

**MINUTES OF THE SEPTEMBER PART I FINANCE, AUDIT & PERSONNEL
MEETING OF BIRCHWOOD TOWN COUNCIL,
HELD AT PARKERS FARM, DELENTY DRIVE, WA3 6AN,
ON TUESDAY 28TH SEPTEMBER 2021, 6PM**

Present: Councillor Bowden in the Chair
Councillors Allen, Atkin, Ball, Brereton, Dempsey, Ellis, Scott and Simcock.

Clerk – Mrs. F. McDonald
RFO / Deputy Clerk – Mrs C. Caddock

Apologies: Councillors Evans (health), Sheridan (work) and Reeves (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.

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

310/21-22 **JULY 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 that was held on Tuesday 27th July 2021 be approved as an accurate record and signed by the Chair.

311/21-22 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 157 to 159 below).

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

PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS

312/21-22 **EXTERNAL AUDIT - END OF YEAR 2020/2021**

- (a) The RFO reported that the external auditor's report for the year end 2020 – 2021 has been received. We have a clean report, with no other matters to draw to our attention. The Notice of Conclusion of Audit, has been published on our website and noticeboards (20th September 2021), as required, and Sections 1, 2 and 3 of the audited AGAR have been published (20th September 2021) on the website as required.
- (b) Received - invoice from the external auditor of £800.00 plus £160.00 VAT. This has been paid.
- (c) To note that the 'public notice' regarding electors' rights to review the (unaudited by the external auditor) accounts for 2020/2021 was displayed and published as required from 28th June 2021 up to 6th August 2021.

313/21-22 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC) – LAND OWNERSHIP DISCUSSIONS**

The RFO stated that this currently remains ongoing.

314/21-22 **PARKERS FARM ESTATE**

- (a) The RFO stated that the internal decoration, as agreed, has been completed.

The Clerk has contacted Trinity about some final snagging works that need to be undertaken before we receive the final invoice.

The BTC team will undertake additional decorating work in the kitchen. The team replaced a strip of skirting board in the meeting room prior to the painting work being undertaken.

- (b) To note that the Clerk has asked Trinity to look at the soil pipe at the rear of the building, with a view to quoting to supply and replace it with a longer length that goes directly into the drain. We are still awaiting a reply.

WBC's Planning Department has confirmed that replacing the soil pipe will not require any planning consent.

315/21-22 **BTC VEHICLES**

- (a) **HK64 NNM**

The RFO reminded Members that at the July meeting, Members had given authority for repairs to HK64 NNM in the estimated amount of £666.68 +VAT. This was for repairs to the gear stick and some glow plugs. On that basis, we advised the garage in Irlam that the work could be undertaken.

We were subsequently shocked when an invoice was received for just under £3,000.

On querying the invoice, Officers were advised that the glow plugs had snapped when the garage had tried to remove them, and the cylinder head had to be removed and taken to a specialist to drill them out. This had apparently taken 22 hours' labour.

We had not been contacted at any point by the garage to advise us as to what was happening with the vehicle, or to ask for authorisation to continue the work considering the expected additional costs that were going to be incurred.

The RFO stated that Officers kept the Chair, Vice Chair and Leader of the Council appraised of what was happening regarding this issue, throughout, as this occurred during August recess.

Officers discussed the matter with several members of the garage staff, culminating in a telephone call with the company's Managing Director. We negotiated mainly on the basis that we were never advised of the situation, or what the additional costs might be. We therefore did not have the option to say 'no' to the work being done, or to obtain a second quotation.

We did not dispute the fact that to get the vehicle running again the work needed doing, but that, as the vehicle is probably getting towards the end of its working life, £3,000 might have been better spent putting it towards a new vehicle.

Ultimately, we agreed with the garage that we would pay £1,400 for the repairs.

Subsequently we took the van for its MOT and full service at our 'usual' garage. The van also required a new rear brake cable and injector return pipe clip (£627.72 +VAT in total, including the MOT and service).

We re-taxed the vehicle as soon as it passed its MOT, as it had to be SORNed whilst it was in the Irlam garage.

(b) **Tipper NH57 CZV**

Re: tipper NH57 CZV's rusted bodywork, mainly around the tailgate and rear of the vehicle. The first estimate for welding work to be undertaken was £678.00 +VAT.

This van is the main 'work horse' of our fleet. It is used to carry lots of flytipping, and also rock salt in winter. It is always washed out after a load of salt has been collected but has still corroded.

The RFO informed Members that she has spoken to the garage regarding this matter. The welder the garage would normally use is not able to undertake the work at present. However, the garage may now be in a position to undertake the work in-house.

The vehicle has been taken in again for their mechanics to have a look at it.

The garage did make enquiries with Ford as to whether the sides and tailgate could be replaced in their entirety. Apparently, these are bespoke items and may cost more to replace than would be feasible, given the age of the vehicle. The garage will try to get details of the body shop that made the current sides (from the van) and, if they can, and will enquire what replacement costs might be. Any signwriting would have to be undertaken by a different company.

Once the garage has seen the vehicle again, we should have a better idea as to what the options are going forward to deal with the rusted areas on the van.

We have asked WBC whether there is an anti-corrosion treatment that can be applied to vehicles. We are awaiting a reply.

316/21-22 **COUNCILLOR EMAIL ACCOUNTS**

To note that 'Cllr . . .' email address has been set up by our specialist IT consultants for Councillor Ball. This will be an additional cost (£5.40 +VAT) to the monthly invoices from Yellowbus.

317/21-22 **LOCKING STUMPS – PROPOSED PLAY AREA REFURBISHMENT**

The RFO stated that the Clerk met two WBC Officers onsite to discuss the potential refurbishment of the small play area, on WBC land, behind the Turf & Feather public house in Locking Stumps.

One of the WBC Officers acknowledged that the safety surface, for which WBC is responsible, needs replacing in parts. In addition, there are surrounding trees, for which WBC are responsible, which need cutting back.

The Clerk stated that there is a cost identified for work to the trees on the site e.g. crown lifting which has been costed at around £1,000. The Clerk was informed that there is no money and no resource available for this work to be done by WBC, but if BTC provides the funding the work can be done.

Councillors agreed with the Clerk that if the trees are considered to be in need of some attention and they are WBC's trees on a WBC site then the work should be carried out by the Borough Council.

The Clerk circulated some initial costs and proposals, sent by WBC for Members to consider. It was proposed that Members take a hard copy away with them to consider more fully, for the discussion to then be brought back to a Policy, Strategy & Engagement meeting.

The Clerk was advised that some contractors would be looking at the play area this weekend.

There was an indication that any work that might be done would be unlikely to take place this year due to lack of available resources, but would probably fall into the next financial year.

We have also been advised that the cost of steel has gone up by around 1000%, which is affecting the price of play equipment.

Action Clerk's office to continue to liaise with WBC regarding this matter.

Action To add this item to the agenda for a future Policy, Strategy & Engagement meeting

318/21-22 **GENERAL ITEMS FOR REPORTING / NOTING**

- (a) To note that a grant of £1,000 has been received from Your Housing Group. This will be used to purchase several pieces of equipment for landscaping work.
- (b) Received - various newsletters from SAS Daniels.
- (c) To note that the situation with the drains remains ongoing, however, the odour has not been as noticeable over the last few weeks.
- (d) To note that we are now expecting delivery of the spare defibrillator pads and battery for the defibrillator on the wall of BYCC, sometime in November. We have been advised that *"there is an ongoing global microchip shortage causing mass delays on the manufacture of this product."*

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

319/21-22 **BANK ACCOUNT RECONCILIATION**

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

The payroll figure for July 2021 (9 staff) was £12,203.07. This includes final contractual payments to a member of staff who left on 31st July 2021. The figure for August 2021 (8 staff) was £10,665.26.

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 Scott **seconded** and Members **unanimously resolved** to approve the bank reconciliations.

320/21-22 **BTC VEHICLES**

Members noted that one of our vehicles, ND09 VNL had a quarterlight window repaired when it was cracked by a stone flicked up by a strimmer (£118.00 +VAT).

321/21-22 **BIRCHWOOD CARNIVAL**

The RFO advised Members that a Carnival Committee Meeting has been arranged to take place on 5th October 2021.

Historically, the Town Council has awarded a grant towards this event, as it is Birchwood's main community event, the amount of which has varied over time. Over the last few years, the Carnival Committee has made great strides in trying to make the carnival self-financing, which has included achieving sponsorship from a few local businesses.

Over more recent years, the Town Council has financially supported the event by funding the hire of the main marquee, some tables and chairs, and the portaloos (following the receipt of a grant aid application form from the Carnival Committee). These have previously cost £1,159.00 and £350.00 plus VAT (£1509.00 plus VAT total). It is expected that the costs might have increased since these items were last hired in 2019.

The Town Council also supports the event with Officers assisting where they can on the day, and the Maintenance Team helps to facilitate the event by moving equipment around, helping to set up some stalls, litter picking, etc.

The Chair of the Council is usually asked to formally open the event, which next year is scheduled to take place on Sunday 12th June, 2022 (circumstances permitting).

The RFO asked Members to consider if they would be minded, in principle, to award a grant to the Carnival Committee to fund the main marquee, tables and chairs and portaloos, if a grant aid form is received from them. If so, we would be able to advise the committee so that it might have an indication that funding for these items, at least, is secure for 2022.

Members resolved that, in principle, they would look favourably on a grant application from the Carnival Committee for funding for the marquee, tables, chairs and portaloos.

322/21-22 **BTC FINANCE MEETINGS OCTOBER / NOVEMBER / DECEMBER 2021**

The RFO proposed to bring some preliminary 2022/2023 budget figures to the October Finance meeting, with a view to the November meeting being mainly a Budget, Strategy and Precept meeting (with some flexibility for any urgent or time sensitive items of other business, to be included).

Members **resolved** that the November meeting would primarily be a Budget, Strategy and Precept meeting

The RFO said that she requires guidance from Members, as soon as possible, as to what the Council wishes to prioritise for the 2022/2023 budget, and, if possible, for 2023/2024 and 2024/2025 going forward.

Members were also asked to consider bringing the December meeting forward (to avoid clashing with the 'Christmas week'). The precept decision has to be confirmed at this meeting, in order to comply with the Borough Council's timetable, which usually requires local Council precept requirements to be sent to them within the first two weeks of January.

It was resolved that the December meeting would be brought forward to 14th December 2021.

323/21-22 **PARISH COUNCIL ELECTION CHARGES MAY 2021**

The RFO reported that we have received the invoice for the May 2021 elections. The Chatfield, Gorse Covert and Oakwood Wards were uncontested. The Locking Stumps Ward was contested. The total charges are £3,239.50. The Council has the option of paying this amount over a period of up to four years.

It was **proposed** by Councillor Scott, **seconded** by Councillor Atkin and **unanimously resolved** that the payment for the May 2021 elections be made over three years.

Action Clerk's office to contact WBC regarding the instalment payment request.

324/21-22 NATIONAL INSURANCE CONTRIBUTIONS

The RFO reported that from April 2022 both employer and employee National Insurance Contributions will increase by 1.25% for one year. From April 2023 a Health and Social Care Levy of 1.25% will be introduced, and National Insurance rates will revert to current levels.

The 1.25% increase (if applied at current salary levels) would amount to an additional employer national insurance cost of around £310 for 2022/2023.

325/21-22 POPPY WREATHS

The RFO 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, at the Shopping Centre Memorial Garden, the other to be laid at the Cross Lane South Memorial. In previous years BTC has allocated £100 for two poppy wreaths (which cost £17 each to produce).

Councillor Ellis **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that the Town Council purchases two poppy wreaths (£34) and give a £66 donation (total £100) to the Royal British Legion.

Action Clerk's office to arrange for the purchase of the poppy wreaths as detailed above.

326/21-22 OFFICE EQUIPMENT

The RFO asked Members to consider approving, in principle, the purchase of some additional office equipment, when we appoint an Administrative Assistant. This could be covered by earmarked reserves, if necessary.

The current quotation from Yellow Bus (which might change slightly as it is time limited) is £480 for the desktop machine, including the Windows 10 pro licence, £90 for the installation and set-up of all software, and £56.80 monthly recurring items (details in Members' papers).

There would be an additional (approx.) £225 for a monitor, printer, keyboard and mouse.

Councillor Atkin queried if staff network to one printer.

The RFO stated that they do not, but they are currently networked, via cables, to the photocopier. This cannot be done wirelessly due to the thickness of the walls, which do not allow for a stable wireless internet signal.

Councillor Dempsey **proposed**, Councillor Simcock **seconded** and it was **unanimously resolved** that the Town Council can purchase the equipment necessary for a new member of staff to be able to carry out their duties.

327/21-22 NATIONWIDE BANK ACCOUNT

- (a) To ask Members to consider BTC signing up for digital banking for our business savings account with the Nationwide, if we are eligible. This would involve the Clerk, the RFO and Councillor Ellis being able to sign in digitally to access services using authorisations via 'docuSign'.

The Chair asked if our auditor would be satisfied with this arrangement.

The RFO stated that she would investigate the security processes further and consult with our auditor before going forward with this option.

Action RFO to look into the security measures regarding the digital banking option.

- (b) To ask Members whether they wish to give any consideration to opening/moving to an alternative Business Savings account with the Nationwide. Some offer a better interest rate deal than our current rate which is 0.05%.

Members were agreeable, in principle, at putting some of the precept into a higher interest account.

Action RFO to investigate the higher interest paying accounts further.

328/21-22 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that a payment to the Public Works Loan Board (ref: PW487017) in the amount of £10,470.00 was made by direct debit on 10th September 2021.
- (b) To note that a £100 contribution towards glasses has been made to the Clerk re: Display Screen Equipment (DSE) use – as per Financial Regulation 19.1.
- (c) To receive the monthly reports from Yellowbus re: the BTC IT ‘health’ for September 2021. There are no issues to report.
- (d) To note that the annual renewal payment of our Data Protection Fee to the Information Commissioner’s Office will be made by direct debit in October 2021. This is £35 (£40 minus £5 for paying by direct debit.)
- (e) To note that now the BAFO has retired, the O2 telephone contract, that was for two mobile phones, has been cancelled. Once the final monthly contractual payments have been made, this will ‘save’ the Council approximately £55 per month.
- (f) To note that, as part of BTC’s Duty of Care to staff, all the members of the Maintenance Team have recently undergone on-site testing for HAVS, audiometry testing and full vision screening. We have received the invoice from Elas, the company that undertook the screening (£330.00 +VAT).
- (g) To note that the six-monthly fire alarm and emergency lighting servicing was undertaken on 14th July.

The RFO reported that one emergency light failed (in the downstairs hallway) and was replaced (£80.00) during recess.

This part of the meeting concluded at 8.15pm

Payment of Accounts:						
Resolved: that the following payments be approved as the residual June 2021 and part of the July 2021 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
14.06.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
15.06.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 187.66	£ 37.53	£ 225.19
15.06.2021	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
16.06.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 184.72	£ 36.94	£ 221.66
16.06.2021	*	Andrew Ward t/a Cheshire PA	Annual PAT testing	£ 68.00		£ 68.00
16.06.2021	*	Matco Direct	Mat Maintenance (with £32.42 net credit)	£ 162.03	£ 32.41	£ 194.44
18.06.2021	*	Infotone	Toner cartridges for office printers (x 8)	£ 245.55	£ 49.11	£ 294.66
18.06.2021	*	Eureka	Disposable gloves (x 10 boxes)	£ 69.50	£ 13.90	£ 83.40
18.06.2021	*	Cheshire Pension Fund	Pension contributions E'ee £778.59 E'er £2,844.08	£ 3,622.67		£ 3,622.67
18.06.2021	*	HMRC	Tax £1,476.20 NI £2,120.61	£ 3,596.81		£ 3,596.81
21.06.2021	DD	E.on	Electricity - Locking Stumps multi-use games area	£ 8.93	£ 0.45	£ 9.38
23.06.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 112.48	£ 22.47	£ 134.95
28.06.2021	DD	Firstcom Europe (previously t/a	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
30.06.2021	*	Birchwood Youth & Community	Hall hire for June 2021 meeting	£ 25.00		£ 25.00
30.06.2021	*	JDH Business Services Ltd	Year End Internal audit	£ 319.20	£ 63.84	£ 383.04
30.06.2021	*	Williams Garage Services Ltd	2 x tyres PO51 WLE	£ 107.90	£ 21.58	£ 129.48
30.06.2021	*	Reimb. C Caddock	Petty cash float	£ 60.00		£ 60.00
30.06.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 254.49	£ 50.90	£ 305.39
30.06.2021	DD	CopyriteSystems	Photocopier charges	£ 79.21	£ 15.84	£ 95.05
01.07.2021	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83
01.07.2021	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
02.07.2021	*	Safelincs Ltd (t/a The DefibPac	Replacement battery and pads for the defib on BYCC	£ 137.49	£ 27.50	£ 164.99
05.07.2021	*	CJ Auto Service	NH57 CZV renew 2 x brake pipes and bleed brakes and renew both rear and both front D bushes	£ 241.77	£ 48.35	£ 290.12
05.07.2021	*	E Smith & Son	16 x hanging basket refills, 178 x plants for planters and compost x 6	£ 546.00	£ 109.20	£ 655.20
05.07.2021	DD	Legal and General	Ill health insurance	£ 162.66		£ 162.66
07.07.2021	*	July wages:	Wages July 2021 (9 staff) including final contractual payments to one member of staff who left 31/07/2021	£ 12,203.07		£12,203.07
07.07.2021	*	Cllr R Bowden	Chair's allowance (part 1 of 2)	£ 400.00		£ 400.00
07.07.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 36.62	£ 7.32	£ 43.94
09.07.2021	DD	E-ON Next	Electricity - Parkers Farm	£ 141.90	£ 7.10	£ 149.00
12.07.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
14.07.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 113.15	£ 22.63	£ 135.78
15.07.2021	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
15.07.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 177.90	£ 35.58	£ 213.48
19.07.2021	*	Cheshire Pension Fund	Pension contributions E'ee £719.37 E'er £2,578.92	£ 3,298.29		£ 3,298.29
19.07.2021	*	James Todd & Co Limited	Payroll services (April, May, June 2021)	£ 180.00	£ 36.00	£ 216.00
19.07.2021	*	HMRC	Tax £1,997.80 NI £2,780.06 - reflects final contractual payments to one member of staff who left 04/07/21	£ 4,777.86		£ 4,777.86
19.07.2021	*	Duttons Mower World Limited	Repair Stihl hand held blower	£ 32.50	£ 6.50	£ 39.00
19.07.2021	*	Duttons Mower World Limited	Repair Stihl hedgecutter	£ 32.50	£ 6.50	£ 39.00
19.07.2021	*	Duttons Mower World Limited	Stihl autocut25-2 head and tub grease	£ 54.38	£ 10.87	£ 65.25
19.07.2021	*	Duttons Mower World Limited	Stihl - spacer, washer, lock nut and screw (hedgecutter)	£ 1.98	£ 0.41	£ 2.39
19.07.2021	DD	E.on	Electricity - Locking Stumps multi-use games area	£ 8.11	£ 0.41	£ 8.52
19.07.2021	*	Arco	Work gloves and safety glasses	£ 163.52	£ 32.70	£ 196.22

Payments of Account since 20th July 2021

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 Councils	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) Ltd	HK64 NNM - diagnose fault codes - replace gear lever and heater plugs (required removing/ replacing the cylinder head).	£ 1,400.00	£ 280.00	£ 1,680.00
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

Payments of accounts for approval at the September 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	£ 58.01	£ 11.60	£ 69.61
	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83
	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	£ 46.21	£ 9.24	£ 55.45
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.93	£ 0.45	£ 9.38
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 72.93	£ 14.58	£ 87.51
	DD	CopyriteSystems	Photocopying charges	£ 51.88	£ 10.38	£ 62.26
	*	HMRC	Tax £1,375.40 NI £1,917.36	£ 3,292.76		£ 3,292.76
	*	Cheshire Pension Fund	Pension contributions E'ee £743.60 E'er £2,611.24	£ 3,354.84		£ 3,354.84
	*	ESI	6-monthly service of fire alarm and emergency lighting system	tbc		
	*	E-on Next	Gas - Parkers Farm	tbc		
	*	Arco	PPE - safety boots (MA)	£ 50.47	£ 10.09	£ 60.56
	*	Elite Industrial Supplies Ltd	PPE and workwear - all items for new staff member & replacement items for current staff (+some spares)	£ 473.62	£ 94.74	£ 568.36
	*	Manutan	Tall cabinet with hinged doors (for downstairs office)	£ 110.25	£ 22.05	£ 132.30
	*	Elas	Occupational health screening (HAVZ, hearing and vision)	£ 300.00	£ 66.00	£ 396.00