

**MINUTES OF THE OCTOBER PART I FINANCE, AUDIT & PERSONNEL
MEETING OF BIRCHWOOD TOWN COUNCIL,
HELD AT BIRCHWOOD YOUTH & COMMUNITY CENTRE, DELENTY DRIVE,
ON TUESDAY 26TH OCTOBER 2021, 6PM**

- Present:** Councillor Bowden in the Chair
Councillors Allen, Atkin, Ball, Brereton, Dempsey, Ellis, Evans, Reeves, Scott and Simcock.
- Clerk – Mrs. F. McDonald
RFO / Deputy Clerk – Mrs C. Caddock
- 1 Resident and 1 Observer
- Apologies:** Councillor Sheridan (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.

Councillor Ellis – Birchwood Youth and Community Centre
Councillor Atkin – Birchwood Carnival Committee

361/21-22 **SEPTEMBER 2021 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Atkin **proposed**, Councillor Ellis **seconded**, and it was **resolved** that: The Minutes of the Part I Finance, Audit & Personnel Meeting, held on Tuesday 28th September 2021 be approved as an accurate record and signed by the Chair.

362/21-22 **OCTOBER 2021 POLICY, STRATEGY & ENGAGEMENT WORKING PARTY NOTES**

To receive the notes and recommendations from the Policy, Strategy and Engagement working party meeting, held on 19th October 2021; for consideration and formal ratification/approval.

These notes will be incorporated into the minutes of tonight's meetings, either Part I or Part II depending on their sensitivity.

Councillor Atkin **proposed**, Councillor Evans **seconded**, and it was **resolved** that: The Notes of the Policy, Strategy and Engagement working party meeting, held on 19th October 2021 be approved as an accurate record, that all the recommendations therein be formally ratified and approved to become actions, and that the Notes be signed by the Chair.

363/21-22 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 184 to 185 below).

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

PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS

364/21-22 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC) – LAND OWNERSHIP DISCUSSIONS**

The RFO stated that this currently remains ongoing.

365/21-22 **PARKERS FARM ESTATE**

- (a) To note that the BTC team has started the additional decorating work in the kitchen.
- (b) To note that, despite the Clerk chasing this matter, we are still awaiting information regarding final snagging.
- (c) To note that we are still awaiting information from Trinity regarding the soil pipe at the rear of the building. The Clerk has chased this up, several times.

366/21-22 **BTC VEHICLES**

- (a) To note that ND09 VNL is no longer running. Our insurance company has been informed.
- (b) To note that we are still liaising with the garage re: welding work on tipper NH57 CZV.

367/21-22 **BTC VEHICLES AND VEHICLE REPLACEMENT POLICY**

This was previously discussed at the Policy, Strategy & Engagement Working Party Meeting.

The RFO reported that vehicle reg ND09 VNL, a Transit MWB, is not currently running. WBC have been to site to replace the injectors to see if that would solve the problem, however, it transpires that the fault is more extensive and could involve the engine rail with a potential cost of £400. The vehicle is due for MOT and service, and will require some extensive welding. As it would cost in the region of £2,000 to make the vehicle roadworthy for perhaps a further 12 months, Officers are of the opinion that the vehicle is no longer economical to repair.

Councillor Ellis was onsite whilst the mechanic outlined the situation.

At present the vehicle is a non-runner but WBC informed us that it could go to auction to be sold for spares which they can arrange on our behalf.

The RFO confirmed that there are current earmarked reserves of £100,000 for vehicle replacement and new equipment.

A discussion took place regarding the vehicle replacement.

Councillor Atkin commented that on occasion it can be cheaper going for a new electric vehicle as, in most cases, it would be eligible for a grant from the Government. He added that the lower end of the Toyota Proace range sell for c£30K and, if the grant is applicable, this would come down a bit further to around £28K. There are offers on new vehicles; 10 year /100K mile warranty.

There are other factors to consider such as the potential reduction in the operational costs and servicing for an electric vehicle.

DE suggested that officers check the current rate per unit of electricity.

The recommendations were:

- To dispose of vehicle registration ND09VNL, via auction.
- Investigate electric vehicles and enquire if the Town Council would be eligible for the Government grant.
- Enquire about positioning electric charging points; listed building status.
- Officers to formulate a 'worktop' costing for an electric vehicle.

At tonight's meeting the RFO updated Members with some additional information:

The RFO said that following working party meeting, Officers looked further into options for electric vans. The Toyota Proace dimensions were too small for the option we could 'afford'. However, we came across the Maxus eDeliver 3, SWB.

There is a local supplier based in St Helens. They brought a demonstrator to site for our team to see and test drive and although the vehicle is a bit smaller and narrower than the Ford Transit, the team believe that it would fit into the current fleet adequately. Councillor Ellis also viewed the van as he was onsite.

We looked at the 52.5kWh battery option, with a 7kw battery charger (to be sourced separately). We are currently paying 15.769p/kwh for electricity.

Manchester City Council have also chosen the Maxus 3 for part of a new fleet of vehicles.

The RFO had circulated information and a quotation for the Maxus eDeliver3 to Councillors prior to the meeting. The 'extras' include reversing beepers (for pedestrian safety), first aid kit, fire extinguisher and roof vent.

Including the £6K grant, which we are eligible for (unless it goes down) and minus the VAT (which we claim back), the cost for a Maxus eDeliver3 would be £26,153.00 - new.

The vehicle range for the 52.5kWh option is between 151 and 213 miles (with an average of around 175 miles depending on conditions and what is switched on in the vehicle e.g. air conditioning).

The RFO said that the team travels approximately 20 to 30 miles a day, so the vehicle would only need to be recharged two or three times a week.

Councillor Atkin suggested that the smaller, 35kWh battery size might be appropriate.

Action RFO to obtain a quote for the smaller battery size.

The RFO stated that the bonnet and wings are plastic and can be bolted on and off if they require replacing – they will not corrode. The main body is metal. There is a 3-year paint warranty and a 10-year anti corrosion warranty. Internal lining can be bolted on and off, so that the internal metal sides can be occasionally wiped down if necessary.

We have been given a 'ball park' figure of around £1,300 (subject to survey) for the supply and installation of a 7kw charger (with £350 grant available if we are eligible). The RFO has emailed the new Conservation Officer at WBC planning, to ask if we will require listed building consent, and is currently awaiting a reply.

The RFO said that BTC is eligible for an electric vehicle grant – currently £6,000, but this figure can change without notification.

The RFO reported that vehicle ND58 BZR is currently in the garage and has failed its MOT. It requires some minor welding, but the main problem is that it has failed its emissions test.

The garage thinks that a diesel treatment and a drive up and down the motorway might solve the problem, but this is not guaranteed.

Action RFO to arrange for a survey of the barn re: the possibility of installing EV charger(s).

Action To continue to liaise with the WBC Conservation Officer re: installing chargers in the 'barn'.

368/21-22 LOCKING STUMPS – PROPOSED PLAY AREA REFURBISHMENT

This was previously discussed at the Policy, Strategy & Engagement Working Party Meeting.

At the Working Party Meeting, the RFO confirmed that the current earmarked reserves for all community development stands at £30,000.

She added that some outline figures had been previously provided to Members and that some additional information had been received just prior to this meeting although some further detailed clarification is needed for Members to consider.

The RFO had enquired if Members wish to remain at the current £20K budget level or if she should look at increasing the amount to nearer £25K.

The Chair stated that Members had been clear at the last meeting that they had a budget of £20K but they had also agreed that some investment should be made in this local play area.

At tonight's meeting the RFO reported that the Clerk had asked WBC for clearer details of the play area proposal(s) / scheme design and costing from WBC. We are awaiting a reply.

369/21-22 WILDFLOWERS

This was previously discussed at the Policy, Strategy & Engagement Working Party Meeting as follows:

The RFO enquired if Members are minded to continue with the wildflower displays in Birchwood in 2022/23.

Members expressed dissatisfaction that the seeds were sown very late on in the season this year which resulted in a much later floral display and queried if this gave maximum value for money. However, Members are of the opinion that they have a positive impact on the area, and they should be included in the budget for 2022/23 with no increase in available budget.

Councillor Sheridan enquired about the installation of hanging baskets and commented that these had been well received in the past.

The Clerk explained that they had become increasingly cost prohibitive as each lighting column needs to be stress-tested before a hanging basket can be installed and added to that there is the cost of each basket and you also need to factor in the amount of time it would take the team to water and maintain each basket.

The RFO said that enquiries about the weight of baskets that could be hung on the 'new' lighting columns indicated that the baskets that could be accommodated were much smaller than previous baskets, so any visual effect would be lost, at the height they have to be installed.

Councillor Ellis enquired if the areas of grass which had been left to grow wild had shown any evidence of native wildflowers or insect activity.

The RFO said that in the few weeks the areas on Ordnance Avenue had been left to grow wild, there was no evidence of flower growth or insect activity. However, next year, these areas will remain uncut for the whole season, to allow potential wild growth.

Councillor Sheridan said that bees are more attracted to blue flowers and suggested that whichever wildflower mix is used it should be one which is more attractive to bees.

Recommendations (now Actions):

- RFO to set aside budget for wildflowers for the 2022/23 season with a caveat on timeframe for preparation of the ground and the sowing of seeds.
- Officers to obtain information from WBC regarding seed mixes available.

370/21-22 **GRASS CUTTING**

This was discussed at the Policy, Strategy & Engagement Working Party:

The RFO enquired if the Council wish the team to continue their 'continuous cutting' grass mowing schedule in 2022/2023.

Initially this was agreed with WBC on the understanding that if BTC did all the grass cutting we would benefit from other WBC resources in return, as we were saving their operatives time however, this did not happen.

The RFO commented that the BTC operatives had been unable to undertake some of their other landscaping and maintenance operations as a result of one/two members of the team being on daily grass cutting duties all throughout the grass cutting season.

Councillor Atkin said that the BTC team are there to add value not to become a replacement service for other landowners.

Recommendation (now Action):

The BTC team to revert to intermediate grass cutting regime in 2022/23. Officers to inform WBC.

371/21-22 **WBC ENQUIRY REF: BTC PURCHASE / USE OF TRACTOR / SIDE ARM FLAIL**

This was discussed at the Policy, Strategy & Engagement Working Party:

Members were astounded to learn that WBC had enquired if BTC would consider purchasing a tractor/side arm flail at its own expense for use within Birchwood. This would also mean that BTC Operatives would be expected to undertake additional hedge cutting in Birchwood, instead of WBC doing the work.

It was **unanimously resolved** that BTC does not have the funding, resources, or will to even consider this request.

Recommendation (now Action):

That Officers inform WBC of the Council's decision.

372/21-22 **BIRCHWOOD CARNIVAL**

This was discussed at the Policy, Strategy & Engagement Working Party:

Councillor Atkin reported that, historically, the Town Council had supported the event by providing grant aid for the marquee, tables, chairs and portaloos and staff had provided support with the set-up and taking down of the equipment etc. on the day.

He added that, as a one-off, several years ago the Town Council had agreed to underwrite the event in order to enable it to go ahead and on the understanding that the event would need to draw in sponsorships from other organisations with a view to it becoming self-sustaining.

The Committee is in the process of planning the 2022 event and, with Covid and other external pressures, it is not clear if the Carnival Committee will be able to secure any external funding.

The funfair, which usually contributes several hundred pounds towards the event, will not commit to what attractions they are able to bring and they may not be in a position to pay as much due to other commitments on the same day.

Councillor Atkin added that, at the last meeting of the Carnival Committee which was held on 5th October 2021, a comment was made that the Town Council would underwrite the event going forward and it was hoped that enough funding could be secured to offset the Town Council's risk.

The event is not a Town Council event, it is more of a Borough Council event on Borough Council land.

Councillor Atkin will, at the next meeting of the Carnival Committee, make it clear that although the Town Council is happy to provide some financial support, it will not extend its financial risk by agreeing to underwrite the entire cost of the event.

Furthermore, if the anticipated funds cannot be achieved the Carnival Committee should be prepared to 'cut its cloth to suit'.

Councillor Bowden enquired if the Carnival Committee has any Terms of Reference which would clarify who 'owns' the event.

The Carnival would be continuing with a significant amount of potential risk as, if it has to be cancelled due to Covid or inclement weather some, if not all, of the acts would still need to be paid.

Councillor Atkin confirmed that the Carnival Committee does have some reserves in its bank account, but not enough to cover the planned event in its entirety.

Recommendation (now Action):

Terms of Reference for the Birchwood Carnival to be obtained from WBC.

373/21-22 **CONTINGENCY FUND**

This was discussed at the Policy, Strategy & Engagement Working Party:

The RFO queried if members would like to consider building an additional earmarked reserve (Contingency Fund) to cover other potential financially significant items such as:

(a) **The two BTC lighting columns near the Armstrong Close garages.**

The RFO informed Members that one column is in immediate need of repair to its lantern. If at any point the columns require replacing, it would cost in the region of £700 per column to replace plus the cost of labour to install.

At tonight's meeting, the RFO stated that WBC recommend doing a column visual check and repairing the lanterns on both columns at the same time (£830.00).

The tree branches around the lanterns will be cut back at the same time.

Recommendations (now Actions):

- As it is a potential H&S issue, to contact WBC to arrange for the repairs and visual inspection to be done on both columns, with the proviso that WBC cut back the overgrown trees.
- Enquire if the columns can be adopted by WBC.

(b) **Boiler**

The RFO informed Members that when the boiler was repaired recently the plumber had commented that it was becoming increasingly difficult to source spare parts as the boiler is over 20 years old.

The office was without heating and hot water for a week, whilst the part, that had seized, was sourced.

Councillor Ellis added that the existing boiler may only be working at around 70% efficiency and although a new boiler would require some outlay of around £2K there may be a reciprocal saving on the volume of gas used as it would probably be 90%+ efficiency.

Recommendation (now **Action**):

Officers to check what is allowable with regards to replacing the boiler, vis-a-vis listed building status.

(c) **Unexpected Costs**

The RFO enquired if Members might be minded starting to earmark some new reserves to cover any unexpected potential future professional fees which may arise.

Recommendation (Action):

To consider at the November meeting.

374/21-22 **STRATEGIC PLAN**

This was discussed at the Policy, Strategy & Engagement Working Party:

Councillors Bowden and Ellis asked Members if they wished to have a Strategic Plan paired with an Action Plan.

Councillor Ellis informed those present that it would probably take around two or three sessions to put one together.

He added that the previous plan had involved undertaking resident surveys and that it had not been possible to complete everything for a variety of reasons, including Covid!

Councillor Brereton said that it would be good for the Town Council to do something which would bring about more interaction with the community such as a craft fair or farmer's market. She also asked if it would be possible for more events to be held in Birchwood Forest Park.

Councillor Ellis stated that he had discussions with the previous shopping centre Manager who was in favour of this type of event as it would bring people into the area, and it would add to the 'offer'. In his opinion it did not conflict with the shopping centre.

Councillor Ellis also commented that the arts/crafts classes and Birchwood Acts and the Repair Café had all been brought in as a result of the previous Strategic Plan.

Recommendation (now **Action**):

Councillors to liaise with the office to set a date for a follow up meeting regarding the Strategic Plan.

375/21-22 GENERAL ITEMS FOR REPORTING / NOTING

- (a) To note that the poppy wreaths were ordered and have been received.
- (b) To note that, as requested by Council, arrangements have been made for the May 2021 election charges to be paid over three years.
- (c) To note that the new member of the Maintenance Team has undergone Health & Safety training, with our specialist HR Consultants. The cost for this is covered under their annual fee. This was done on the same day that our consultants undertook an interim Health and Safety Audit on site.
- (d) To note that the payment has been made to the Information Commissioner's Office regarding the annual renewal of our annual data protection fee (£35).
- (e) To note that the Administrative Assistant job vacancy is being advertised.
- (f) To note that our insurance company has been advised that the mowers are now back with WBC.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

376/21-22 BANK ACCOUNT RECONCILIATION

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account period 1st April 2021 – 30th September 2021.

The payroll figure for August 2021 (8 staff) was £10,665.26. The figure for September 2021, which includes the wages for a new Maintenance Operative (9 staff) was £11,950.81.

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

Councillor Atkin **proposed**, Councillor Dempsey **seconded** and Members **unanimously resolved** to approve the bank reconciliations.

377/21-22 BUDGET AND PRECEPT

- (a) The RFO stated that the following is mostly for information prior to the November meeting. She added that she is working on the preliminary figures for consideration when looking towards the Town Council's Budget and Precept 2021-2022 deliberations, but until additional information is received from WBC and the Living Wage Foundation, actual figures cannot be presented.

For information, the papers include an illustration of the increase in precept income that would be achieved, for various percentage increases (from 1.5% to 5% in 0.5% increments) if the Band D numbers stay the same. Band D figures will not be received from WBC until mid-November.

To note, for information, that at the 2019 Budget and Precept Meeting (minute 302/18-19) the previous Council acknowledged that a precept increase of around 4.5% would be necessary over a four-year cycle, following the removal of the Council Tax Support Scheme, to enable our current level of services to remain in place. 2022/2023 would be the third year in the four-year cycle (see minute included in papers for information).

The RFO stated that, as a new Council, Members can decide to either continue with the four-year cycle as detailed above, or choose to reassess the precept they wish to set going forward.

The current inflation rate is 3.1%. The Governor of the Bank of England has written to the Chancellor explaining why this rate is currently above the 2% target. In the letter he states that, 'CPI inflation is expected to rise further in the near term, to slightly above 4% in 2021' in the fourth quarter and that, taking into account the rise in energy prices, it '... means that CPI inflation could remain above 4% into 2022 ...' second quarter.

The RFO said that, following the budget announcement that the minimum Living Wage will be increasing to £9.50 from April 2022, the Living Wage Foundation rate, that the Town Council mirrors, put out a statement saying that they will not announce what their new rate will be until 15th November 2021. This is almost two weeks later than they would normally make their announcement. Their new figure will have an effect on the budget going forward.

The RFO respectfully informed Members that unions have still not agreed the figure for the 2021/2022 wage rise which the Council usually mirrors for Officers. Once finalised, the Council will be asked to consider approving a pay rise for 2021/2022 for Officers, which is normally backdated to April of the relevant year. This may also have an effect on the budget figures going forward.

- (b) To note that the November 2021 meeting will concentrate on the Budget and Strategy and Precept considerations, to discuss various matters that will affect the formal completion of the budget deliberations.
- (c) To confirm the formal Precept meeting for 2022-2023 will take place on 14th December 2021.

378/21-22 **DATA PROTECTION / GDPR**

To note that Officers will be meeting with our specialist GDPR consultant on 2nd November 2021.

379/21-22 **LEGAL AND GENERAL – ILL HEALTH LIABILITY INSURANCE**

The RFO asked Members to note the receipt of Legal and General's 2021 Statement of Costs. This includes a 'sweep up' cost, following the submission of the actual information re: members of the Cheshire Pension Fund from April 2021. The November payment will be £216.57, followed by monthly payments of £166.51.

380/21-22 **POTENTIAL VAN HIRE**

The RFO reported that, given current issues being experienced with some of our vans, WBC was contacted, enquiring what arrangements they have in place for new vehicles and if they can offer any suggestions.

We also asked whether WBC has any leasing options for vehicles to be hired from them. We have been informed that the cost for a Transit Connect medium size per month (4 weeks) is £880.00 (£11,440 per year) including insurance, servicing etc. Prices fluctuate depending on demand at the time of placing a hire, so this cost is a guide only.

The RFO stated that the cost of two year's hire is just a couple of thousand pounds short of purchasing a new electric van.

381/21-22 GRANT APPLICATION

Birchwood Lions – To support the Birchwood Service of Remembrance

The RFO stated that Birchwood Lions has applied for a grant in the amount of £150.00 to support the annual community Service of Remembrance, which the Lions organise.

The funding would help to pay for the P.A. equipment and service sheets.

Councillor Reeves **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that the Town Council award a grant in the amount requested - £150.00

Action Clerk's office to contact the Lions regarding the grant award, and arrange to make the payment.

382/21-22 ZOOM MEETINGS

The RFO reported that a notice has been received that our annual Zoom contract is due for renewal. The one-year contract was taken out during 'lockdown', when Local Councils were legally allowed to meet remotely; which regulations no longer allow them to do.

Following discussion Members resolved to cancel the contract, as current Councillors are all able to access online meetings via Microsoft Teams (something several Members of the previous Council were unable to do).

Action Clerk's office to cancel the Zoom contract.

383/21-22 GENERAL ITEMS FOR REPORTING/NOTING

- (a) Received – Employer Bulletin – October 2021
- (b) To note that the annual contract for our feminine hygiene unit has been reinstated (it was paused during lockdown). This costs £88.88 plus VAT per year.
- (c) To note the (early) receipt of an invoice from our specialist health and safety consultants – for services from January 2022 to December 2022 (£1,575.00 plus VAT). This is a £75.00 increase from last year.

The RFO stated that apart from several training courses, which are included in the annual fee, our consultants also carry out our annual Fire and Health and Safety Audits. Officers find their services very useful.

The RFO asked if Members wish to continue with these services.

Councillor Reeves said there is a benefit in continuation of service if Officers are still happy with the services provided.

Councillor Reeves **proposed**, Councillor Dempsey **seconded** and it was **unanimously resolved** that BTC continues with the services of our current specialist Health and Safety Consultants.

Action To contact our Health and Safety Consultants regarding the above.

The invoice will not be paid until late December 2021.

384/21-22 **CHRISTMAS SHUTDOWN**

The RFO asked Members to consider what arrangements they wish to be put in place over the 2021/2022 Christmas and New Year period. If Members are minded to shut down the services for several days, as has been the case in previous years; this year the period would be from Saturday 25th December 2021 to Monday, 3rd January 2022 (inclusive). Staff will take the days in between (that are not Bank Holidays) from their annual leave allowance.

If there is a crisis during a shutdown period, which cannot be dealt with solely by the main authority (Warrington Borough Council) arrangements will be in place for there to be some Town Council emergency cover.

Councillor Allen **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that the Town Council office and maintenance operations can shut down, as detailed above.

This part of the meeting concluded at 7.50pm

Payment of Accounts:						
Resolved: that the following payments be approved as the residual July 2021, August 2021 and part of the September 2021 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
21.07.2021	*	Regal Disposables	30 x boxes bin bags, 6 x cases paper towels	£ 417.36	£ 83.47	£ 500.83
21.07.2021	*	Reimburse C Caddock	Fit for Purpose Products Ltd. - Yellow rubber gloves x 2	£ 3.32	£ 0.66	£ 3.98
21.07.2021	*	Reimburse C Caddock	Neil Moran!! Odds & Ends - Pink rubber gloves x 2	£ 3.34	£ 0.68	£ 4.02
21.07.2021	*	Reimburse C Caddock	Farla Medical Ltd. - Blue rubber gloves x 2	£ 2.60	£ 0.52	£ 3.12
21.07.2021	*	Reimburse C Caddock	Ideal 365 Limited - mop handle & 2 heads - coded blue	£ 11.25	£ 2.25	£ 13.50
21.07.2021	*	Reimburse C Caddock	Amazon - Q Connect desk tape dispenser	£ 5.60	£ 1.12	£ 6.72
21.07.2021	*	Reimburse C Caddock	Amazon seller - 36 x A4 plastic popper wallets	£ 9.99	£ 2.00	£ 11.99
21.07.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 203.09	£ 40.63	£ 243.72
21.07.2021	*	CJ Auto Service Ltd	HK64 NNM - initial diagnostics & vehicle check - following engine warning light and sensor issues	£ 85.00	£ 17.00	£ 102.00
28.07.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 139.55	£ 27.91	£ 167.46
29.07.2021	DD	Firstcom Europe	Phone charges	£ 57.46	£ 11.49	£ 68.95
29.07.2021	CHQ	Post Office Ltd	Vehicle Tax NH57 CZV (chq 501895)	£ 275.00		£ 275.00
30.07.2021	DD	CopyriteSystems	Photocopier charges	£ 50.15	£ 10.03	£ 60.18
02.08.2021	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
02.08.2021	*	Reimb. F McDonald	Skirting board for community room	£ 23.00	£ 4.60	£ 27.60
02.08.2021	*	Reimb. C Caddock	Postage stamps - restock	£ 54.48		£ 54.48
02.08.2021	*	Reimb. F McDonald	Petty cash float	£ 80.00		£ 80.00
04.08.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 148.21	£ 29.63	£ 177.84
04.08.2021	DD	Legal and General	Ill health insurance	£ 162.66		£ 162.66
06.08.2021	*	R Bowden	Chair's allowance part 2/2	£ 300.00		£ 300.00
06.08.2021	*	August Wages	Wages total this month (8 staff)	£ 10,665.26		£ 10,665.26
09.08.2021	*	ELAS	Online pre-placement questionnaire	£ 9.95	£ 1.99	£ 11.94
09.08.2021	*	Reimb. C Caddock	Polar Specialist Coatings - anti-bac hand gel x 15	£ 11.66	£ 2.33	£ 13.99
09.08.2021	*	Reimb. C Caddock	Amazon - disposable gloves x 5 boxes	£ 23.05	£ 4.60	£ 27.65
09.08.2021	*	Reimb. C Caddock	Avides NE Ltd - 10 x large pks Dettol surface wipes	£ 19.98	£ 4.00	£ 23.98
10.08.2021	DD	BNP Paribas Leasing Solutions	Photocopier lease - 10/8/21 to 9/11/2021	£ 383.00	£ 76.60	£ 459.60
11.08.2021	DD	Allstar	Fuel (mowers)	£ 27.26	£ 5.45	£ 32.71
11.08.2021	*	N A Hall	Supply and fit Combi diverter valve to boiler (seized)	£ 215.00		£ 215.00
12.08.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
16.08.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 186.61	£ 37.32	£ 223.93
18.08.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 173.76	£ 34.74	£ 208.50
18.08.2021	*	Cheshire Pension Fund	Pension contributions E'ee £703.06 E'er £2,518.88	£ 3,221.94		£ 3,221.94
18.08.2021	*	HMRC	Tax £1,647.80 NI £2,014.70	£ 3,662.50		£ 3,662.50
25.08.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 112.58	£ 22.51	£ 135.09
27.08.2021	DD	E-on Next	Gas - Parkers Farm	£ 161.86	£ 8.09	£ 169.95
27.08.2021	DD	Firstcom Europe	Phone charges	£ 58.37	£ 11.67	£ 70.04
27.08.2021	CHQ	Post Office Ltd	Vehicle Tax - PO51 WLE (CHQ 501896)	£ 275.00		£ 275.00
27.08.2021	DD	E-on Next	Electricity - Locking Stumps multi-use games area	£ 9.21	£ 0.46	£ 9.67
31.08.2021	DD	CopyriteSystems	Photocopier charges	£ 101.78	£ 20.36	£ 122.14
	CHQ	Cancelled	CHQ 501895 (written for vehicle tax)			
01.09.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 144.37	£ 28.88	£ 173.25
02.09.2021	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37
02.09.2021	*	Office Depot	10 reams A4 white copy paper	£ 27.70	£ 5.54	£ 33.24
02.09.2021	*	CJ Auto Service	PO51 WLE MOT and full service	£ 250.55	£ 40.12	£ 290.67
02.09.2021	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
06.09.2021	DD	Legal and General	Ill health insurance	£ 162.66		£ 162.66
06.09.2021	*	AC Plant Glazing Ltd	ND09 VNL - replace p/s front quarterlight	£ 118.00	£ 23.60	£ 141.60
07.09.2021	*	September Wages	Wages total this month (9 staff)	£ 11,950.81		£ 11,950.81
08.09.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 195.37	£ 39.07	£ 234.44
10.09.2021	DD	Public Works Loan Board	Loan repayment (PW487017)	£ 10,470.00		£ 10,470.00
13.09.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
13.09.2021	*	Mrs. F McDonald	Contribution to glasses (Digital Screen use)	£ 100.00		£ 100.00
13.09.2021	*	Excell Electric	Supply and replace faulty emergency light (hall)	£ 80.00		£ 80.00
13.09.2021	*	Uniqwin UK Ltd	Alarm activation call-out 09.09.2021	£ 54.50	£ 10.90	£ 65.40
15.09.2021	*	Cheshire Association of Local C	Roles and Responsibilities training (Cllrs DB & JD)	£ 50.00		£ 50.00
15.09.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 194.44	£ 38.89	£ 233.33
15.09.2021	*	CJ Auto Service	HK64 NNM - full service and MOT (inc. renew p/s	£ 627.72	£ 115.55	£ 743.27
15.09.2021	*		rear brake cable and repair fuel leak)			
15.09.2021	*	Northern Commercials (Mirfield	HK64 NNM - diagnose fault codes - replace gear lever and heater plugs (required removing/ replacing the	£ 1,400.00	£ 280.00	£ 1,680.00
	*		cylinder head).			
15.09.2021	*	Reimburse C. Caddock	HK64 NNM - vehicle tax	£ 275.00		£ 275.00
15.09.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 194.84	£ 38.96	£ 233.80
17.09.2021	*	Williams Garage	NH57 CZV 2 x tyres	£ 167.90	£ 33.58	£ 201.48
17.09.2021	*	Uniqwin	Alarm activation call-out 11.09.2021	£ 54.50	£ 10.90	£ 65.40
17.09.2021	*	HMRC	Tax £1,375.40 NI £1,917.36	£ 3,292.76		£ 3,292.76

Payments of Account since 18th September 2021

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 Gloves Ltd - 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 Office	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
18.10.2021	*	Cheshire Pension Fund	Pension contributions E'ee £833.36 E'er £2,941.65	£ 3,775.01		£ 3,775.01

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	£ 162.66		£ 162.66
	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	tbc		
	DD	Yellowbus Solutions	IT support, backups, internet services (inc. for laptop) (4 x inv.)	tbc		
	DD	O2	Ref a/c 04760571 mobile phones	tbc		
	DD	E-on	Electricity - Locking Stumps multi-use games area	tbc		
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 76.19	£ 15.24	£ 91.43
	DD	CopyriteSystems	Photocopying charges	£ 31.77	£ 6.36	£ 38.13
	*	HMRC	Tax £1,257.80 NI £2,118.88 (6 Sept to 5 Oct 2021)	£ 3,376.68		£ 3,376.68
	*	Cheshire Pension Fund	Pension contributions E'ee TBC E'er £TBC	tbc		tbc
	*	ESI	6-monthly service of fire alarm and emergency lighting system	tbc		
	*	E-on Next	Electricity - Parkers Farm 1 July 21 to 30 September 2021	£ 141.02	£ 7.05	£ 148.07
	*	Arco	PPE - safety boots (MA)	£ 50.47	£ 10.09	£ 60.56
	*	Office Depot	Stationery	£ 66.18	£ 13.24	£ 79.42
	*	Warrington Borough Council	1st of 3 annual instalment payments for May 2021 elections	£ 1,079.84		£ 1,079.84
	*	HMRC	Tax £1,252.60 NI £2,112.69 (6 Oct to 5 Nov 2021)	£ 3,365.39		£ 3,365.39