

MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING OF
BIRCHWOOD TOWN COUNCIL
INCLUDING PRE-BUDGET, STRATEGY AND PRECEPT CONSIDERATIONS
HELD AT PARKERS FARM, DELENTY DRIVE,
ON TUESDAY 25TH NOVEMBER 2025, 6PM

Present: Councillor Reeves in the Chair
Councillors Allman, Atkin, Ball, Brereton, Ellis, Evans, Price, Sheridan and Simcock

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

Apologies: Clerk – Mrs. F. McDonald

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.

251/25-26 PAYMENT OF ACCOUNTS

Members were asked to consider and approve the payment of accounts schedule – (see pages 179 to 182 below).

Councillor Ellis **proposed** and Councillor Evans **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.

252/25-26 OCTOBER 2025 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES

Councillor Brereton **proposed**, Councillor Ellis **seconded**, and it was **unanimously resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 28th October 2025, be approved as an accurate record and signed by the Chair.

PROGRESS

253/25-26 TRAINING

- (a) The RFO asked the Members who have completed the ‘Prevention of Sexual Harassment at Work’ training to sign a sheet confirming that they have undertaken the training. She reminded Members that this mandatory training is time limited and the last date for completion is 30th November 2025.
- (b) To note that GDPR and Data Protection training has been undertaken over the last couple of months by staff. This training must be refreshed annually.
- (c) The RFO stated that on 22nd October 2025, details were sent to all Councillors regarding two training courses: ‘GDPR Basics’ and ‘Data Protection - a UK Outlook’ that everyone has been enrolled onto (as some Councillors were unavailable on the dates of previous training course options). These courses can be done ‘in your own time’. GDPR and Data Protection training is now also mandatory for Councillors to undertake. This training must be refreshed annually.

254/25-26 **ASSERTION 10**

- (a) Work is continuing regarding the upcoming new Assertion, to ensure that we will be compliant. Part of the compliance relies on Councillors undertaking regular GDPR and Data Protection training.
- (b) The RFO reported an exchange of information with our Data Protection Officer with regard to Assertion 10. He will advise if there is anything further, he believes we should be doing to ensure compliance.

255/25-26 **CAMERAS FOR BTC VEHICLES**

The RFO reported that the cameras/trackers have been installed in all of the vehicles and appear to be working well. The new contract is with Radius.

In response to a query from Councillor Atkin, the RFO advised that the Geotab contract will cease at the end of November 2025, due to the notice of the termination of contract that we were required to give. The last payment (in advance) was made on 31st October 2025.

The new cameras in all four vehicles act as in-cab and forward-facing dash cams, and also as trackers.

256/25-26 **TREE SURVEY**

The RFO reported that YHG undertook the tree survey on 17th November 2025. We will be receiving the report from them in due course.

The RFO added that the surveyor looking at the trees did make a comment regarding some of WBC's trees outside the front of Birchwood Youth and Community Centre, suggesting that they may require some attention. If this is noted in the report, we will contact WBC regarding any issues raised.

257/25-26 **NEW/UPDATED POLICIES**

To note that the four policies reviewed at the October 2025 meeting have been published on our website: The Information Technology (IT) Policy, Information and Data Protection Policy, the Publication Scheme, and the General Privacy Policy.

258/25-26 **GRANT AID APPLICATION**

The RFO stated that the Grant awarded to Birchwood Lions in the amount of £150.00 to support the annual Community Service of Remembrance, has been paid. A note of thanks was received from the Lions.

259/25-26 **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) To note that the three poppy wreaths were laid on behalf of the community, as resolved at the September 2025 meeting.

- (c) To note that we are still awaiting the outcome of an insurance claim regarding accidental damage to a PC, which is currently being processed.
- (d) To note that the draft lease agreement between BTC and BYCC is still in the process of being 'tweaked'.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

260/25-26 **BANK ACCOUNT RECONCILIATION**

- (a) To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounting period 1st April 2025 – 31st October 2025.
- (b) To note that the payroll figure for September 2025 was £15,448.35 (9 staff). The figure for October 2025 was £16,236.61 (9 staff).

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

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

261/25-26 **GRANT AID APPLICATION**

The RFO asked Members to receive and consider a detailed Grant Aid Application from Warrington Open Door at Christmas (WODAC).

WODAC is requesting financial assistance of £400 from all local parishes in Warrington to help them in providing various forms of support to people who are struggling, particularly those who are homeless over the Christmas period.

WODAC helps people and families from all over Warrington, including Birchwood.

Members considered the application, bearing in mind BTC's Terms and Conditions for the awarding of grant, specifically no. 12 *'The organisation receiving the grant will be expected to provide evidence that the funding has been spent on that activity.'*

Members asked if, rather than the grant being absorbed into a general 'pot', could WODAC send the Council details regarding items that they will be providing to the people they support this Christmas, to 'evidence' how the £400 will be spent?

It was **proposed** by Councillor Evans, **seconded** by Councillor Price and **unanimously resolved** that £400.00 be awarded to support WODAC over Christmas 2025, with the caveat that the Council will receive details of what the grant award will be used to purchase.

Action: Clerk's office to contact WODAC regarding the above.

262/25-26 **LEGIONELLA RISK ASSESSMENT**

The RFO informed Members that it has been almost two years since the previous Legionella Risk Assessment was undertaken. The next assessment has been booked to take place on 20th January 2026.

The RFO reminded Members that the water sampling had been undertaken earlier in the year, in May 2025. There were no Legionella bacteria isolated from the samples.

263/25-26 **2025/2026 INTERIM INTERNAL AUDIT**

The RFO stated that she has completed the 2025/2026 interim internal audit checklist and submitted it to our internal auditor for review. She explained that every year different elements of governance are tested in the audits and that the checklist had been copied to Members in their papers for information.

264/25-26 **‘ARNOLD-BAKER ON LOCAL COUNCIL ADMINISTRATION’ – 14TH EDITION**

The RFO asked Members for approval to purchase the Fourteenth Edition of ‘Arnold-Baker on Local Council Administration’ - £144 for SLCC members. She stated that this will be an important publication for the Administrative Assistant to refer to during her ILCA training course, and for Officers, especially due to fast-evolving legal changes that are affecting local Town and Parish Councils.

Members **unanimously approved** the purchase of the publication.

Action Clerk’s office to arrange the purchase of the Fourteenth Edition of ‘Arnold-Baker on Local Council Administration’

265/25-26 **GENERAL ITEMS FOR NOTING / REPORTING**

- (a) Received – notification from WorkNest that from 1st May 2026 they will be increasing their annual fees by 6%. An explanation is included in Members’ papers.
- (b) To note that the payment on our Waterplus account xxxxxx8280 is increasing by £6.32 per month from 1st December 2025.

266/25-26 **CHRISTMAS / NEW YEAR SHUTDOWN**

The RFO reminded Members that at the January 2025 meeting (Minute 271/24-25) Members, considered the arrangements for a potential Christmas/New Year 2025/2026 shutdown (as some staff had already raised holiday option queries).

It was unanimously resolved at that meeting that the office and maintenance operations of BTC will close on 24th December 2025 and reopen on 5th January 2026. As 2nd January 2026 falls on a Friday, rather than recommencing maintenance and office services for a single day, Council operations will remain closed for the whole of the week commencing Monday 29th December 2025. Staff will take four days rather than three from their holiday entitlement for 2025/2026.

If there is an emergency that cannot be dealt with by the relevant landowner or Warrington Borough Council, emergency BTC staff cover will be arranged.

The RFO asked Members to confirm that they remain happy with this arrangement.

Members **unanimously resolved** that they are happy for BTC operations to shut down over the Christmas and New Year period as detailed above.

The RFO asked if Members might be minded, as has been the case in previous years, to allow staff in work on Christmas Eve to go home early, usually around lunch time, as long as there are no issues that require dealing with.

Members **unanimously resolved** that they are happy for the staff to go home early on Christmas Eve, as long as there is no urgent work that requires attention.

BUDGET AND PRECEPT CONSIDERATIONS

- (a) The RFO reported that she had received the Band D figures from WBC this afternoon. WBC confirmed that the Band D equivalent for Birchwood for 2026/27 is 3,210 properties. This is an increase of 52 from last year's count of 3,158. This is positive for BTC's budgeting.
- (b) The RFO asked Members to note that a discussion during Part II in relation to salaries, may have an effect on the estimated employment cost for 2026/2027, depending on the Council's decision.
- (c) The RFO stated that she had prepared an updated Schedule A (Year-end Projected Outturn 2025/2026 and Financial Projections for 2026/2027 and 2027/2028). However the figures might change following some discussions that will be undertaken in part II.
- (d) The RFO stated that she had prepared an updated draft SHEET 1 (Projection Year-end Balances and Precept Options 26-27) which included the additional 52 figures. This was presented to Members at the meeting.

The RFO explained that these figures might change following some discussions that will be undertaken in part II, regarding salaries and other matters. She added that it is unknown whether there might be anything in the Budget being held on 26th November that may also have an effect on BTC's budget for 2026/2027.

Members discussed the above and it was **unanimously resolved** that the RFO present final Precept option figures to the Council at the meeting taking place on 16th December 2025. They still wish to have as close to a balanced budget as possible.

The meeting concluded at 7.20 pm.

Payments approved at the October 2025 meeting

PAYMENTS APPROVED AT THE OCTOBER 2025 MEETING									
325	14.11.2025	£5,416.86	£0.00	£5,416.86	Pension Contributions	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26	
326	14.11.2025	£5,489.06	£0.00	£5,489.06	Inland Revenue - tax and NI contributions	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26	
324	31.10.2025	£30.00	£6.00	£36.00	Geotab Pro Plus (in advance)	LEVL	The Co-operative Bank Charity and Community Bank Account	211/25-26	
323	30.10.2025	£68.40	£13.68	£82.08	Payroll services	James Todd & Co.	The Co-operative Bank Charity and Community Bank Account	211/25-26	
330	30.10.2025	£230.83	£46.16	£276.99	Phone charges office and BTC O2 mobile	Firstcom Europe	The Co-operative Bank Charity and Community Bank Account	211/25-26	
331	30.10.2025	£47.45	£9.49	£56.94	Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, e	Carters Packaging Ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26	
332	30.10.2025	£211.67	£42.33	£254.00	Maintenance repairs, supplies and other general	Hollis Electrical & Security Services Ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26	
329	29.10.2025	£88.09	£17.61	£105.70	Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	211/25-26	
328	24.10.2025	£34.40	£6.88	£41.28	Phone charges office and BTC O2 mobile	O2 (Telefonica UK Limited)	The Co-operative Bank Charity and Community Bank Account	211/25-26	
327	23.10.2025	£0.00	£0.00	£0.00	Petty cash imprest	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26	
335	23.10.2025	£27.19	£0.00	£27.19	Maintenance repairs, supplies and other general	Asda	Petty Cash	211/25-26	
322	22.10.2025	£123.67	£24.73	£148.40	Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	211/25-26	
311	17.10.2025	£84.00	£16.80	£100.80	Garage services	Lodge Tyre Commercial Fleet Services	The Co-operative Bank Charity and Community Bank Account	211/25-26	
312	17.10.2025	£53.82	£10.76	£64.58	PPE/workwear	Medisave (UK) Ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26	
313	17.10.2025	£9.40	£1.88	£11.28	Stationery supplies	Amazon EU UK Branch	The Co-operative Bank Charity and Community Bank Account	211/25-26	
314	17.10.2025	£682.00	£136.40	£818.40	Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, e	Regal Disposables	The Co-operative Bank Charity and Community Bank Account	211/25-26	
315	17.10.2025	£281.49	£56.30	£337.79	Mat cleaning services	Clean Linen & Workwear	The Co-operative Bank Charity and Community Bank Account	211/25-26	
316	17.10.2025	£193.22	£38.64	£231.86	Fire alarm system (commercial) maintenance	Black Box Group	The Co-operative Bank Charity and Community Bank Account	211/25-26	
317	17.10.2025	£84.54	£16.90	£101.44	Emergency lighting maintenance, supplies, etc.	Black Box Group	The Co-operative Bank Charity and Community Bank Account	211/25-26	
318	17.10.2025	£502.15	£100.43	£602.58	Cleaning Services (offices and mess room)	PremiClean	The Co-operative Bank Charity and Community Bank Account	211/25-26	
319	17.10.2025	£18.55	£0.93	£19.48	Electricity - Locking Stumps MUGA	E-on Next	The Co-operative Bank Charity and Community Bank Account	211/25-26	
320	15.10.2025	£35.00	£7.00	£42.00	Photocopier charges and lease	Automated Systems Group Limited (ASL)	The Co-operative Bank Charity and Community Bank Account	211/25-26	
321	15.10.2025	£55.60	£0.00	£55.60	Bank & FD Online charges	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26	
309	14.10.2025	£46.68	£2.33	£49.01	Gas for Parkers Farm	British Gas Lite	The Co-operative Bank Charity and Community Bank Account	211/25-26	
310	14.10.2025	£117.51	£5.88	£123.39	Electricity - Parkers Farm	British Gas Lite	The Co-operative Bank Charity and Community Bank Account	211/25-26	
306	13.10.2025	£116.52	£0.00	£116.52	Water and Wastewater services(4083867607)	Waterplus	The Co-operative Bank Charity and Community Bank Account	211/25-26	
307	13.10.2025	£88.74	£17.75	£106.49	IT Support etc.	labdesk ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26	
308	13.10.2025	£752.00	£150.40	£902.40	IT Support etc.	labdesk ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26	
305	08.10.2025	£64.46	£12.89	£77.35	Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	211/25-26	
334	08.10.2025	£1.66	£0.33	£1.99	Maintenance repairs, supplies and other general	Home Bargains	Petty Cash	211/25-26	
296	07.10.2025	£735.96	£0.00	£735.96	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26	
297	07.10.2025	£1,140.50	£0.00	£1,140.50	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26	
298	07.10.2025	£1,658.05	£0.00	£1,658.05	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26	

Payments approved at the October 2025 meeting

299	07.10.2025	£1,658.05	£0.00	£1,658.05	31.10.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26
300	07.10.2025	£1,659.05	£0.00	£1,659.05	31.10.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26
301	07.10.2025	£1,662.11	£0.00	£1,662.11	31.10.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26
302	07.10.2025	£1,914.80	£0.00	£1,914.80	31.10.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26
303	07.10.2025	£2,649.15	£0.00	£2,649.15	31.10.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26
304	07.10.2025	£3,158.94	£0.00	£3,158.94	31.10.2025	Wages	Birchwood Town Council	The Co-operative Bank Charity and Community Bank Account	211/25-26
295	06.10.2025	£108.00	£21.60	£129.60	31.10.2025	IT Support etc.	labdesk ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26
333	03.10.2025	£8.13	£1.63	£9.76		Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, elHome Bargains		Petty Cash	211/25-26
292	02.10.2025	£15.74	£3.15	£18.89	31.10.2025	Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, elDiscounted Cleaning Supplies Ltd		The Co-operative Bank Charity and Community Bank Account	211/25-26
293	02.10.2025	£13.65	£2.73	£16.38	31.10.2025	Maintenance repairs, supplies and other general	Reliance UK 1 Limited	The Co-operative Bank Charity and Community Bank Account	211/25-26
294	02.10.2025	£99.78	£19.96	£119.74	31.10.2025	Maintenance repairs, supplies and other general	Urban Hygiene Ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26
289	01.10.2025	£28.03	£0.00	£28.03	31.10.2025	Water and Wastewater services(408366280)	Waterplus	The Co-operative Bank Charity and Community Bank Account	211/25-26
290	01.10.2025	£89.00	£17.80	£106.80	31.10.2025	Scribe services	Starboard Systems Limited (t/a Scribe Accounts)	The Co-operative Bank Charity and Community Bank Account	211/25-26
291	01.10.2025	£97.16	£19.42	£116.58	31.10.2025	Fuel (vans & equipment)	Allstar	The Co-operative Bank Charity and Community Bank Account	211/25-26
288	30.09.2025	£150.00	£0.00	£150.00	30.09.2025	Grant	Royal British Legion Poppy Shop	The Co-operative Bank Charity and Community Bank Account	211/25-26
285	29.09.2025	£12.49	£2.50	£14.99	30.09.2025	Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, elBargain Hunt Ltd		The Co-operative Bank Charity and Community Bank Account	211/25-26
286	29.09.2025	£21.57	£4.32	£25.89	30.09.2025	Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, elAmazon EU UK Branch		The Co-operative Bank Charity and Community Bank Account	211/25-26
287	29.09.2025	£65.22	£13.04	£78.26	30.09.2025	Phone charges office and BTC O2 mobile	Firstcom Europe	The Co-operative Bank Charity and Community Bank Account	211/25-26
276	26.09.2025	£599.00	£119.80	£718.80	30.09.2025	Stationery supplies	Infotone Imaging Supplies	The Co-operative Bank Charity and Community Bank Account	211/25-26
278	26.09.2025	£3.32	£0.66	£3.98		Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, elHome Bargains		Petty Cash	211/25-26
279	26.09.2025	£7.46	£1.49	£8.95		Janitorial supplies inc. bin sacks, papers towels, tissue, cleaning items, elAsda		Petty Cash	211/25-26
280	26.09.2025	£10.00	£2.00	£12.00	30.09.2025	Photocopier charges and lease	Automated Systems Group Limited (ASL)	The Co-operative Bank Charity and Community Bank Account	211/25-26
281	26.09.2025	£1,875.00	£275.00	£2,150.00	30.09.2025	Flowers (planters/baskets/wildflowers etc.)	Taylor Made Planters Ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26
282	26.09.2025	£158.39	£31.68	£190.07	30.09.2025	Garage services	Warrington Borough Council	The Co-operative Bank Charity and Community Bank Account	211/25-26
283	26.09.2025	£840.00	£168.00	£1,008.00	30.09.2025	Audit fees	PKF Littlejohn LLP	The Co-operative Bank Charity and Community Bank Account	211/25-26
272	24.09.2025	£34.40	£6.88	£41.28	30.09.2025	Phone charges office and BTC O2 mobile	O2 (Telefonica UK Limited)	The Co-operative Bank Charity and Community Bank Account	211/25-26
269	19.09.2025	£463.52	£92.70	£556.22	30.09.2025	Cleaning Services (offices and mess room)	PremiClean	The Co-operative Bank Charity and Community Bank Account	211/25-26
271	19.09.2025	£234.93	£35.99	£270.92	30.09.2025	Garage services	Risley MOT & Truck Ltd	The Co-operative Bank Charity and Community Bank Account	211/25-26
277	18.09.2025	£14.00	£0.00	£14.00		Maintenance repairs, supplies and other general	Land Registry	Petty Cash	211/25-26

28 November 2025 (2025-2026)

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
Staff	07/11/2025 - 14/11/2025				Confidential			26,616.17		26,616.17
266 Town Council revenue	28/10/2025	169/25-26	The Co-operative Bar		Photocopier charges and lease	BVP Paribas Leasing Solutions	S	170.00	34.00	204.00
329 Town Council revenue	29/10/2025	211/25-26	The Co-operative Bar		Fuel (vans & equipment)	Allstar	S	88.09	17.61	105.70
330 Town Council revenue	30/10/2025	211/25-26	The Co-operative Bar		Phone charges office and BTC (Firstcom Europe	S	230.83	46.16	276.99
331 Town Council revenue	30/10/2025	211/25-26	The Co-operative Bar		Janitorial supplies inc. bin sock	Carters Packaging Ltd	S	47.45	9.49	56.94
332 Town Council revenue	30/10/2025	211/25-26	The Co-operative Bar		Maintenance repairs, supplies a	Hollis Electrical & Security	S	211.67	42.33	254.00
323 Subs/fees	30/10/2025	211/25-26	The Co-operative Bar		Payroll services	James Todd & Co.	S	68.40	13.68	82.08
324 Town Council revenue	31/10/2025	211/25-26	The Co-operative Bar		Geotab Pro Plus (in advance)	LEVL	S	30.00	6.00	36.00
339 Water	03/11/2025		The Co-operative Bar		Water and Wastewater services	Waterplus	Z	28.03		28.03
340 Town Council revenue	03/11/2025		The Co-operative Bar		IT Support etc.	labdesk ltd	S	60.00	12.00	72.00
341 Subs/fees	03/11/2025		The Co-operative Bar		Scribe services	Starboard Systems Limited	S	89.00	17.80	106.80
342 Insurance	04/11/2025		The Co-operative Bar		Insurance	Legal & General	E	232.08		232.08
343 Town Council revenue	05/11/2025		The Co-operative Bar		Fuel (vans & equipment)	Allstar	S	63.18	12.64	75.82
344 Town Council revenue	05/11/2025		The Co-operative Bar		Garage services	Oates Recovery Ltd	S	100.75	20.15	120.90
337 Town Council revenue	06/11/2025		Petty Cash		Maintenance repairs, supplies a	A28 Shopping Ltd	S	10.10	2.02	12.12
345 Community Development Fund	06/11/2025		The Co-operative Bar		Flowers (planters/baskets/wildf	E Smith & Son	S	224.50	44.90	269.40
346 Town Council revenue	06/11/2025		The Co-operative Bar		Garage services	Risley MOT & Truck Ltd	S	38.75	7.75	46.50
336 Town Council revenue	07/11/2025		Petty Cash		Maintenance repairs, supplies a	Home Bargains	S	4.16	0.83	4.99
338 Town Council revenue	07/11/2025		Petty Cash		Maintenance repairs, supplies a	Platinum Place Ltd	S	13.74	2.78	16.52
356 Grants Section 137 and other	07/11/2025		The Co-operative Bar		Grant	Birchwood Lions	X	150.00		150.00
357 Town Council revenue	10/11/2025		The Co-operative Bar		IT Support etc.	labdesk ltd	S	136.74	27.35	164.09
358 Town Council revenue	10/11/2025		The Co-operative Bar		Stationery supplies	Eurooffice	S	32.05	6.41	38.46
359 Town Council revenue	10/11/2025		The Co-operative Bar		Stationery supplies	Viking	S	67.20	13.44	80.64
360 Water	12/11/2025		The Co-operative Bar		Water and Wastewater services	Waterplus	Z	116.52		116.52
361 Town Council revenue	12/11/2025		The Co-operative Bar		Fuel (vans & equipment)	Allstar	S	64.98	13.00	77.98
364 Insurance	14/11/2025		The Co-operative Bar		Worknest services	Worknest	S	211.25	13.00	224.25
365 Town Council revenue	14/11/2025		The Co-operative Bar		Garage services	Lodge Tyre Commercial Fle	S	98.10	19.62	117.72
366 Town Council revenue	14/11/2025		The Co-operative Bar		Garage services	Vans North West Ltd	S	219.50	34.00	253.50
362 Town Council revenue	14/11/2025		The Co-operative Bar		Garage services	Risley MOT & Truck Ltd	S	831.48	166.30	997.78
363 Subs/fees	14/11/2025		The Co-operative Bar		Worknest services	Worknest	S	4,464.00	892.80	5,356.80
369 Town Council revenue	16/11/2025		The Co-operative Bar		Photocopier charges and lease	Automated Systems Group	S	35.00	7.00	42.00
367 Gas	16/11/2025		The Co-operative Bar		Gas for Parkers Farm	British Gas Lite	L	97.00	4.85	101.85
368 Electricity	16/11/2025		The Co-operative Bar		Electricity - Parkers Farm	British Gas Lite	L	135.62	6.78	142.40

28 November 2025 (2025-2026)

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
370 Town Council revenue	18/11/2025		The Co-operative Bai		PPE/workwear	J&K Ross Ltd	S	66.67	13.33	80.00
371 Bank and FD Online charges	18/11/2025		The Co-operative Bai		Bank & FD Online charges	Birchwood Town Council	E	54.80		54.80
373 Electricity	18/11/2025		The Co-operative Bai		Electricity - Locking Sumps MU	E-on Next	L	19.80	0.99	20.79
372 Town Council revenue	19/11/2025		The Co-operative Bai		Fuel (vans & equipment)	Alistar	S	67.25	13.45	80.70
Total								35,194.86	1,522.46	36,717.32

Payments for approval at the November 2025 meeting										
387	01.12.2025	£345.00	£0.00	£345.00	Vehicle Tax	DVLA Electronic Vehicle Licensing Online	The Co-operative Bank Charity and Community Bank Account			
386	01.12.2025	£345.00	£0.00	£345.00	Vehicle Tax	DVLA Electronic Vehicle Licensing Online	The Co-operative Bank Charity and Community Bank Account			
385	31.12.2025	£68.75	£13.75	£82.50	Maintenance repairs, supplies and other general B&Q (Trade point)	The Co-operative Bank Charity and Community Bank Account				
384	12.12.2025	£116.52	£0.00	£116.52	Water and Wastewater services (4083867607)	Waterplus	The Co-operative Bank Charity and Community Bank Account			
383	24.12.2025	£743.01	£0.00	£743.01	Election fees	Warrington Borough Council	The Co-operative Bank Charity and Community Bank Account			
382	05.12.2025	£440.00	£88.00	£528.00	Maintenance repairs, supplies and other general Hollis Electrical & Security Services Ltd	The Co-operative Bank Charity and Community Bank Account				
381	02.12.2025	£60.00	£12.00	£72.00	IT Support etc.	labdesk ltd	The Co-operative Bank Charity and Community Bank Account			
380	01.12.2025	£34.35	£0.00	£34.35	Water and Wastewater services (4083868280)	Waterplus	The Co-operative Bank Charity and Community Bank Account			
379	12.12.2025	£5,136.56	£0.00	£5,136.56	Inland Revenue - tax and NI contributions	HMRC	The Co-operative Bank Charity and Community Bank Account			
378	12.12.2025	£5,195.83	£0.00	£5,195.83	Pension Contributions	Cheshire Pension Fund	The Co-operative Bank Charity and Community Bank Account			
376	30.11.2025	£68.40	£13.68	£82.08	Payroll services	James Todd & Co.	The Co-operative Bank Charity and Community Bank Account			
375	28.11.2025	£420.00	£84.00	£504.00	Staff medicals, OH Referrals, etc	Latus Group	The Co-operative Bank Charity and Community Bank Account			
374	24.11.2025	£502.15	£100.43	£602.58	Cleaning Services (offices and mess room)	PremiClean	The Co-operative Bank Charity and Community Bank Account			