01/09/2025	Council Electric Van	Lease	851.98

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Water Plus	01/09/2025	Water charges	HM	40.68
Water Plus	01/09/2025	Water charges	WH	74.96
Water Plus	01/09/2025	Water charges	BB	79.90
BT	08/09/2025	WIFI/Telephone	HL/TP/BB/HM	385.33
Peninsula	11/09/2025	H&S Service	H&S	200.93
Smart Pensions	11/09/2025	Pension payment August	Wages	1287.34
Global 4 Comms	15/09/2025	Office 365/email	Office	122.04
Water Plus	25/09/2025	Water charges	TP	81.49
Water Plus	25/09/2025	Water charges	HL	95.00
WBC	30/09/2025	July Business Rates	TP	235.00
WBC	30/09/2025	July Business Rates	HM	147.00
WBC	30/09/2025	July Business Rates	WH	156.00
WBC	30/09/2025	July Business Rates	BB	125.00
Utility Warehouse	30/09/2025	Mobile phones	Office	60.89
Water Plus	30/09/2025	Water charges	HM	40.68
Water Plus	30/09/2025	Water charges	WH	74.96
Water Plus	30/09/2025	Water charges	BB	79.90
Manual Handling Charges	30/09/2025	Bank Charges	Office	25.20
Service Fee Charge	30/09/2025	Service Charge	Office	19.50
			<b>TOTAL</b>	<b>£5591.43</b>

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

**a.** for security access control system at Whittle Hall Community Centre. Aimed at providing security for both customers and office staff. At least eight companies had been contacted with only 2 responses which were similar in price. It was agreed to waive the 3-quote regulation because of the difficulty in obtaining more quotes, and the lower quote accepted.

**FINANCE/2025/100: Recommended to accept quote for £2247.59 +VAT for an intercom access control system for Whittle Hall Community Centre (LG (Misc. Prov.) Act 1976 s19).**

**b.** for replacement front door for Whittle Hall Community Centre. The current door does not fit fully and is draughty which impacts energy efficiency as well as staff and customers. Only one quote had been obtained as an indicative cost (£4,399) to ascertain if the committee wanted to consider a replacement. It was agreed to get further quotes to address the issue which will be reviewed at another meeting.

**c.** for mezzanine floor for industrial unit. 3 quotes were available; 2 for mezzanine kits which could be installed by GSPC staff (£6,400 & £7,699 +VAT), and one from an external company local to the site for supply and installation (£6,500 +VAT). The latter quote was accepted.

**FINANCE/2025/101: Recommended to accept quote from Switch Installation Ltd for a mezzanine floor to be installed at the unit on Penketh Business Park at £6,500 +VAT (LGA 1972 s111).**

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d. for laser level with tripod for both grounds and maintenance work. 3 quotes were obtained varying from £583 to £699 +VAT. Agreed to purchase: staff to make final decision.

**FINANCE/2025/102: Recommended to accept quote for laser level with tripod (c. £600+VAT); staff to make final decision on required item (LGA 1972 s111).**

### 8. To consider requests for financial assistance.

From	Description	Decision
Whittle Hall Toddler Group	For selection box for each child	<b>FINANCE/2025/103:</b> £50 approved
Mature Movers	To put towards Christmas celebration	<b>FINANCE/2025/104:</b> £150 recommended
Cheshire Search & Rescue	For PPE jackets for their volunteers	<b>FINANCE/2025/105:</b> £250 recommended
Hood Manor Bingo	To put towards Christmas celebration	<b>FINANCE/2025/106:</b> £50 approved
Warrington Open Doors at Christmas	Towards the project for those in need at Christmas	<b>FINANCE/2025/107:</b> £250 recommended
Sankey Seniors	To put towards Christmas celebration	<b>FINANCE/2025/108:</b> £200 recommended
GNWA5	For free use of Hood Lane Community Centre for Christmas food parcels and donation towards selection boxes	<b>FINANCE/2025/109:</b> Free use of Hood Lane CC for 19-21 Dec and £100 donation approved

(LGA 1972 s137)

#### Football club requests

Three requests had been received

- from Matthiola to install a storage container on Tim Parry Recreation Ground
- from AD Football for permission to run small-scale football coaching and holiday clubs on Tim Parry Recreation Ground
- from Sankey Strikers regarding hiring the Parish Playing Field

A site visit had been carried out on Tim Parry Recreation Ground with Matthiola, Cllrs Williams & Pennington and the Head Gardener to discuss requirements and look at possible options. The hiring conditions for the Tim Parry Recreation Ground are due for review, and in view of the various requests and the upgrades to the Parish Playing Field, it was agreed it would be prudent for the council to look at an overall strategy for both sites. This will be passed to the Parish Estates Committee for consideration.

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***FINANCE/2025/110: Recommended*** that the Parish Estates Committee should consider an Operations Strategy for organised sports for the Parish Playing Field and Tim Parry Recreation Ground (Open Spaces Act 1906 s10).

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

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

***FINANCE/2025/111: Resolved*** to accept the bank reconciliation and budget monitoring pages for August 2025 (Accounts and Audit Regulations 2015 reg 4).

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £29,713.49.

***FINANCE/2025/112: Resolved*** to authorise payment of wages and HMRC costs (£29,713.49 total) for October 2025 (LGA 1972 s112).