

GREAT SANKEY PARISH COUNCIL

Finance Committee

Minutes of meeting: Tuesday 2nd June 2026
Whittle Hall Community Centre

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

In Attendance: K Carter (Clerk)

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

Apologies had been received from Cllr Hussain.

2. To approve the minutes of previous meeting 5/5/26.

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

FINANCE/2026/06/43: Resolved to approve the minutes of the meeting held on 5th May 2026 as a true record (LGA 1972 Sch 12 41(1)).

3. To scrutinise accounts for the year ending 31st March 2026 and make a recommendation on acceptance to full Council on the
i) Annual Governance Statement.

FINANCE/2026/06/44: Recommended to accept and approve the Annual Governance Statement for the financial year 2025-26 (Accounts & Audit Regulations 2015, reg 12)

ii) Accounting Statement.

FINANCE/2026/06/45: Recommended to accept and approve the Accounting Statement for the financial year 2025-26 (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 comments:

- i. That the Council reviews and increases its fidelity cover as the maximum projected cash balance at 31/3/26 exceeded the current level of cover.
- ii. A sample of bookings which were checked had highlighted one where the invoiced hours was 30mins less than the booked hours. It was explained to members that this was because a free half hour was given at the end of the session on this particular date. It was noted that the auditor would prefer the booking on the system to reflect this and be logged as two separate bookings with different charge rates.
- iii. That the council should consider utilising a bespoke accounts package.

FINANCE/2026/06/46: Recommended to accept the Annual Internal Audit Report and implement the following action plan:

- i) To discuss increasing the council's fidelity cover with its insurers.
- ii) To ensure the number of hours booked on the bookings system matches the hours on the invoices.
- iii) To investigate options and costs for accounts software and set up, plus training for staff.

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5. To be updated on Council investments and receive information relating to the General Reserve.

At the last Finance Committee meeting it was agreed to allow the Clerk to look at options for transferring the annual precept to a savings account to receive interest until the monies are required. A 32-day notice account with Unity Trust Bank has been opened (2.73% AER) and £400,000 transferred. This leaves enough funds in the current account for business until August, when the committee can consider transferring some back from the savings account. Should the council need funds quickly, it is possible to withdraw funds without notice, although the interest on this amount would be lost.

The council had also approved increasing the General Reserve to £150,000. There is currently £100,000 invested with WBC and the committee asked to check the conditions of the fund before investing more. The interest rate for 2026-27 is 3.11% with 2-days' notice required to withdraw funds and no fixed term for investment. The monies are invested with highly secure Money Market Funds with AAA credit ratings. The committee agreed to recommend that the additional £50k for the General Reserve is invested with WBC.

FINANCE/2026/06/47: Recommended that the investment with WBC for the General Reserve is increased by £50k to £150,000.

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, £
Impact Graphix	Date change Fun Day Banners	60.00
Landscape Academy	Abrasive Wheels training – CMO	167.40
Taylor Rose	Legal Fees unit Penketh	4642.14
Wicksteed	Playground TP bolt replacements	70.58
Trade UK	Centre repairs	213.97
Zurich UK	Insurance renewal	11,260.99
Amazon	Trauma First Aid Kit	44.90
360 Landscape Ltd	Sleepers – Grounds	300.00
360 Landscape Ltd	Sleepers – Grounds	128.00
Viking Ltd	Office stationery	194.77
Amazon	Hanging baskets & bird feeders	39.92
Trade UK	Centre Maintenance – TP	36.55
Trade UK	Centre Maintenance	17.98
Comtec	Replace faulty socket WH	120.00
Tudor	Ecotech paint & Graffiti wipes	25.18
MKM	Prepacked Tarmac	27.19
MKM	Hire plate compactor	33.84
JDH Business	25/26 Internal audit	1,039.20
GMA	PPF Drainage	1139.52
360 Aggregates	Top soil 1t	73.00

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Amazon	Line Marker Spray/ Towel Dispenser	84.76
Amazon	Tree Tie Straps	14.97
TV Licensing	Colour tv licenses x 5 Centre	900.00
Woodend Nursery	24 troughs refilled	662.40
MKM	Post Fix – Grounds	18.61
Amazon	Sun cream, staff PPE	22.60
K Ashby	Reimbursement for fuel for mower	4.86
B&B Hygiene	Cleaning Supplies	325.28
Equals Card	Petty Cash top up	187.86
Karen Carter	Reimbursement for Council refreshments	6.00
	TOTAL	21,862.47

FINANCE/2026/06/48: 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	01/04/2026	Electric Van	Lease	801.20
Lex Autolease	01/04/2026	Council Electric Van	TP	851.98
Water Plus	01/04/2026	Water charges	BB	122.98
BT	07/04/2026	WIFI/Telephone	HL/TP/BB/HM	396.49
SSE Energy	09/04/2026	Gas	TP	223.59
Smart Pension Ltd	10/04/2026	Pension payment Feb	Wages	1521.28
Peninsula	13/04/2026	HR/H&S Services	HR	515.48
SSE Energy	13/04/2026	Gas	HM	369.78
SSE Energy	13/04/2026	Gas	WH	235.34
SSE Energy	13/04/2026	Gas	BB	428.32
SSE Energy	13/04/2026	Gas	BB	336.46
Global 4 Comms	14/04/2026	Office 365/email	E-mail	52.45
SSE Energy	27/04/2026	Electricity	WH	1141.58
SSE Energy	27/04/2026	Electricity	TP	518.54
Water Plus	27/04/2026	Water charges	TP	123.44
BT	28/04/2026	WIFI/Telephone	WH	280.32
WBC	30/04/2026	April Business Rates	TP	303.36
WBC	30/04/2026	April Business Rates	HM	212.46
WBC	30/04/2026	April Business Rates	BB	230.60
WBC	30/04/2026	April Business Rates	WH	196.00
Utility Warehouse	30/04/2026	Mobile phones	Office	94.87
Water Plus	30/04/2026	Water charges	HM	45.60
Water Plus	30/04/2026	Water charges	WH	74.96
Service Fee Charge	30/04/2026	Service Charge	Office	28.15
			TOTAL	£9,105.23

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7. **To consider any quotes received and authorise or make recommendations to full Council where appropriate.**
None.
8. **To consider requests for financial assistance.**
None.
9. **Budget 2026-7: 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 Catlow and Pennington.

FINANCE/2026/06/49: Resolved to accept the bank reconciliation and budget monitoring pages for April 2026 (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 for May (including salaries, pensions & HMRC) were £24,190.33

FINANCE/2026/05/50: Resolved to authorise payment of wages and HMRC costs (£24,190.33 total) for May 2026 (LGA 1972 s112).