

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 3rd June 2025
Whittle Hall Community Centre

Chair: Cllr P Watson
Present: Cllr S Pennington
Cllr N Catlow
Cllr B Simpson

In Attendance: K Carter (Clerk)

1. To receive and approve any apologies for unavoidable absence.

Apologies were received from Cllr Williams.

2. To approve the minutes of previous meeting 6/5/2025.

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

FINANCE/2025/49: Resolved to approve the minutes of the meeting held on 6th May 2025 as a true record.

3. To scrutinise accounts for the year ending 31st March 2025 and make a recommendation on acceptance to full Council on the

i) Annual Governance Statement.

FINANCE/2025/50: Recommended to accept and approve the Annual Governance Statement for the financial year 2024-25 (Accounts & Audit Regulations 2015, reg 12)

ii) Accounting Statement.

FINANCE/2025/51: Recommended to accept and approve the Accounting Statement for the financial year 2024-25 (Accounts & Audit Regulations 2015, reg 12)

4. To receive the Annual Internal Auditors Report and decide on any actions to be taken.

The auditor had made 3 recommendations.

i) That when the council is unable to obtain 3 quotes for contracts, the reason for this should be recorded in the minutes. It was noted that detail on contracts is usually recorded in the minutes of the Finance Committee rather than the full Parish Council as it is the Finance Committee that considers quotes and then makes recommendations to full council for decision. The auditor will be made aware of this and the RFO will ensure sufficient information is recorded to comply with the regulations.

ii) That the council considers using a bespoke accounts package to give a clearer audit trail and assist in monthly budgetary reporting. To be investigated.

iii) To review the Financial Regulations regarding virements and budgetary control reporting as clauses appear to have been missed from the most recent update. Clerk to review and report back to committee.

FINANCE/2025/52: Recommended to accept the Annual Internal Audit Report and implement the following action plan:

i) To ensure reasons for considering less than 3 quotes is recorded in the minutes of the Finance Committee minutes if it has not been possible to obtain 3.

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- ii) *To investigate options and costs for accounts software*
- iii) *To review and amend Financial Regulations, particularly with regard to virements and budgetary control*

5. Council investments.

Following the decision last month to open savings accounts through Unity Trust, application forms were presented to the committee for signature. This will transfer £282,000 into an Instant Access Savings Account (Q2 & Q3 funds, 2.25%) and £200,000 into a 90-day savings account (Q4 funds, 3.06%). It was confirmed that the General Reserve of £100,000 is held with WBC at 3.89% with 2 days-notice required for withdrawal and interest paid twice yearly.

FINANCE/2025/53: Resolved to sign application forms with Unity Trust Bank to open and transfer £282,000 to an Instant Access Account and £200,000 to a 90-day account.

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, £
Top Print	Advertising – Summer Fun Day	18.00
Impact Graphix Ltd	Replacement playground sign – TP	222.00
S Short	Go Fund Me Refund	10.00
A Nolan	Go Fund Me Refund	10.00
J Locke	Go Fund Me Refund	10.00
T Morris	Go Fund Me Refund	20.00
WBC	Site Fee (incl. deposit), Dakota Park – Fun Day	1070.00
Brentwood Moss	Green waste (outstanding invoice)	122.40
Brentwood Moss	Roses (outstanding invoice)	53.94
SSE	Electricity WH (due to cancelled DD)	1376.57
Mr A.G. Boyle	Donation to Wton Armed Forces Day	3000.00
Sankey Station CIC	Contribution	10,000.00
Davina Ramsdale	Customer Refund for cancelled class	35.20
Landscape Academy	Staff training – K Ashby	2040.00
MKM	Gardening equipment/supplies	209.71
Brentwood Moss	Plants	283.58
Woodend Nursery	St Mary's Planters re-fill	662.40
TV Licensing	TV license renewal for 5 centres	872.50
MKM	Garden materials	38.06
MKM	Garden materials	110.58
Tudor Environmental	Storage Locker	333.50
Brentwood Nurseries	Plants	234.48
Cheshire Haybales	40 bales – Great Sankey Summer Fun Day	227.20
360 Aggregates	1 tonne top soil – BB	60.00

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360 Aggregates	2 tonne top soil – TP	120.00
360 Aggregates	2 tonne top soil, 8 sleepers – TP	288.00
Cheshire Trailers	Service and Inspection of Trailer	234.00
JDH Business	2024/25 Internal Audit	988.80
Les Halman Nurseries	Bedding plants	2,154.55
Equals card	Petty cash top-up	888.29
	TOTAL	25,693.76

FINANCE/2025/54: 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 April were also checked:

Novuna	06/05/2025	Electric Van	Lease	456.20
BT	01/04/2025	WIFI/Telephone	TP	23.29
Lex Autolease	01/04/2025	Council Electric Van	Lease	851.98
Water Plus	01/04/2025	Water charges	BB	79.91
Water Plus	01/04/2025	Water charges	HM	50.95
Water Plus	01/04/2025	Water charges	WH	80.38
SSE Energy	07/04/2025	Electric	TP	539.22
BT	07/04/2025	WIFI/Telephone	HL/TP/BB/HM	425.77
Peninsula	11/04/2025	H&S Service	H&S	200.93
Global 4 Communication	14/04/2025	Office 365/email	Office	106.38
Water Plus	24/04/2025	Water charges	TP	29.23
WBC	30/04/2025	February Business Rates	TP	229.36
WBC	30/04/2025	February Business Rates	HM	149.46
WBC	30/04/2025	February Business Rates	WH	152.88
WBC	30/04/2025	February Business Rates	BB	122.00
Utility Warehouse	30/04/2025	Mobile phones	Office	55.87
Service Fee Charge	30/04/2025	Service Charge	Office	27.45
			TOTAL	£3581.26

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

No quotes.

8. To consider requests for financial assistance.

No requests.

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

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

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FINANCE/2025/55: Resolved to accept the bank reconciliation and budget monitoring pages for April 2025 (Accounts and Audit Regulations 2015 reg 4).

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £22,564.44.

FINANCE/2025/56: Resolved to authorise payment of wages and HMRC costs (£22,564.44 total) for May 2025 (LGA 1972 s112).