

**MINUTES OF THE SEPTEMBER PART I FINANCE, AUDIT & PERSONNEL
OF BIRCHWOOD TOWN COUNCIL,
HELD ONLINE, ON TUESDAY 22ND SEPTEMBER 2020, 6PM**

Present: Councillor Reeves in the Chair
Councillors Atkin, Bowden, D. Ellis, J. Ellis, Fitzsimmons and T. Hearldon

Clerk – Mrs. F. McDonald
Deputy Clerk – Mrs C. Caddock
Business and Finance Officer - Mr. G. Crowe

1 Resident

Apologies: Councillors Breslin, M. Hearldon (dispensation)

Councillor Evans was unable to access the meeting, due to technical issues.

136/20-21 **JULY 2020 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor D. Ellis proposed, Councillor Atkin seconded, and it was resolved that: The Minutes of the Part I Finance, Audit & Personnel Meeting held on 28th July 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 D. Ellis and J. Ellis– Birchwood Youth & Community Centre Committee

Councillors Atkin and D. Ellis – Birchwood Carnival Committee

137/20-21 **BANK SIGNATORIES**

To note that the bank signatories for the Co-operative Bank account have been confirmed. At present the approved signatories are, Councillors Atkin, Bowden, Fitzsimmons and Reeves. In addition, the Clerk and BAFO are approved signatories. However, in practice, the Clerk and BAFO do not sign cheques.

138/20-21 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 111 and 112 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

139/20-21 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC) – LEASE DISCUSSIONS**

- (a) The BAFO gave Members an update regarding progress relating to the proposed new formal lease agreement between BYCC and BTC.

Councillor D. Ellis said that the solicitor still seems to have misunderstood that, when considering the rent arrangements, BYCC is not a commercial venture, but it is a community facility, run by volunteers.

The BAFO stated that he will contact the solicitor to send them additional information and to clarify several matters.

The BAFO asked Members to consider when they would want the rent to be reviewed, as this is a detail that is needed in the new lease. He suggested that a good time might be six months after every four-yearly all-out election, so that any new Council Members can have input into the decision.

Councillor Fitzsimmons **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that the BYCC rent be reviewed every four years, six months after the election.

Action BAFO to contact the solicitor to send additional information, and to clarify several matters.

The BAFO stated that once the solicitor has put together the main framework of the new lease, a copy will be sent to Councillor D. Ellis, in his capacity of the Chair of BYCC Trustees, for his final approval, before it is signed by all parties.

140/20-21 **PARKERS FARM ESTATE**

- (a) The BAFO reported to Members that the Town Council's planning application, no. 2020/37253 for the maintenance work, including isolated repointing, redecoration, rainwater pipe replacement, and roof works has been approved with conditions.
- (b) The BAFO stated that he and the Clerk met with Stuart Prescott from CUBE, and a contractor from Trinity Renovations, on 10th September 2020. The BAFO gave Members a verbal update regarding the meeting.

Revised costs (already circulated to Members in papers) regarding the works required to Parkers Farm, have been received, with a request for the Town Council to instruct Trinity Renovations to proceed. They attached a Letter of Intent which instructs the contractor to proceed, prior to entering into a formal Building Contract. The value in the letter reflects the total value of £58,615.89 (plus VAT). This includes an extra £1,752 for some additional works.

The details of 'the works' and associated contract and costs were copied to Members in their papers. The original price quoted of £63,300, has come down to £56,863.

The BAFO added that he and the Clerk asked whether some additional work could be undertaken by the same contractor, whilst they are on site, with the necessary equipment. This would include the repainting of the barn doors and a repair to some woodwork on the gable end of the barn. This is work that will become necessary in the near future.

A quotation of £1,752 has been received for this work, which would be well within the budget, given the reduction in the initial quotation.

The BAFO asked Members if they would be happy to approve this additional work. Councillor Bowden **proposed**, Councillor Fitzsimmons **seconded** and Members **unanimously resolved** that the additional work to be undertaken at the same time, by the same specialist contractors, that they approve all the costs (total value of £58,615.89 plus VAT) and that progress can be formally moved forward for work to be commenced.

The BAFO said that once started, it is expected (weather permitting) that the work will take between eight to ten weeks. A start date is yet to be confirmed.

The BAFO and the Clerk will be the day-to-day contact with the contractors.

Action BAFO to send a formal letter of intent, to be signed by the Chair on behalf of the Council after the meeting, to Trinity Renovations.

- (c) Due to the current Covid restrictions, it has become necessary to bring separate welfare facilities on site for the contractors.

The Clerk is looking into obtaining temporary parking permits from WBC for the Heathfield Estate, as there will be a large container on site, and additional contractors' vehicles, which will make parking in BTC's car park difficult whilst the renovation work is taking place.

141/20-21 **SERVICING OF OUR FIRE ALARM AND EMERGENCY LIGHTING**

To note that ESI undertook the 6-monthly servicing of our fire alarm system and emergency lighting on Friday, 7th August 2020. There were no issues.

142/20-21 **NOTICE BOARDS**

To inform Members that the two additional notice boards have been received and installed, one in Gorse Covert and one in Locking Stumps.

143/20-21 **EXTERNAL AUDIT OF ACCOUNTS FOR THE YEAR END 31ST MARCH 2020**

The BAFO reported that we received notification on 29th July, that PKF Littlejohn had received our AGAR documents and that they were 'in the queue for processing'.

We have since received an email from PKF Littlejohn, asking for clarification that the Budget and Precept Meeting was a full Council Meeting:

"I have received minutes confirming that the 2020/2021 budget has been considered at the Budget and Precept Meeting. Please may I clarify if this was a Full council meeting? As part of the intermediate review procedures this year, we are required to review evidence to confirm that the budget has been approved by the whole authority during 2019/20."

We sent the following response, which was subsequently acknowledged by the external auditor:

“I can confirm that the Budget and Precept Meeting, held in January 2020, was called as a Full Council meeting.

Prior to this meeting, the December 2019 meeting (also a full Council meeting) was meant to incorporate the formal Budget and Precept meeting (see Minute 247/19-20 in the attached December 2019 Minutes).

All relevant documents had been circulated to Members and were discussed at the December 2019 meeting. However, due to extenuating circumstances, Members asked for the formal agreement of the budget and precept to be held over to the January 2020 meeting. This also allowed time for some figures in the draft schedules to be adjusted (as decided at the December meeting) and for them to be represented at the January 2020 meeting for formal approval. If there is any further information that you require, please let us know.”

We do not yet know when we will receive their report.

144/20-21 **STAFF WAGES**

The BAFO informed Members the National Salary Award for 2020-2021 has now been agreed, to be implemented from 1st April 2020. The increase is approximately 2.75%. Although the Town Council is not obliged to mirror this award, in previous years this has been the case.

Members were respectfully asked to consider whether they wish the Clerk, Deputy Clerk, and BAFO to receive a wage increase, backdated to 1st April 2020, and, if so, at what level? The BAFO said that normally at this point, Officers would leave the meeting, but as it was a Zoom meeting, he asked if Members wanted the Officers to sign out of the meeting for a short while.

Members indicated that they did not require Officers to leave the meeting.

Councillor Fitzsimmons **proposed**, Councillor Bowden **seconded**, and Members **unanimously resolved** for Officers to receive a 2.75% pay award, to mirror the national award, backdated to April 2020.

Action Clerk’s office to contact our payroll provider with the necessary information, to implement the award in the October wages.

145/20-21 **FLU VACCINATIONS**

The BAFO stated that at the July meeting, Officers were given permission to investigate the potential costs of flu vaccinations being offered by private companies. One quote received for a nurse to come to site to vaccinate 10 members of staff was £260.60.

As not all staff wish to receive the flu jab, Officers proposed that it might be better if staff who wish to have the flu jab, but are not eligible to have it free of charge at their doctor’s surgery, could have it done at a local chemist and bring the receipt to the office, to be reimbursed.

Members resolved that they agreed with this proposal.

Councillor Atkin said that he would suggest that if anyone wants to book a flu vaccination, that they do so as soon as possible, as there is no guarantee that there will be enough supply to meet demand at the present time.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

146/20-21 BANK ACCOUNT RECONCILIATION

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2020 – 31st July 2020 and 1st April 2020 – 31st August 2020.

The payroll figure for June 2020 was £13,179.79 (10 staff – including wages rises for 7 staff, backdated to 1st April 2020). It was £12,772.18 for July 2020 and £12,787.06 for August 2020.

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

Councillor Fitzsimmons **proposed**, Councillor D. Ellis **seconded** and Members **unanimously resolved** to approve the bank reconciliations.

147/20-21 SHOPPING CENTRE MEMORIAL

- (a) BTC Plaque - Following consultation with the Chair, under delegated powers, a replacement memorial plaque was ordered for the memorial garden at Birchwood Shopping Centre (£95.00 +VAT). The old plaque was severely weather damaged.
- (b) Poppy Wreaths – The BAFO asked whether the Council wishes to make a donation to The Royal British Legion for the supply of two poppy wreaths, as it has done in previous years; one to be laid (usually by the Chair) on behalf of the community of Birchwood, the other to be laid at the Cross Lane South Memorial.

We do not yet know if there will be a formal service of Remembrance at the Shopping Centre this year. In previous years BTC has donated £100 for two poppy wreaths (which cost £17 each to produce).

Councillor Bowden **proposed**, Councillor D. Ellis **seconded** and Members **unanimously resolved** to order the two wreaths (£17 each, plus £66 donation) even if the wreaths have to be laid privately.

Action Clerk's office to arrange for the supply of the two wreaths.

148/20-21 IT / YELLOWBUS

- (a) To note that the Clerk is continuing to liaise with Yellowbus to try to resolve the issue of finding a remote meeting platform that is easy to use, and is not prohibited for use by some organisations.

Microsoft Teams cannot be used for an open invite, attendees must be emailed individually to invite them to the meeting. This is not suitable to have open meetings with residents. Using 'Events' on Teams only allows attendees to type questions, rather than ask them verbally, which is not the interaction that the Town Council is looking for.

- (b) The Clerk reported that Yellowbus has completed on a partnership with Avoira Ltd., which is highly experienced in the provision of Unified Comms, Audio Visual, Radio and Security to the nuclear industry and specialist engineering companies. This allows them to offer expanded services to their customers. Our Yellowbus contracts and services remain the same.

- (c) The BAFO asked Members to consider a quote from Yellowbus for a two-year warranty extension on desktops for basic onsite repairs @ £172.80 per machine (further details were in Members' papers).

Members discussed the proposal.

Councillor Atkin said that if it was his personal machine, he might risk not having the warranties, but as they are business machines, he would **propose** taking out the extended warranties. Councillor T. Hearldon **seconded**, and Members **unanimously resolved** this proposal.

Action Clerk's office to make the arrangements to take out the two-year warranties on the two main office computers.

149/20-21 **CHESHIRE PENSION FUND**

- (a) To report that the Ill Health Liability Insurance (IHLI) rate will remain at 1.25% until March 2020.
- (b) The BAFO asked Members to note that we have received a consultation from the Ministry of Housing, Communities and Local Government, re: 'Reforming Local Government Exit Pay'. The consultation closes on 09/11/2020.

150/20-21 **BIRCHWOOD CARNIVAL**

The Clerk/BAFO asked Members if they had any thoughts relating to the 2021 Birchwood Carnival, considering the current Covid-19 pandemic; or do they feel it is too early to make any decisions?

Councillor Atkin said that, as the current Chair of the Carnival Committee, he has had some discussions with the Clerk regarding this matter. Usually the committee would have had their first meeting by now to start the planning for the 2021 event. However, whilst everyone would like to hope that conditions will have improved enough, to allow a carnival to take place next year, there is currently no guarantee that that will be the case.

Councillor Atkin suggested contacting Angus Lord at Warrington Borough Council, as he and the Rangers play a large role in planning and putting on the event, to see if Warrington Borough Council has any guidance to offer at this point.

Members discussed this further and made some suggestions including holding a pared-down event (or several smaller ticket-only events) or changing the date.

Questions were asked about being able to insure the event against loss, if the event has to be cancelled, or acts / businesses that have been booked and had deposits paid to them, 'fold' due to the Covid pandemic.

Councillor Atkin **proposed** contacting Angus Lord in the first instance and once a response is received from him, revisiting the matter. This was **seconded** by Councillor J. Ellis and **unanimously resolved** by Members.

Action Clerk's office to contact Angus Lord at WBC regarding the above.

151/20-21 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that the annual Data Protection Fee re: the Information Commissioner's Office (ICO) will be taken by direct debit on or before 16th October 2020. This will be £35 (as we receive a £5 reduction for paying by direct debit).
- (b) Received – Various newsletters from SAS Daniels.

The meeting concluded at 7.40pm

Payment of Accounts:						
Resolved: that the following payments be approved as the residual June 2020, and majority of the July 2020 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
12.06.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 51.01		£ 51.01
15.06.2020	DD	Financial Direct Fees	FD online charges	£ 40.00		£ 40.00
16.06.2020	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
17.06.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 19.12	£ 3.82	£ 22.94
19.06.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.91	£ 0.45	£ 9.36
22.06.2020	*	Mrs F McDonald	Reimburse re: 3 x invs. Asda anti-bac/cleaning items	£ 9.53	£ 1.90	£ 11.43
22.06.2020	*	Mrs F McDonald	Reimburse re: 2 x invs. Tesco - gloves & kitchen roll	£ 5.75	£ 1.15	£ 6.90
22.06.2020	*	Mrs C Caddock	Reimburse re: Shen zhen shi de rui . . . 2 x webcams	£ 64.96	£ 13.00	£ 77.96
24.06.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 193.66	£ 38.73	£ 232.39
26.06.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
29.06.2020	*	CSE Electrical Ltd	PAT Testing and part payment re: replacement emergency lighting (2nd payment due on completion)	£ 348.40	£ 69.68	£ 418.08
30.06.2020	*	Office Depot	Stationery	£ 30.02	£ 6.00	£ 36.02
30.06.2020	*	Regal Polythene	30 x boxes refuse sack & 4 x boxes paper hand towels	£ 371.04	£ 74.21	£ 445.25
30.06.2020	*	JDH Business Services Ltd.	Internal audit 2019/2020	£ 589.00	£ 117.80	£ 706.80
01.07.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
01.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 79.75	£ 15.94	£ 95.69
01.07.2020	DD	Screwfix Direct Ltd	(B&Q a/c) Various maintenance/gardening items	£ 53.82	£ 10.78	£ 64.60
01.07.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
02.07.2020	DD	Npower	Gas - Parkers Farm	£ 612.97	£ 30.65	£ 643.62
06.07.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
06.07.2020	*	C Caddock	reimburse - JDSDIY - Hammerite paint for barrier	£ 14.27	£ 2.85	£ 17.12
06.07.2020	*	F McDonald	reimburse - Tesco - bleach and anti-bac spray	£ 5.95	£ 1.19	£ 7.14
06.07.2020	*	F McDonald	reimburse - Asda - wipes, handwash, bleach, etc.	£ 8.30	£ 1.66	£ 9.96
06.07.2020	*	Eureka	4 x boxes disposable gloves	£ 38.00		£ 38.00
06.07.2020	*	Church of the Ascencion	Grant - virtual summer playscheme	£ 200.00		£ 200.00
07.07.2020	*	July wages:		£12,777.28		£ 12,777.28
08.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 338.83	£ 67.76	£ 406.59
09.07.2020	*	F McDonald	Petty cash float - reimbursement	£ 100.00		£ 100.00
09.07.2020	*	F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39
13.07.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 51.01		£ 51.01
15.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 78.00	£ 15.60	£ 93.60
15.07.2020	DD	Financial Direct Fees	FD online charges	£ 40.60		£ 40.60
15.07.2020	DD	Yellowbus	Dell Latitude 3400 14" laptop and setup/configuration	£ 740.00	£ 148.00	£ 888.00
15.07.2020	DD	Yellowbus Solutions	IT support, backups, internet services - inc. for laptop (5 x	£ 120.75	£ 24.15	£ 144.90
16.07.2020	*	HMRC	Re: June 2020 Tax £1,465.00 NI £2,192.13	£ 3,657.13		£ 3,657.13
16.07.2020	*	Cheshire Pension Fund	RE: June 2020 E'ee £804.31 E'er £2,893.93	£ 3,698.24		£ 3,698.24
17.07.2020	*	C Caddock	Reimburse re: Amazon - pk 6 anti-bac hand gel 100ml	£ 7.75	£ 1.55	£ 9.30
17.07.2020	*	C Caddock	Reimburse re: Amazon - pk 4 anti-bac hand gel 250ml	£ 9.18	£ 1.84	£ 11.02
17.07.2020	*	C Caddock	Reimburse re: Tasco Distributors Ltd. - address labels	£ 9.84	£ 1.96	£ 11.80
17.07.2020	*	C Caddock	Reimburse re: Shen zhen shi - long feather duster	£ 6.32	£ 1.27	£ 7.59
17.07.2020	*	C Caddock	Reimb. re: Shenzhenshi JunXinsheng - 3 x feather dus	£ 9.16	£ 1.83	£ 10.99
17.07.2020	*	C Caddock	Reimb. re: ARS.Enterprise2019Ltd - 2 radiator dusters	£ 3.82	£ 0.76	£ 4.58
17.07.2020	*	C Caddock	Reimb. re: Rai Fashions Ltd - 2 x brooms	£ 20.81	£ 4.17	£ 24.98
20.07.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.64	£ 0.43	£ 9.07
22.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 214.46	£ 42.88	£ 257.34
24.07.2020	*	Warrington Borough Council	Recharge - ND58 BZR - repairs to suspension	£ 322.60	£ 64.52	£ 387.12
27.07.2020	DD	EMAP Publishing	Local Government Chronicle annual subscription renewal	£ 295.00	£ 26.55	£ 321.55

Payments of Account since 27th July 2020

Date	Ref	Payee	Description	Net	VAT	Gross
29.07.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
29.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 133.68	£ 26.72	£ 160.40
29.07.2020	*	C Caddock	Reimburse - Tesco - janitorial items & tea/coffee/sugar	£ 74.40	£ 9.91	£ 84.31
29.07.2020	*	F McDonald	Reimburse - vehicle tax NH57 CZV	£ 265.00		£ 265.00
30.07.2020	*	Direct 365	Feminine Hygiene Unit 06/07/2020 to 05/07/2021	£ 88.88	£ 17.78	£ 106.66
31.07.2020	DD	Copyrite Systems	Photocopier charges	£ 63.68	£ 12.74	£ 76.42
31.07.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
31.07.2020	*	James Todd & Co. Ltd.	Quarterly payroll service fees	£ 180.00	£ 36.00	£ 216.00
03.08.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
04.08.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
05.08.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 115.23	£ 23.04	£ 138.27
07.08.2020	*	Elite Industrial Supplies	Workwear/PPE	£ 113.33	£ 22.67	£ 136.00
07.08.2020	*	St John Ambulance	2 x First Aid at Work Refresher courses (JJ & JW)	£ 450.00	£ 90.00	£ 540.00
07.08.2020	*	August wages:	10 staff	£ 12,772.18		£ 12,772.18
10.08.2020	DD	BNP Paribas	Photocopier Lease - 10/8/2020 - 9/11/2020	£ 383.00	£ 76.60	£ 459.60
12.08.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 51.01		£ 51.01
12.08.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 188.50	£ 37.68	£ 226.18
12.08.2020	*	Earth Anchors	2 x notice boards (12x44) for G/C and L/S	£ 935.00	£ 187.00	£ 1,122.00
14.08.2020	*	C Caddock	reimburse - Paper Towel dispenser	£ 10.83	£ 2.16	£ 12.99
14.08.2020	*	Arco	PPE - safety boots (JW)	£ 39.91	£ 7.98	£ 47.89
14.08.2020	*	Infotone	6 x printer toner cartridges	£ 245.55	£ 49.11	£ 294.66
14.08.2020	*	CSE Electrical	Final payment re: replacement of emergency lights	£ 348.40	£ 69.68	£ 418.08
14.08.2020	*	HMRC	Re: July 2020 Tax £1,356.60 NI £2,045.59	£ 3,402.19		£ 3,402.19
14.08.2020	*	Cheshire Pension Fund	RE: July 2020 E'ee £773.52 E'er £2,780.13	£ 3,553.65		£ 3,553.65
17.08.2020	DD	Yellowbus Solutions	IT support, backups, internet services - inc. for laptop (5 x inv.)	£ 204.10	£ 40.82	£ 244.92
17.08.2020	DD	Financial Direct Fees	FD online charges	£ 40.60		£ 40.60
19.08.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 159.93	£ 31.97	£ 191.90
19.08.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.68	£ 0.43	£ 9.11
26.08.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 142.28	£ 28.45	£ 170.73
27.08.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
27.08.2020	DD	Npower	Electricity - Parkers Farm	£ 151.52	£ 7.58	£ 159.10
28.08.2020	CHQ	Post Office Ltd	Vehicle Tax HK64 NNM	£ 265.00		£ 265.00
28.08.2020	*	F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39
28.08.2020	*	CJ Auto Service	HK64 NNM - MOT	£ 49.95		£ 49.95
28.08.2020	*	CJ Auto Service	HK64 NNM - Interim service	£ 125.85	£ 25.17	£ 151.02
28.08.2020	*	Williams Garage Services Ltd	2 x tyres PO51 WLE	£ 92.90	£ 18.58	£ 111.48
28.08.2020	*	Williams Garage Services Ltd	5 x tyres NH57 CZV	£ 369.75	£ 73.95	£ 443.70
28.08.2020	CHQ	Post Office Ltd	Vehicle Tax PO51 WLE	£ 265.00		£ 265.00
01.09.2020	DD	Copyrite Systems	Photocopier charges	£ 64.14	£ 12.83	£ 76.97
01.09.2020	DD	Screwfix Direct Ltd	(B&Q a/c) Loppers, shears and strimmer line	£ 78.45	£ 15.69	£ 94.14
02.09.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83
02.09.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 86.59	£ 17.32	£ 103.91
03.09.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
04.09.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
07.09.2020	*	September wages	Wages total this month (10 staff)	£ 12,779.64		£ 12,779.64
09.09.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 284.64	£ 56.92	£ 341.56
10.09.2020	*	ESI	6 monthly testing of the Emergency Lighting System and 6 monthly service of the Fire Alarm System	£ 230.00	£ 46.00	£ 276.00
10.09.2020	*	F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39
10.09.2020	*	HMRC	Re: Aug 2020 Tax £1,355.00 NI £2,043.52	£ 3,398.52		£ 3,398.52
10.09.2020	*	CJ Auto Service Ltd	PO51 WLE - MOT/Interim service & repairs	£ 386.90	£ 69.38	£ 456.28
10.09.2020	*	NA Hall	Repairs to radiator fitting in mess room - requiring the removal and reinstallation of radiator.	£ 50.00		£ 50.00
10.09.2020	DD	Public Works Loan Board	PWLB loan repayment	£ 10,850.00		£ 10,850.00
14.09.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 87.07		£ 87.07
15.09.2020	DD	Financial Direct Fees	FD online charges	£ 40.80		£ 40.80
16.09.2020	DD	Yellowbus Solutions	IT support, backups, internet services (inc. for laptop) (4 x inv.)	£ 149.60	£ 29.92	£ 179.52
16.09.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 66.43	£ 13.28	£ 79.71
16.09.2020	*	CJ Auto Service Ltd.	ND58 BZR - check brakes/repair	£ 279.33	£ 55.87	£ 335.20
16.09.2020	*	Reimburse C. Caddock	Fabric & Craft Ltd - 200 x disposable face masks	£ 15.68	£ 3.12	£ 18.80
16.09.2020	*	Reimburse C. Caddock	Amazon (Incontinence Supermarket) 24 x 100ml Purell Hand gel	£ 42.95		£ 42.95
16.09.2020	*	Reimburse C. Caddock	Amazon - 12 x 100ml hand gel and 6 x multi-pack anti-bac wipes	£ 31.75	£ 6.35	£ 38.10
17.09.2020	DD	Npower	Gas - Parkers Farm	£ 115.75	£ 5.79	£ 121.54
18.09.2020	*	Cheshire Pension Fund	Contributions (E'ee £773.04 E'er £2,778.39)	£ 3,551.43		£ 3,551.43

Payments for approval at the September 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	tbc		
	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83
	DD	Waterplus	Water/wastewater services (4083867607)	£ 87.07		£ 87.07
	DD	Financial Direct Fees	FD online charges	tbc		
	DD	Yellowbus Solutions	IT support, backups, internet services (inc. for laptop) (3 x inv.)	tbc		
	DD	Yellowbus Solutions	Hardware disposal - inc. secure HDD wipe (certificated)	£ 85.00	£ 17.00	£ 102.00
	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 9.13	£ 0.46	£ 9.59
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 89.27	£ 17.86	£ 107.13
	DD	CopyriteSystems	Photocopying charges	£ 23.66	£ 4.73	£ 28.39
	*	HMRC	Tax (£1,355.00) and NI (£2,043.52)	£ 3,398.52		£ 3,398.52
	DD	CopyriteSystems	Photocopying charges	£ 23.66	£ 4.73	£ 28.39
	*	ARCO	Safety boots (SJ)	£ 53.89	£ 10.78	£ 64.67
	*	CMUK Visual Safety (Eureka)	Disposable gloves (20 boxes) eyewash pods & dressings	£ 177.60	£ 3.52	£ 181.12
	*	Office Depot Online	Stationery	£ 48.32	£ 9.66	£ 57.98
	*	CMUK Visual Safety (Eureka)	Disposable gloves (30 boxes)	£ 238.50		£ 238.50
	*	ARCO	Safety boots - specialist medical (ES)	£ 125.00	£ 25.00	£ 150.00
	*	Cheshire Pension Fund	Contributions (E'ee £773.75 E'er £2,781.00)	£ 3,554.75		£ 3,554.75
	*	CUBE	Professional services-additional time charge re: re-submission of LBC application, revised schedule of works & contractor negotiation	£ 700.00	£ 140.00	£ 840.00