

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 2<sup>nd</sup> December 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 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 4<sup>th</sup> 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,<br>£ |
|-----------------------|---|--------------|
| 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             |
|          | <b>TOTAL</b>              | <b>£21,694.39</b> |

**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           |
|                    |            |                           | <b>TOTAL</b> | <b>£6128.17</b> |

**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. 3 quotes were reviewed ranging from £4,399.71 to £6,370 + VAT. The lowest quote of £4,399.71 excl. VAT was accepted.

**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. An estimate for the work had been received from the 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. The requirement for 3 quotes was waived because of the specialist nature of the work and the ongoing maintenance contract for the website. The estimates were accepted.

**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).