

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 1<sup>st</sup> April 2025  
Whittle Hall Community Centre

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**Chair:** Cllr T Williams  
**Present:** Cllr S Pennington  
Cllr N Cotter  
Cllr C Lynas

**In Attendance:** K Carter (Clerk)

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

There were apologies from Cllrs Watson & Simpson.

**2. To approve the minutes of previous meeting 4/3/2025.**

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

**FINANCE/2025/32:** *To approve the minutes of the meeting held on 4<sup>th</sup> March 2024 as a true record.*

**3. To consider draft policies on council investment & reserves**

The draft policies were reviewed and recommended for acceptance by full council.

**FINANCE/2025/33:** *To recommend adoption of the draft Reserves Policy and the draft Investment & Borrowing Policy.*

The following was also discussed and agreed:

- To review the level of general reserves which are held for unanticipated events or emergencies. The Joint Panel of Governance and Accountability (JPAG) advises that an appropriate level is around 3 months expenditure for authorities with income & expenditure in excess of £200,000. GSPC currently maintains a general reserve of £100,000; this to be reviewed during the budget setting process in October 2025.
- To consider an investment strategy for council monies, both earmarked reserves and the operating balance.
  - Earmarked reserves are monies set aside for defined projects or for significant known expenditure and may be built up over a period of time to reduce the impact of significant expenditure in any one year. The council currently has around £170,000 of earmarked reserves set aside for the Parish Playing Field drainage and Sankey Station projects. It was suggested that it would be prudent to contact WBC for details on their current investment terms and discuss moving earmarked reserves to this fund at a future meeting. In the meantime, it was proposed that the council open an Instant Access account, linked to the council's Current Account with Unity Trust as soon as possible. Whilst this gives a relatively low interest rate (around 2.25%) the council will receive some return on the funds whilst considering other options.
  - The council will receive the precept of £622,671 in April. Some of this will be moved to earmarked reserves and the remainder forms the council's operating costs for the year. It was suggested the council could consider spreading some of these funds into various fixed term and easy access savings pots for part of the year and benefit from the returns on these. This is to be considered further.



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- Finally, members discussed whether to set up a separate Investment Committee but agreed to manage this within the Finance Committee at present.

**FINANCE/2025/34:** To review the level of General Reserves during the budget setting process for the financial year 2026-27.

**FINANCE/2025/35:** To investigate terms for investing Earmarked Reserves with WBC. To move Earmarked Reserves to an Instant Access account through Unity Trust Bank in the interim.

**FINANCE/2025/36:** To consider options for investing a proportion of the council's operating costs in various fixed term and easy access accounts during the financial year.

**4. To be informed of changes to procurement regulations.**

The Procurement Act 2023 and Procurement Regulations 2024 have replaced the Public Contracts Regulations 2015. This does not significantly change procedures for GSPC as it mainly affects contracts over £30,000. The council will still need to use Find a Tender, the digital platform for public contracts, to advertise such contracts, but will need to re-register first.

**5. 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, £
Rialtas	Software loaded onto PC	£30.00
Impact Graphix	Park signs & café banners	£854.40
Impact Graphix	X 3 signs for wildflowers	£306.00
Zurich	Café PLI Insurance	£78.99
Top Print	Jpeg artwork for Fun Day 25	£30.00
Meadow Mania	Grass seed	£538.48
All Steel Fencing	Fencing – TP	£1686.00
Options Pensions	Pension payment	£356.29
Trade UK	Staff safety work wear	£56.98
360 Landscapes	3 tonne top soil – TP	£180.00
B&B Hygiene Ltd	Cleaning supplies	£421.09
Cheshire Constabulary	PCSO Q4 24 – 25	£10,235.00
WBC	Refuse collection 360ltr TP - 25 to 26	£608.92
WBC	Service Charge – Hood Manor	£382.89
WBC	Refuse collection 660ltr BB – 25 to 26	£752.44
WBC	Refuse collection 660ltr WH – 25 to 26	£752.44
WBC	Refuse collection 660ltr WH – 25 to 26	£689.52
WBC	Refuse collection 660ltr TP – 25 to 26	£752.44
Trade UK	Fence paint – Grounds	£32.00



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Holly Oak Tree	Cherry Tree removal	£1,020.00
Trade UK	Materials – Grounds	£18.85
Ross Safety Wear	Staff Work Wear	£30.13
SLCC	SLCC Membership renewal	£380.00
MKM	Line marking spray paint	£25.94
MKM	Hire of lawn scarifier	£155.84
MKM	Tarmac postcrete	£347.22
MKM	Coloured tie battens	£124.03
Agrovista UK Ltd	X 2 Tonne TD5	£412.80
Carl Mullin	Reimbursement – plumbing tool	£21.59
Equals card	Petty cash top-up	£595.90
Peter Watson	Chairs Allowance	£20.00
Canda Copying	Copier Rental April 25 – June 25	£94.80
B&B Hygiene Ltd	Cleaning supplies	£461.38
Tom Taylor Co	Website hosting Sept 24 – March 25	£1269.00
Tom Taylor Co	Website hosting Sept 23 – August 24	£2160.00
	<b>TOTAL</b>	<b>£25,881.36</b>

**FINANCE/2025/37:** 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 February were also checked:

Novuna	03/02/2025	Electric Van	Lease	456.20
SSE Energy	03/02/2025	GAS	HM	227.30
SSE Energy	03/02/2025	GAS	WH	150.01
SSE Energy	03/02/2025	GAS	BB	266.79
SSE Energy	03/02/2025	GAS	HL	107.25
Lex Autolease	03/02/2025	Council Electric Van	Lease	851.98
Water Plus	03/02/2025	Water charges	BB	79.91
Water Plus	03/02/2025	Water charges	HM	50.95
Water Plus	03/02/2025	Water charges	WH	80.38
BT	06/02/2025	WIFI/Telephone	ALL	281.32
Peninsula	11/02/2025	H&S Service	H&S	200.93
SSE Energy	11/02/2025	Electricity	WH	1634.12
Global 4 Communication	14/02/2025	Office 365/email	Office	106.38
Water Plus	19/02/2025	Water charges	HL	101.70
Water Plus	19/02/2025	Water charges	TP	77.13
WBC	28/02/2025	January Business Rates	TP	96.00
WBC	28/02/2025	January Business Rates	HM	61.00
WBC	28/02/2025	January Business Rates	BB	52.00
Utility Warehouse	28/02/2025	Mobile phones	Office	53.40
Service Fee Charge	28/02/2025	Service Charge	Office	16.20
			<b>TOTAL</b>	<b>£4950.95</b>



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

There were no quotes.

**7. To consider requests for financial assistance.**

There were no new requests, but members were updated with progress on refunds from the GoFundMe Appeal for the Friends of Tim Parry Park. A total of 22 applications have been made. Three were contacted for clarification; 2 have been subsequently verified and the refunds authorised, 1 is still outstanding. To date, £680 of refunds have been issued.

**8. Budget 2024-25: to scrutinise documentation and when satisfied as to correctness to sign off financial reports and bank reconciliations for February.**

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

***FINANCE/2025/38:** To accept the bank reconciliation and budget monitoring pages for February 2025 (Accounts and Audit Regulations 2015 reg 4).*

**9. To authorise payment of wages, tax and ERNIC for March.**

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £24,547.66.

***FINANCE/2025/39:** To authorise payment of wages and HMRC costs (£24,547.66 total) for March 2025 (LGA 1972 s112).*

