

**Great Sankey Parish Council**  
**Finance Committee Meeting 2 October 2007** **Whittle Hall Community Centre**

**Chairman:** Cllr K Gleave  
**Present** Cllr J Regan, Cllr Hudson  
**In Attendance:** Mrs C Wakefield (Parish Clerk)

**1. Apologies for absence**

Cllr Wheeler sent apologies as she was attending another meeting, Cllr Ryan was too ill to attend.

**2. To approve the minutes of the previous meeting 4<sup>th</sup> September 2007.**

The Minutes were moved and accepted as a true record of the meeting and signed as such by the Chairman.

**RESOLVED** **That the minutes of the meeting held on 4<sup>th</sup> September 2007**  
**FC/116/2007** **be approved as a correct record and signed by the**  
**Chairman.**

**3 To be informed of progress on matters arising from the previous meeting and take any action required:**

**3.1 Update on Risk Assessment Courses available**

The Clerk apologised, she had not been able to progress this yet.

**4 To be updated on progress with changing waste services provider and sign a direct debit mandate for Bagnall and Morris**

Bagnall and Morris are contacting Veolia on behalf of the Council to terminate their services and begin their own. That should take about three weeks after the direct debit mandate has been signed. The Committee therefore signed the mandate.

**5 To consider calculations provided by Utilities Warehouse for provision of gas and electricity for community centres and decide whether to switch to them (subject to status of contract with present suppliers)**

The Committee were satisfied that a move to Utilities Warehouse could provide savings on the energy costs for the centres, the Clerk was therefore authorised to ask the rep to look into the position with contracts of the existing suppliers to check when would be the best time to move.

**RESOLVED** **To authorise the Clerk to check further into the position on**  
**FC/117/2007** **switching energy supplier to Utilities Warehouse**

**6 To consider the percentage pay award for WBC staff from 1 April 2007 and decide whether to recommend implementation of the same rate for Parish Council staff (if known by the date of the meeting)**

# Great Sankey Parish Council

Finance Committee Meeting 2 October 2007

Whittle Hall Community Centre

The WBC pay award had still not yet been agreed, so it was agreed to hold this over until the next meeting

## 7 Budget 2007/2008 – to scrutinise documentation, and when satisfied as to correctness to sign off financial report and bank reconciliation for August

The Bank Reconciliation, pages from the Cash book, and budget monitoring sheets for August had all been circulated prior to the meeting.

Cllr Regan scrutinised a random selection of payments in from the cash book pages, Cllr Hudson looked at a selection of payments going out. These were in order and were signed off.

The councillors all looked at the budget monitoring sheets. Cllr Gleave commented that the budget looks on course, apart from various items of spend that have been delayed by circumstances.

**RESOLVED** To accept the Bank Reconciliation and Cash Book pages for  
**FC/118/2007** August as correct

## 8 To examine petty cash records and balance, to sign off if correct and authorise cheque to restore balance to the set limit

The petty cash register, docket book and cash balance were all checked by Cllr Regan and agreed. The cash balance was £90.59 and so a cheque for £109.41 was requested and signed in order to bring the operating balance back to £200.

**RESOLVED** To authorise a cheque for £109.41 to bring the petty cash balance  
**FC/119/2007** back to £200 (LGA 1972 S111).

## 9 To consider recommendations on financial expenditure arising since last meeting, plus estimates received, and authorise where appropriate)

Using the Finance Committee's delegated authority the following were signed for payment.

Presented by	Description	Amount	Cheque
AA Cleaning Mgmt Systems	Toilet rolls/hand towels	£56.05	7773
United Utilities	Water service charges, HM 21/6/07-4/9/07	£115.10	7774
United Utilities	Water service charges, TP 13/6/07-5/9/07	£85.53	7775
United Utilities	Water service charges, HL 22/6/07-31/8/07	£99.32	7776
United Utilities	Water service charges, WH 13/6/07-31/8/07	£72.97	7777
Veolia ES Ltd	Waste removal WH 1/8/07-31/8/07	£28.85	7778
Veolia ES Ltd	Waste removal TP 1/8/07-31/8/07	£75.91	7779
Peter Crosby Landscape	Grass cutting, all centres, August	£1057.50	7780
WBC	Grant for summer playscheme 2007	£2800.00	7781
Safeguard (N/W) Ltd	Keys cut for HL	£27.03	7782
Waynes Landscapes	Pruning around perimeter at BB	£620.00	7783
Edmundson Electrical Ltd	Combined light/emergency light fitting WH	£108.34	7784
Edmundson Electrical Ltd	Lights for stock, all centres	£52.13	7785
Veolia ES Ltd	Waste removal BB 1/8/07-31/8/07	£35.61	7786
C. Wakefield	Petty cash	£109.41	7787
Post Office	Stamps, 200 x 24p	£48.00	7788
P. Hudson	Mileage for PCSO meeting (42mi, 52.7ppm)	£22.13	7789
V. Hudson	Mileage for PCSO meeting (42mi, 52.7ppm)	£22.13	7790

**Great Sankey Parish Council**  
**Finance Committee Meeting 2 October 2007**                      **Whittle Hall Community Centre**

The Clerk pointed out that she had received a report from WBC about the running of the Playschemes over the Summer period, this was to be put to the Council at the next meeting. The grant of £2800 had already been authorised by the Council when setting the budget for the year.

**RESOLVED**                      **That all cheques listed be authorised for payment (all under LGA FC/120/2007**                      **1976 s19 or LGA 1972 ss101, 111, 112, or LG and RA 1997 s31).**

- 10**      **To consider any requests for financial assistance received as detailed in Appendix 1. To decide if any donations are to be made or if any other requests should be recommended to the Parish Council**

The Committee considered a letter from Penketh & Sankey Royal British Legion re Poppy Day. It was agreed to recommend that the Parish Council should make its usual contribution of £100, including payment for a wreath, Clerk to bring a cheque to the next PC meeting.

**RESOLVED**                      **To recommend a contribution of £100 to the Royal British Legion FC/121/2007**                      **including payment for a Remembrance Day Wreath (LGA 1972 S137)**

Requests had been received from 2 Pre-Schools that use the community centres for donations for their Christmas fund raising raffles. These help pay for toys and a party for the children. It was agreed to recommend a donation of £50 worth of Argos vouchers for each pre-school. (The Committee could not use delegated powers for these as the requests were within 12 months of previous requests)

**RESOLVED**                      **To recommend a donation of £50 worth of Argos vouchers to FC/122/2007**                      **each of the 2 Pre-schools that had requested help for their Christmas raffles (LGA 1972 S137)**

The user who runs an art class for children at Hood Lane asked if her reduced rate could be extended for a further period, as she does not have many clients yet. She provided details of numbers and fees and the advertising she is undertaking. After considering the circumstances the Committee agreed to allow her to have local user rate until the end of January and then review the situation.

**RESOLVED**                      **To allow payment at local user rate to the Children's Art Class FC/123/2007**                      **at Hood Lane until the end of January, then review (LGA 1976 s19)**

- 11**      **To consider proposal from Cllr Regan to fund more cycles for PCSOs.**

The Committee considered the proposal and the information provided by Cllr Regan about cycles for PCSOs. At present there are not enough to go round and the PCSOs have to share. The Committee are in favour of the PCSOs using cycles as it increases their mobility and effectiveness while maintaining the visible presence on the streets, however they need more information. The Clerk was asked to find out about the specification of cycle needed, and get some costs.

- 12**      **Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it is proposed that, because of the confidential nature of the business to be**

**transacted, the public and Press leave the meeting during consideration of the following agenda items**

There were no members of the public present.

**13 To authorise payment of wages, tax and ERNIC for September – paper tabled at meeting**

Cllr Gleave checked a selection of timesheets in detail and Cllrs looked at the wages listing sheet. The Committee agreed to authorise all payments as listed.

**RESOLVED** **That Wages and Inland Revenue costs as listed be authorised for**  
**FC/124/2007** **payment. (LGA 1972 s112)**

**14 To hear update on clients in arrears and decide if any further action is required**

A letter had been sent to the clients who used Hood Lane previously to let them know they will not be allowed access to the premises again (to collect their kit) until the arrears have been cleared. This was with the agreement of the Finance Committee.

The Clerk was advised to send a letter to another client who no longer uses the halls to offer her the facility of a staged payment of arrears.