

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 3rd March 2026
Whittle Hall Community Centre

Chair: Cllr S Pennington
Present: Cllr P Watson
Cllr B Simpson
Cllr N Catlow
Cllr C Wren
Cllr M Hussain

In Attendance: K Carter (Clerk)

- 1. To receive and approve any apologies for unavoidable absence.**
None.

- 2. To approve the minutes of previous meeting 3/2/26.**

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

FINANCE/2026/03/15: Resolved to approve the minutes of the meeting held on 3rd February 2026 as a true record.

- 3. To decide on terms for the hire of community centres for adult private functions.**

At the last Finance Committee meeting, a revised policy for adult functions was discussed following recent issues with such events. It was recognised that these form a very small proportion of bookings, around 5%, and tend to be those that wish to have an evening event. Rather than prohibit these functions, it was agreed to put the following conditions in place:

- Finish time will remain as stated in the Centre Operations Policy, 7pm at weekends and 9pm weekdays.
- A refundable deposit of £100 will be taken which will be forfeit if the booking conditions are breached, e.g. if the booking overruns, the centre is not left clean and tidy, or if damage occurs.
- Dependent upon the location, time and reason for the booking, two staff members may be assigned to close at the end of the session. The necessity for this will be at the discretion of the Clerk/Deputy Clerk.
- A councillor contact will be assigned to provide backup support to staff in the event of difficulties with customers leaving the building.

The centre booking form will be amended appropriately for use with these functions.

FINANCE/2026/03/16: Resolved to amend the centre booking form & operations policy with additional conditions for adult private functions (LG (Misc. Prov.) Act 1976 s19).

- 4. To be updated on the Parish Playing Drainage Project; Discharge of Conditions and correspondence from the Football Foundation.**

WBC's Planning had notified that the Condition for the Construction Management Plan had not been discharged. The Highways Department required more detail on some aspects, particularly vehicle numbers, access and wheel washing facilities. The contractor is working on amending the plan; it is unclear whether the planning department will be able to approve this directly, or whether the parish council will need to reapply for the discharge of

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 3rd March 2026
Whittle Hall Community Centre

conditions. The Football Foundation has also been in contact, stating that there needs to be some form of commencement before the end of March for the funding to still be available. It was agreed that, once the amended plan has been received, the Clerk should contact the Planning Officer & Highways Department to see if the plan can be approved, fully explaining the timing issue with the grant funding. Cllr Hussain, who is also a Borough Councillor and the current Mayor, may be able to assist in the process and will be copied into the correspondence. The Parish Council will then look to providing a preparatory invoice for Talbot Construction to satisfy the Football Foundation's requirements.

FINANCE/2026/03/17: Resolved to contact WBC Planning & Highways Department with the amended Construction Management Plan and request approval of the Discharge of Condition. Request to be backed up by Cllr Hussain if necessary (Open Spaces Act 1906, s124).

FINANCE/2026/18: Recommended to provide an initial, advance payment to Talbot Construction for the works to meet with the requirements of the Football Foundation (Open Spaces Act 1906, s10).

5. To be updated on lease negotiations for the unit on Penketh Business Park and decide on signatories for completion

Details of the lease for the unit have now been agreed, and completion is just awaiting the final version for signing. Legal documents require signing by two authorised councillors and witnessed by the Clerk. It was agreed the Chair of the Council, and Chair of Finance should be signatories.

FINANCE/2026/03/19: Recommended that Cllrs Watson & Pennington be the authorised signatories for the lease on the unit at Penketh Business Park (LGA 1972 s124).

6. To receive further information on playscheme costs and decide whether to increase the fees per attendee.

The quote to provide the summer playscheme was discussed at the last meeting (£700 per week for 6 weeks = £4,200 in total). The fee charged to parents is £4 per child per session and the committee queried whether this could be raised to £5 to reduce the cost to the council without adversely impacting attendance. The provider was asked and they believe that this shouldn't cause a problem, and the increase in fee was therefore agreed.

FINANCE/2026/03/20: Recommended that the quote for the summer playscheme is accepted at £700 per week for 6 weeks. Cost per child per session to be increased to £5 with the additional £1 to be refunded to GSPC (LGA 1972 s145).

7. 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, £
The Tom Taylor Co	Part 2 Payment Website	1977.00
The Tom Taylor Co	Redesign of website part 1	6000.00

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 3rd March 2026
Whittle Hall Community Centre

Vans North West Ltd	Repairs to van	461.88
Samrose Windows	Repair to WH Fire Door	95.00
Cheshire Trailers	Service of Trailer	234.00
Steve Mahon	Fit new gas cooker WH	120.00
Smiths Training	Ladder User Training	468.00
Amazon Business	Mug	14.64
Tudor Environmental	Knapsack Sprayer	213.26
B&B Hygiene Ltd	Cleaning Supplies	291.67
Trade UK	Repair to TP tree	23.53
Tudor Environmental	Steel weld mesh tree guard x 8	411.94
Trade UK	Galvanised staples	17.98
Trade UK	PPE trousers	21.87
Brentwood Moss	Green Waste Compost	122.40
Northwest Air Con	Service of AC units TP/WH	288.00
Trade UK	Filing kit	73.98
Viking	Office Stationery	238.69
Ross Safety Wear	Staff PPE	182.59
Tudor Environmental	Tools	192.90
Multi Glazing Ltd	Main Entrance Door WH – supply & fit	5,279.65
MKM	Plate hire compactor	33.84
Trade UK	Toilet repair – HM	38.67
Trade UK	Tool Clips – Grounds	5.49
Trade UK	Ladder tags – Grounds	24.98
Trade UK	Storage Hooks	19.68
Equals Card	Petty Cash top up	596.64
Brentwood Moss	Green Waste Compost	122.40
CHALC	Introduction to AI Training	80.00
SLCC	Membership Fee – Renewal	379.00
Amazon Business	Samsung Galaxy phone – staff work phone	199.99
Amazon Business	Phone charger adapter	6.62
Amazon Business	Phone charger adapter	8.05
HortWeek	Hortweek Online - Staff	299.00
Brentwood Moss	24 Tree Stakes	113.76
Brentwood Moss	Green Waste Compost	122.40
B&T Skip hire	Skip hire	230.00
Amazon Business	Phone Screen Cover	9.98
Peter Watson	Chairs Allowance	1520.00
The Tom Taylor Co	Website redesign part payment	6000.00
Brentwood Moss	Greenwaste Compost	122.40
Terrier Tools	Blades for mower	54.79
	TOTAL	26,716.67

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 3rd March 2026
Whittle Hall Community Centre

FINANCE/2026/03/21: 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 January were also noted:

Novuna	02/01/2026	Electric Van	Lease	456.20
BT	02/01/2026	WIFI/Telephone	HL/TP/BB/HM	396.49
Lex Autolease	02/01/2026	Council Electric Van	Lease	851.98
SSE Energy	05/01/2026	Electricity	TP	567.91
SSE Energy	05/01/2026	Gas	TP	874.05
Peninsula	12/01/2026	H&S Service	H&S	200.93
Global 4 Communication	12/01/2026	Office 365/email	Office	122.04
Public Works Loans	19/01/2026		Office	11666.94
SSE Energy	21/01/2026	Electricity	BB	542.07
Water Plus	26/01/2026	Water charges	TP	72.49
BT	27/01/2026	WIFI/Telephone	WH	260.36
WBC	30/01/2026	November Business Rates	TP	235.00
WBC	30/01/2026	November Business Rates	HM	147.00
WBC	30/01/2026	November Business Rates	WH	156.00
WBC	30/01/2026	November Business Rates	BB	125.00
Utility Warehouse	30/01/2026	Mobile phones	Office	56.38
Service Fee Charge	31/01/2026	Service Charge	Office	24.30
			TOTAL	16,755.14

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

From Peninsula for HR services. As new employment legislation has come into effect and the council is expanding, the council recognises that there is a need to ensure contracts and working practices are still fit-for-purpose. Peninsula is already engaged by GSPC to provide H&S services, and a quote was obtained to extend this to HR services as well. The service will provide a review of current contracts, staff handbook and policies, an HR advisory service, tribunal protection, eLearning for staff and an employee assistance program to support the health and wellbeing of staff. After discussion, it was proposed to take on the 60-month quote of £277.58 pm, fixed for the duration of the service term.

FINANCE/2026/03/22: Recommended that the quote from Peninsula for HR services is accepted, £277.58pm for 60 months (LGA 1972 s111).

9. To consider requests for financial assistance.

Eve Community Project – request for any assistance towards a project to develop a communal garden in an underused and unadopted alleyway between housing in Sankey South. Residents have already worked to clear the space with assistance from WBC who have also agreed to scrape and level the land. Some concerns were raised over potential ownership; WBC have conducted searches on the land and understand that the previous owner emigrated around 30years ago and has now passed away. It was agreed that GSPC could not offer any physical assistance to the project but may be able to give some advice on soil preparation and planting. It was agreed that Cllrs Hussain and Wren would meet with the project leaders along with GSPC's Head Gardener and report back to the council on possibilities.

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 3rd March 2026
Whittle Hall Community Centre

FINANCE/2026/03/23: Recommended that a site visit is conducted with the Eve Community Project leaders, Cllrs Hussain and Wren and the Head Gardener to understand the site and ascertain whether any advice on planting can be offered (LGA 1972, s137).

Life's Too Short Project – considered and agreed by the Community Projects Committee on 26.2.26 for an initial pilot event. This has been proposed by a member of council staff who is willing to take the lead in organising a social event to be held at Tim Parry Community Centre aimed at older people in the area. 28 people have already registered an interest and if the event is a success, it is hoped to repeat it on a regular basis. It was proposed that the council takes overall responsibility for the initial trial and supports the event with a £150 contribution from the Chairmans Discretionary Allowance. The project leader to be reimbursed for purchases such as crockery.

FINANCE/2026/03/24: Resolved to allow, and take responsibility for, an initial pilot social event at Tim Parry Community Centre, 'Life's Too Short' project. To reimburse the project leader for up to £150 towards set up from the Chairmans Discretionary Allowance (LGA 1972 s145)

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

Members were unable to complete the scrutiny checks prior to the meeting, and these will be done on 10.3.26 by Cllrs Watson & Pennington. The bank reconciliation and budget monitoring pages had been provided at the meeting and were considered before accepting.

FINANCE/2026/03/25: Resolved to accept the bank reconciliation and budget monitoring pages for January 2026 (Accounts and Audit Regulations 2015 reg 4).

11. To authorise payment of wages, tax and ERNIC for February.

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £22,985.24

FINANCE/2026/03/26: Resolved to authorise payment of wages and HMRC costs (£22,985.24 total) for February 2026 (LGA 1972 s112).