

**MINUTES OF THE FEBRUARY PART I FINANCE, AUDIT & PERSONNEL  
MEETING OF BIRCHWOOD TOWN COUNCIL,  
HELD AT PARKERS FARM, DELENTY DRIVE, WA3 6AN,  
ON TUESDAY 22<sup>ND</sup> FEBRUARY 2022**

- Present:** Councillor Ellis in the Chair  
Councillors Allen, Atkin, Dempsey, Evans, Brereton, Scott, Sheridan and Simcock  
  
Clerk – Mrs. F. McDonald  
RFO / Deputy Clerk – Mrs. C. Caddock  
Admin Assistant – Mrs. H. Vout
- Apologies:** Councillor Bowden (work), Councillor Reeves (away) and Councillor Ball (personal)

**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 and Simcock – Birchwood Carnival Committee*

516/21-22 **JANUARY 2022 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Evans **proposed**, Councillor Atkin **seconded**, and it was **resolved** that: The Minutes of the Part I Finance, Audit & Personnel Meeting, held on 25<sup>th</sup> January 2022 be approved as an accurate record and signed by the Chair.

517/21-22 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 267 and 268 below).

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

**PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS**

518/21-22 **PARKERS FARM ESTATE**

- (a) The RFO reported that the Clerk contacted Trinity and Cube yesterday requesting a date for the final snagging work and adjustments to the soil pipe at the rear of the building to be undertaken. We are hoping this can be completed before the end of the financial year.
- (b) The RFO advised that Cube sent someone out to paint the compound gates and to rectify where there is paint transfer from the black front door to the white door frame. Unfortunately, the paint transfer issue has occurred again. It has been agreed to wait until the weather is warmer to have it painted again.

519/21-22 **BTC VEHICLES AND ASSOCIATED MATTERS**

(a) To note that, as resolved at the January 2022 meeting, the Council accepted the £500 bid for trade-in value of ND09 VNL, which has been paid into our Co-operative Bank account.

- (b) (i) To note that we have signed the 12-month agreement with 'LEVL' regarding the Geotab trackers in the electric vehicles.
- (ii) To note that Officers have undertaken two 'training' sessions regarding the information and reports that can be gleaned from the Geotab devices fitted to both electric vehicles.

An illustrative report was included in papers regarding fuel usage, along with a fuel spend report from our fuel card provider. In addition to not using as much diesel fuel, the LEVL report shows the reduction in CO<sub>2</sub> emissions.

Officers have requested several reports be automatically emailed to them at the start of every month. Additional reports can be accessed from the website if required.

- (iii) A Geotab information session was delivered to the Maintenance Team Operatives, earlier today, so that they are also aware of the types of data that can be gathered by these devices.

- (iv) The RFO asked Members to consider the purchase and installation of a driver tag reader for each electric vehicle, plus driver tags. This would enable driver specific reports to be produced from the trackers. This would be a one-off cost of £280.

Members discussed the proposal. It was **unanimously resolved** to monitor the reports for a while, before deciding if this would be a necessary / worthwhile purchase.

(c) To note that, as resolved at the January 2022 meeting, the settlement offer of £1,100 from our insurance company, following the theft of ND58 BZR has been accepted on behalf of the Council and paid into our Co-operative Bank account.

(d) To note that, as resolved at the January 2022 meeting, we investigated options re: the sale of NH57 CZV (tipper) that the Council decided was no longer viable to keep on the road.

CJ Auto Service declined to make any offer on the vehicle, due to its condition.

Vans Northwest got in touch with their contacts on behalf of the Council. The vehicle had failed its pre-MOT and needed a whole new rear body, the cost of which, plus putting right the other issues it failed the MOT on, would be more than the value of the vehicle.

A bid of £500 was offered, via Vans Northwest, for buying the van for spares / repairs. As this was received between meetings, we asked the Chair, Vice Chair and Leader for their thoughts. By selling the vehicle as soon as possible, we will also be refunded five months of vehicle tax. Vans Northwest also agreed to collect the vehicle from our premises, free of charge.

The sale of NH57 CZV was agreed by the Chair, Vice Chair and Leader of the Council, under delegated powers. The £500 was subsequently paid into our Co-operative Bank account on 4<sup>th</sup> February 2022.

- (e) The RFO reported that we have, finally, been able to obtain a letter from HMRC to enable us to receive a voucher code that will allow the company that installed our EV chargers to claim the EV Charger Grant on our behalf. This is expected to be in the amount of £700 (£350 per charger).

The company that installed our chargers has been contacted and will administer this grant claim.

#### 520/21-22 **LOCKING STUMPS – PROPOSED PLAY AREA REFURBISHMENT**

To note that we are still awaiting more specific costs from WBC regarding the proposed refurbishment of the small play area, on Borough Council land, behind the Turf & Feather public house in Locking Stumps. This matter was raised with WBC at the recent partnership meeting.

The RFO advised that there is still no update regarding this matter. The Clerk has chased it up again with WBC.

#### 521/21-22 **INTERIM AUDIT**

The RFO asked Members to note that a hard copy of the 2021/2022 interim internal audit (previously circulated by email) is in Members' papers. The auditor had one recommendation, that we create a 'Quotations' file, so that it is easy to locate a record of quotations, if necessary. This has been actioned by Officers.

The RFO reported that the internal auditor's invoice for the 21/2022 internal audit has been received - £315.00 +VAT.

#### 522/21-22 **GENERAL ITEMS FOR REPORTING / NOTING**

To note that we are still awaiting feedback following our request to WBC asking if they would consider adopting the two BTC owned lighting columns near the garages on Armstrong Close.

#### **NEW FINANCE, AUDIT & PERSONNEL ITEMS**

#### 523/21-22 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account period 1st April 2021 – 31<sup>st</sup> January 2022.

The payroll figure for December 2021 (9 staff) was £11,945.70. The figure for January 2022 (9 staff) was £11,707.28.

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.

## 524/21-22 BIRCHWOOD CARNIVAL GRANT APPLICATION

The RFO asked Members to note that a formal grant application has now been received from the Birchwood Carnival Committee. As this was received after the papers had been circulated, it is not on the agenda, therefore Members can only consider making an ‘in principle’ pledge – with formal consideration to take place at the March 2022 meeting.

At the November 2021 Part I Finance Meeting (Minute 425/21-22) a grant application was considered with estimated costs for the marquee and portaloos. Members deferred making a decision until a formal application is submitted with the actual figures. They did indicate that the Town Council had previously supported the Carnival in previous years by funding the marquee, tables, chairs and toilet facilities.

Three quotations for the marquee and furniture hire were subsequently requested (as per BTC’s auditor’s recommendation).

The grant amount now being requested is £1,962 +VAT, for the hire of the marquee, tables and chairs, plus the portaloos. The cost of the portaloos has remained the same at £350. The marquee, tables and chairs hire is £1,612 – an increase of £453 since 2019. The supplier chosen is the least expensive of the three companies that quoted. Prices had increased as a result of the pandemic.

Any award would be made from the 2022/2023 grant budget.

Members **unanimously resolved** they were happy to make a pledge in principle, that the grant will be awarded if presented at the March 2022 meeting.

## 525/21-22 HANGING BASKETS/BEDDING PLANTS/WILDFLOWERS

(a) To note that the shopping centre has requested 8 hanging baskets for this year. They pay for the supply and maintenance of these baskets.

(b) The Town Council has, in previous years, supplied and maintained 8 hanging baskets at the entrance of the high school and library. The RFO stated that this year the cost of the baskets is £19 each (£152 plus VAT for 8 baskets). She asked if Members are happy for the Town Council to continue funding these 8 baskets, as they are in a community area visited by, and visible to, many residents.

Members **unanimously resolved** that they are happy for the Town Council to fund and maintain these baskets.

(c) To note that we will be purchasing in excess of 100 trays of bedding plants for the planters throughout Birchwood, plus compost.

(d) The RFO asked Members if they would like the Town Council to take part in the wildflower scheme (in principle) for the 2022 season. We are currently in the process of enquiring about the costs for this year’s scheme.

Members discussed the wildflower scheme and **unanimously resolved** that they would like to continue, with the proviso that the seeds are sown earlier than they were last year, when the Council was unhappy with what they considered to be poor displays, and which because they were sown late, what did flower was only for a relatively short length of time.

Members also enquired whether there might be an option to change the seed mix, to include more blue and purple wildflowers.

It was noted that any wildflower beds would have to be placed in slightly different locations than last year, in order for the condition of the soil to be suitable.

**Action** Clerk's office to continue to liaise with WBC regarding the wildflowers, as detailed above.

- (e) Members enquired whether the 'experiment' to not mow some sections of verges, in the hopes that natural wildflowers will flourish, would continue this year. Last year they were inadvertently mown before any natural flowers had a chance to grow.

The Clerk stated that we will work with WBC to establish areas that must not be mown. WBC was agreeable to this last year.

**Action** Clerk's office to liaise with WBC regarding the above.

- (f) Members discussed the possible replacement of a planter on Glover Road, at the junction with Birchwood Park Avenue / Garrett Field roundabout, which was destroyed in a road traffic accident.

The RFO stated that since the planter had been removed, there had been at least another two accidents in the same area.

Members **unanimously resolved** that it would not be sensible to replace the planter in that location.

#### 526/21-22 MICROSOFT OFFICE 365 – PRICE INCREASE FOR LICENCES

The RFO reported that we have received information regarding upcoming price increase for Microsoft Office 365 Licences. This is unavoidable. There is an option to alter our contract from monthly 'rolling' licences to annual licences, which would be a cheaper option.

Information has been circulated to Members. The RFO said that this point in time, there is no reason to think that we would want to switch to a different supplier, as we are happy with the services Yellowbus / Avoira have set up for us, and the support we receive when necessary.

Two licences will be removed as they are no longer required.

Re: Exchange Online Plan 1 – to commit to the annual charge pre-March 2022 would save £72.

Re: Microsoft 365 Business Standard - to commit to the annual charge pre-March 2022 would save £67.68.

Members discussed the options and **unanimously resolved** they were happy with the decision to move to yearly licences.

**Action** RFO to liaise with Avoira regarding the above.

527/21-22 **EICR REPORT**

To note that we have asked five different suppliers to quote for our five-yearly EICR/fixed wire testing. We have, so far, received quotes from two of the companies, so far. One for £240 +VAT and the second for £825 +VAT. We will obtain a third quote before making a decision.

528/21-22 **STAFF TRAINING**

To note that the following training has been/will be booked:

- (a) Hedgecutter and brushcutter training for one of the Maintenance Team (25<sup>th</sup> April 2022) - £250.00 +VAT
- (b) Health & Safety – three office staff (14<sup>th</sup> March 2022) – cost covered by annual contract with our specialist H&S consultants.
- (c) Health & Safety – all Maintenance Team (3<sup>rd</sup> August 2022) – cost covered by annual contract.
- (d) Geotab device training – three office staff (21<sup>st</sup> February 2022) – no charge. – This has been completed.
- (e) Geotab device training – all Maintenance Team – no charge – This has been completed.
- (f) First aid training - for the newest member of the Maintenance Team and the Admin Assistant – to be arranged – cost tbc.

529/21-22 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) We received notification that the Public Works Loan Board loan repayment, due on 10<sup>th</sup> March 2022 will be in the amount of £10,280.00.
- (b) Received – January 2022 Review Reports from Avoira re: our computer systems. Our account manager came to the office for a ‘catch up’ on 11<sup>th</sup> February 2022 and assisted us with a few software queries we had since the installation of the new computer workstation.
- (c) To note that we have signed the annual contract with our key-holding company for another year (£387.23 – which is £12 more than in 2021). We do not regularly ‘shop around’ for key-holding companies, due to the nature of the contract. As it is a security contract, we have built up a trust with the company, and they hold all of our keys. The Company Director visits us occasionally to ensure we are happy with the services provided, or if we have a question regarding anything.
- (d) We asked Duttons, a local company we regularly use to purchase equipment from, to give us quotes for an electric hedge cutter and a petrol powered hedge cutter (quotes circulated in Members’ papers). We also looked at several other companies for prices for a (petrol) Stihl Kombi Engine and hedge cutter. The costs vary.

We have found the Kombi Engine for various prices between £288.00 (inc. VAT) and £367.00 (plus VAT). The hedgecutter attachment for the Kombi Engine can be purchased for around £320 plus VAT. The short-reach hedgecutter prices (24 inch) have varied between £260 (inc. VAT) to £310 (plus VAT).

The RFO stated that if the team were to buy cordless, they are limited to the type of weather they can work in, the thickness and volume of the shrubbery they can cut, and the length of time they can work, which hampers their efficiency. Although mindful of the Town Council's commitment to climate change goals, until comparable electric equipment is available, in terms of efficiency, as mentioned above, the team would prefer to purchase the petrol-powered equipment.

Members **unanimously resolved** that for the work that the maintenance team does, the petrol-fuelled equipment is currently the better option. If, in the future electric-powered options evolve and become much more efficient, we will reconsider options at that time.

**Action** Clerk's office to arrange for the purchase of two new hedgecutters, one short-reach and one long-reach.

- (e) Section 137 expenditure limit for 2022/23: The Department for Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2022/23 is £8.82 per elector.
- (f) To note that our Annual Health & Safety Audit, covering general operational risk assessments, and the Fire Risk Action Plan, which are undertaken by our H&S specialist consultants will be taking place on 23<sup>rd</sup> March 2022.

**This part of the meeting concluded at 7.30 pm**

The Chair moved Part II.

Payment of Accounts:							
Resolved: that the following payments be approved as the residual December 2021 and part of the January 2022 accounts							
Date	Ref	Payee	Description	Net	VAT	Gross	
08.12.2021	DD	Allstar	Fuel (office vans, equipment)	£ 124.40	£ 24.88	£ 149.28	
13.12.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32	
14.12.2021	*	Amazon	6 x ring binders	£ 11.40	£ 2.28	£ 13.68	
14.12.2021	*	Amazon	Pack 100 C4 gusset envelopes	£ 19.41	£ 3.88	£ 23.29	
14.12.2021	*	Quantum IT Distribution Ltd	Dell keyboard	£ 16.67	£ 3.33	£ 20.00	
14.12.2021	*	Quantum IT Distribution Ltd	Dell mouse	£ 9.88	£ 1.98	£ 11.86	
14.12.2021	*	Amazon	Dell SE2422HX 24 inch full HD monitor	£ 99.99	£ 20.00	£ 119.99	
14.12.2021	*	Electric-Call Services Ltd	Final payment re: EV charger installation	£ 2,133.00	£ 426.60	£ 2,559.60	
15.12.2021	DD	Allstar	Fuel (office vans, equipment)	£ 55.84	£ 11.17	£ 67.01	
15.12.2021	DD	Financial Direct Fees	Online banking charges	£ 33.40		£ 33.40	
15.12.2021	*	Signs Unlimited	Supply and install graphics to MK71 FVC & MK71 FUU	£ 450.00	£ 90.00	£ 540.00	
16.12.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 188.70	£ 37.74	£ 226.44	
16.12.2021	DD	Yellowbus Solutions	Dell Optiplex 3080 Micro Form Factor, Intel i5 Core processor, 8GB RAM, 256GB SSD, WiFi enabled, Windows 10 Pro and set-up services	£ 560.00	£ 112.00	£ 672.00	
17.12.2021	*	HMRC	Tax £1256.20 NI £2,116.82	£ 3,373.02		£ 3,373.02	
17.12.2021	*	Cheshire Pension Fund	Pension contributions E'ee £832.89 E'er £2,939.91	£ 3,772.80		£ 3,772.80	
17.12.2021	DD	Avanti Gas	Gas Parkers Farm (from 1st - 30th Nov 2021)	£ 199.49	£ 39.90	£ 239.39	
21.12.2021	DD	Eon Next	Electricity Locking Stumps MUGA	£ 10.65	£ 0.53	£ 11.18	
22.12.2021	DD	Allstar	Fuel (office vans, equipment)	£ 65.83	£ 13.17	£ 79.00	
29.12.2021	*	ESI	Annual Intruder Alarm Maintenance & System Monitoring	£ 162.00	£ 32.40	£ 194.40	
30.12.2021	DD	James Todd & Co Limited	Payroll services (November 2021)	£ 54.00	£ 10.80	£ 64.80	
31.12.2021	DD	CopyriteSystems	Photocopier charges	£ 62.88	£ 12.57	£ 75.45	
31.12.2021	*	SLCC	SLCC Subs	£ 294.00		£ 294.00	
31.12.2021	*	Terrain	Specialist Health & Safety services 2022	£ 1,575.00	£ 315.00	£ 1,890.00	
04.01.2022	DD	Legal and General	Ill health insurance	£ 166.51		£ 166.51	
04.01.2022	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37	
04.01.2022	*	Office Depot	Stationery	£ 68.77	£ 13.75	£ 82.52	
04.01.2022	*	Infotone	Brother MFC-L2710DN Printer	£ 90.00	£ 18.00	£ 108.00	
04.01.2022	*	Infotone	5 x toner cartridges	£ 155.70	£ 31.14	£ 186.84	
05.01.2022	DD	Allstar	Fuel (office vans, equipment)	£ 46.05	£ 9.20	£ 55.25	
05.01.2022	*	N A Hall	Gas Safety Check and Boiler Service	£ 80.00		£ 80.00	
12.01.2022	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32	



Payments of Account since 14th January 2022

Date	Ref	Payee	Description	Net	VAT	Gross
14.01.2022	*	Reimburse C Caddock	Urban Factory Ltd - Rhino Lock Key Safe	£ 20.83	£ 4.17	£ 25.00
14.01.2022	*	Reimburse F McDonald	Petty cash float	£ 150.00		£ 150.00
14.01.2022	*	Employment Law Advisory Service (E	Pre-employment medical	£ 250.00	£ 50.00	£ 300.00
14.01.2022	*	SAS Daniels LLP	SASprotect Service 13/01/2022 to 12/01/2023	£ 1,405.00	£ 281.00	£ 1,686.00
17.01.2022	DD	Avoira (formerly Yellowbus)	IT support, backups, internet services (4 x inv.)	£ 188.70	£ 37.74	£ 226.44
17.01.2022	*	HMRC	Tax £1254.80 NI £2,114.75	£ 3,369.55		£ 3,369.55
17.01.2022	*	Cheshire Pension Fund	Pension contributions Dec 21 E'ee £832.42 E'er £2,938.17	£ 3,770.59		£ 3,770.59
18.01.2022	DD	Avanti Gas	Gas Parkers Farm (December 2021)	£ 219.12	£ 43.82	£ 262.94
19.01.2022	DD	Allstar	Fuel (office vans, equipment)	£ 96.53	£ 19.31	£ 115.84
19.01.2022	DD	Financial Direct Fees	Online banking charges and new token issued	£ 100.20	£ 12.00	£ 112.20
20.01.2022	*	Able Group	Clear external drains	£ 159.00	£ 31.80	£ 190.80
20.01.2022	*	Matco Direct	Mat maintenance Oct 2021 to March 2022	£ 194.45	£ 38.89	£ 233.34
20.01.2022	*	Risley MOT & Truck Ltd	HK64 NNM - brake repairs and replacements	£ 663.37	£ 132.68	£ 796.05
24.01.2022	DD	E-on Next	Locking Stumps MUGA - electricity	£ 11.05	£ 0.55	£ 11.60
28.01.2022	*	PREMIClean	Professional cleaning services - Parkers Farm Jan 22	£ 446.98	£ 89.40	£ 536.38
28.01.2022	*	Regal Polythene	30 x boxes refuse sacks & 2000 x disposable gloves	£ 588.90	£ 117.78	£ 706.68
31.01.2022	DD	James Todd & Co	December 2021 payroll fees	£ 54.00	£ 10.80	£ 64.80
31.01.2022	DD	CopyriteSystems	Photocopier charges	£ 50.77	£ 10.15	£ 60.92
01.02.2022	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37
02.02.2022	DD	Firstcom Europe	Phone charges	£ 58.01	£ 11.60	£ 69.61
02.02.2022	DD	Allstar	Fuel (office vans, equipment)	£ 67.69	£ 13.53	£ 81.22
04.02.2022	*	Reimburse C Caddock	Postage of documents to Zurich Insurance	£ 3.85		£ 3.85
04.02.2022	*	Reimburse C Caddock	Amazon seller - calculator	£ 11.66	£ 2.33	£ 13.99
04.02.2022	*	Reimburse C Caddock	Bolting Darts Ltd - cork notice board & pins	£ 14.08	£ 2.82	£ 16.90
04.02.2022	*	Reimburse C Caddock	Rhinos Autostyling - 2 x seat covers for vans	£ 16.18	£ 3.24	£ 19.42
04.02.2022	DD	Legal and General	Ill health insurance	£ 166.51		£ 166.51
04.02.2022	*	CJ Auto Service	Pre-mot - NH57 CZV	£ 49.95		£ 49.95
04.02.2022	*	Warrington Borough Council	ND58 BZR - breakdown repair	£ 60.00	£ 12.00	£ 72.00
04.02.2022	*	Warrington Borough Council	ND09 VNL - breakdown repair	£ 221.42	£ 44.28	£ 265.70
04.02.2022	*	Warrington Borough Council	ND09 VNL - breakdown recovery	£ 180.00	£ 36.00	£ 216.00
04.02.2022	*	Warrington Borough Council	HK64 NNM - tyre repairs	£ 136.80	£ 27.36	£ 164.16
07.02.2022	*	February 2022 Wages	Wages total this month (9 staff)	£ 12,207.30		£ 12,207.30
09.02.2022	DD	Allstar	Fuel (office vans, equipment)	£ 61.52	£ 12.30	£ 73.82
10.02.2022	DD	BNP Paribas	Photocopier lease 10/02/22 to 09/05/22	£ 343.00	£ 68.60	£ 411.60
11.02.2022	*	Elite Industrial Supplies Ltd	Workwear and PPE	£ 167.62	£ 33.52	£ 201.14
14.02.2022	*	Cheshire Pension Fund	Pension contributions Jan 2022 E'ee £800.23 E'er £2,813.1	£ 3,613.36		£ 3,613.36
14.02.2022	*	HMRC	Tax £933.00 NI £2,117.85 (6 Jan to 5 Feb 2022)	£ 3,050.85		£ 3,050.85

Payments of accounts for approval at the February 2022 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	£ 58.01	£ 11.60	£ 69.61
	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	£ 40.60	£ 12.00	£ 40.60
	*	Duttons	Telescopic saw, helmet system, filters, etc. for machinery	£ 184.07	£ 36.82	£ 255.09
	DD	Avoira	IT support, backups, internet services (4 x inv.)	£ 278.48	£ 55.70	£ 334.18
	DD	James Todd	January 2022 payroll fee	£ 54.00	£ 10.80	£ 64.80
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 10.84	£ 0.54	£ 11.38
	DD	Allstar	Fuel (office vans and equipment)	tbc		
	DD	CopyriteSystems	Photocopying charges	£ 24.36	£ 4.88	£ 29.24
	*	HMRC	Tax £1,220.80 NI £2,040.42 (6 Feb 2022 to 5 March 2022)	£ 3,261.22		£ 3,261.22
	*	Cheshire Pension Fund	Pension contributions Feb 22 E'ee £840.99 E'er £2,971.59	£ 3,812.58		£ 3,812.58
	*	Duttons	Repair pole pruner + accessories	£ 133.60	£ 26.72	£ 160.32
	DD	SSE	Parkers Farm - electricity	£ 447.35	£ 22.36	£ 469.71
	DD	Avanti Gas	Gas - Parkers Farm January 2022	£ 241.56	£ 48.31	£ 289.87
	DD	O2	Final McAfee payment	£ 3.00	£ 0.60	£ 3.60
	*	ESI	Annual review of fire, intruder alarm, emergency lighting and fire safety equipment, signs, etc.	£ 154.80	£ 25.80	£ 129.00