GREAT SANKEY PARISH COUNCIL
Finance Committee

Minutes of meeting: Tuesday 30th June 2026
Whittle Hall Community Centre

Chair: Cllr S Pennington
Present: Cllr N Catlow
Cllr M Hussain
Cllr B Simpson

In Attendance: K Carter (Clerk)

1. **To receive and approve any apologies for unavoidable absence.**
Apologies had been received from Cllrs Watson & Wren.

2. **To approve the minutes of previous meeting 2/6/26.**
The draft minutes were moved and accepted as a true record of the meeting and signed as such.

__FINANCE/2026/07/51__: __Resolved__ to approve the minutes of the meeting held on 2nd June 2026 as a true record (LGA 1972 Sch 12 41(1).

3. **To receive information on accounts and bookings software.**
The council's internal auditor had recommended that the council investigate accounts software. A list of possible packages was provided with pros and cons of each. For the size of Great Sankey, only Scribe or Rialtas Omega are suitable and the Clerk and Deputy Clerk have seen demos of both. The bookings software from Rialtas is already used by staff and therefore the style of the account software is familiar; however, since staff will need to learn to use the software and are happy to do this with either Rialtas or Scribe. It does make sense to have both bookings and accounts with the same company to allow full invoicing and credit control capabilities. Quotes have been received from Scribe but not yet from Rialtas. Councillors suggested it was more important for staff to be confident with the software rather than deciding on cost alone. Both factors will be considered once both quotes are available.

4. **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, £
Miss A V Corless	Face Painting Fun Day	£365.00
Amy Doyle	Circus Skills Fun Day	£235.00
Evolve Guarding Solutions	Security – Fun Day	£546.34
Little Teapot	Fun Day – Marshal Refreshments	£83.90
MKM	Cement – Grounds	£8.39
Amazon Business	Fun Day Sundries	£35.01
Safeguard	Replacement door lock – BB	£213.22
B&B Hygiene Ltd	Cleaning supplies	£229.63
Amazon Business	Shelving units for GM unit	£1082.01
WBC	UK SPF report for Childswood	£2463.92

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Les Halman	Bedding plants	£2,348.40
Trade UK	Replacement Lock	£3.87
St John Ambulance	First aid cover – Fun Day	£328.80
WBC	Bins delivery & collection – Fun Day	£77.40
WBC	Bin hire – Fun Day	£89.76
Woodend Nursery	13 Farmyard Manure	£70.20
Impact Graphix	2 x Sign boards – Parish Playing Drainage	£187.20
Canda Copying	Copier hire rental charge	£94.80
Radio Warrington	PA Fun Day 2026	£450.00
Canda Copying Ltd	Office Copier usage charges	£146.43
Amazon Business	Draper and hoe – Grounds	£35.69
Equals Card	Petty Cash top up	£274.22
	Total	£9,369.19

***FINANCE/2026/07/52: 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 May were also checked:

Novuna	01/05/2026	Electric Van	Lease	456.20
Information Comm.	01/05/2026	Data Protection	Office	47.00
SSE Energy	01/05/2026	Gas	WH	187.94
SSE Energy	01/05/2026	Gas	BB	331.80
SSE Energy	01/05/2026	Gas	HL	252.67
Lex Autolease	01/05/2026	Council Electric Van	Lease	851.98
Water Plus	01/05/2026	Water charges	BB	122.98
BT	05/05/2025	WIFI/Telephone	HL/TP/BB/HM	426.30
SSE Energy	06/05/2026	Gas	HM	685.31
SSE Energy	06/05/2026	Gas	TP	1248.48
SSE Energy	06/05/2026	Gas	BB	490.70
Peninsula	12/05/2026	HR/H&S Services	HR	515.48
Smart Pension Ltd	12/05/2026	Pension payment March	Wages	1971.95
British Gas	15/05/2026	Gas	BB	93.52
British Gas	15/05/2026	Gas	WH	33.55
British Gas	15/05/2026	Electricity	HL	500.66
British Gas	15/05/2026	Gas	TP	50.94
British Gas	15/05/2026	Gas	HL	57.01
British Gas	15/05/2026	Electricty	BB	82.92
British Gas	15/05/2026	Gas	HM	83.27
Global 4 Comms	15/05/2026	Office 365/email	E-mail	52.45
British Gas	20/05/2026	Electricity – initial bill	WH	291.05
British Gas	20/05/2026	Electiricity – initial bill	WH	69.61
Lex Autolease	26/05/2026	Council Electric Van	Lease	432.00
Water Plus	27/05/2026	Water charges	TP	81.16
BT	28/05/2026	WIFI/Telephone	WH	280.06

Utility Warehouse	29/05/2026	Mobile phones	Office	94.87
Service Fee Charge	31/05/2025	Service Charge	Office	25.75
			TOTAL	**£9,817.61**

It was noted that there were several direct debits for electricity and gas. The council changed providers at the beginning of April from SSE to British Gas Lite and there are final bills from SSE as well as initial ones from British Gas Lite. The Clerk will keep a check on these as the first ones have been estimated but should be adjusted now that meter readings have been taken.

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

Additional quotes for both the accounts software and CCTV are awaited before full discussion and decision.

6. To consider requests for financial assistance.

From Rosabeth Royales to have permission to host a Fun Day at Tim Parry Recreation Ground and Community Centre aimed at promoting the group and encouraging new members. Members are keen to support the event but would like more information on timings and expected numbers. From the list of suggested dates, the only availability at the centre would be Sunday 30th August. It was noted that the council would need to have certain paperwork from the group such as a copy of public liability insurance, risk assessment and event management plan. It was also recognised that the group will need to think about parking/vehicle movements and options in the event of bad weather. Cllrs Hussain and Pennington are willing to meet with the organisers to discuss these details and help with necessary paperwork, if full council agree to the event going ahead. It was also suggested the charge should be at the community rate.

***FINANCE/2026/07/53: Recommended** to allow Rosabeth Royales to host a Fun Day at Tim Parry Recreation Ground and Community Centre on 30th August to be charged at the community rate, subject to further details, paperwork and meeting with councillors.*

7. Budget 2026-7: to scrutinise documentation and when satisfied as to correctness to sign off financial reports and bank reconciliations for May.

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

***FINANCE/2026/07/54**: **Resolved** to accept the bank reconciliation and budget monitoring pages for May 2026 (Accounts and Audit Regulations 2015 reg 4).*

It was queried whether the earmarked reserves for Sankey Station are receiving any interest as this project is still ongoing with no further update from the solicitor on the lease or a potential completion date. It was confirmed that the monies are in a savings account. Councillors noted concerns about the delays and which Arch Co appear to be unconcerned about. Members are also worried about the costs for refurbishment, although recognised this may be a lack of knowledge about the project. The committee would like to invite the project manager to the August meeting to discuss the project face-to-face.

***FINANCE/2026/07/55**: **Recommended** that the project manager for Sankey Station CIC is invited to the next meeting of the Finance Committee to discuss the project with the committee.*

The budget for the parish-funded PCSO was also discussed. This had been left as a budget category until the Police confirmed the situation with the future of potential partnership working. It is now known that the Police have withdrawn the offer to Parish Councils to fund additional PCSO roles and therefore the budget is no longer needed for this purpose. It was agreed to move the sums into an earmarked reserve category for community projects.

***FINANCE/2026/07/56**: **Resolved** to vire the PCSO fund to a new category for community projects in earmarked reserves.*

8. To authorise payment of wages, tax and ERNIC for June.

The list of wages to be paid was considered and authorised. Total Employment Costs for June (including salaries, pensions & HMRC) were £23,478.41

***FINANCE/2026/07/57: Resolved** to authorise payment of wages and HMRC costs (£23,478.41 total) for June 2026 (LGA 1972 s112).*