

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING OF
BIRCHWOOD TOWN COUNCIL
HELD AT PARKERS FARM, DELENTY DRIVE,
ON TUESDAY 23RD SEPTEMBER 2025, 6PM**

Present: Councillor Reeves in the Chair
Councillors Allman, Atkin, Ball, Brereton, Ellis, B. Dhillon, K. Dhillon, Sheridan and Simcock

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

Apologies: Councillor Price (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

169/25-26 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 114 to 120 below).

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

These will be signed by the Chair and RFO following the meeting.

170/25-26 **JULY 2025 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Atkin **proposed**, Councillor Simcock **seconded**, and it was **unanimously resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 22nd July 2025, be approved as an accurate record and signed by the Chair.

PROGRESS

171/25-26 **TRAINING**

- (a) Neurodiversity Awareness training – The RFO said that if any Members are struggling to sign into their account, they could arrange a time with Administrative Assistant to come into the office to undertake the training on a BTC laptop.
- (b) The RFO reported that the Prevention of Sexual Harassment at Work training is now available to Members. Details have been circulated. Members are requested to sign a sheet (at the next available meeting) to confirm that they have undertaken the training and the date they completed it. The RFO reminded Members that this mandatory training is time limited.
- (c) Officers will undertake training webinars relevant to their roles as they become available, e.g. ‘Regarding Workplace Harassment – one year on and what’s to come’, and ‘Fire Safety Update September 2025’.

172/25-26 **END OF YEAR ACCOUNTS**

- (a) To report that the external auditor requested additional information regarding the review of the 'Appendix C – Annual Risk Assessment Review (Financial and Operational Processes)', specifically the date that it was reviewed and approved by Council. A reply was sent explaining why the document was formally approved in the 2025/2026 financial year, rather than during 2024/2025. This information was copied in Members' papers.

Additional informational was also requested regarding a re-stated figure – a reply was sent explaining this to the external auditor.

- (b) To note that at the time of publishing the Clerk's Report we are still waiting to receive the external auditor's report for the 2024/2025 end of year accounts. This will be circulated to Members as soon as it is received.
- (c) To note that following the publication of the 'Notice of Public Rights' there were no requests from residents to view the documents in the office, or for hard copies.

173/25-26 **ASSERTION 10**

The RFO said that the three BTC Officers are continuing to work an additional three hours each per week (unless on leave) to sift through historical data to ensure that BTC is compliant with GDPR and our Document Retention Policy.

The RFO asked Councillors to consider the continuation of this arrangement if necessary, until the week of the final collection of the 660l bin contract that we have with WBC (31st January 2026). We have been filling both this and BTC's 240l bin prior to each collection.

Officers will continue working through the 'training' offered by the company that BTC has a contract with to guide and advise on the necessary steps to ensure future compliance with Assertion 10. The RFO also attended a (free) webinar with a different company regarding this matter.

It was **unanimously agreed** by all present that the above arrangement can continue until 31st January 2026, if necessary.

174/25-26 **CAMERAS FOR BTC VEHICLES**

The RFO asked Members to consider three options to add tracking to BTC's two tipper vans, and the addition of cameras to all four BTC vehicles. These do not include cameras facing backwards to view vehicles travelling behind the vans.

- Company A – The company we currently use for tracking BTC's two electric vehicles. We have a one-month rolling contract with this company. To terminate the contract would require one month's written notice.

The hardware costs for additional trackers / dashcams would be £1,646.00 + VAT and monthly subscriptions for a minimum 36 month term agreement would be £94.00 +VAT. The dashcams are dual-facing (forward and into the cab).

- Company B – Account set-up fees - £300.00 +VAT and an £88.00 +VAT monthly charge, for a three-year contract. The hardware devices are on lease throughout the contract, therefore there is no separate cost for the hardware. These costs include installation. The dashcams are dual facing (forward and into the cab).

- Company C – For a 36 month contract the total cost would be £60.00 per month. The units are supplied for ‘free’. There would be an additional £320.00 upfront charge for installation of the units. They are only front facing dashcams.

Information regarding ‘Dashcams and UK GDPR: what small businesses need to know’ was included in the papers for Members’ information.

After a discussion, it was **unanimously resolved** to select ‘Company B’ for BTC’s vehicle cameras and tracking.

Action

RFO to instruct Company B to proceed with the installation of tracking and dual-facing dashcams in all four BTC vehicles, in accordance with the agreed terms and pricing; and to cancel the contract with our current provider. Clerk’s office to also ensure that relevant GDPR compliance measures are in place.

175/25-26

WAGE RISES

The RFO reported that updating Members regarding the National Employers 25/26 pay award, in relation to the Clerk and RFO’s wages, will be deferred to the Part II Finance Meeting.

176/25-26

ILL HEALTH LIABILITY INSURANCE (IHLI)

- (a) To note the reduction in the IHLI premium rate in Cheshire Pension Fund. The previous premium rate expired on 31 March 2024 and Legal & General (L&G) have been assessing data from Cheshire Pension Fund to determine the rates that should apply.

L&G determined that the previous rate of 1.25% should remain until 31 March 2025. L&G have now determined that the rate should be reduced for the 2025/26 period. The new rate is 1.18% of pay and this rate will be effective (backdated) from 1 April 2025 until 31 March 2026.

We have also received notification that the employer’s contributions will increase by 0.07% - which is offset by the decrease in the IHLI contributions.

BTC has contacted Cheshire Pension Fund, as required, to assess if we need to make any adjustments to the level of our employer contributions being paid into the Fund.

Payroll have also been informed of the change.

- (b) We have received the renewal information regarding the IHLI. The annual ‘sweep up’ fee of £1,693.78 was collected on 4th September 2025. Following this payment, from 4th October 2025, the monthly premium will be £232.08. The figures take into account the reduced rate as detailed in (a) above.

177/25-26

REPLACEMENT PLANTERS

At the July 2025 meeting, Members considered a quotation for the replacement of the four planters on Warrington Road in Risley Village. The current planters are rotting and can no longer be repaired. As requested, Officers researched some alternative options.

After consulting with the Senior Maintenance Operative, he said that whatever option the Council decides on, it will require a planter or raised bed with a base – otherwise the team will have to create a base somehow, to ensure proper drainage, no soil ‘leakage’, etc.

The dimensions of the current planters are approximately 1940mm long x 940mm wide x 340mm deep.

The following options were put to Members for their consideration:

- Company A – (as presented at the July meeting). Wooden planters (2000 x 1000 x 550mm) are pressure treated to prevent rot. There is a choice of 4 colours (all the same price). Previous quote was £2,562.28 +VAT (£640.57 +VAT each).
- Company B - Wooden planters (2000 x 1000 x 505mm). Natural finish. 15 year timber guarantee. Quoted at £468.75 each +VAT (£1,875.00 +VAT = total £2,250.00). Fully assembled.
- Company C – Raised beds (2000 x 1000 x 450mm) are made from recycled mixed plastic. There is a choice of brown or black. No base. 25-year guarantee. Quote - £500.00 each +VAT (total £2,400).

The team would have to create bases for the planters at additional cost if this option is chosen. These need to be assembled on site.

- Company D – 4 x raised beds (with base and runners, no rim). 100% recycled plastic. Colour black. 2000 x 1000 x 730mm. Comes as a kit, to be assembled on site. 25-year guarantee. £ 3,599.12 +VAT (total, £4,318.94). A 430mm height option would cost £3,114.16 +VAT (£3,736.99).

Councillor Atkin commented that, in his opinion, wooden planters would complement the area better and, as they come with a 15-year timber guarantee, they will be appropriate for use at that location.

The Chair noted that while the plastic options are manufactured from recycled materials, this may not be widely known by residents. As a result, there could be a perception that the Council's commitment to sustainability is not fully reflected.

After a discussion, Members **unanimously resolved** to purchase the additional four planters from 'Company B'

Action RFO to order the planters as resolved.

178/25-26 **TREE SURVEY**

Councillor Ellis declared an interest in this item, as the trees in question are located on land leased by BYCC. He did not take part in the discussion or decision.

The RFO asked Members to consider the quotation of £125.00 +VAT received from YHG, to survey the trees on BTC land to provide a report following the survey.

After a short discussion, Members **unanimously resolved** to accept the quote for YHG to conduct the tree survey.

Action Clerk's Office to confirm with YHG and ask them to carry out the tree survey.

179/25-26 **GENERAL MATTERS FOR REPORTING / NOTING**

- (a) Litter Bins – at the time of publishing the Clerk's Report we are still awaiting a response from WBC's 'Technical Support' re: the proposed installation of new litter bins in the 2025/2026 financial year.

- (b) The grant award of £1,000 for Birchwood Community Acts, resolved at the July 2025 meeting, relating to BTC supporting the production of a local community pantomime has been paid.
- (c) The invoice has been paid by NWCC for the 25/26 storage of their items within BTC's premises (£400).

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

180/25-26 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounting period 1st April 2025 – 31st August 2025.

To note that the payroll figure for June 2025 was £15,726.37 (9 staff). The figure for July 2025 was £15,774.85 (9 staff) and for August 2025 it was £15,608.93.

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

Councillor Simcock **proposed** that the reconciliation be approved, Councillor Atkin **seconded** the proposal. This was **unanimously resolved** by those Members present.

181/25-26 **POPPY WREATHS**

The RFO asked Members if they wish to consider the purchase of poppy wreaths to be laid on behalf of the community. For the last two years, three wreaths have been laid - at the ROF Memorial in Forest Park, Birchwood Shopping Centre and Cross Lane South Cemetery.

Last year three wreaths were purchased for £51.00, with a donation of £99.00 – totalling £150.00. This year the purchase of three poppy wreaths would cost £59.97.

Members agreed to purchase three wreaths with an added donation totalling £150.00.

Action Clerk's office to order wreaths.

182/25-26 **BUDGET AND PRECEPT SETTING TIMETABLE POLICY**

The RFO reminded Members about the timetable for Birchwood Town Council to undertake its annual Budget and Precept setting discussions which will, unless there are exceptional circumstances, remain the same each year.

Close to the beginning of October, BTC is required to hold a Pre-Budget, Strategy and Precept Working Party Meeting, to consider all the essential components relating to the next financial year's budget, strategy and precept.

Councillor Ellis stated that he has drafted a flytipping and litter document for discussion at the Working Party Meeting, with a view to elements of it potentially being included in the 'live' strategy document.

The Clerk stated that the Maintenance Team should be involved in discussions regarding waste removals, as they are more familiar with the hotspots and removal efforts.

Action Officers to invite the Senior Maintenance Operative to the Working Party Meeting.

After a discussion, it was decided that the Pre-Budget, Strategy and Precept Working Party Meeting will be held, in-person, on Tuesday 14th October 2025 at 1730.

It was agreed that the Strategy document and Councillor Ellis' draft proposal be first on the agenda for discussion.

183/25-26 **FIRE AND SECURITY PROTECTION CONTRACT**

The RFO asked Members if they would like Officers to undertake a market comparison exercise regarding our fire and security protection contracts (fire alarm system, intruder alarm system, emergency lighting and fire safety equipment) sometime in the new year. The council would need to give the current company that we use three-month's notice.

Councillors confirmed that they would like Officers to look into this.

Action Officers to undertake market comparison research in the new year.

184/25-26 **DESKTOP PC**

The RFO reported that a new desktop pc is needed for the downstairs office. We asked our IT company for a quote, to look at the specification that BTC currently requires, and for the quote to include a 16 GB RAM option as well as the 8 GB that we had in the previous machine. Windows 11 Pro uses slightly more RAM than Windows 10 and additional RAM would ensure other future potential RAM-hungry updates, app installations, etc. are already 'catered' for. The quote for 16 GB is £582.00 +VAT, as opposed to £515.00 +VAT for the 8 GB option.

Comparisons have been investigated online – but it is not possible to get true like-for-like quotes as there are variables that change from potential supplier to supplier, such as the type of graphics card, GHz frequency, etc.

The cost for the 'build' with our current supplier is £105.00 +VAT. There is an additional option to upgrade the 1-year Basic onsite warranty to a 3-year Basic onsite warranty for £65.00. This covers any device/parts failures that are not covered by accidental damage, for example, if there was a fault on the motherboard, or a power issue.

The RFO asked Members to consider the above information and to decide whether to purchase the 8 GB or 16 GB option, and whether or not they wish to upgrade the warranty.

Following discussion, Councillor Simcock **proposed**, Brereton **seconded** and it was **unanimously resolved** to purchase the 16 GB option with the 3 year warranty.

This decision was made in line with Financial Regulations 11.13:

'The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (vi) below:

... (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.'

Action RFO to arrange for the purchase and installation of a new desktop pc as detailed above.

At this point, Councillor K. Dhillon left the meeting.

LEASE AGREEMENT BETWEEN BTC AND BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC)

Councillor Ellis declared an interest as he is the Chair of BYCC. He did not take part in any decisions, but took part in discussion, solely for providing information.

The RFO asked Members to consider a draft proposed lease agreement between BTC and BYCC. Having an agreement in place will ensure long-term reassurance to BYCC that it will be supported by BTC in future years, even as new Councils are voted in (usually) every four years.

Councillor Atkin suggested that BTC obtain legal counsel so ensure that the agreement is enforceable, to protect both parties.

After a discussion, it was decided to draft an agreement for 99 years.

Action Officers to draft an agreement and seek legal advice.

GENERAL ITEMS FOR NOTING/REPORTING

- (a) To note that the interest rates for the Co-operative Bank Business Select Instant Access account will be decreasing from 22nd October 2025 from Gross 1.25% to Gross 1.15% and AER 1.25% to AER 1.15%. The interest is credited twice yearly.
- (b) The RFO asked if Members would approve the cost of £580 to repair the tailgate on tipper SC19 TYF. If Members wish the sign-writing to be re-instated following the repair, there will be an additional cost (tbc).

After discussion, Members **unanimously resolved** to approve the cost of the repair.

Councillor Allman stated that he would like the sign-writing to be re-instated. Other Councillors were in agreement.

Action Clerk's office to arrange for the repair of the tailgate on SC19 TYF.

- (c) The RFO reported that she had challenged an invoice for £54.16, sent by SSE Energy (a previous supplier) for electricity used between 15th August 2023 and 1st September 2023. We were offered a refund of the £54.16 (that was taken by direct debit) and a compensation amount of £15.84 (£70.00 total) – which has been accepted. The direct debit arrangement with SSE has also been cancelled from BTC's Co-operative bank account.
- (d) To note that the Environment Agency's registration charges came into effect on 14th August 2025 for upper tier carriers brokers and dealers (as per BTC's registration). To renew the registration for three years from January 2026 will cost £125.00 (previously £105.00).
- (e) To note that the Public Works Loan Board repayment of £8,950.00 (ref. PW487017) was made by direct debit on 10th September 2025. The final payment is due to be paid in September 2027.
- (f) To note that an invoice in the amount of £37.00 has been sent to BYCC, including £1 for 2024/2025 and the 3 x £12 for the 2025/2026, 2026/2027 and 2027/2028 payments. The increase in 'peppercorn rent' and the mechanism for collection was formally approved by the Town Council at its Budget, Strategy and Precept meeting held on 12th November 2024 – Minute number 204/24-25 3.8 (e).
- (g) To note that BTC has opened an account with Lodge Tyre – the company that comes to our offices to repair damaged tyres onsite. Previously charges were made to WBC and recharged to BTC, but WBC adds an 'administration' fee for the recharge, therefore the decision was made to open a direct account.

- (h) To ask Councillors who have not yet given their personal details re: ensuring BTC remains compliant in updating its Nationwide Bank account, to contact the Administrative Assistant with the information.
- (i) To note that BTC's monthly water bills have increased (overall) by £5.61.
- (j) To note that the annual data protection fee to the Information Commissioner's Office (£47.00) is due to be made around 16th October 2025. This has increased slightly since 2024.

The meeting concluded at 7.35 pm.

Accounts approved Sept. 2025

Accounts approved at the September 2025 meeting

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
266	28.10.2025	£170.00	£34.00	£204.00		Photocopier charges and lease	BNP Paribas Leasing Solutions	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
264	17.10.2025	£4,978.87	£0.00	£4,978.87		Inland Revenue - tax and NI contributions	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
265	17.10.2025	£5,093.53	£0.00	£5,093.53		Pension Contributions	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
263	16.10.2025	£47.00	£0.00	£47.00		ICO Fees	Information Commissioner's Office	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
262	06.10.2025	£232.08	£0.00	£232.08		Insurance	Legal & General	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
260	01.10.2025	£30.00	£6.00	£36.00		Geotab Pro Plus (in advance)	LEVL	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
259	29.09.2025	£68.40	£13.68	£82.08		Payroll services	James Todd & Co.	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
284	29.09.2025	£10.79	£2.16	£12.95		Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, etc	Nuvo Trading Solutions Ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
269	19.09.2025	£463.52	£92.70	£556.22		Cleaning Services (offices and mess room)	PremClean	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
270	17.09.2025	£133.56	£26.72	£160.28		Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
273	17.09.2025	£625.20	£125.04	£750.24		Flowers (planters/baskets/wildflowers etc.)	E Smith & Son	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
274	17.09.2025	£3,500.00	£700.00	£4,200.00		Maintenance repairs, supplies and other general	JDW Services Ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
275	17.09.2025	£1,000.00	£0.00	£1,000.00		Grant	Birchwood Acts	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
255	16.09.2025	£18.58	£0.93	£19.51		Electricity - Locking Stumps MUGA	E-on Next	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26
256	16.09.2025	£53.40	£0.00	£53.40		Bank & FD Online charges	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169/25-26

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
272	16.09.2025	£3,500.00	£700.00	£4,200.00		Maintenance repairs, supplies and other general	JDW Services Ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
258	15.09.2025	£111.45	£5.57	£117.02		Electricity - Parkers Farm	Bristish Gas Lite	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
261	14.09.2025	£35.00	£7.00	£42.00		Photocopier charges and lease	Automated Systems Group Limited (ASL)	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
249	12.09.2025	£5,073.26	£0.00	£5,073.26		Inland Revenue - tax and NI contributions	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
250	12.09.2025	£5,153.96	£0.00	£5,153.96		Pension Contributions	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
251	12.09.2025	£33.59	£6.72	£40.31		PPE/workwear	J&K Ross Ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
252	12.09.2025	£15.82	£3.16	£18.98		Maintenance repairs, supplies and other general	Amazon EU UK Branch	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
253	12.09.2025	£17.40	£3.48	£20.88		Maintenance repairs, supplies and other general	Amazon EU UK Branch	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
254	12.09.2025	£1,368.00	£273.60	£1,641.60		Worknest services	Worknest	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
268	12.09.2025	£17.94	£0.00	£17.94		General /miscellaneous	Asda	Petty Cash	N/A	169/25-26
257	11.09.2025	£16.26	£0.81	£17.07		Gas for Parkers Farm	Bristish Gas Lite	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
248	10.09.2025	£8,950.00	£0.00	£8,950.00		Public Works Loan Board	Public Works Loan Board	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
238	08.09.2025	£127.26	£25.45	£152.71		Fire alarm system (commercial) maintenance	Black Box Group	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
239	08.09.2025	£1,914.60	£0.00	£1,914.60		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
240	08.09.2025	£1,089.31	£0.00	£1,089.31		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
241	08.09.2025	£2,618.68	£0.00	£2,618.68		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
242	08.09.2025	£2,169.16	£0.00	£2,169.16		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
243	08.09.2025	£1,660.75	£0.00	£1,660.75		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
244	08.09.2025	£1,682.82	£0.00	£1,682.82		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
245	08.09.2025	£1,658.05	£0.00	£1,658.05		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
246	08.09.2025	£1,659.05	£0.00	£1,659.05		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
247	08.09.2025	£995.93	£0.00	£995.93		Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
267	08.09.2025	£4.08	£0.82	£4.90		General /miscellaneous	Asda	Petty Cash	N/A	169/25-26
237	05.09.2025	£136.74	£27.35	£164.09		IT Support etc.	labdesk ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
235	04.09.2025	£345.00	£0.00	£345.00		Vehicle Tax	DVLA Electronic Vehicle Licensing Online	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
236	04.09.2025	£1,693.78	£0.00	£1,693.78		Insurance	Legal & General	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
234	03.09.2025	£120.66	£24.12	£144.78		Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
229	01.09.2025	£28.03	£0.00	£28.03		Water and Wastewater services(4083868280)	Waterplus	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
230	01.09.2025	£30.00	£6.00	£36.00		Geotab Pro Plus (in advance)	LEVL	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
231	01.09.2025	£60.00	£12.00	£72.00		IT Support etc.	labdesk ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
232	01.09.2025	£89.00	£17.80	£106.80		Scribe services	Starboard Systems Limited (t/a Scribe Accounts)	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
233	01.09.2025	£68.40	£13.68	£82.08		Payroll services	James Todd & Co.	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
223	27.08.2025	£61.33	£12.27	£73.60	31.08.2025	Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
224	27.08.2025	£34.40	£6.88	£41.28	31.08.2025	Phone charges office and BTC O2 mobile	O2 (Telefonica UK Limited)	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
220	22.08.2025	£502.15	£100.43	£602.58	31.08.2025	Cleaning Services (offices and mess room)	PremiClean	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
221	22.08.2025	£950.00	£190.00	£1,140.00	31.08.2025	Training	Worknest	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
222	22.08.2025	£2,241.90	£448.38	£2,690.28	31.08.2025	Worknest services	Worknest	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
219	20.08.2025	£68.58	£13.72	£82.30	31.08.2025	Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
183	15.08.2025	£220.25	£44.05	£264.30	31.08.2025	PPE/workwear	Elite Industrial Supplies Ltd (aka HVIs)	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
215	15.08.2025	£35.00	£7.00	£42.00	31.08.2025	Photocopier charges and lease	Automated Systems Group Limited (ASL)	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
216	15.08.2025	£53.80	£0.00	£53.80	31.08.2025	Bank & FD Online charges	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
228	15.08.2025	£10.83	£2.17	£13.00		Flowers (planters/baskets/wildflowers etc.)	B&Q (Tradeappoint)	Petty Cash	N/A	169/25-26 169
214	14.08.2025	£345.00	£0.00	£345.00	31.08.2025	Vehicle Tax	DVLA Electronic Vehicle Licensing Online	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
213	13.08.2025	£71.20	£14.25	£85.45	31.08.2025	Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
212	12.08.2025	£106.14	£0.00	£106.14	31.08.2025	Water and Wastewater services(4083867607)	Waterplus	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
208	11.08.2025	£16.26	£0.81	£17.07	31.08.2025	Gas for Parkers Farm	Bristish Gas Lite	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
209	11.08.2025	£116.21	£5.81	£122.02	31.08.2025	Electricity - Parkers Farm	Bristish Gas Lite	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
210	11.08.2025	£88.74	£17.75	£106.49	31.08.2025	IT Support etc.	labdesk ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
211	11.08.2025	£54.16	£0.00	£54.16	31.08.2025	Electricity - Parkers Farm	SSE Energy Solutions	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 16
218	10.08.2025	£18.14	£0.91	£19.05	31.08.2025	Electricity - Locking Stumps MUGA	E-on Next	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 16
199	07.08.2025	£1,193.79	£0.00	£1,193.79	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
200	07.08.2025	£1,106.50	£0.00	£1,106.50	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
201	07.08.2025	£2,204.28	£0.00	£2,204.28	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
202	07.08.2025	£1,914.60	£0.00	£1,914.60	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
203	07.08.2025	£2,549.78	£0.00	£2,549.78	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
204	07.08.2025	£1,659.05	£0.00	£1,659.05	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
205	07.08.2025	£1,658.05	£0.00	£1,658.05	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
206	07.08.2025	£1,658.05	£0.00	£1,658.05	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
207	07.08.2025	£1,664.83	£0.00	£1,664.83	31.08.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26
227	06.08.2025	£4.96	£0.99	£5.95		Maintenance repairs, supplies and other general	MFG Oakwood Gate Service Station	Petty Cash	N/A	169/25-26 16
226	05.08.2025	£9.36	£1.88	£11.24		Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, etc	Asda	Petty Cash	N/A	169/25-26 16
197	04.08.2025	£108.00	£21.60	£129.60	31.08.2025	IT Support etc.	labdesk ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 16
198	04.08.2025	£161.09	£0.00	£161.09	31.08.2025	Insurance	Legal & General	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 16
194	01.08.2025	£28.03	£0.00	£28.03	31.08.2025	Water and Wastewater services(4083868280)	Waterplus	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
195	01.08.2025	£89.00	£17.80	£106.80	31.08.2025	Scribe services	Starboard Systems Limited (t/a Scribe Accounts)	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
196	01.08.2025	£328.20	£54.64	£382.84	31.08.2025	Garage services	Risley MOT & Truck Ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
217	01.08.2025	£0.00	£0.00	£0.00	31.08.2025	Deleted	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
189	30.07.2025	£2.32	£0.46	£2.78		Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, etc	Asda	Petty Cash	N/A	169/25-26 169
190	30.07.2025	£65.22	£13.04	£78.26	31.07.2025	Phone charges office and BTC O2 mobile	Firstcom Europe	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
191	30.07.2025	£68.40	£13.68	£82.08	31.07.2025	Payroll services	James Todd & Co.	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
192	30.07.2025	£123.02	£24.60	£147.62	31.07.2025	Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
193	30.07.2025	£177.45	£0.00	£177.45	31.07.2025	Bin Collections	Warrington Borough Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
178	28.07.2025	£210.00	£42.00	£252.00	31.07.2025	Photocopier charges and lease	BNP Paribas Leasing Solutions	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
182	25.07.2025	£0.00	£0.00	£0.00	31.07.2025	Petty cash imprest	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
187	24.07.2025	£8.29	£1.66	£9.95		Stationery supplies	Bargain Gateway Ltd	Petty Cash	N/A	169/25-26 169
188	24.07.2025	£15.00	£3.00	£18.00		Maintenance repairs, supplies and other general	Timpson Limited	Petty Cash	N/A	169/25-26 169
180	23.07.2025	£445.50	£89.10	£534.60	31.07.2025	Worknest services	Worknest	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
181	23.07.2025	£46.90	£9.38	£56.28	31.07.2025	Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, etc	Carters Packaging Ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
179	22.07.2025	£36.56	£7.36	£43.92	31.07.2025	PPE/workwear	Ekon Trading Ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
174	15.07.2025	£59.22	£11.84	£71.06	31.07.2025	Photocopier charges and lease	Automated Systems Group Limited (ASL)	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
173	14.07.2025	£74.90	£14.98	£89.88	31.07.2025	Garage services	Risley MOT & Truck Ltd	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
175	14.07.2025	£106.14	£0.00	£106.14	31.07.2025	Water and Wastewater services(4083867607)	Waterplus	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
177	14.07.2025	£111.19	£5.56	£116.75	31.07.2025	Electricity - Parkers Farm	Bristish Gas Lite	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
176	11.07.2025	£21.56	£1.08	£22.64	31.07.2025	Gas for Parkers Farm	Bristish Gas Lite	The Co-operative Bank Charity and Community Bank Account	N/A	169/25-26 169
185	09.07.2025	£7.49	£1.50	£8.99		Maintenance repairs, supplies and other general	Amazon EU UK Branch	Petty Cash	N/A	169/25-26 169
186	09.07.2025	£2.15	£0.43	£2.58		Maintenance repairs, supplies and other general	Hone Bargains	Petty Cash	N/A	169/25-26 169
184	04.07.2025	£17.98	£3.59	£21.57		Maintenance repairs, supplies and other general	Amazon EU UK Branch	Petty Cash	N/A	169/25-26 169