

# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 6<sup>th</sup> May 2025  
Whittle Hall Community Centre

---

**Chair:** Cllr P Watson  
**Present:** Cllr S Pennington  
Cllr N Cotter

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

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

There were apologies from Cllrs Williams and Simpson.

**2. To approve the minutes of previous meeting 1/4/2025.**

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

**FINANCE/2025/40: Resolved** to approve the minutes of the meeting held on 1<sup>st</sup> April 2025 as a true record.

**3. To consider final contribution to Warrington Armed Forces Day.**

In 2023, GSPC agreed to provide financial support towards Warrington Armed Forces Day for a period of 3 years with an initial contribution of £3,000 to be reviewed each year. This will be the final year of support under that agreement. The organiser had been contacted to ascertain if there is a specific requirement or shortfall for this year but has yet to reply. The committee therefore recommended that the council approves a contribution of up to £3,000 as required.

**FINANCE/2025/41: Recommended** to approve a final contribution to Warrington Armed Forces Day of up to £3,000 depending on response from the organisers.

**4. To consider investment options.**

WBC have been contacted for their current terms & conditions, including interest rates, on short-term investments as the Finance Committee were considering investing its Earmarked Reserves with them. No reply has been received so far.

Details of savings accounts through the Parish Council's bank, Unity Trust, were considered. There are options from Instant Access to various Fixed Term accounts. It was agreed that the precept for the financial quarter 4 should be placed in a 90-day account, with quarters 2 & 3 in an Instant Access account. This keeps funds in the council's current account for day-to-day operations which can be topped up as needed from the Instant Account. Additionally, it was agreed to move a proportion of Earmarked Reserves to a 30-day Fixed Term account whilst a response from WBC is awaited. The process will be reviewed in a few months to assess ease of use and returns.

**FINANCE/2025/42: Resolved** to transfer Parish Council funds to savings accounts as detailed in the minutes.



# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 6<sup>th</sup> May 2025  
Whittle Hall Community Centre

---

**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, £
Meadowmania	Wildflower seeds	445.98
Top Print	Artwork for Dog show advert	18.00
Impact Graphix	Park Sign – TP	222.00
T&O Harrison	Green waste	30.00
Amazon	Disposable teaspoons	11.74
Shakespeare Martineau	Cadent Gas repair	380.90
Canda Copying	Officer copier – copies	115.65
MKM	Hardwood Plywood	29.45
MKM	Large Rotavator	140.93
Rialtas	Bookings system annual licence & support	348.00
CHALC	Renewal of annual membership	1592.00
Rospa	Playground annual inspection TP & VCP	206.40
Connexus	Staff health surveillance – HAVS test	400.00
Ross Safety Wear	Staff safety work wear	434.77
Tudor Environmental	Weed killer equipment	188.61
360 Landscape	10 tonnes topsoil	600.00
Brentwood Nurseries	Green Compost Waste	122.40
Secure Fencing Ltd	Green mesh Fence BB	19,272.00
Brentwood Nurseries	2 Green Waste Compost	122.40
MKM	Blades – mower	30.60
MKM	Building materials – TP Garden	353.30
MKM	Paving spacers – TP Garden	44.98
MKM	Building Materials – TP Garden	105.13
B&B Hygiene Ltd	Cleaning materials	252.08
MKM	Building material – TP Garden	86.83
MKM	Building materials – TP Garden	111.84
360 Landscape	2 tonnes topsoil	120.00
Amazon	Flower basket hooks	13.88
Trade UK	Toilet Repairs WH	49.96
Trade UK	Grounds Maintenance equipment	137.98
Equals card	Petty cash top-up	494.85
	<b>TOTAL</b>	<b>£26,482.66</b>

**FINANCE/2025/43: Resolved** to authorise all payments listed (under LGA 1976 s19 or LGA 1972 s15(5), s101, 111, 112, 133, 142 or 137).



# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 6<sup>th</sup> May 2025  
Whittle Hall Community Centre

---

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

Novuna	03/03/2025	Electric Van	Lease	456.20
BT	03/03/2025	WIFI/Telephone	WH	253.38
Lex Autolease	03/03/2025	Council Electric Van	Lease	851.98
Water Plus	03/03/2025	Water charges	BB	79.91
Water Plus	03/03/2025	Water charges	HM	50.95
Water Plus	03/03/2025	Water charges	WH	80.38
BT	04/03/2025	WIFI/Telephone		23.29
SSE Energy	04/03/2025	GAS	HM	371.95
SSE Energy	04/03/2025	GAS	WH	248.43
SSE Energy	04/03/2025	GAS	HL	341.85
SSE Energy	04/03/2025	GAS	BB	667.62
BT	10/03/2025	WIFI/Telephone	ALL	305.20
Peninsula	11/03/2025	H&S Service	H&S	200.93
Global 4 Communication	14/03/2025	Office 365/email	Office	106.38
Water Plus	20/03/2025	Water charges	HL	92.31
Water Plus	21/03/2025	Water charges	TP	71.25
BT	31/03/2025	WIFI/Telephone	WH	248.98
SSE Energy	31/03/2025	GAS	WH	235.27
SSE Energy	31/03/2025	GAS	BB	433.43
SSE Energy	31/03/2025	GAS	HM	277.83
SSE Energy	31/03/2025	GAS	HL	379.43
WBC	31/03/2025	February Business Rates	TP	96.00
WBC	31/03/2025	February Business Rates	HM	61.00
WBC	31/03/2025	February Business Rates	BB	52.00
Utility Warehouse	31/03/2025	Mobile phones	Office	53.40
Manual Handling Charges	31/03/2025	Bank Charges	Office	8.10
Service Fee Charge	31/03/2025	Service Charge	Office	24.15
			<b>TOTAL</b>	<b>£55,406.62</b>

**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.**

Request 1: GSPC had approved a contribution of £10k to Sankey Station CIC in October 2024 to appoint a project manager. Details of the contract between the CIC and Project Manager were requested which had now been forwarded.



# GREAT SANKEY PARISH COUNCIL

## Finance Committee

Minutes of meeting: Tuesday 6<sup>th</sup> May 2025  
Whittle Hall Community Centre

---

**FINANCE/2025/44: Recommended** approval of the £10k contribution to Sankey Station CIC for the appointment of a Project Manager. The Project Manager will lead on the development of the website and social media content and presence, manage planning applications & building regulation processes, manage contractors, engage with the local community, identify and approach funders and chair the steering group to keep the project co-ordinated and on track.

Request 2: From customer for compensation for missed booking due to staff error. It was agreed to give the next session free of charge and recompense the customer for perishable goods bought for the class (£35). It was also agreed to give a further £35 as a gesture of goodwill for the inconvenience caused.

**FINANCE/2025/45: Resolved** to provide a free session plus £70 in compensation to customer for booking missed due to staff error.

Request 3: From a Link Club for consideration of concessionary hire rate. It was agreed to apply the community rate to the new customer in line with the existing Link Club and in consideration of the service offered and the booking duration.

**FINANCE/2025/46: Resolved** to apply the community rate for Wasps Link Club for Whittle Hall Community Centre.

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

The bank reconciliation and budget monitoring pages for March were considered and accepted. Checks on financial transactions were carried out prior to the meeting by Cllrs Watson and Pennington. It was noted that there had been a surplus of £52,000 at year end as predicted which has been added to earmarked reserves for the council's long-term projects.

**FINANCE/2025/47: Resolved** to accept the bank reconciliation and budget monitoring pages for March 2025 (Accounts and Audit Regulations 2015 reg 4).

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

The list of wages to be paid was considered and authorised. Total Employment Costs (including salaries, pensions & HMRC) were £28,517.12.

**FINANCE/2025/48: Resolved** to authorise payment of wages and HMRC costs (£28,517.12 total) for April 2025 (LGA 1972 s112).

