

**MINUTES OF THE NOVEMBER PART I FINANCE, AUDIT & PERSONNEL
MEETING OF BIRCHWOOD TOWN COUNCIL,
HELD AT BIRCHWOOD YOUTH & COMMUNITY CENTRE, DELENTY DRIVE,
ON TUESDAY 23RD NOVEMBER 2021, 6PM**

Present: Councillor Ellis in the Chair
Councillors Atkin, Ball, Brereton, Dempsey, Evans, Reeves, Scott and Simcock
Clerk – Mrs. F. McDonald
RFO / Deputy Clerk – Mrs C. Caddock

Apologies: Councillor Allen (away) Councillor Bowden (away)

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 Atkin, Reeves and Simcock – Birchwood Carnival Committee

414/21-22 **OCTOBER 2021 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Atkin **proposed**, Councillor Reeves **seconded**, and it was **resolved** that: The Minutes of the Part I Finance, Audit & Personnel Meeting, held on Tuesday 26th October 2021 be approved as an accurate record and signed by the Chair.

415/21-22 **NOVEMBER 2021 EXTRAORDINARY MEETING MINUTES**

Councillor Scott **proposed**, Councillor Dempsey **seconded**, and it was **resolved** that: The Minutes of the Part I Finance, Audit & Personnel Meeting, held on 3rd November 2021 be approved as an accurate record and signed by the Chair.

416/21-22 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 204 and 205 below).

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

PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS

417/21-22 **PARKERS FARM ESTATE**

- (a) The RFO stated that the Clerk met with a representative of Trinity yesterday morning regarding final snagging issues following the renovation work at Parkers Farm.
- (b) Trinity is looking at what will be needed to rectify the issue with the soil pipe at the rear of the building.

418/21-22 **BTC VEHICLES**

- (a) To note that ND09 VNL has been assessed regarding trade-in value. The garage considered what would need to be spent on it to try to get it running and through an MOT, to take it to auction.

They agreed with the initial assessment previously made by WBC, that it would require the replacement of fuel injectors, which could run into several hundreds of pounds.

The garage advised that what the van might make at auction could end up being less than the cost to get it to that point. They suggested that they contact some companies they deal with and ask them to bid for scrap/parts value.

The RFO asked Members to consider if they agree that the best option is for this vehicle to be sold for spares.

Members **unanimously resolved** that they are happy for ND09 VNL to be sold for parts.

The RFO stated that the garage will be collecting the other vehicle, ND58 BZR (which failed its MOT on emissions) this week, for the same assessment.

Members **unanimously resolved** that, if the issues are the same with ND58 BZR, they are happy for it to be sold for parts as well.

419/21-22 **LOCKING STUMPS – PROPOSED PLAY AREA REFURBISHMENT**

At the October meeting the RFO reported that the Clerk had asked WBC for clearer details of the play area proposal(s) / scheme design and costing.

The RFO stated that we have still not received any more specific costs from WBC. They have been requested several times. This will be raised at an upcoming partnership meeting with WBC on 2nd December 2021.

Previously Members had indicated that we would allocate an initial budget of £20,000 and that some investment should be made in this local play area.

Further discussion regarding this matter is minuted in Part II (see Minute 427/21-22).

420/21-22 **COMMUNITY EVENTS**

The RFO stated that during discussions at the October Finance meeting (Minute 374/21-22) and the Policy Strategy and Engagement Working Party Meeting, the Council's appetite for potentially organising more community events had been raised.

The RFO said that the Clerk has been speaking to the shopping centre manager, and he informed her that an artisan food and craft market is being held on 11th December 2021 at the micro park (opposite the veterinary surgery).

The RFO commented that the shopping centre may consider putting on similar events in future on their land.

She added that we could also look into options for other events, which we could ask WBC to assist with, and hold them on the Forest Park.

Community Events is one of the items on the agenda for the Budget and Precept Meeting, later this evening, relating to earmarked reserves.

421/21-22 GENERAL ITEMS FOR REPORTING / NOTING

- (a) To note that the Data Protection / GDPR meeting with our specialist GDPR consultant is postponed until 20th December 2021.
- (b) To note that the Clerk laid a poppy wreath at Cross Lane South, on behalf of the Birchwood Community, on 11th November 2021 and the other was laid at the Birchwood Service of Remembrance, by the Chair, on 13th November 2021.
- (c) To note that WBC has raised a work order for the inspection of the two lighting columns near Armstrong Close garages that are owned by BTC, and for their lanterns to be replaced.
- (d) To note that BTC's annual boiler service will be taking place on 6th December 2021. The cost will be £80.
- (e) To note that the Zoom contract has been cancelled.

422/21-22 CHRISTMAS SHUTDOWN

The RFO commented that, at the October meeting, Members had resolved that Town Council maintenance operations and the office would shut between Christmas and New Year (with staff available to come in should there be an emergency that WBC cannot deal with on its own).

The RFO said that it has previously been BTC's practice to allow staff to go home at lunchtime on Christmas Eve, unless there was an issue or emergency that meant staff were required to continue working. She asked if Members might be minded to 'gift' staff the half day off on Christmas Eve.

Members **unanimously resolved** that, unless there is an emergency or issue that needs dealing with immediately, staff can leave at lunchtime on Christmas Eve.

NEW FINANCE, AUDIT & PERSONNEL ITEMS

423/21-22 BANK ACCOUNT RECONCILIATION

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account period 1st April 2021 – 31st October 2021.

The payroll figure for September 2021 (9 staff) was £11,950.81. The figure for October 2021 (9 staff) was £11,935.89.

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 resolved** they were happy with the reconciliation documents.

424/21-22 CHESHIRE PENSION FUND (CPF)

- (a) To note that we have received notification that the next re-enrolment window opens on 1st January 2022. Re-enrolment takes place every three years and is a legal duty.
- (b) To note that CPF has published a draft Administration Strategy and are undertaking a survey for their members to complete. The information has been circulated to staff who are members of the CPF scheme.

425/21-22 **GRANT AID APPLICATION – BIRCHWOOD CARNIVAL COMMITTEE**

The RFO reported that we have received an application from the Carnival Committee to fund the marquee and portaloos at the 2022 carnival. The amount requested is approximately £1,621.60 +VAT. We have asked for the actual figures in order to formally consider the application. Members have previously indicated that this would be considered ‘favourably’ once received.

The RFO said a grant awarded/pledged for the carnival will come out of the 2022/2023 financial budget.

Members **unanimously resolved** that the application will be considered once the actual figures are received.

This part of the meeting concluded at 6.40pm

Payment of Accounts:						
Resolved: that the following payments be approved as the residual September 2021 and part of the October 2021 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
20.09.2021	*	Cheshire Pension Fund	Pension contributions E'ee £743.60 E'er £2,611.24	£ 3,354.84		£ 3,354.84
20.09.2021	*	Arco	PPE - safety boots (MA)	£ 50.47	£ 10.09	£ 60.56
21.09.2021	DD	E-on Next	Electricity - Locking Stumps multi-use games area	£ 8.93	£ 0.45	£ 9.38
22.09.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 72.93	£ 14.58	£ 87.51
23.09.2021	*	Elas	Occupational health checks (HAVS, eyes, ears) 6 staff	£ 330.00	£ 66.00	£ 396.00
23.09.2021	*	Reimburse C. Caddock	Black Cat Medicines Ltd - 3 x Spiderex sprays	£ 20.79	£ 4.16	£ 24.95
23.09.2021	*	Reimburse C. Caddock	Viaan Enterprise Ltd - 2 x 2022 wall planners	£ 9.16	£ 1.83	£ 10.99
23.09.2021	*	Reimburse C. Caddock	SMS53 Ltd - 4 x magazine files	£ 3.19	£ 0.64	£ 3.83
23.09.2021	*	PKF Littlejohn LLP	Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2021	£ 800.00	£ 160.00	£ 960.00
24.09.2021	*	Manutan UK Limited	Tall cabinet with hinged doors	£ 110.25	£ 22.05	£ 132.30
28.09.2021	DD	Firstcom Europe	Phone charges	£ 58.01	£ 11.60	£ 69.61
29.09.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 179.94	£ 36.00	£ 215.94
30.09.2021	DD	CopyriteSystems	Photocopier charges	£ 51.88	£ 10.38	£ 62.26
30.09.2021	*	Elite Industrial Supplies Ltd	PPE and workwear - all items for new staff member	£ 473.62	£ 94.74	£ 568.36
01.10.2021	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
01.10.2021	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37
04.10.2021	DD	Legal and General	Ill health insurance	£ 162.66		£ 162.66
06.10.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 224.99	£ 45.00	£ 269.99
07.10.2021	*	October 2021 Wages	9 staff	£11,935.89		£11,935.89
12.10.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
13.10.2021	*	Arco	Safety boots x 3 (sizes 7, 9 & 10)	£ 70.22	£ 14.04	£ 84.26
13.10.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 118.51	£ 23.69	£ 142.20
13.10.2021	*	Excell Electric	Trace and diagnose issue with car park light - set up timer and sensor and isolate faulty light	£ 60.00		£ 60.00
13.10.2021	*	James Todd & Co Limited	Payroll services (July, August, September 2021)	£ 168.00	£ 33.60	£ 201.60
13.10.2021	*	Arco	Safety boots x 3 (sizes 5, 11 & 10)	£ 119.14	£ 23.83	£ 142.97
13.10.2021	*	Reimburse C. Caddock	K-Mart Limited - 300 disposable face masks	£ 13.62	£ 2.73	£ 16.35
13.10.2021		Reimburse C. Caddock	Easy Off GlovesLtd - 10 x boxes disposable gloves	£ 70.70	£ 14.20	£ 84.90
13.10.2021		Reimburse C. Caddock	Royal British Legion - 2 x poppy wreaths	£ 100.00		£ 100.00
15.10.2021		Information Commissioner's	Annual registration renewal (Z108289X)	£ 35.00		£ 35.00
15.10.2021	*	Excell Electric	Repair lighting column in car park and test	£ 120.00		£ 120.00
15.10.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 188.70	£ 37.74	£ 226.44

Payments of Account since 17th October 2021

Date	Ref	Payee	Description	Net	VAT	Gross
18.10.21	*	Mrs F McDonald	Petty Cash Imprest	£ 100.00		£ 100.00
18.10.21	*	Cheshire Pension Fund	Pension contributions E'ee £833.36 E'er £2941.65	£ 3,775.01		£ 3,775.01
19.10.21	*	HMRC	Tax £1257.80 NI £2118.88	£ 3,376.68		£ 3,376.68
19.10.21	DD	Eon Next	Electricity - Parkers Farm 1/7/21-30/9/21	£ 141.02	£ 7.05	£ 148.07
20.10.21	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 76.19	£ 15.24	£ 91.43
22.10.21	DD	Eon Next	Electricity Locking Stumps MUGA	£ 9.64	£ 0.48	£ 10.12
27.10.21	DD	Firstcom Europe	Telephone system & calls	£ 179.72	£ 35.94	£ 215.66
27.10.21	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 128.39	£ 25.67	£ 154.06
29.10.21	DD	CopyriteSystems	Photocopier charges	£ 31.77	£ 6.36	£ 38.13
29.10.21	*	Warrington Borough Council	Election Charges - 1st instalment	£ 1,079.84		£ 1,079.84
29.10.21	*	Birchwood Lions	Grant - Birchwood Service of Remembrance	£ 150.00		£ 150.00
29.10.21	*	Birchwood Youth & Comm Centre	Room Hire - Town Council Meeting	£ 25.00		£ 25.00
01.11.2021	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37
02.11.2021	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
03.11.2021	DD	Allstar	Fuel (office vans, equipment)	£ 125.52	£ 25.11	£ 150.63
04.11.2021	DD	Legal and General	Ill health insurance	£ 216.57		£ 216.57
04.11.2021	*	Vans North West Ltd	Deposit for van MK71FUU (Maxus eDeliver 3)	£ 416.67	£ 83.33	£ 500.00
04.11.2021	*	Vans North West Ltd	Deposit for van MK71FVC (Maxus eDeliver 3)	£ 416.67	£ 83.33	£ 500.00
08.11.2021	*	November Wages	Wages total this month (9 staff)	£ 11,945.70		£ 11,945.70
10.11.2021	*	Office Depot	Stationery	£ 66.18	£ 13.24	£ 79.42
11.11.2021	*	CJ Auto Service	ND58 BZR - MOT/Service (failed) and welding	£ 582.22	£ 106.45	£ 688.67
12.11.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32

Payments of accounts for approval at the October 2021 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 166.51		£ 166.51
	DD	Telesis	Phone/enhanced internet speed charges	tbc		
	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37
	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
	DD	Financial Direct Fees	FD online charges	£ 34.20		£ 34.20
	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 188.70	£ 37.74	£ 226.44
	DD	James Todd	October 2021 payroll fee	£ 54.00	£ 10.80	£ 64.80
	DD	E-on	Electricity - Locking Stumps multi-use games area	tbc		
	DD	Allstar	Fuel (office vans and equipment)	£ 123.30	£ 24.65	£ 147.95
	DD	CopyriteSystems	Photocopying charges	£ 103.17	£ 20.63	£ 123.80
	*	HMRC	Tax £1,252.60 NI £2,112.69 (6 Oct to 5 Nov 2021)	£ 3,365.29		£ 3,365.29
	*	Cheshire Pension Fund	Pension contributions Oct 21 E'ee £831.94 E'er £2,936.44	£ 3,768.38		£ 3,768.38
	DD	Trade UK (B&Q account)	Decorating items for Parkers Farm kitchen	£ 77.18	£ 15.44	£ 92.62
	DD	SSE	Electricity - Parkers Farm 1 Oct 21 to 2 November 2021	£ 132.20	£ 6.61	£ 138.81
	DD	Avanti Gas	Gas - Parkers Farm October 2021	£ 104.28	£ 5.21	£ 109.49
	DD	BNP Paribas	Photocopier lease 10/11/21 to 09/02/22	£ 343.00	£ 68.60	£ 411.60
	DD	Allstar	Fuel (office vans and equipment)	£ 72.00	£ 14.40	£ 86.40
	*	HMRC	Tax £1,256.20 NI £2,116.82 (6 Nov to 5 Dec 2021)	£ 3,373.02		£ 3,373.02
	*	Cheshire Pension Fund	Pension contributions Nov 21 E'ee £833.89 E'er £2,939.91	£ 3,772.80		£ 3,772.80