

**MINUTES OF THE FEBRUARY PART I FINANCE, AUDIT & PERSONNEL  
MEETING OF BIRCHWOOD TOWN COUNCIL, HELD AT  
PARKERS FARM COMMUNITY CENTRE, DELENTY DRIVE, RISLEY  
ON TUESDAY 25<sup>TH</sup> FEBRUARY 2020**

- Present:** Councillor Reeves in the Chair  
Councillors Atkin, Bowden, Breslin, D. Ellis, J. Ellis, Evans, Fitzsimmons and Nelson  
  
Clerk – Mrs. F. McDonald  
Deputy RFO – Mrs C. Caddock
- Apologies:** Business and Finance Officer - Mr. G. Crowe  
Councillor M. Hearldon (dispensation)

312/19-20 **JANUARY 2020 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

**Councillor Fitzsimmons proposed, Councillor D. Ellis seconded and it was resolved that: The Minutes of the Part I Finance, Audit & Personnel Meeting held on 14<sup>th</sup> January 2020 be approved as an accurate record and signed by the Chair.**

313/19-20 **JANUARY 2020 BUDGET AND PRECEPT MEETING MINUTES**

**Councillor Fitzsimmons proposed, Councillor Atkin seconded and it was resolved that: The Minutes of the Budget and Precept Meeting held on 14<sup>th</sup> January 2020 be approved as an accurate record and signed by the Chair.**

**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.

*Councillors Breslin, D. Ellis and J. Ellis– Birchwood Youth & Community Centre Committee  
Councillors Atkin, Bowden, Breslin, D. Ellis and Nelson– Birchwood Carnival Committee*

314/19-20 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 228 and 229 below).

Councillor Fitzsimmons **proposed** the Payment of Accounts be approved; Councillor Atkin **seconded** the proposal. This was **resolved** by those Members present.

**PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS**

315/19-20 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC)**

Councillor D. Ellis reported that BYCC currently has a balance of approximately £9,000 in its bank account.

316/19-20 **PARKERS FARM ESTATE**

The Clerk reported that we are still awaiting a response from the contractor regarding the damp survey which needs to be undertaken. She has chased this matter up, again.

317/19-20 **CHESHIRE PENSION FUND**

- (a) To note the Clerk attended a Cheshire Pension fund training session on 14th February, regarding the new Monthly Interface (MI) Scheme, and various emails and telephone calls have been exchanged regarding the Town Council's preparedness for the MI Scheme and the documents that need to be submitted during the 'crossover' period.
- (b) To note we advised our payroll provider of the new employer contribution rate for Cheshire Pension Fund, which will increase from 21.8% (which is payable until end March 2020) to 22.6%, payable from 1st April 2020.
- (c) To note that Officers may still need to look into a data retention reminder and a ruling update that might involve the recalculation of some member's benefits.

318/19-20 **PROPOSED CHANGE OF PAYROLL PROVIDER**

The Clerk gave an update regarding the possibility of changing our payroll provider and contracting our payroll services out to WBC. She stressed that this is not because we are unhappy with our current payroll provider, but because they cannot accommodate the new Monthly Interfacing (MI) system required by Cheshire Pension Fund, which WBC will be set up to do.

Notes from a meeting with the Payroll Services Manager at WBC, the Clerk and Deputy RFO, had been circulated to Members in their papers outlining what would be involved in the process. The Clerk said that the meeting had been very helpful. There would be some costs involved in changing over from our current payroll provider to the WBC Payroll Services, but WBC will deal with most of the necessary ongoing administration relating to the payment of BTC staff, HMRC and Cheshire Pension Fund reporting.

The Clerk stated that she had enquired whether WBC would be able to provide us with a list of the payroll figures, for us to make the payment ourselves, but they are unable to accommodate this within their system. Their reports are set up so that they feed into the HMRC and Pension Fund system with ease. To try to set up an alternative system just for BTC would prove more costly for BTC. (Our current payroll provider has confirmed that they will still prepare our end of year P60's and other relevant reports.)

There is a three-person process at WBC enabling the processing of payroll information.

Payments will not be processed until amounts have been checked and approval given by BTC.

The Clerk has asked our internal auditor for his advice regarding this proposed change.

Our internal auditor is aware of other Councils having similar arrangements with other Unitary Councils and confirmed that we would be required to check that WBC has appropriate levels of fidelity cover.

He pointed out that any payroll data communications need to be sent encrypted (which the Payroll Services Manager has already confirmed is the case). He acknowledged that the SUN (Service User Number) and WBC's three-person process will enable password-controlled authorisation of BACS payments.

The internal auditor also said that WBC must be required to provide a monthly comprehensive payroll report showing employees gross/net pay and all deductions.

The Clerk said that the Payroll Services Manager has already indicated that this is part of their process. In addition, WBC are able to send the payslips to us via their internal courier system, rather than sending them through the post.

The Clerk gave further details regarding the necessary administrative steps that would be required to change our payroll provider.

Members discussed the proposal.

Councillor Atkin asked if there is a 'trade-off' between the additional cost for setting up the system and a time benefit to Officers/BTC.

The Clerk stated that the MI system is not the most user-friendly of systems, and it has some teething problems. To have WBC deal with this on a monthly basis would probably save a minimum of 1.5 hours of Officer time each month, maybe more. As mentioned above, WBC would also deal with our automatic re-enrolment (which comes up every three years) and deal with P60s, P45s, MI reporting, Pension Leavers and Joiners Forms, which would also save time for Officers.

Councillor Evans asked whether Officers had a preference themselves.

The Chair said that he had briefly spoken to the Clerk about this proposal prior to the meeting and Officers are currently neutral with their thoughts on the matter.

The Clerk and Deputy RFO confirmed this is the case. The Clerk stated that we need to speak to the Co-operative bank again regarding the SUN, which seems to be the main sticking point at the moment; to see if they really need all the information, credit checks, etc. they originally asked for (all of which can be done, but maybe not all in time for 1<sup>st</sup> April 2020).

Following further discussion, Members **unanimously resolved** that they are happy to delegate the decision to the Clerk, Deputy RFO, Chair, Vice Chair and Leader, due to the time sensitive nature of getting the changeover process in place before 1<sup>st</sup> April 2020.

**Action** Clerk's office to liaise with the various parties and, if deemed advantageous, to make arrangement to change our payroll provider over to WBC.

### 319/19-20 **INTERIM INTERNAL AUDIT 2019/2020**

To note that our internal auditor attended our office on 23rd January 2020 to undertake the interim audit for the 2019/2020 financial year. The report was received on 29th January 2020 and states: *"On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan."*

The two items in the action plan were:

1. The internal auditor said that the Town Council's Financial Regulations (FRs) refer to a Purchase Order (PO) system – which we do not have in place. He recommends that a sequential PO system be put in place, as per the FRs and signed according to the authority to spend requirements of the FRs.

The Deputy RFO said that we propose to start issuing PO numbers, where applicable and/or necessary, from 1st April 2020 and will amend the FRs to confirm who can authorise payments, etc. (to be approved by Council).

**Action** Clerk's office to purchase a Purchase Order book.

2. NALC has issued updated model FRs that include amendments to sections including contracts. The internal auditor recommends the Council reviews the latest NALC FRs and incorporate revisions where applicable.

The Deputy RFO circulated some draft revised FRs to Members which incorporate the latest revisions into our current FRs. She said that there is quite a lot of new material within the draft, taken from the updated NALC FRs. These are mainly additional detail relating to the way in which the Council (already) operates, with some points that had not be clarified previously within our FRs.

The Deputy RFO asked if Members could take the draft away with them to read through between meetings and bring them to the March Council meeting for discussion, comments, and to suggest any changes if necessary.

**Action** Members to read through the draft FRs and bring any comments, etc. to the March meeting.

#### 320/19-20 **COMMUNITY DEVELOPMENT**

To note that Officers are to contact WBC about obtaining a quote relating to potentially re-paint the play area near the Turf and Feather public house.

#### 321/19-20 **GENERAL ITEMS FOR REPORTING / NOTING**

- (a) To inform Members that, as resolved at the January meeting, payment has been made for the annual renewal for the services of the specialist Health and Safety Consultants we currently use (£1,500 +VAT).
- (b) To inform Members that, as resolved at the January meeting, payment has been made for the annual renewal for the services of the specialist Employment Law Consultants we currently use (£1,377 +VAT).
- (c) To inform Members that the annual Health and Safety and Fire Safety Audits were undertaken on 4th February 2020.

Updated action plan notes from these audits were circulated to Members in their papers

#### 322/19-20 **PRECEPT 2020/2021**

The Deputy RFO reported that as per the resolution made at the January 2020 Budget and Precept Meeting, a precept requirement of £342,213.00 was submitted to the Borough Council for the 2020/2021 financial year. In addition, a short article regarding the Town Council's 2020/2021 precept requirement has been submitted to the Warrington Guardian for consideration for publication. Details have also been published on the Town Council's website.

## NEW FINANCE, AUDIT AND PERSONNEL ITEMS

### 323/19-20 BANK ACCOUNT RECONCILIATION

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account period 1st April 2019 – 31st January 2020.

The payroll figure for December 2019 was £12,679.74 (10 staff) and £12,846.89 for January 2020 (10 staff).

After consideration and approval by Members the schedules will be signed by the Clerk and the Chair.

Members **resolved** to approve the bank reconciliations.

### 324/19-20 PROPOSED SWITCHING OF SOME LIGHTS TO LED LIGHTING

The Deputy RFO asked Members to consider quotations requested from 3 companies regarding replacing the emergency lights that recently failed the 3-hour 'soak test' with led versions, and we asked for 4 quotes re: undertaking our annual PAT testing. We also asked 2 of the companies for quotes to replace a number of lighting tubes in our offices (in the most used areas) with led tubes/bulbs – which we were informed requires some additional re-wiring to be undertaken:

'Company A' – quoted £886.00 plus VAT to replace the emergency lights and do the PAT testing and quoted £610.00 plus VAT for the supply/ installation of 14x 5ft led tubes in existing light fittings and the supply/ installation of 2x new led round bulkhead light fittings.

'Company B' - quoted £1,124.00 plus VAT to replace the emergency lights and do the PAT testing and quoted £344.00 plus VAT for the supply/installation of 14x 5ft led tubes in existing light fittings and the supply/installation of 2x new led round bulkhead light fittings.

'Company C' - quoted £180.00 for PAT testing and £650 plus VAT for the replacement of emergency lights.

The fourth company did not reply.

The emergency lights must be replaced, and the PAT testing must be done. The replacement of the ordinary lighting is an option.

The Deputy RFO asked Members for their thoughts regarding the above.

Members discussed the various options. They **unanimously resolved** that the replacement of the ordinary fluorescent tubes to led lights can be left for the time being.

Councillor D. Ellis said that it is possible to purchase led tubes with a device to replace the starter for the fluorescent tubes, and fit them easily.

The Deputy RFO said that some of the tubes (in the barn areas) are high up and, if they need replacement, it will require an electrician to replace those.

Councillor Atkin proposed, Councillor Fitzsimmons seconded and it was **unanimously resolved** that Company 'C' be asked to undertake the supply/replacement of the emergency lights, and to undertake the PAT testing.

**Action** Clerk's office to contact Company 'C' regarding the above, and to ask if the cost of the PAT testing could be reduced (if it is undertaken on the same day as the replacement of the lights).

The Deputy RFO stated that photographs (circulated to Members in their papers) show the three Town Council notice boards are currently in a very poor state of repair. Water ingress is causing the inside of some boards to go mouldy and the Perspex fronts are becoming cracked and difficult to see through clearly.

Previous repairs to the boards have costed in the region of £400+, plus many man hours in removing, repairing and reinstalling them. Officers have looked at various options for their replacement. We are limited to the type we can buy, in order to fit them onto the current posts.

We found two companies that supply options in aluminium (at the lower end of the price range) which are larger than the boards we have now, as we sometimes struggle for space.

We also looked at wooden boards, but attaching them to the posts already installed, would damage the integrity of the board (and the warranty) and they are more expensive. We have included one quote for a wooden board. Quotes for basic 2-door boards were included in Members' papers.

The prices were as follows:

'Company A' Tradition dual door style notice board, aluminium, 12 x A4 sheets, board size 1050mm high x 1200mm Wide x **30mm** deep complete with rails mounted on the back and supplied with the correct Size clamps to fix to our existing posts - £510 (or £517 for an 18 x A4 sheets size) plus delivery, plus VAT.

'Company A' 1000 dual door style notice board, aluminium, 12 x A4 sheets, board size 1050mm high x 1200mm Wide x **75mm** deep complete with rails mounted on the back and supplied with the correct size clamps to fix to our existing posts - £555 (£653 for an 18 x A4 sheets size plus delivery, plus VAT.

'Company B' 2-bay, A1, AF30 aluminium notice board 18 x A4 sheets, board size 1400mm wide x 1050mm high £616.26 plus delivery plus VAT.

'Company C' Wooden board and posts 12 x A4 landscape, 1585mm wide x 800mm high - £1,411 plus delivery, plus VAT.

The Deputy RFO said there would be a relatively small additional cost in all cases for additional magnets to hold the posters, information sheets, etc. on the boards. All the boards are all magnetic – there would be an additional cost to change them to pin boards.

The Deputy RFO suggested that, if Members are happy to replace the boards, we purchase one initially, to be installed at Parkers Farm, to ensure that they can be securely fitted to the posts we currently have in place.

Councillor Fitsimmons **proposed**, Councillor Atkin **seconded** and it was **unanimously resolved** that the Town Council purchases a notice board from 'Company A', with the option to purchase two more if we are completely satisfied with the first purchase.

**Action** Clerk's office to order a notice board from 'Company A' – either 12 x A4 or 18 x A4 sheet size of the Tradition dual door style notice board.

326/19-20 **BIRCHWOOD CARNIVAL**

The Deputy RFO asked Members to consider the grant application from the Birchwood Carnival Committee, requesting the Town Council financially support the 2020 Birchwood Carnival by hiring the marquee, tables and chairs (£1271.60 plus VAT) for the event, under the power Local Government & Rating Act 1972 (Section 145) (Provision of Entertainment and Support of the Arts) and also hiring the portaloos (£350.00 plus VAT) - under the power Public Health Act 1936, s.87.

Councillor Fitzsimmons **proposed**, Councillor Evans **seconded** and it was **unanimously resolved** that a grant (in the total amount of £1,621.60) be awarded to hire the items as requested.

**Action** Clerk's office to notify the Carnival Committee of the decision.

327/19-20 **PROPOSED NEW FORMAL POLICY**

The Deputy RFO asked Members to consider whether the Town Council wishes to adopt a formal Equality and Diversity Policy. A model policy, published on NALC's website, had been circulated to Members for consideration.

Councillor Atkin suggested that the wording of a section of the model policy relating to monitoring appears to be a bit onerous, considering that we are only a small Council.

The Deputy RFO suggested that she looks at the specific section involved and brings a proposed amendment back to the March meeting.

This was agreed by Members.

**Action** Deputy RFO to draft an amendment to the model policy, to make it more suitable for the Town Council's use; for consideration by Members at the March 2020 meeting.

328/19-20 **STAFF TRAINING**

- (a) To note that 8 members of staff undertook General Health and Safety Training on 4th February 2020. Staff have been issued with the PowerPoint presentation notes from this training.
- (b) To note that all staff (except the BAFO) have been issued with an updated Health and Safety Policy and Handbook – they have all signed to say they have read and understood the contents of this document.
- (c) To ask Members to consider/approve payments for two courses provisionally booked for March:
  - (i) 18th March 2020 - Brushcutter refresher training with Lantra accreditation for 6 x staff (£721.00 +VAT).
  - (ii) 19th March 2020 - Ride-on-mower training with Lantra accreditation for 4 x staff (£659.00 +VAT)

Members **unanimously resolved** to approve the payments for these two courses.

**Action** Clerk's office to confirm the booking of the two above courses.

329/19-20 **GENERAL ITEMS FOR REPORTING / NOTING**

- (a) To note that WBC has requested the Town Council reserves the use of our Community Room as a Polling Station for the Borough Council and local elections that are scheduled to take place on 7th May 2020.
- (b) Received – Employer Bulletin – February 2020
- (c) The Deputy RFO asked Members to note the receipt of notification that the next Public Works Loan Board payment for loan ref. PW487017 is due on 10th March 2020 (£11,040.00).
- (d) Received – Code of Audit Practice – consultation update – the final draft code has been laid in Parliament and, subject to Parliamentary approval, will come onto force on 1st April 2020.
- (e) To note that a VAT claim for September 2019 to December 2019, inclusive (£2,579.77) has been made to HMRC and was subsequently paid into our Co-operative bank account on 5th February 2020.
- (f) Received – SAS Protect Newsletter – February 2020.
- (g) To note that the Health and Safety Risk Assessment undertaken on 15th January 2019 was reviewed as part of the latest risk assessment undertaken by our specialist contractor on 4th February 2020. The Action Plan has been updated.
- (h) To note that the Fire Risk Assessment undertaken on 15th January 2019 was reviewed as part of the latest risk assessment undertaken by our specialist contractor on 4th February 2020. The Action Plan has been updated.
- (i) To note that the Town Council has made a redeclaration that we do not require a TV License at Parkers Farm.
- (j) To note that we have received formal notification that Parliament has legislated to revise the statutory basis of the Public Works Loan Board, which came into effect today. This does not affect existing PWLB loans.
- (k) To note that Npower Business (which currently supplies our electricity and gas to Parkers Farm) is now part of the E.ON group. We will be automatically changed over to E.ON for our energy supplies.

**The meeting concluded at 7.20 pm**



Payment of Accounts:							
Resolved: that the following payments be approved as some of the residual December 2019 and part January 2020 accounts							
Date	Ref	Payee	Description	Net	VAT	Gross	
11.12.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 130.85	£ 26.16	£ 157.01	
12.12.2019	DD	Waterplus	Water/wastewater services (4083867607)	£ 18.34		£ 18.34	
16.12.2019	DD	Financial Direct Fees	FD online charges	£ 40.20		£ 40.20	
16.12.2019	*	Aqua Solutions	Annual gas installation check/replace 1 radiator thermos	£ 87.99		£ 87.99	
16.12.2019	*	ESI	Check fault on fire alarm system/ replace EOL capacitor	£ 55.00	£ 11.00	£ 66.00	
16.12.2019	*	Duttons	Hedgetrimmer grease tube	£ 27.50	£ 5.50	£ 33.00	
16.12.2019	DD	Yellowbus Solutions	2 x Dell Optiplex 3060 Micro Form Factor PCs with Intel i5-8500T (processor) 8GB RAM (memory) 256GB SSD (hard drive) and 2 x Windows 10 Pro licences	£ 1,367.94	£ 273.59	£ 1,641.53	
16.12.2019	DD	Yellowbus Solutions	SD card reader adapter	£ 5.80	£ 1.16	£ 6.96	
16.12.2019	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32	
18.12.2019	DD	Npower	Electricity - Parkers Farm	£ 177.53	£ 8.88	£ 186.41	
18.12.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 67.88	£ 13.57	£ 81.45	
18.12.2019	*	HMRC	Tax (£1,327.40) and NI (£2,453.56)	£ 3,780.96		£ 3,780.96	
19.12.2019	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 7.56	£ 0.38	£ 7.94	
19.12.2019	*	Office Depot	Stationery	£ 41.59	£ 8.32	£ 49.91	
19.12.2019	*	Cheshire Pension Fund	Contributions (E'ee £757.54 E'er £2,775.44)	£ 3,532.98		£ 3,532.98	
23.12.2019	DD	Waterplus	Water/wastewater services (4032774195)	£ 68.03		£ 68.03	
27.12.2019	DD	Telesis	Phone/enhanced internet speed charges	£ 55.20	£ 11.04	£ 66.24	
27.12.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 205.76	£ 41.16	£ 246.92	
27.12.2019	*	Society of Local Council Clerks	Annual renewal fee	£ 254.00		£ 254.00	
31.12.2019	DD	CopyriteSystems	Photocopying charges	£ 33.96	£ 6.79	£ 40.75	
02.01.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88	
02.01.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 63.33	£ 12.67	£ 76.00	
02.01.2020	DD	O2	Ref a/c 04760571 mobile phones (Dec 2019)	£ 44.51	£ 8.90	£ 53.41	
06.01.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02	
06.01.2020	DD	Npower	Gas - Parkers Farm	£ 382.28	£ 19.11	£ 401.39	
07.01.2020	*	January wages	Wages total this month (10 staff)	£ 12,846.89		£ 12,846.89	
08.01.2020	*	Cllr Reeves	Part Chair's Allowance	£ 400.00		£ 400.00	
09.01.2020	*	F McDonald	Petty cash float reimbursement	£ 100.00		£ 100.00	
13.01.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 18.34		£ 18.34	
14.01.2020	*	Office Depot	Stationery (previously out of stock items) x 2 invoices	£ 7.34	£ 1.46	£ 8.80	

Payments of Account since 14th January 2020

Date	Ref	Payee	Description	Net	VAT	Gross
02.01.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
02.01.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 63.33	£ 12.67	£ 76.00
02.01.2020	DD	O2	Ref a/c 04760571 mobile phones (Dec 2019)	£ 44.51	£ 8.90	£ 53.41
06.01.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
07.01.2020	DD	Npower	Gas Parkers Farm	£ 382.28	£ 19.11	£ 401.39
07.01.2020	*	January wages	Wages total this month (10 staff)	£ 12,846.89		£ 12,846.89
08.01.2020	*	Cllr Reeves	Part Chair's Allowance	£ 400.00		£ 400.00
09.01.2020	*	F McDonald	Petty cash float reimbursement	£ 100.00		£ 100.00
13.01.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 18.34		£ 18.34
14.01.2020	*	Office Depot	Stationery (previously out of stock items) x 2 invoices	£ 7.34	£ 1.46	£ 8.80
15.01.2020	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
15.01.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 72.35	£ 14.47	£ 86.82
16.01.2020	DD	Financial Direct Fees	FD online charges	£ 39.60		£ 39.60
16.01.2020	*	HMRC	Tax (£1,372.20) and NI (£2,129.75)	£ 3,501.95		£ 3,501.95
20.01.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 9.84	£ 0.49	£ 10.33
20.01.2020	*	James Todd & Co. Ltd	3 monthly payroll service charges	£ 192.00	£ 38.40	£ 230.40
20.01.2020	*	Warrington Borough Council	Flower meadows 2019 season	£ 626.37	£ 125.27	£ 751.64
20.01.2020	*	Cheshire Pension Fund	Contributions (E'ee £757.41 E'er £2,618.62)	£ 3,376.03		£ 3,376.03
22.01.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 121.80	£ 24.35	£ 146.15
23.01.2020	DD	Waterplus	Water/wastewater services (4032774195)	£ 68.03		£ 68.03
24.01.2020	*	Environment Agency	Registration fee	£ 154.00		£ 154.00
24.01.2020	*	SAS Daniels LLP	Annual renewal of specialist employment law consultants	£ 1,377.00	£275.40	£ 1,652.40
27.01.2020	*	Terrain HR Ltd	Specialist H&S Consultant Services 01/02/20 to 31/01/21	£ 1,500.00	£ 300.00	£ 1,800.00
28.01.2020	*	Complete Roofing Systems	Cleaning gutters and downspouts at Parkers Farm and Birchwood Youth and Community Centre	£ 995.00	£ 199.00	£ 1,194.00
29.01.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
29.01.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 144.05	£ 28.81	£ 172.86
31.01.2020	DD	CopyriteSystems	Photocopying charges	£ 34.56	£ 6.91	£ 41.47
31.01.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 44.51	£ 8.90	£ 53.41
31.01.2020	*	CJ Auto Service	Full service and MOT NH57 CZV inc. necessary repairs	£ 370.71	£ 64.15	£ 434.86
03.02.2020	*	Arco	PPE - 2 x pairs safety boots (IS & SJ)	£ 98.00	£ 19.60	£ 117.60
04.02.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
04.02.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
05.02.2020	DD	Allstar	Fuel (equipment)	£ 6.05	£ 1.21	£ 7.26
07.02.2020	*	Duttons	Stihl long reach battery hedgecutter, Stihl Li-ion battery x 2, Stihl quick charger	£ 540.83	£ 108.17	£ 649.00
		Duttons	Trade-in on 7 decommissioned items re: above hedgecutter	-£ 280.00		-£ 280.00
07.02.2020	*	Cllr Reeves	Part Chair's Allowance	£ 300.00		£ 300.00
07.02.2020	*	Aquaspray Ltd	10m high pressure hose and 2-way connector	£ 69.98	£ 14.00	£ 83.98
07.02.2020	*	CJ Auto Service	NH57 CZV - carried out front geometry adjustment	£ 40.00	£ 8.00	£ 48.00
07.02.2020	*	ESI	6 monthly service of Emergency Lighting system	£ 230.00	£ 46.00	£ 276.00
07.02.2020	*	ESI	Annual maintenance of intruder alarm system	£ 70.00	£ 14.00	£ 84.00
07.02.2020	*	ESI	Service of fire extinguishers and blankets	£ 112.00	£ 22.40	£ 134.40
07.02.2020	*	February wages	Wages total this month (10 staff)	£ 12,696.14		£ 12,696.14
10.02.2020	DD	BNP Paribas	Photocopier rental 10/2/2020 to 09/05/2020	£ 343.00	£ 68.60	£ 411.60
12.02.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 18.34		£ 18.34
12.02.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 180.97	£ 36.19	£ 217.16
13.02.2020	*	Duttons	Resin spray cleaner	£ 11.50	£ 2.30	£ 13.80
14.02.2020	*	HMRC	Tax (£1,308.40) and NI (£2,130.79)	£ 3,439.19		£ 3,439.19
17.02.2020	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
17.02.2020	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
19.02.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 75.51	£ 15.11	£ 90.62
19.02.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 9.63	£ 0.48	£ 10.11
20.02.2020	*	Cheshire Pension Fund	Contributions (E'ee £757.64 E'er £2,619.46)	£ 3,377.10		£ 3,377.10

Payments for approval at the February 2020 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
	DD	Telesis	Phone/enhanced internet speed charges	£ 58.25	£ 11.65	£ 69.90
	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
	DD	Waterplus	Water/wastewater services (4083867607)	£ 18.34		£ 18.34
	DD	Waterplus	Water/wastewater services (4032774195)	£ 68.03		£ 68.03
	DD	Financial Direct Fees	FD online charges	tbc		
	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
	DD	O2	Ref a/c 04760571 mobile phones (Feb 2020)	£ 44.51	£ 8.90	£ 53.41
	DD	E-on	Electricity - Locking Stumps multi-use games area	tbc		
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 167.26	£ 33.45	£ 200.71
	*	Cheshire Pension Fund	Contributions (E'ee £xxx E'er £xxx)	tbc		
	*	HMRC	Tax (£1xxxx) and NI (£2xxxx)	tbc		tbc
	DD	CopyriteSystems	Photocopying charges	£ 32.72	£ 6.54	£ 39.26
	*	Millhouse Training Limited	Ride on mower training - 4 staff inc. Lantra registration fees	£ 659.00	£ 131.80	£ 790.80
	*	F McDonald	Petty Cash reimbursement	£ 100.00		£ 100.00
	*	Millhouse Training Limited	Brushcutter refresher training - 6 staff inc. Lantra registrations	£ 721.00	£ 144.20	£ 865.20
	*	CJ Auto Service	ND58BZR - 2 tyres, tracking, renew d/s lower suspension arm and track rod end	£ 249.22	£ 49.84	£ 299.06
	*	Williams Garage Ltd	HK64 NNM - supply and fit new tyre	£ 73.75	£ 14.75	£ 88.50
10.03.2020	DD	Public Works Loan Board	Loan ref: PW487017	£ 11,040.00		£ 11,040.00
	DD	Trade UK (B&Q)	Cement, bucket, building sand, jointer & pointer pack	£ 17.66	£ 3.53	£ 21.19
	DD	Allstar	Fuel (office vans, mowers and equipment)	tbc		
12.03.2020	*	Arco	PPE - headgear - Peltor Lumberjack Combi Unit G2000 (KA)	£ 39.94	£ 7.99	£ 47.93
12.03.2020	*	Arco	PPE - Safety boots (PT)	£ 49.00	£ 9.80	£ 58.80