

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 2nd 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 5/8/2025.

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

FINANCE/2025/75: Resolved to approve the minutes of the meeting held on 5th August 2025 as a true record.

**3. To review community centres,
3.1 to receive and consider I/E report
3.2 to review charges for hire of the centres**

The I/E report was reviewed, and it was noted that the council currently subsidises the 5 community centres to a total amount of £100,000 per annum. Expenditure on the centres has risen because of overall inflation and increases in wages & NI. The centres operate at maximum capacity and therefore the only option to offset the increasing costs is to increase hire charges to customers. It was proposed that the committee looks at setting a level of subsidy to operate at (£75,000 suggested) and adjust hire charges to meet that amount in a phased way. Those calculations will be considered at the next Finance meeting with a view to an initial increase in rates in January and a second in April.

FINANCE/2025/76: Recommended that the council sets a subsidy level for the community centres (£75,000) and reviews hire charges to meet this target in a phased way, with possible increases in January 2026 and April 2026 (LG (Misc. Prov.) Act 1976 s19).

4. To consider potential costs for an industrial unit for Grounds Team

It was agreed that the council needs to move forwards with the proposal to lease a unit on Penketh Business Park as an operations base for the Grounds Team as the current location at Whittle Hall Community Centre is unsuitable. The lease is £12,180pa. This is affordable by reducing the Community Fund to £5,000 per annum as this budget has been significantly underspent in the last 5 years. It will not affect Sankey Fun Day which has a separate budget. There will be some set up costs for legal fees and fit out, including a mezzanine floor. Quotes are being sought; there is scope within earmarked reserves for these set up costs which can be offset by the sale of the current office and storage containers.

FINANCE/2025/77: Recommended that the council utilises the unspent budget from the Community Fund to enter into a 3-5year lease for an industrial unit on Penketh Business Park for GSPC's Grounds Team to operate from whilst a more permanent solution is investigated (LGA 1972 s124).

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5. To evaluate initial budget considerations alongside ongoing projects and future plans for the council.

Members agreed that this requires a separate meeting to discuss in full detail.

FINANCE/2025/78: Resolved to have a separate meeting of the Finance Committee to discuss the budget (both 2026-27 and longer term). To be arranged for the middle/end of October.

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, £
Trade UK	Master lock padlock	£13.99
Trade UK	Painting materials to redecorate TP Main Hall	£49.96
Viking Office UK	Office Stationery	£333.81
B&B Hygiene Ltd	Cleaning materials	£421.82
360 Landscape	Sleepers Lingley Green	£187.00
360 Landscape	½ tonne topsoil TP	£45.00
Tudor Environmental	Sprayer nozzle replacement	£56.70
Firecheck	PAT Testing – HM	£54.00
Firecheck	PAT Testing – HL	£54.00
Firecheck	PAT Testing – TP Main Hall	£54.00
Firecheck	PAT Testing – TP Annexe	£54.00
Firecheck	PAT Testing – WH	£54.00
Viking	Office self inking stamp for receipts	£25.19
Cheshire Constabulary	PCSO for Q1 & Q2 April 2025 – Sept 2025	£22,050.00
The Landscape Acad	Lantra Basic Tree Survey Inspection Training	£216.00
Agrovista	Grass renovator seed – TP	£987.39
Brentwood Moss	2 Green Waste Compost	£122.40
Woodend Nursery	Plants for sites	£48.00
Amazon	Wedge seat	£28.98
Equals card	Petty cash top-up	£942.67
Tudor Environment	4 Prong Manure Fork	£46.15
	TOTAL	£25,845.06

FINANCE/2025/79: Resolved to authorise all payments listed (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).

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The following direct debits on the Council's account during July were also checked:

Novuna	01/07/2025	Electric Van	Lease	456.20
BT	01/07/2025	WIFI/Telephone	WH	265.06
SSE Energy	01/07/2025	Electric	WH	38.21
SSE Energy	01/07/2025	Gas	BB	8.57
SSE Energy	01/07/2025	Gas	HL	33.38
Lex Autolease	01/07/2025	Council Electric Van	Lease	851.98
Water Plus	01/07/2025	Water charges	BB	79.90
Water Plus	01/07/2025	Water charges	HM	40.68
Water Plus	01/07/2025	Water charges	WH	74.96
BT	01/07/2025	WIFI/Telephone	TP	24.78
BT	07/07/2025	WIFI/Telephone	HL/TP/BB/HM	385.33
SSE Energy	07/07/2025	Electricity	TP	170.07
Peninsula	11/07/2025	H&S Service	H&S	200.93
Global 4 Communication	14/07/2025	Office 365/email	Office	113.94
Public Works Loans	21/07/2025		Office	11666.94
SSE Energy	21/07/2025	Electricity	BB	291.26
Water Plus	21/07/2025	Water charges		60.44
Water Plus	22/07/2025	Water charges	TP	80.89
WBC	30/07/2025	May Business Rates	TP	235.00
WBC	30/07/2025	May Business Rates	HM	147.00
WBC	30/07/2025	May Business Rates	WH	156.00
WBC	30/07/2025	May Business Rates	BB	125.00
BT	31/07/2025	WIFI/Telephone	WH	263.67
SSE Energy	31/07/2025	Gas	HM	11.74
SSE Energy	31/07/2025	Gas	WH	38.72
SSE Energy	31/07/2025	Gas	BB	34.71
SSE Energy	31/07/2025	Gas	HL	28.70
Utility Warehouse	31/07/2025	Mobile phones	Office	56.38
Service Fee Charge	31/07/2025	Service Charge	Office	22.95
			TOTAL	£15,963.39

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

None.

8. To consider requests for financial assistance.

One request had been received from a Girl Guiding leader for assistance towards a group trip to Romania. It was agreed to seek clarification on whether members of the group are from Great Sankey to ensure they are eligible for a donation, and if so, to award a donation of £160.

FINANCE/2025/80: Resolved to award a donation of £160 to the Girl Guiding trip to Romania, subject to clarification that attendees are from within the Parish (LGA 1972 s137).

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

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

FINANCE/2025/81: Resolved to accept the bank reconciliation and budget monitoring pages for July 2025 (Accounts and Audit Regulations 2015 reg 4).

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

The list of wages to be paid was considered and authorised. It was noted that the NJC pay award from April 2025 had been announced and key personnel salaries were updated to reflect this, along with backdated pay. Total Employment Costs (including salaries, pensions & HMRC) were £24,572.80.

FINANCE/2025/82: Resolved to give the NJC pay award to key personnel and authorise payment of wages and HMRC costs (£24,572.80 total) for August 2025 (LGA 1972 s112).