

**MINUTES OF THE FINANCE PART I COUNCIL MEETING**  
**OF BIRCHWOOD TOWN COUNCIL,**  
**HELD AT PARKERS FARM, DELENTY DRIVE**  
**ON TUESDAY 10<sup>TH</sup> DECEMBER 2024**

**Present:** Councillor Ellis in the Chair

Councillors Allman, Atkin, Ball, Brereton, B. Dhillon, K. Dhillon,  
Evans, Price, Reeves and Simcock

Clerk – Mrs. F. McDonald  
Deputy Clerk/RFO – Mrs. C. Caddock  
Administrative Assistant – Mrs. H. Thomas

**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 Reeves – One Community Trust (spouse is Chair of Trustees)*

227/24-25 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 148 to 150 below).

Councillor Atkin **proposed** that the payment of accounts be approved; This proposal was **seconded** by Councillor K Dhillon **and** was **unanimously resolved** by those Members present.

228/24-25 **NOVEMBER 2024 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Reeves **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 12<sup>th</sup> November 2024, be approved as an accurate record and signed by the Chair.

229/24-25 **NOVEMBER 2024 BUDGET, STRATEGY AND PRECEPT MEETING MINUTES**

Councillor Reeves **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that: the notes of the Pre-Budget and Precept Working Party Meeting, held on 12<sup>th</sup> November 2024, be approved as an accurate record and be signed by the Chair.

230/24-25 **LOCKING STUMPS PRIMARY SCHOOL – JOINT USER AGREEMENT FOR MUGA**

To note that Officers have, to date, contacted ten different Solicitors to ask if they would be prepared to act on BTC's behalf regarding the drawing up of a new joint user agreement. Eight have not replied, the other two have declined our invitation to quote.

As mentioned by the Clerk, earlier in the evening during the main meeting, we are still awaiting a copy of the new lease from One Community Trust.

## 231/24-25 **WORKNEST**

- a) The RFO asked Members to note that the contracts with WorkNest have been signed, including the additional option of taking out their Legal Expenses Insurance (LEI) contract, as resolved at the 12th November Part I Finance Meeting (Minute 198/24-25(b)). Arrangements have been put in place for initial 'onboarding' meetings and Officers can now access the WorkNest Portal.
- (b) To note that the cost of the LEI cover (inc. 12% IPT and 'admin' charge) is £211.25 plus VAT.
- (c) Letters informing current providers of the non-renewal of their contracts from January 2025 were sent. Replies acknowledging the Council's decision have been received.
- (d) The RFO stated that we have asked WorkNest for a quote regarding payroll services. We received some information earlier in the day, which Officers will consider and bring to the January meeting for Members' consideration.

## 232/24-25 **SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)**

To note that, as resolved at the November meeting (Minute 200/24-25) the renewal fee for the Clerk's membership of the SLCC for the 2025/2026 calendar year (£360.00) has been set up for payment (on 31<sup>st</sup> December 2024).

## 233/24-25 **ONGOING ITEMS FOR NOTING/CONSIDERING**

- (a) ***Benches*** - To note that earlier today we received an update from WBC stating that a WBC Officer will contact BTC regarding the three benches BTC requested.
- (b) ***Litter Bins*** – The RFO asked Members if they would be happy for the office to propose three potential sites (see below) to WBC, to enquire whether they would approve the installation of new litter bins in the 2025/2026 financial year:
  - On the Brook Footpath close to the Dewhurst Road end of the path.
  - On Rockingham Close behind the fence where the footpath meets the 'bridleway' and
  - On Admirals Road, near Jay/Dove Closes.

Members **unanimously resolved** that they would be happy for these locations to be proposed to WBC for consideration as potential sites for new waste bins.

**Action** For the Clerk's office to contact WBC regarding potential sites for new litter bins.

- (c) ***Election Costs*** - To note that at the time of publishing the Clerk's Report, we have still not received an invoice from WBC for the May 2024 local elections.

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

### 234/24-25 **BANK ACCOUNT RECONCILIATION**

- (a) To receive the Income and Expenditure Statements and Bank Reconciliation Schedules for the accounting period 1st April 2024 – 30th November 2024.
- (b) To note that the payroll figure for October 2024 was £15,285.88 (9 staff). For November 2024 it was £15,244.77 (9 staff).

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 approved** the schedules.

### 235/24-25 **COVER FOR TIPPER**

The RFO asked Members to consider a quote received for a cover to secure loads when transporting them on tipper HK64 NNM (£280.50).

Members **considered the request and unanimously approved** the purchase of the cover.

**Action** Clerk's office to arrange for the cover to be purchased.

### 236/24-25 **GENERAL ITEMS FOR NOTING/REPORTING**

- (a) To note that from 22nd January 2025 the interest rates for the Co-operative Business Select Instant Access (Community Directplus) account will reduce from Gross 1.53% to Gross 1.43% and AER from 1.53% to 1.44%. Interest will be credited twice yearly.
- (b) To note that the acquisition of the Co-operative Bank by Coventry Building Society is expected to complete on 1st January 2025. There will be no change to our banking services or products.
- (c) To note that the Maxus vans are booked in to have their signage changed from '.org.uk' to '.gov.uk'. Signs Unlimited will undertake this work free of charge.
- (d) To note that from 20<sup>th</sup> December 2024 the monthly interest rate for the Nationwide Business Instant Saver Issue 9 account will reduce from AER/Gross 2.00% variable to AER/Gross 1.95% variable.

### 237/24-25 **CHRISTMAS SHUTDOWN**

The RFO asked Members to consider what arrangements they wish to be put in place over the 2024/2025 Christmas and New Year period. If Members are minded to shut down the services for several days, as in previous years, this year the period would be from Wednesday 25<sup>th</sup> December 2024 to Wednesday 1<sup>st</sup> January 2025 (inclusive). Staff would take the days in between (that are not Bank Holidays) from their annual leave allowance.

Office and maintenance operations would recommence on Thursday 2<sup>nd</sup> January 2025.

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

It was **unanimously resolved** by Members that the Town Council services be shut down over the Christmas/New Year period, as detailed above; with emergency cover available if necessary.

Members also **resolved** that all staff working on Christmas Eve may leave at lunchtime (if there is nothing urgent to deal with) as a gesture of goodwill.

**This part of the meeting concluded at 7.40 pm**

Payments of Account November 2024

4 December 2024 (2024 - 2025)

Birchwood Town Council  
PAYMENTS LIST

Accounts for payment

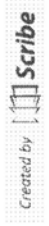
This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Staff	15/11/2024 - 15/11/2024				Confidential			9,055.58		9,055.58
357 Water	12/11/2024	189/24-25	The Co-operative Ba		Water and Wastewater services	Waterplus	Z	102.07		102.07
368 Town Council revenue	13/11/2024	189/24-25	The Co-operative Ba		Fuel (vans & equipment)	Alistar	S	74.02	14.80	88.82
389 Town Council revenue	14/11/2024		Petty Cash		General /miscellaneous (inc. fr)	UK Safety Store	S	9.42	1.88	11.30
390 Town Council revenue	14/11/2024		Petty Cash		General /miscellaneous (inc. fr)	Amazon EU UK Branch	S	9.16	1.83	10.99
335 Town Council revenue	15/11/2024	189/24-25	The Co-operative Ba		Photocopier charges	Automated Systems Group	S	35.00	7.00	42.00
391 Town Council revenue	15/11/2024		Petty Cash		Refreshments for office	Aeda	S	10.20	0.60	10.80
369 Bank and FD Online charges	15/11/2024	189/24-25	The Co-operative Ba		Bank & FD Online charges	Birchwood Town Council	E	41.40		41.40
362 Gas	16/11/2024	189/24-25	The Co-operative Ba		Gas for Parkers Farm	Brisdish Gas Lite	L	93.73	4.69	98.42
370 Town Council revenue	18/11/2024	189/24-25	The Co-operative Ba		Garage services	Vans North West Ltd	S	198.25	29.75	228.00
392 Town Council revenue	18/11/2024		Petty Cash		General /miscellaneous (inc. fr)	Amazon EU UK Branch	S	2.36	0.47	2.83
393 Town Council revenue	18/11/2024		Petty Cash		General /miscellaneous (inc. fr)	Amazon EU UK Branch	S	2.84	0.57	3.41
363 Electricity	19/11/2024	189/24-25	The Co-operative Ba		Electricity - Locking Stumps ML	E-on Next	L	19.81	0.99	20.80
371 Town Council revenue	20/11/2024	189/24-25	The Co-operative Ba		Fuel (vans & equipment)	Alistar	S	64.17	12.83	77.00
382 Town Council revenue	20/11/2024	189/24-25	The Co-operative Ba		PPE/workwear	J&K Ross Ltd	S	56.00	11.20	67.20
394 Town Council revenue	20/11/2024		Petty Cash		General /miscellaneous (inc. fr)	CPC	S	4.64	0.93	5.57
372 Community Development Fund	20/11/2024	189/24-25	The Co-operative Ba		Flowers (planters/baskets/wild)	E Smith & Son	S	218.75	43.75	262.50
410 Town Council revenue	21/11/2024		The Co-operative Ba		Garage services	Vans North West Ltd	S	169.50	24.00	193.50
395 Town Council revenue	22/11/2024		The Co-operative Ba		Stationery supplies	Euroffice	S	73.96	14.79	88.75
384 Parkers Farm Cleaning Service	22/11/2024	189/24-25	The Co-operative Ba		Cleaning Services	PremiClean	S	482.13	96.43	578.56
355 Town Council revenue	26/11/2024	189/24-25	The Co-operative Ba		O2 phone	O2 (Telefonica UK Limited)	S	32.00	6.40	38.40
399 Town Council revenue	27/11/2024		The Co-operative Ba		General /miscellaneous (inc. fr)	Birchwood Heating	S	85.00	17.00	102.00
396 Town Council revenue	27/11/2024		The Co-operative Ba		Fuel (vans & equipment)	Alistar	S	93.02	18.59	111.61
405 Town Council revenue	28/11/2024		The Co-operative Ba		Phone charges	Firstcom Europe	S	60.90	12.18	73.08
383 Town Council revenue	28/11/2024	189/24-25	The Co-operative Ba		PPE/workwear	J&K Ross Ltd	S	100.80	20.16	120.96
408 Insurance	29/11/2024		The Co-operative Ba		Worknest services	Worknest	S	211.25	13.00	224.25
406 Town Council revenue	29/11/2024		The Co-operative Ba		Petty cash imprest	Birchwood Town Council	X	3,800.00	760.00	4,560.00
407 Subs/fees	29/11/2024		The Co-operative Ba		Worknest services	Worknest	S			
385 Vehicle Tax	01/12/2024		The Co-operative Ba		Vehicle Tax	DVLA Electronic Vehicle Lic	X			
397 Vehicle Tax	01/12/2024		The Co-operative Ba		Vehicle Tax	Birchwood Town Council	X			
401 Water	02/12/2024		The Co-operative Ba		Water and Wastewater services	Waterplus	Z	32.80		32.80
365 Town Council revenue	02/12/2024	189/24-25	The Co-operative Ba		GoTab Pro Plus (in advance)	LEVL	S	30.00	6.00	36.00
364 Subs/fees	02/12/2024	189/24-25	The Co-operative Ba		Payroll services	James Todd & Co.	S	65.25	13.05	78.30

**Birchwood Town Council**  
**PAYMENTS LIST**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
361 Subs/fees	02/12/2024	189/24-25	The Co-operative Ba		Scribe services	Starboard Systems Limited	S	89.00	17.80	106.80
411 Town Council revenue	04/12/2024		The Co-operative Ba		Fuel (vans & equipment)	Allstar	S	68.28	13.66	81.94
<b>Total</b>								<b>15,391.29</b>	<b>1,164.35</b>	<b>16,555.64</b>



Payments for approval ('Confidential' includes staff wages, associated costs and pensions):

4 December 2024 (2024 - 2025)

**Birchwood Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Staff	13/12/2024 - 13/12/2024				Confidential			9,014.42		9,014.42
401 Water	02/12/2024		The Co-operative Ba		Water and Wastewater service	Waterplus	Z	32.80		32.80
403 Insurance	10/12/2024		The Co-operative Ba		Insurance	Legal & General	E	161.09		161.09
400 Water	12/12/2024		The Co-operative Ba		Water and Wastewater service	Waterplus	Z	102.07		102.07
356 Town Council revenue	15/12/2024		The Co-operative Ba		Photocopier charges	Automated Systems Group	S	35.00	7.00	42.00
402 Town Council revenue	27/12/2024		The Co-operative Ba		O2 phone	O2 (Telefonica UK Limited)	S	32.00	6.40	38.40
413 Subs/fees	29/12/2024		The Co-operative Ba		Payroll services	James Todd & Co.	S	65.25	13.05	78.30
386 Town Council revenue	31/12/2024		The Co-operative Ba		Maintenance repairs and other	B&Q (Tradepoint)	S	43.20	8.65	51.85
414 Subs/fees	31/12/2024		The Co-operative Ba		Geotab Pro Plus (in advance)	LEVL	S	30.00	6.00	36.00
<b>Total</b>								<b>9,515.83</b>	<b>41.10</b>	<b>9,556.93</b>