

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING OF  
BIRCHWOOD TOWN COUNCIL,  
HELD AT PARKERS FARM, DELENTY DRIVE,  
ON TUESDAY 13<sup>TH</sup> DECEMBER 2022**

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

**Apologies:** None

**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.

254/22-23 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 185 to 186 below).

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

255/22-23 **NOVEMBER 2022 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Dempsey **proposed**, Councillor Brereton **seconded** and it was unanimously **resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 22<sup>nd</sup> November 2022, be approved as an accurate record and signed by the Chair.

256/22-23 **NOVEMBER 2022 BUDGET, STRATEGY AND PRECEPT MEETING MINUTES**

Councillor Dempsey **proposed**, Councillor Evans **seconded** and it was **unanimously resolved** that: the Minutes of the Budget, Strategy and Precept Meeting, held on 22<sup>nd</sup> November 2022, be approved as an accurate record and signed by the Chair.

**PROGRESS REPORT**

The RFO commented that as it had only been three weeks since the last meeting, there were very few updates/progress reports that had been received. Many of the items on the Finance Part I Agenda are for noting only.

257/22-23 **LOCKING STUMPS – PLAY AREA REFURBISHMENT**

The RFO said that there was no further progress to report from WBC regarding the play area refurbishment. WBC did confirm that lead times regarding the purchase of new play equipment are still considerable.

258/22-23 **STREET LIGHTING**

The RFO stated that we are still awaiting feedback from WBC regarding some street lighting queries that have been ongoing for several months and have been ‘chased’ several times.

259/22-23 **SPEED INDICATOR DEVICE - GRANT APPLICATION**

The RFO said that we have not yet received any information relating to the Town Council's grant application to the Police and Crime Commissioner, requesting part-funding for one speed indicator device. It is uncertain when a decision will be made, but Officers will update Councillors as soon as we receive any news.

260/22-23 **MEMORIAL PLAQUE BIRCHWOOD FOREST PARK**

The RFO said that there is no additional progress to report at this point in time regarding this project.

261/22-23 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that a query was sent to WBC, as requested by Members, regarding how Band D figures are calculated. We have not yet received a reply.
- (b) To note that we have received correspondence from British Gas, which has taken over Avanti Gas, our previous gas supplier, requesting a first meter reading for our gas account with them.

The RFO stated that we now have a registered account with British Gas and have set up a variable direct debit with them.

- (c) To note that MK71 FUU is currently in the body shop for repair (covered by the third party's insurance).

**NEW FINANCE, AUDIT AND PERSONNEL ITEMS**

262/22-23 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2022 – 30th November 2022.

The payroll figure for October 2022 was £11,606.97 (9 staff). The figure for November 2022 was £11,687.99.

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

Councillors **unanimously resolved** to approve the bank reconciliation.

263/22-23 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that the Town Council is now registered with the Nationwide for digital banking. This allows the RFO to transfer money between the Nationwide and Co-operative Bank accounts, access copies of statements, check the account balance and view the transaction history. This is more convenient than waiting over a week into the following month to receive a paper statement.
- (b) To note that the Government has commissioned a review of the Council Tax system.
- (c) To note that Councillor Dempsey is booked onto a Chairmanship training course with ChALC, taking place in January 2023 (£25.00).
- (d) To note that the intruder alarm system required a new battery in the workshop area (£125.32 +VAT).

- (e) To ask Members to consider approving the annual renewal payment (£296) for the Clerk's membership of the Society for Local Council Clerks (SLCC).

Members **unanimously resolved** to approve this payment.

**Action** Clerk's office to arrange for the payment to be made to the SLCC.

- (f) We have received notification that our external auditor is to remain as PKF Littlejohn LLP for the 5-year period until 2026-2027. Fees in 2017-2022 were £800 +VAT. If we remain in the same income/expenditure band, this will increase to £840 +VAT for the next five years.
- (g) Received – First 'edition' of the Cheshire Pension Fund's Employer Newsletter.
- (h) Councillors confirmed that BTC's office and maintenance operations will close from Saturday 24<sup>th</sup> December 2022 to Monday 2<sup>nd</sup> January 2023 (inclusive). Staff will take the days in between (that are not Bank Holidays) from their annual leave allowance. Office and maintenance operations will recommence on Tuesday 3<sup>rd</sup> January 2023.

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.

**This part of the meeting concluded at 6.40 pm**

Payment of Accounts:							
Resolved: that the following payments be approved as the residual October 2022 and part of the November 2022 accounts							
Date	Ref	Payee	Description	Net	VAT	Gross	
14.10.2022	DD	Copyrite	Photocopying charges	£ 14.23	£ 2.85	£ 17.08	
14.10.2022	DD	Information Commissioner's	ICO registration renewal	£ 35.00		£ 35.00	
14.10.2022	DD	Reimburse C Caddock	Poppy Wreaths (part purchase / part donation)	£ 100.00		£ 100.00	
17.10.2022	DD	Avoira	IT support, backups, internet services (4 x inv.)	£ 234.68	£ 46.94	£ 281.62	
17.10.2022	DD	Avanti Gas	Gas - Parkers Farm	£ 22.80	£ 1.14	£ 23.94	
17.10.2022	DD	Financial Direct Fees	Online banking charges	£ 40.80		£ 40.80	
19.10.2022	DD	Allstar	Fuel (office vans, equipment)	£ 66.68	£ 13.34	£ 80.02	
21.10.2022	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 9.63	£ 0.48	£ 10.11	
21.10.2022	*	Elite Industrial Supplies (aka	Workwear (back order)	£ 10.60	£ 2.12	£ 12.72	
25.10.2022	*	N Hall	Fit new tap washers - kitchen sink	£ 35.00		£ 35.00	
25.10.2022	*	PREMIOclean	Office cleaning services	£ 446.98	£ 89.40	£ 536.38	
26.10.2022	DD	Allstar	Fuel - equipment	£ 6.24	£ 1.25	£ 7.49	
27.10.2022	*	Risley MOT & Truck Ltd	HK64 NNM - full service	£ 297.83	£ 59.57	£ 357.40	
28.10.2022	DD	Firstcom Europe	Phone charges & annual phone system maintenance	£ 192.51	£ 38.50	£ 231.01	
28.10.2022	DD	BNP Paribas	Copier Lease	£ 170.00	£ 34.00	£ 204.00	
31.10.2022	DD	LEVL	Geotab Pro Plus (August monthly subscription)	£ 30.00	£ 6.00	£ 36.00	
31.10.2022	DD	James Todd (Go Cardless)	Payroll services (September 2022)	£ 54.00	£ 10.80	£ 64.80	
31.10.2022	DD	Viking	Stationery	£ 101.86	£ 20.37	£ 122.23	
31.10.2022	DD	ESI	Call-out to fire alarm fault	£ 85.00	£ 17.00	£ 102.00	
01.11.2022	DD	Waterplus	Water and wastewater services (408386280)	£ 26.72		£ 26.72	
01.11.2022	DD	Screw fix (B&Q a/c)	Floor paint and paint rollers	£ 46.25	£ 9.25	£ 55.50	
01.11.2022	*	HMRC	Tax £1,217.80 NI £1,905.62 (6 Oct 2022 to 5 Nov 2022)	£ 3,123.42		£ 3,123.42	
01.11.2022	*	Cheshire Pension Fund	Pension contributions re: Oct 2022 Eee £811.46 Eer £2,867.90	£ 3,679.36		£ 3,679.36	
02.11.2022	DD	Allstar	Fuel (equipment)	£ 4.78	£ 0.96	£ 5.74	
04.11.2022	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87	
04.11.2022	*	Birchwood Heating	Supply & fit Baxi 6/830 combi boiler, upgraded to 10yr guarantee with magnetic filter, and wireless digistat	£ 2,030.00		£ 2,030.00	
07.11.2022	*	Reimburse C Caddock	Cheerful Bargains Ltd. - 2 x extra large plant pots	£ 34.12	£ 6.84	£ 40.96	
07.11.2022	*	November 2022 Wages	9 staff	£ 11,687.99		£ 11,687.99	
09.11.2022	DD	Allstar	Fuel (vans and equipment)	£ 81.45	£ 16.29	£ 97.74	
13.11.2022	DD	Waterplus	Water/wastewater services (4083867607)	£ 97.40		£ 97.40	

**Payments of Account since 13th November 2022**

Date	Ref	Payee	Description	Net	VAT	Gross
15.11.2022	DD	Avoira	IT support, backups, internet services (4 x inv.)	£ 234.68	£ 46.94	£ 281.62
15.11.2022	DD	Copyrite	Photocopying charges	£ 35.25	£ 7.05	£ 42.30
15.11.2022	DD	Financial Direct Fees	Online banking charges	£ 40.20		£ 40.20
16.11.2022	DD	Allstar	Fuel (vans & equipment)	£ 134.07	£ 26.80	£ 160.87
17.11.2022	DD	Avanti Gas	Gas - Parkers Farm	£ 95.79	£ 4.79	£ 100.58
17.11.2022	DD	SWALEC	Electricity - Parkers Farm	£ 456.40	£ 22.82	£ 479.22
18.11.2022	*	Lexis Nexis	Arnold Baker Local Council Administration 13 ED	£ 164.99		£ 164.99
18.11.2022	*	Elas Occupational Health Ltd	HAVS Tier 2 assessment x 6, Audiometry tests x 6 and full vision screening x 6	£ 378.00	£ 75.60	£ 453.60
				£ -		
18.11.2022	*	PREMIOClean	Office cleaning services	£ 412.60	£ 82.52	£ 495.12
18.11.2022	*	Regal Polythene	40 x cases refuse sacks	£ 596.00	£ 119.20	£ 715.20
23.11.2022	DD	Allstar	Fuel (vans & equipment)	£ 57.10	£ 11.41	£ 68.51
29.11.2022	DD	Firstcom Europe	Office phone charges	£ 72.60	£ 14.52	£ 87.12
30.11.2022	DD	James Todd (Go Cardless)	Payroll services (September 2022)	£ 54.00	£ 10.80	£ 64.80
30.11.2022	DD	Allstar	Fuel (vans & equipment)	£ 61.95	£ 12.39	£ 74.34
01.12.2022	*	Warrington Borough Council	Part payment election charges re May 2021 PC Elections (adjusted down due to previous overpayment)	£ 797.05		£ 797.05
01.12.2022	DD	Waterplus	Water and wastewater services (4083868280)	£ 26.72		£ 26.72
01.12.2022	DD	LEVL	Geotab Pro Plus (monthly subs.- in advance) December 2022	£ 30.00	£ 6.00	£ 36.00
02.12.2022	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 14.31	£ 0.72	£ 15.03
05.12.2022	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
05.12.2022	*	Milhouse Training	Safe use of ladders and inspection training (6 staff)	£ 550.00	£ 110.00	£ 660.00
05.12.2022	*	Cheshire Pension Fund	Pension contributions re: Nov 2022 Eee £812.40 Eer £2,871.37	£ 3,683.77		£ 3,683.77
05.12.2022	*	HMRC	Tax £1,220.80 NI £1,743.10 (6 Nov 2022 to 5 Dec 2022)	£ 2,963.90		£ 2,963.90

**Payments of accounts for approval at the December 2022 meeting**

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
	DD	Telesis	Phone/enhanced internet speed charges	tbc		
	DD	Waterplus	Water and wastewater services (4083868280)	£ 26.72		£ 26.72
	DD	Waterplus	Water/wastewater services (4083867607)	£ 97.40		£ 97.40
	DD	Financial Direct Fees	FD online charges (re: Nov 2022 charges)	£ 39.40		£ 39.40
	DD	Avoira	IT support, backups, internet services (4 x inv.) Dec 2022	£ 234.68	£ 46.94	£ 281.62
	DD	James Todd	November 2022 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)	£ 61.16	£ 12.22	£ 73.38
	DD	CopyriteSystems	Photocopying charges	£ 12.16	£ 2.44	£ 14.60
	*	Cheshire Pension Fund	Pension contributions re: Nov 2022 Eee £931.98 Eer £3,237.16	£ 4,169.14		£ 4,169.14
	*	HMRC	Tax £1,694.00 NI £2,418.29(6 Dec 2022 to 5 Jan 2023)	£ 4,112.29		£ 4,112.29
	*	Premiclean	Cleaning services December 2022	£ 446.98	£ 89.40	£ 536.38
	DD	CopyriteSystems	Photocopying charges	£ 49.36	£ 9.87	£ 59.23
	DD	LEVL	Geotab Pro Plus (monthly subs.- in advance) January 2023	£ 30.00	£ 6.00	£ 36.00
	*	Terrain	Specialist H&S Services Consultancy Jan- Dec 2023	£ 1,575.00	£ 315.00	£ 1,890.00
	*	SLCC	Clerk - annual membership fee renewal	£ 296.00		£ 296.00
	DD	Avanti Gas	Gas - Parkers Farm November 2022	£ 138.40	£ 6.92	£ 145.32
	*	ESI	Replace intruder alarm battery	£ 125.32	£ 25.06	£ 150.38
	*	Broxap	6 x replacement bin covers + lock & key, 2 x bin liners	£ 822.00	£ 164.40	£ 986.40
	*	E Smith & Son	Winter planter plants and compost	tbc		
	*	Infotone	20 x toner cartridges	£ 604.95	£ 120.99	£ 725.94
	*	JDH Business Services Ltd	Data Protection Services 2021/22	£ 1,007.00	£ 201.40	£ 1,208.40