

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 2nd December 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 members present.

2. To approve the minutes of previous meeting 4/11/25.

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

FINANCE/2025/113: Resolved to approve the minutes of the meeting held on 4th November 2025 as a true record.

3. To consider the budget and precept level for 2026-27 for further discussion by full council.

The draft budget was discussed in detail, with the following key points noted:

- Parish-funded PCSO. An internal consultation is currently taking place within Cheshire Constabulary regarding PCSO levels. The Parish Council hasn't had any official correspondence relating to the Parish funding of an additional PCSO and it was therefore agreed to leave the funding in place within the budget until this is communicated by the Police.
- Second apprentice. The recommendation from the last Finance meeting was to defer taking on a second apprentice until the 2027-28 financial year. The Parish Council deferred a final decision until the Parish Estates Committee had reviewed the future grounds programme and workload, following which the Estates Committee recommended recruitment in 2026-27. A compromise position was suggested of taking on the second apprentice mid-year.

FINANCE/2025/114: Recommended that a second apprentice is taken on from September in the financial year 2026-27.

- Tim Parry grounds maintenance. The initial budget had a range of costs from £1,500- £10,000 as this depends on the use allowed on the field. The Parish Estates Committee have recommended that football training sessions only, i.e. not matches, are allowed from April-September as the ground is too waterlogged and therefore easily damaged over winter. This was accepted and agreed that the required budget for maintenance is therefore at the lower end of this range.
- Precept level – to consider the potential increases required in the precept over the next 3 years with a view to ensuring any rise is equal across the years, rather than fluctuating.

FINANCE/2025/115: Recommended that consideration is given to a 4% increase in precept over each of the next 3 financial years, subject to review each year.

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4. 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, £
Les Halman Nurseries	Plants	555.00
K Ashby	Toll reimbursement	4.80
Terrier Tools	Laser level	838.80
Roller Shutter	Roller Shutter Repairs	168.00
Ladybrook Nursery	Tilia Cordata Streetwise	6864.00
Whartons Garden Roses	Roses – Lingley Green	769.54
B&B Hygiene Ltd	Cleaning Supplies	£329.88
Firecheck	Annual Fire Check Service – BB	£42.00
Firecheck	Annual Fire Check Service – HM	£36.00
Firecheck	Annual Fire Check Service & Alarm – WH	£162.00
Firecheck	Annual Fire Check Service & Alarm – TP	£162.00
Trade UK	Cable ties and drill bit – Centre Maintenance	£6.83
Trade UK	Evo stik Flashband – Centre Maintenance	£25.99
Tudor Environmental	Tudor Forged Big Ripper	£57.12
Amazon Business	Duracell Batteries	£8.50
Landscape Academy	Excavator test/refresher	£438.00
MKM	Projoint Primer	£47.36
Edmundson Electrical	Replacement lights – WH	£8.39
360 Landscapes	Top soil 2T – Grounds	£120.00
Brentwood Nurseries	Plants – LG	£596.17
Trade UK	Combination Lock - TP	£67.78
MKM	Grounds Materials	£57.52
MKM	Grounds hire delivery charges	£36.00
MKM	Timber decking treatment – Grounds	£8.86
Grasslands	Yew Hedging – Grounds	£936.00
WBC	PPF Maintenance 25/26	£4,106.44
WBC	Footpath Cleansing WH 25/26	£295.75
Comtec	Centre Electrical repairs	£440.00
MKM	Treated Battens – Grounds	£15.68
The Tom Taylor Co	Website Hosting April – Nov 25	£1440.00
NWFE Ltd	Supply and Installation Access Control System	£2,247.59
Agrovista	Soil – Grounds	£234.18
MKM	Timber Frame	£29.74
MKM	Petrol Scarifier – Hire	£91.64
Equals card	Petty cash top-up	£396.89
Trade UK	Light switch – Centre repair WH	£14.96

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Trade UK	Screwdriver set – Grounds	£24.99
Trade UK	Hex key set – Grounds	£9.99
TOTAL		£21,694.39

FINANCE/2025/116: 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 October were also noted:

Novuna	01/10/2025	Electric Van	Lease	456.20
BT	01/10/2025	WIFI/Telephone	WH	262.76
Lex Autolease	01/10/2025	Council Electric Van	Lease	851.98
SSE Energy	06/10/2025	Electricity	TP	181.74
SSE Energy	06/10/2025	Gas	TP	356.74
BT	07/10/2025	WIFI/Telephone	HL/TP/BB/HM	385.33
Smart Pension Ltd	11/10/2025	Pension payment September	Wages	1654.40
Peninsula	11/10/2025	H&S Service	H&S	200.93
Global 4 Comms	14/10/2025	Office 365/email	Office	122.04
SSE Energy	21/10/2025	Electricity	BB	436.93
Water Plus	27/10/2025	Water charges	TP	5.88
WBC	30/10/2025	August Business Rates	TP	235.00
WBC	30/10/2025	August Business Rates	HM	147.00
WBC	30/10/2025	August Business Rates	WH	156.00
WBC	30/10/2025	August Business Rates	BB	125.00
BT	31/10/2025	WIFI/Telephone	WH	277.77
Utility Warehouse	31/10/2025	Mobile phones	Office	56.38
Water Plus	31/10/2025	Water charges	HM	40.68
Water Plus	31/10/2025	Water charges	WH	74.96
Water Plus	31/10/2025	Water charges	BB	79.90
Service Fee Charge	31/10/2025	Service Charge	Office	20.55
			TOTAL	£6128.17

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

Quote 1: for replacement play equipment at Tim Parry Recreation Ground. Quote from Wicksteed for turnstile, £2,733 excl. VAT. Recommended.

FINANCE/2025/117: Recommended to purchase a replacement turnstile from Wicksteed for Tim Parry play area, £2,733 +VAT. (Open Spaces Act 1906, s10).

Quote 2: for replacement wall-mounted water heater at Whittle Hall Community Centre. 4 quotes, £648.35-£1,272.72. Recommended at lowest quote.

FINANCE/2025/118: Recommended to purchase a replacement wall-mounted water heater for Whittle Hall Community Centre, £648 +VAT. (LG (Misc. Prov.) Act 1976, s19).

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Quote 3: Replacement front door, Whittle Hall Community Centre. Lowest quote of £4,399.71 excl. VAT recommended.

FINANCE/2025/119: Recommended to purchase a replacement front door from Merseyside Multi Glazing Ltd for Whittle Hall Community Centre, £4,399.71 +VAT. (LG (Misc. Prov.) Act 1976, s19).

Quote 4: Website accessibility upgrades and design refresh. Quote from council's website manager for the compliance requirements, £13,250, excl. VAT. Additional work for a design refresh will be more cost-effective if carried out at the same time, £3,600 excl. VAT. Both quotes recommended.

FINANCE/2025/120: Recommended to accept the quote from Tom Taylor Company Ltd for website accessibility upgrades and design refresh, ££16,850+VAT. (LGA 1972 s142).

6. To consider requests for financial assistance

Request 1: from Jack & Jill Preschool for donation towards Christmas party, £100 approved.

FINANCE/2025/121: Resolved to give £100 to Jack & Jill Preschool for Christmas party (LGA 1972 s137).

Request 2: from Warrington Armed Forces Day for contribution towards the event in June 2026.

FINANCE/2025/122: Recommended to give a donation of £2,500 towards Warrington Armed Forces Day 2026 (LGA 1972 s137).

Request 3: from centre customer for reduced hire rate. Decision deferred; committee requested copy of customer accounts for last 6 months.

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

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

FINANCE/2025/123: Resolved to accept the bank reconciliation and budget monitoring pages for October 2025 (Accounts and Audit Regulations 2015 reg 4).

8. To authorise payment of wages, tax and ERNIC for November.

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £24,123.10.

FINANCE/2025/124: Resolved to authorise payment of wages and HMRC costs (£24,123.10 total) for October 2025 (LGA 1972 s112).