

MINUTES OF THE FINANCE PART I COUNCIL MEETING
OF BIRCHWOOD TOWN COUNCIL,
HELD AT PARKERS FARM, DELENTY DRIVE
ON TUESDAY 24TH SEPTEMBER 2024

Present: Councillor Ellis in the Chair

Councillors Allman, Ball, Brereton, B. Dhillon, K. Dhillon, Evans, Price, Reeves, Sheridan and Simcock

Clerk – Mrs. F. McDonald
Deputy Clerk/RFO – Mrs. C. Caddock
Administrative Assistant – Mrs. H. Thomas

Apologies: Councillor Atkin (work)

Code of Conduct – Declaration of Interests

The Chair reminded Members of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda, no later than when the item is reached.

156/24-25 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 95 to 97 below).

Councillor Brereton **proposed** that the payment of accounts be approved; This proposal was **seconded** by Councillor Evans **and** was **unanimously resolved** by those Members present.

157/24-25 **JULY 2024 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor K. Dhillon **proposed**, Councillor Sheridan **seconded**, and it was **unanimously resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 23rd July 2024, be approved as an accurate record and signed by the Chair.

PROGRESS

158/24-25 **BENCHES**

The RFO said that we have received an update from WBC, which stated that an order has been placed for 10 new benches. Delivery is expected at the end of September. Several were specifically ordered as commemorative benches.

In 2022 BTC was quoted in the region of £1,300 including installation per bench. A revised quotation has been received from WBC which, without plaques, will be around £1,335.00 per bench including installation.

Due to the limited number of benches available, during recess, all Members were emailed to ask if they were happy for the RFO to ‘reserve’ three benches with WBC, under delegated powers. Subsequently, WBC were asked if they would ‘reserve’ three benches for BTC. We are still awaiting acknowledgment from WBC for this request.

WBC confirmed that it no longer installs litter bins adjacent to benches, due to food waste and dog waste issues, with food attracting wasps, and unpleasant smells from both.

Litter bin provision needs to be discussed separately with WBC. Basic bins installed onto a PCC (plain cement concrete) paving slab would cost circa £300.00. 'Standard' park bins are more expensive at around £500.00 per unit plus £100 installation costs.

159/24-25 **WEBSITE**

- (a) The Clerk has been working on the new website. She said that there are still a few documents and images to upload. Once those are completed, she aims to provide a temporary link for Councillors to review the site. This will allow any necessary adjustments to be made before it officially launches to the public.

Members enquired about the new '.gov.uk' email addresses. The Clerk confirmed that following the new website launch, our IT team will liaise with the website provider and set up the new email addresses. This may require some Councillors liaising directly with our IT provider who will provide assistance.

Action Clerk's office to provide a link for Councillors to review the site.

Action Councillors to feedback any comments to the office.

- (b) The RFO stated that to continue to maintain a smooth transition, our previous website provider was contracted to continue to supply 'Joomla!' support and website hosting.

160/24-25 **ELECTION CHARGES**

The RFO reported that we have still not received an invoice for the May 2024 local elections. She has chased this with WBC again.

161/24-25 **OAKWOOD NOTICE BOARD**

The RFO reported that the new notice board was installed on 18th September 2024. It has been affixed to the railings of Birchwood CofE Primary School, in liaison with the school, as resolved at a previous meeting.

It has been agreed with the school that they will be able to ask (via the Clerk's office) to place information on the board, if there is space available.

162/24-25 **ANNUAL HEALTH AND SAFETY AUDITS**

To note that the annual Health and Safety Audits; the 'General Risk Assessment' and 'Fire Risk Assessments' were reviewed and updated on 25th July 2024.

All members of staff received, and had chance to comment, on the updated Health and Safety Policy Handbook. A couple of minor amendments were made following comments received from staff.

163/24-25 **CO-OPERATIVE BANKING**

To note that the documents required by the bank, for adding the Administrative Assistant as an Officer who can set up payments for approval on the Co-operative Community Directplus account, are completed and have been sent to the bank. We are now waiting for a response from the bank.

164/24-25 DIGITAL ACCOUNTING

To note that the RFO is continuing to input data into the new Scribe Accounting Software package.

A 'sample' of the new type of reports that will be available to Members as part of the monthly reconciliation schedules was included in Members' papers. The sample provided was from the April 2024 report, which corresponds with the April 2024 data, published using our 'current' method.

165/24-25 HEALTH & SAFETY AND EMPLOYMENT LAW CONTRACTS

- (a) The RFO reminded Members that Officers have been undertaking market testing to see if BTC can achieve better value for money for these services once our two separate current contracts end.
- (b) The Council were presented with two quotes obtained from different companies that offer bespoke Health & Safety and Employment Law packages, to compare them to our current bespoke contracts.

Information regarding quotes/costs for combined Health & Safety and HR/Employment Law Support Services, and the services offered, were discussed by Members and Officers.

The following quotes were received following meetings with representatives from both companies:

Company A: 60 months at £3,800 +VAT per annum, or 36 months at £4,400 +VAT per annum. They have an online training platform which contains over 100 courses and is free to use for up to 8 users the first 12 months, then £436 per year. Officers have already taken advantage of free training available, even prior to a contract being signed.

Additional support is not covered by the general contract and is charged at a day rate of £975 +VAT.

This, for example, would be the Employment Law advisor coming to BTC to carry out work required such as conducting a mediation session, a disciplinary meeting etc.

The RFO stated that this company appears to understand Parish Councils, and it works in partnership with NALC.

Company B: This company have only given a 36-month quote, which is split into HR/Employment Law Service including indemnity plus insurance priced at £135.50 +VAT per month (£1,626.00 +VAT per annum). A total of £3,306.00 +VAT per annum. They also offer some online training courses.

Additional support is not covered by the general contract, with a half day of consultancy charged at £595.00 +VAT.

Current Suppliers: The two companies we currently have contracts with to supply these two services (separately) charged for 2024/2025: Health and Safety Consultants - £1,654.00 +VAT per annum, and Employment Law Specialists - £1,461.00 +VAT per annum, bringing it to a total of £3,115.00. This amount is likely to increase in the 2025/2026 financial year.

Following detailed discussions, Members **unanimously resolved** that they wish to work with Company A, preferably at the 60-month option cost. They had a caveat that a 'break clause' be written into a contract, as five years is a long time to continue to work with a company, if any untoward working relationship issues arise that cannot be resolved.

Action RFO to contact Company A regarding the above.

166/24-25 **END OF YEAR ACCOUNTS 2023/2024 AND AUDIT ITEMS**

- (a) The RFO stated that we have received the end of year External Audit Report. We have received a clean audit report.
- (b) The RFO reported that the invoice for the external auditor's services has been paid (£840.00 +VAT) as this is a statutory payment.
- (c) To note that the 'Notice of Conclusion of Audit' has been completed and is displayed on our notice board and published on our website as required on 20th September 2024. The dates that the AGAR will be available for inspection by electors will be Monday 23rd September to Friday 11th October 2024.

167/24-25 **BIRCHWOOD TOWN COUNCIL STRATEGIC PLAN**

Councillor Ellis presented a revised draft strategic plan for 2024-2028. He proposed that this can be reviewed at a Pre-Budget, Strategy and Precept Working Party Meeting, being held in the next few weeks to gather any input or changes from Councillors. This will then be brought to a future Council Meeting for formal approval.

168/24-25 **GAS AND ELECTRICITY CONTRACTS**

To note that the RFO has arranged for the gas and electricity contracts to be renewed, as resolved at the July 2024 meeting (minute 140/24-25).

169/24-25 **FINANCIAL SERVICES COMPENSATION SCHEME (FSCS)**

To note that the RFO emailed the FSCS to clarify whether the Town Council is covered by the scheme, however they were unable to answer the question and advised contacting our bank and building society.

Letters were sent to both the Co-operative Bank and the Nationwide, asking whether they can clarify the situation, regarding the accounts that BTC holds with them.

A representative of the Nationwide advised that the budget is defined as 'current expenditure'. If this remains below 500,000 euros (pounds sterling equivalent) then BTC is classified as a 'small local authority' and is covered by the FSCS' £85,000.00 compensation amount.

At the time of publishing the Clerk's Report we had not received a reply from the Co-Operative Bank.

The Council must, at least annually, take 'reasonable steps' to confirm that it continues to be classified as 'a small local authority' using the exchange rate prevailing on the 3 July immediately preceding the date on which any confirmation is made.

On 3rd July 2024 1€ = £0.8465 therefore 500,000 € = £423,250.

BTC's total year end expenditure at 31st March 2024 (budget line expenditure, plus earmarked reserves that were used) was £383,139.16.

The estimated budget line expenditure for 2024/2025 is £411,000. It is currently unknown how much of the actual spend of this plus any earmarked reserves expenditure will total by the year end 31st March 2025 – it may be close to the current £423,250 threshold.

Members **unanimously resolved** that it is their understanding, based on the information received, that BTC currently remains classed as 'a small local authority', and is therefore covered under the FSCS. If anything changes following the budget meeting, Officers will consult other Parish Councils and ChALC for advice.

Officers will also review our insurance policy to determine if we have any applicable coverage.

Action Clerk's office to review our insurance policy regarding the above.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

170/24-25 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounting period 1st April 2024 – 31st July 2024.

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounting period 1st April 2024 – 31st August 2024.

The payroll figure for June 2024 was £15,381.48 (9) staff. For July 2024 it was £ 15,271.99 (9 staff). For August 2024 it was £15,249.89 (9 staff).

After consideration and approval by Members, the schedules will be signed by the Clerk or RFO, and the Chair, as soon as is practicable.

Members **unanimously approved** the schedules.

171/24-25 **BUDGET AND PRECEPT SETTING TIMETABLE POLICY**

A copy of the policy was circulated to Members prior to the meeting.

The RFO reminded Members about the timetable for Birchwood Town Council to undertake its annual Budget and Precept setting discussions which will, unless there are exceptional circumstances, remain the same each year:

In the first or (preferably) in the second week of October – BTC needs to hold a Pre-Budget, Strategy and Precept Working Party Meeting.

It was decided that the Pre-Budget, Strategy and Precept Working Party Meeting will be held on Tuesday, 8th October 2024, 5.30pm at Parkers Farm.

172/24-25 **POPPY WREATHS**

- (a) The RFO reminded Members that BTC usually purchases poppy wreaths to be laid on behalf of the community for Remembrance Day. Last year, with the addition of the ROF Memorial in Forest Park, and the two that are normally placed at Birchwood Shopping Centre and Cross Lane Cemetery, three wreaths were purchased for £51.00, with a donation of £99.00 – totalling £150.00.

Members **unanimously resolved** for BTC to purchase three poppy wreaths for 2024, for the same total cost of £150.00.

- (b) The RFO stated that, before the next meeting, Birchwood Lions may contact the office with a grant request, in relation to the Annual Birchwood Community Remembrance Service that the Lions usually organise. Officers have contacted the Lions and the shopping centre to enquire about the service, as we have not received any information regarding a 2024 event.

173/24-25 GENERAL MATTERS FOR REPORTING / NOTING

- (a) To note that interest rates for the Co-Operative Bank account's Business Select Instant Access account will be decreasing from 21st October 2024 from Gross 1.62% to Gross 1.53% and AER 1.63% to AER 1.53%. The interest is credited twice yearly.
- (b) To note that the monthly cost of one of BTC's water accounts has increased from £85.69 to £102.07, an increase of £16.38 per month (just over a 16% increase).

The meeting concluded at 7.15pm.

Payment of Accounts:						
Resolved: that the following payments be approved as the residual June 2024 and part of the July 2024 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
17.06.2024	DD	Financial Direct Fees	FD online charges - 01.05.2024 to 30.04 .2024	£ 39.80		£ 39.80
19.06.2024	DD	Allstar	Fuel (vans and equipment)	£ 134.29	£ 26.86	£ 161.15
21.06.2024	DD	E-on Next	Electricity - Locking Stumps multi-use games area	£ 36.35	£ 1.82	£ 38.17
25.06.2024	*	Premiclean	June office cleaning service	£ 482.13	£ 96.43	£ 578.56
26.06.2024	DD	Allstar	Fuel (vans and equipment)	£ 57.45	£ 11.49	£ 68.94
26.06.2024	DD	O2	Monthly contract	£ 32.00	£ 6.40	£ 38.40
26.06.2024	*	Cheshire PAT Testing (M Shallcross)	Annual PAT testing of electrical items at BTC (86 items)	£ 71.60		£ 71.60
26.06.2024	*	Black Box Group (previously t/a ESI)	2 x new fire extinguishers and disposal of old cylinders	£ 70.00	£ 14.00	£ 84.00
26.06.2024	*	Viking	Stationery - A4 blue copier paper	£ 64.20	£ 12.84	£ 77.04
26.06.2024	*	Viking	Stationery - gusset envelopes	£ 59.98	£ 12.00	£ 71.98
26.06.2024	*	labdesk ltd	Recurring - Microsoft 365 Online Plan (May & June 24), Microsoft 365 Business Premium (June 24), labdesk 365 accelerator (one month) & labdesk 365 Cloud Backup unlimited storage (one month)	£ 204.42	£ 40.88	£ 245.30
26.06.2024	*	E Smith & Son	Hanging basket refills (the cost of the baskets for the shopping centre is reimbursed to BTC)	£ 636.70	£ 127.34	£ 764.04
26.06.2024	*	labdesk ltd	Mircrosoft 365 accelerator onboarding	£ 850.00	£ 170.00	£ 1,020.00
27.06.2024	DD	Firstcom Europe	Phone charges	£ 60.90	£ 12.18	£ 73.08
27.06.2024	*	Wynchcote	One month Joomla! Support and hosting (during crossover point	£ 73.00		£ 73.00
27.06.2024	*	Swift (NW) Ltd	Grant - portaloos for Birchwood Carnival 2024 (Public Health Act 1936, s.87)	£ 600.00	£ 120.00	£ 720.00
28.06.2024	*	labdesk ltd	labdesk 365 accelerator v24 20.06.24 to 19.07.24	£ 60.00	£ 12.00	£ 72.00
01.07.2024	DD	Waterplus	Water and wastewater services (4083868280)	£ 32.80		£ 32.80
01.07.2024	DD	LEVL	Geotab Pro Plus (in advance - July 2024 monthly subscription)	£ 30.00	£ 6.00	£ 36.00
01.07.2024	DD	James Todd	May 2024 payroll fee	£ 65.25	£ 13.05	£ 78.30
01.07.2024	DD	Direct365	Hygiene disposal unit 5/6/24 to 4/6/25 & Duty of Care documents	£ 135.18	£ 27.04	£ 162.22
03.07.2024	DD	Allstar	Fuel (vans and equipment)	£ 76.61	£ 15.32	£ 91.93
04.07.2024	DD	Legal and General	Ill health insurance	£ 161.09		£ 161.09
05.07.2024	*	S&S Marquees Ltd	(Grant) Hire of marquee/table/chairs 2023 Bw d Carnival	£ 2,117.80	£ 423.56	£ 2,541.36
			(Local Government & Rating Act 1972 (Section 145) (Provision of Entertainment and Support of the Arts))			
08.07.2024	*	July 2024 Wages	9 staff	£ 15,271.99		£15,271.99
09.07.2024	*	Risley MOT & Truck Ltd	SC19 TYF - New tyre fitting and disposal of old tyre	£ 100.83	£ 20.17	£ 121.00
09.07.2024	*	Hollis Electrical & Security Services	Replacement of 41 x fluorescent light fittings with LED fittings	£ 2,653.10	£ 530.63	£ 3,183.73
09.07.2024	*	labdesk ltd	Acrobat Pro for teams subscription renewal	£ 486.00	£ 97.20	£ 583.20
10.07.2024	DD	Allstar	Fuel (vans and equipment)	£ 62.28	£ 12.45	£ 74.73
10.07.2024	*	Reimburse C Caddock	Argos - Canon IXUS 285 HS compact digital camera and SD Card	£ 254.95	£ 50.98	£ 305.93
10.07.2024	*	J&K Ross Ltd	PPE - Safety Boots (SM)	£ 57.60	£ 11.52	£ 69.12
10.07.2024	*	Gopak	Folding table	£ 97.24	£ 19.45	£ 116.69
11.07.2024	DD	British Gas	Gas Parkers Farm 25 May 24 to 26 June 24	£ 33.91	£ 1.69	£ 35.60
12.07.2024	DD	Waterplus	Water/wastewater services (4083867607)	£ 85.69		£ 85.69
12.07.2024	*	Risley MOT & Truck Ltd	HK64 NNM - new starter motor	£ 283.64	£ 56.73	£ 340.37
12.07.2024	*	Cheshire Pension Fund	Pension conts. re: April 2024 Eee £1,144.82 Eer £3,808.98	£ 4,953.80		£ 4,953.80
12.07.2024	*	HMRC	Tax £1,532.60 Nil £ 2,405.16 (6 June 2024 to 5 July 2024)	£ 3,937.76		£ 3,937.76
14.07.2024	DD	ASL	Photocopying charges	£ 24.98	£ 5.00	£ 29.98

Payments of Account since 14th July 2024

Date	Ref	Payee	Description	Net	VAT	Gross
15.07.2024	DD	Financial Direct Fees	FD online charges - 01.06.2024 to 30.06 .2024	£ 41.60		£ 41.60
17.07.2024	DD	Allstar	Fuel (vans and equipment)	£ 99.36	£ 19.87	£ 119.23
17.07.2024		Wynchcote	One month Joomla! Support and hosting (during crossover point	£ 73.00		£ 73.00
17.07.2024	DD	Starboard Systems	Scribe (Set Up Fee 2024)	£ 797.00	£159.40	£ 956.40
22.07.2024	DD	E-on Next	Electricity - Locking Stumps multi-use games area	£ 17.47	£ 0.87	£ 18.34
22.07.2024	*	Risley MOT & Truck Ltd.	SC19 TYF - Full service and MOT	£ 405.81	£ 70.17	£ 475.98
22.07.2024	*	Earth Anchors Limited	Bespoke dual door notice board & channel fixings for Oakw ood	£ 885.00	£177.00	£ 1,062.00
23.07.2024	*	Premiclean	July office cleaning service	£ 482.13	£ 96.43	£ 578.56
24.07.2024	DD	Allstar	Fuel (equipment)	£ 6.38	£ 1.27	£ 7.65
24.07.2024	DD	O2	Monthly contract	£ 32.00	£ 6.40	£ 38.40
29.07.2024	DD	BNP Paribas	Photocopier Lease	£ 210.00	£ 42.00	£ 252.00
30.07.2024	DD	Firstcom Europe	Phone charges	£ 60.90	£ 12.18	£ 73.08
30.07.2024	DD	James Todd	June 2024 payroll fee	£ 65.25	£ 13.05	£ 78.30
30.07.2024	*	Reimburse C Caddock	Amazon - Oregon safety helmet system	£ 18.58		£ 18.58
30.07.2024	*	Reimburse C Caddock	Teksw eep Ltd - 4 x 0.3 ltr sharps bins	£ 9.07	£ 1.82	£ 10.89
31.07.2024	DD	LEVL	Geotab Pro Plus (in advance - August 2024 monthly subscription)	£ 30.00	£ 6.00	£ 36.00
31.07.2024	DD	Allstar	Fuel (vans and equipment)	£ 115.51	£ 23.10	£ 138.61
31.07.2024	DD	Avoira	Cloud SAAS Protection - one additional month	£ 33.41	£ 6.68	£ 40.09
01.08.2024	DD	Waterplus	Water and w astewater services (4083868280)	£ 32.80		£ 32.80
01.08.2024	DD	Scribe	Monthly subscription fee (1st Aug to 31st Aug 2024)	£ 89.00	£ 17.80	£ 106.80
01.08.2024	DD	labdesk (bank ref 'Zomentum')	01.07.2024 to 31.07.2024 Microsoft 365 Business Premium	£ 141.90	£ 28.38	£ 170.28
01.08.2024			20.06.24 to 19.07.24 labdesk 365 Cloud backup (unlimited storage and 01.07.24 to 31.07.04 Microsoft 365 Exchange Online Plan 1			
01.08.2024	*	Reimburse S Johnson	Contribution to glasses (admin work)	£ 53.95		£ 53.95
02.08.2024	DD	DVLA	Vehicle tax SC19 TYF - 12 months	£ 335.00		£ 335.00
05.08.2024	DD	Legal and General	Ill health insurance	£ 161.09		£ 161.09
07.08.2024	DD	Allstar	Fuel (vans and equipment)	£ 64.82	£ 12.96	£ 77.78
07.08.2024	*	August 2024 Wages	9 staff	£15,249.89		£15,249.89
08.08.2024	*	Reimburse C Caddock	Youthstar (W) Ltd - 3 x boxes anti-bac w wipes	£ 32.88	£ 6.57	£ 39.45
09.08.2024	*	HMRC	Tax £1,645.60 NI £ 2,406.06 (6 July 2024 to 5 August 2024)	£ 4,051.66		£ 4,051.66
09.08.2024	*	Cheshire Pension Fund	Pension conts. re: July 2024 Eee £1,1445.05 Eer £3,809.81	£ 4,954.86		£ 4,954.86
12.08.2024	DD	Waterplus	Water/w astewater services (4083867607)	£ 85.69		£ 85.69
12.08.2024	DD	labdesk (bank ref 'Zomentum')	20.07.24 to 19.08.24 labdesk 365 Cloud Backup and labdesk 356 accelerator v24	£ 108.00	£ 21.60	£ 129.60
12.08.2024	DD	British Gas	Gas Parkers Farm 27 June 24 to 26 July 24	£ 21.01	£ 1.05	£ 22.06
14.08.2024	DD	Allstar	Fuel (vans and equipment)	£ 69.80	£ 13.97	£ 83.77
14.08.2024	*	Reimburse C Caddock	Shop Inc Ltd - Tags for machinery conditions (orange)	£ 4.07	£ 0.82	£ 4.89
14.08.2024	*	Reimburse C Caddock	Nyalkaran Limited - Tags for machinery conditions (red)	£ 3.32	£ 0.67	£ 3.99
14.08.2024	*	Reimburse C Caddock	Finchley Enterprise - Tags for machinery conditions (green)	£ 2.61	£ 0.52	£ 3.13
14.08.2024	*	Reimburse C Caddock	Wired Dell Keyboard & mouse set (replaced faulty wireless one)	£ 18.33	£ 3.67	£ 22.00
14.08.2024	*	Reimburse C Caddock	Justar Technology Limited - Bonsaii paper shredder lubricant sheets	£ 10.82	£ 2.17	£ 12.99
15.08.2024	DD	ASL	Photocopying charges	£ 32.50	£ 6.50	£ 39.00
15.08.2024	DD	Financial Direct Fees	FD online charges - 01.07.2024 to 31.07.2024	£ 41.00		£ 41.00
16.08.2024	DD	E-on Next	Electricity - Locking Stumps multi-use games area	£ 18.14	£ 0.91	£ 19.05
18.08.2024	DD	labdesk (bank ref 'Zomentum')	01.08.2024 to 31.08.2024 Microsoft 365 Business Premium and 01.08.2024 to 31.08.2024 Microsoft 365 Exchange Online Plan 1	£ 93.90	£ 18.78	£ 112.68
20.08.2024	*	Wynchcote	One month Joomla! Support and hosting	£ 73.00		£ 73.00
21.08.2024	DD	Allstar	Fuel (vans and equipment)	£ 147.23	£ 29.44	£ 176.67
21.08.2024	*	J&K Ross Ltd	Workwear - pair of navy trousers (JW)	£ 17.10	£ 3.42	£ 20.52
23.08.2024	*	Viking	Stationery - copier paper and toilet rolls	£ 63.90	£ 12.78	£ 76.68
23.08.2024	*	Eureka!	First aid kit replacement supplies	£ 24.00	£ 4.80	£ 28.80
23.08.2024	*	Premiclean	August office cleaning service	£ 482.13	£ 96.43	£ 578.56
26.08.2024	DD	O2	Monthly contract	£ 32.00	£ 6.40	£ 38.40
28.08.2024	DD	Allstar	Fuel (vans and equipment)	£ 57.45	£ 11.49	£ 68.94
29.08.2024	DD	Firstcom Europe	Phone charges	£ 60.90	£ 12.18	£ 73.08
30.08.2024	DD	James Todd	July 2024 payroll fee	£ 65.25	£ 13.05	£ 78.30
02.09.2024	DD	Waterplus	Water and w astewater services (4083868280)	£ 32.80		£ 32.80
02.09.2024	DD	LEVL	Geotab Pro Plus (in advance - September 2024 monthly subscription)	£ 30.00	£ 6.00	£ 36.00
02.09.2024	DD	Scribe	Monthly subscription fee (1st Sept to 30th Sept 2024)	£ 89.00	£ 17.80	£ 106.80
02.09.2024	*	Duttons Mowers Ltd	Stihl HS82T hedgecutter - service and repair	£ 72.51	£ 14.49	£ 87.00
02.09.2024	*	Duttons Mowers Ltd	Stihl HL92K hedgecutter - service and repair	£ 70.56	£ 14.11	£ 84.67
02.09.2024	*	Duttons Mowers Ltd	Stihl HLA56 hedgecutter - service and repair inc. new blades	£ 175.40	£ 35.08	£ 210.48
04.09.2024	DD	DVLA	HK64 NNM - vehicle tax	£ 335.00		£ 335.00
04.09.2024	DD	Allstar	Fuel (equipment)	£ 7.34	£ 1.47	£ 8.81
04.09.2024	DD	Legal and General	Ill health insurance	£ 161.09		£ 161.09
05.09.2024	DD	SSE Energy Solution	Electricity - Parkers Farm	£ 272.64	£ 13.63	£ 286.27
06.09.2024	*	Black Box Security Alarm System Ltd	6 monthly emergency lighting maint. (inc. 3 hour 'soak' test)	£ 80.51	£ 16.10	£ 96.61
06.09.2024	*	Black Box Security Alarm System Ltd	6 monthly Commercial Fire Maint check (call points, detectors, etc.)	£ 184.02	£ 36.80	£ 220.82
06.09.2024	*	September 2024 Wages	9 staff	£15,244.77		£15,244.77
06.09.2024	*	Cheshire Pension Fund	Pension conts. re: August 2024 Eee £1,144.69 Eer £3,808.53	£ 4,953.22		£ 4,953.22
06.09.2024	*	HMRC	Tax £1,661.80 NI £ 2,406.68 (6 Aug 2024 to 5 Sept 2024)	£ 4,066.48		£ 4,066.48
05.09.2024	DD	labdesk (bank ref 'Zomentum')	20.08.24 to 19.09.24 labdesk 365 Cloud Backup & 365 accelerator v24	£ 108.00	£ 21.60	£ 129.60
10.09.2024	DD	Public Works Loan Board	PWLB Loan repayment (ref: PW487017)	£ 9,330.00		£ 9,330.00
11.09.2024	DD	Allstar	Fuel (vans and equipment)	£ 155.21	£ 31.05	£ 186.26
11.09.2024	*	Risley MOT & Truck Ltd	HK64 NNM - Full service and MOT (inc. 6 x new tyres)	£ 820.37	£153.08	£ 973.45
11.09.2024	*	PKF Littlejohn LLP	External Audit (review of AGAR) year end 31 March 2024	£ 840.00	£168.00	£ 1,008.00
12.09.2024	DD	Waterplus	Water/w astewater services (4083867607)	£ 102.07		£ 102.07
15.09.2024	DD	labdesk (bank ref 'Zomentum')	01.09.2024 to 31.09.2024 Microsoft 365 Business Premium and 01.08.2024 to 30.09.2024 Microsoft 365 Exchange Online Plan 1	£ 93.90	£ 18.78	£ 112.68
15.09.2024	DD	ASL	Photocopying charges	£ 38.76	£ 7.75	£ 46.51

Payments of accounts for approval at the September 2024 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 161.09		£ 161.09
	DD	Firstcom Europe	Phone/enhanced internet speed charges	tbc		
	DD	Waterplus	Water and wastewater services (4083868280)	£ 32.80		£ 32.80
	DD	Waterplus	Water/wastewater services (4083867607)	£ 102.07		£ 102.07
	DD	Avoira	Cloud SAAS Protection - one additional month (August 24)	£ 33.41	£ 6.68	£ 40.09
	DD	James Todd	August 2024 payroll fee	£ 65.25	£ 13.05	£ 78.30
	DD	E-on	Electricity - Locking Stumps multi-use games area (August 2024)	£ 18.57	£ 0.93	£ 19.50
	*	Premiclean	September office cleaning service (inc. 1 x Aug bank hol credit)	£ 445.04	£ 89.01	£ 534.05
	DD	ASL	Photocopying charges	£ 13.55	£ 2.71	£ 16.26
	DD	Financial Direct Fees	FD online charges - 01.08.2024 to 31.08.2024	tbc		
	DD	LEVL	Geotab Pro Plus (in advance - October monthly subscription)	£ 30.00	£ 6.00	£ 36.00
	DD	labdesk (bank ref 'Zomentum')	20.09.24 to 19.10.24 labdesk 365 Cloud Backup and labdesk	£ 108.00	£ 21.60	£ 129.60
			356 accelerator v24			
	DD	Allstar	Fuel (equipment)	£ 7.08	£ 1.41	£ 8.49
	DD	British Gas	Gas - Parkers Farm 27 July to 7 September 2024	£ 24.08	£ 1.20	£ 25.28
	*	Latus Group (UK) Ltd	OHT - Audiometry, Vision & HAVS Tier 2 Assessment x 6 staff	£ 414.00	£ 82.80	£ 496.80
	DD	O2	Monthly contract	£ 32.00	£ 6.40	£ 38.40
	DD	labdesk (bank ref 'Zomentum')	01.10.2024 to 31.10.2024 Microsoft 365 Business Premium and	£ 93.90	£ 18.78	£ 112.68
			01.10.2024 to 31.10.2024 Microsoft 365 Exchange Online Plan 1			
	*	Viking	Stationery	£ 61.79	£ 12.36	£ 74.15
	DD	Avoira	Cloud SAAS Protection - one additional month	£ 33.41	£ 6.68	£ 40.09
	DD	Avoira	Cloud SAAS Protection - one additional month	£ 33.41	£ 6.68	£ 40.09
	*	Cheshire Pension Fund	Pension conts. re: September 2024 Eee £1,144.21 E'er £3,806.89	£ 4,951.10		£ 4,951.10
	*	HMRC	Tax £1,660.40 NI £ 2,402.92 (6 Sept 2024 to 5 October 2024)	£ 4,063.32		£ 4,063.32
	DD	Information Commissioner's Office	Annual Data Protection Fee	£ 35.00		£ 35.00
	*	Wynhcote	One month Joomla! Support and hosting	£ 80.00		£ 80.00