

**MINUTES OF THE ANNUAL FULL TOWN COUNCIL MEETING
OF BIRCHWOOD TOWN COUNCIL HELD AT PARKERS FARM, DELENTY DRIVE
ON TUESDAY 26th MAY 2026 AT 6.40pm**

Councillors Present:

Cllr Nigel Reeves	Cllr David Ellis
Cllr Barry Allman	Cllr Mike Evans
Cllr Ian Atkin	Cllr Kuldeep Dhillon
Cllr David Ball	Cllr Jacquie Sheridan [to 7.50pm]
Cllr Julie Brereton	Cllr George Simcock
Cllr Balbir Dhillon	Cllr Tim Price

Absent Councillors: None (All members present)

Also Present:

Ms Safia Kauser	Locum Clerk/RFO
Mrs Hannah Thomas	Deputy Clerk/Deputy RFO

Four Members of the Public (to 7.37pm)

024/26-27 ELECTION OF CHAIRMAN

Councillor Reeves welcomed everyone to the meeting.

This being the Annual Council Meeting, Councillor Reeves called for nominations for the office of Chair for the next municipal year. One nomination was received.

It was proposed by Councillor Atkin and seconded by Councillor Brereton that Councillor Ellis be nominated for the office of Chair.

RESOLVED: That Councillor David Ellis be appointed Chairman for the 2026/2027 municipal year. Cllr Ellis signed the declaration of acceptance of office.
(All in favour)

On accepting the office of Chair, Councillor Ellis thanked Members for their support.

025/26-27 ELECTION OF VICE-CHAIR

Councillor Ellis called for nominations for the office of Vice Chair for the municipal year 2026/2027.

It was proposed by Councillor Reeves and seconded by Councillor Sheridan that Councillor Brereton be nominated for the office of Vice Chair.

RESOLVED: That Councillor Julie Brereton be appointed as Vice-Chair for the 2026/2027 municipal year.

026/26-27 APOLOGIES

No apologies of absence were received. All members were present.

027/26-27 DECLARATIONS OF INTERESTS

Members were invited to declare their pecuniary and other interests.
None were declared.

Signed..... Chairman

Dated:

028/26-27 PUBLIC PARTICIPATION & POLICE REPORT

(a) Police Report

A police report had been presented at the Annual Parish Meeting held immediately prior to this Council meeting.

(b) Residents Questions

Residents questions were considered at the Annual Parish Meeting held immediately prior to this Council meeting. No further questions were raised during this part of the meeting.

029/26-27 BOROUGH COUNCILLORS WARD REPORTS

Two Town Councillors, Councillor K. Dhillon and Price, also representing the Borough Council, were in attendance.

Cllr Kuldeep Dhillon as Borough Councillor, reported that in light of the significant financial pressures, Warrington Borough Council is no longer able to fund and organise the Warrington Walking Day 2026 event. However, recognising its importance as a valued faith event with a long-standing significance for many within the community, the council has facilitated the creation of a new group tasked with protecting and evolving the event for future. It was reported that the Council previously contributed approximately £40,000–£50,000 towards the event, which has historically been a Christian faith event. The proposed future model was intended to be inclusive of all faiths. Additionally, the Council would be seeking external funding opportunities with the aim of supporting a broader town wide event next year.

The Chair thanked Cllr Kuldeep for this report.

030/26-27 COUNCIL MINUTES

a) To receive and approve the draft minutes of the Full Town Council meeting held on the 28th April 2026

RESOLVED: That the draft minutes of the Full Town Council meeting held on the 28th April 2026 are approved as a true record and signed by the Chair.

b) To receive and approve the draft minutes of the Extraordinary Full Town Council meeting held on the 13th May 2026.

The draft copy of the minutes were tabled to members at the meeting.

RESOLVED: That the draft minutes of the Extraordinary Full Town Council meeting held on the 13th May 2026 are approved as a true record and signed by the Chair.

031/26-27 REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF & OTHER LOCAL AUTHORITIES INCLUDING TERMS OF REFERENCE

Members considered the adoption of a Scheme of Delegation incorporating committee terms of reference. The document, drafted by the Locum Clerk, was presented to the Council, and questions from Members were addressed.

The Locum Clerk advised that the proposed Scheme of Delegation introduces formalised delegated authority for officers, which had not previously been established within the Council's governance framework. The document also includes terms of reference, for a Standing Personnel Committee, with finance matters to be considered by Full Town Council.

Signed..... Chairman

Dated:

A typographical error was identified by a Member, noting that a word had been omitted; the Locum Clerk confirmed that this should state 'budget'.

RESOLVED: That the Scheme of Delegation, as presented and subject to correction of the typographical error, be approved and adopted by the Council.

032/26-27 COMMITTEE MEMBERSHIP: APPOINTMENT OF MEMBERS TO COMMITTEES

Members considered the appointment of Members to the Personnel Committee, in accordance with the committee terms of reference contained within the Scheme of Delegation, including the appointment of substitute Members.

- Personnel Committee – Four Members
- Personnel Committee - Substitute Members

The following appointments were made:

Personnel Committee Membership	
Cllr Ian Atkin	<u>Substitute Members</u>
Cllr David Ball	Cllr Mike Evans
Cllr Nigel Reeves	Cllr Barry Allman
Cllr Tim Price	

It was noted that the Chair and Vice-Chair of the Council would serve as members of the Personnel Committee, with full voting rights, by virtue of their positions (in accordance with the Scheme of Delegation)

RESOLVED: That the membership of the Personnel Committee, as set out above, be approved.

033/26-27 APPOINTMENT OF COMMITTEE CHAIR

Members considered the appointment of a Committee Chair and Vice-Chair for the Personnel Committee.

RESOLVED: That Cllr Ian Atkin be appointed as the Committee Chair and Cllr David Ball be appointed as Committee Vice-Chair.

034/26-27 STANDING ORDERS, FINANCIAL REGULATIONS & COUNCIL POLICIES & PROCEDURES

- a) **To review and adopt the Standing Orders based and the latest model template (enclosed).**

Members considered the updated Standing Orders, based on the latest model template and prepared by the Locum Clerk. It was noted that text shown in bold within the document reflects statutory and legal requirements and, as such, cannot be amended by the Council.

A Member raised a query in relation to the Standing Order concerning draft minutes and the reference to the Transparency Code (page 15). The Locum Clerk confirmed that this is a legal requirement for councils with income or expenditure under £25,000 and, although not applicable to this Town Council, it had been retained within the document.

RESOLVED: That the Standing Orders, as presented, be adopted by the Council.

Signed..... Chairman

Dated:

b) To review and adopt the Financial Regulations based on the latest model template (enclosed).

Members considered the updated Financial Regulations, based on the latest model template and prepared by the Locum Clerk. The Locum Clerk highlighted amendments relating to delegated authority for expenditure.

A Member queried the absence of accompanying background notes within the document to explain the sections shown in bold, similar to those included within the Standing Orders. The Locum Clerk explained that guidance notes are available to assist with tailoring the regulations; however, due to their length, they had not been included in the final version presented for adoption.

RESOLVED: That the Financial Regulations, as presented, be adopted by the Council.

c) To delegate responsibility to the Locum Clerk to undertake a review of council policies and procedures for consideration at a future meeting.

The Locum Clerk reported that there is currently no policy log in place to monitor the suite of adopted policies and procedures, and that an initial review had identified potential gaps. The Locum Clerk therefore requested delegated authority to conduct a formal review and report findings to a future Council meeting.

RESOLVED: That the Locum Clerk be granted delegated authority to undertake a review of Council policies and procedures and to report back to a future meeting.

035/26-27 MEETING DATES - To agree the dates and times of council meetings for the 2026/2027 municipal year up to and including the next annual council meeting in May 2027

Members agreed the dates, time and venue for the Council meetings up to and including the date of the next Annual Council meeting.

Day	Date	Type	Time	Venue
Tuesday	23 June 2026	Personnel Committee	5.00pm	Parkers Farm
Tuesday	23 June 2026	Full Council	6.00pm	Parkers Farm
Tuesday	28 July 2026	Full Council	6.00pm	Parkers Farm
Tuesday	22 September 2026	Full Council	6.00pm	Parkers Farm
Tuesday	27 October 2026	Full Council	6.00pm	Parkers Farm
Tuesday	24 November 2026	Full Council	6.00pm	Parkers Farm
Tuesday	15 December 2026	Full Council	6.00pm	Parkers Farm
Tuesday	26 January 2027	Full Council	6.00pm	Parkers Farm
Tuesday	23 February 2027	Full Council	6.00pm	Parkers Farm
Tuesday	23 March 2027	Full Council	6.00pm	Parkers Farm
Tuesday	27 April 2027	Full Council	6.00pm	Parkers Farm
Tuesday	25 May 2027	Annual Parish Meeting	5.30pm	Parkers Farm
Tuesday	25 May 2027	Annual Council Meeting	6.00pm	Parkers Farm

RESOLVED: That the dates and times of Council meetings are agreed (as detailed above).

RESOLVED: That the first Personnel Committee meeting be held on Tuesday 23rd June at 5.00pm and that future committee meetings are agreed by the committee on a suggested cycle of quarterly meetings or as and when required.

Signed..... Chairman

Dated:

036/26-27 REVIEW OF REPRESENTATION ON EXTERNAL BODIES & ARRANGEMENTS FOR REPORTING

Members reviewed the current outside bodies that required Council representation. Members appointed onto outside bodies were required to report back to council and must not make any decisions on behalf of the council.

Cllr Atkin reported that he was due to stand down at the next council elections in May 2028 and that other members should consider themselves to be involved with the Carnival Committee to ensure continuity.

The following members were appointed to the outside bodies.

Outside Body	Members appointed
Your Housing Group	Cllr Julie Brereton & Cllr Tim Price
Police Representative	Cllr Barry Allman
Birchwood Carnival Committee	Cllr Ian Atkin Cllr Balbir Dhillon Cllr George Simcock Cllr Tim Price
Friends of Birchwood Forest Park	Cllr George Simcock
Risley Moss	Cllr Julie Brereton

RESOLVED: That the council appoints the members to the outside bodies (as detailed above).

RESOLVED: That no members are appointed to Warrington Rights of Way as it has not met for several years.

037/26-27 BANK MANDATE - To review the bank signatories for the Council's bank accounts.

Members considered the review of bank signatories for the Council's bank accounts. The following accounts are currently held:

1. Co-operative Bank accounts (x2)
2. Nationwide account

It was reported that Councillors Kuldeep Dhillon and Ian Atkin are signatories to the Council's Co-operative Bank accounts; however, they do not currently have access to online banking. The Locum Clerk advised that all appointed signatories should be granted online access in order to view transactions and payments, and to support business continuity arrangements. It was further noted that the Town Clerk and Deputy Clerk are signatories to the Nationwide account. The Locum Clerk advised that she has recently been added as a signatory to the Co-operative Bank accounts and is currently awaiting her online banking login details.

RESOLVED: That a list of current signatories be requested from the Co-operative Bank and reported to a future meeting.

038/26-27 REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS 2026/2027 - To appoint members to carry out a review of the effectiveness of internal controls and report the findings to the Town Council.

A discussion took place regarding the role and responsibilities involved. The Locum Clerk explained that this review constitutes an independent internal assessment by members,

Signed..... Chairman

Dated:

separate from the Responsible Financial Officer and the Internal Auditor. The purpose of the review is to evaluate the effectiveness of existing internal controls, identify any required improvements, and reduce the risk of fraud and corruption which is a responsibility of the council as a corporate body. It was noted that this process also supports the Council in completing Assertion 2 of the Annual Governance Statement at year end.

It was suggested that the review could be undertaken on an annual or biannual basis, with findings reported to Full Council.

Members indicated that training may be beneficial to support them in carrying out this role. The Locum Clerk advised that a checklist is to be developed and adopted to assist members undertaking the checks, and that (CHALC) could be contacted to confirm whether relevant training is available.

RESOLVED: That the Locum Clerk contacts CHALC to confirm whether training is available to support members in undertaking a review of the effectiveness of internal controls and that the appointment of members is deferred until further information relating to responsibilities is available.

039/26-27 INTERNAL AUDIT 2026/2027

Members reviewed the internal audit arrangements for 2026/2027 and agreed to retain the existing arrangements and to continue with the internal auditor JDH.

RESOLVED: That the council continues to appoint JDH Business Services as their internal auditor for the 2026/2027 financial year.

040/26-27 PLANNING MATTERS

(a) Planning Decision Notices

Members noted the planning decision notices.

- (i) **Application No. 2026/00461/DISCON** Land At Junction 11 Of The M62 Motorway, Warrington. Discharge of condition 7 (Materials) on application 2023/00333 (Motorway Service Area). **Discharged.**
- (ii) **Application No: 2026/00091/FULH 104** Keyes Close, Birchwood, Warrington, WA3 6RX. Proposed garage conversion and single storey rear extension. **Granted.**
- (iii) **Application No: 2025/01813/FUL** Mirion Technologies, 207A Cavendish Place, Birchwood, Warrington, WA3 6WU. Installation of New Windows to the Gable End. **Granted.**
- (iv) **Application No: 2026/00491/DISCON** Land At Junction 11 Of The M62 Motorway, Warrington. Discharge of Condition 8 (Surfacing Materials) on application 2023/00333 (Motorway Service Area). **Discharged.**

(b) Planning Applications for comment

Members considered the planning applications for comment. No concerns or comments were raised by members.

- (i) **Application No. 2026/00507/FUL** Unit T45 Trident Way, Warrington, WA3 6AX. Vehicle repair centre including roof mounted extraction equipment, additional Solar PV roof mounted panels, ancillary enclosure, layout amendments, new foul drainage, new gate, and refuse storage.

Signed..... Chairman

Dated:

The above application was discussed at an Extraordinary Meeting of the Council held on 13th May 2026. An objection was submitted following this meeting.

- (ii) **Application No: 2026/00597/DISCON** Land At Junction 11 Of The M62 Motorway, Warrington. Discharge of condition 36B (Remediation and Verification) on previously approved application 2023/00333/VARC (Motorway Service Area).
- (iii) **Application No: 2026/00566/FUL** Car Park, Birchwood Shopping Centre Dewhurst Road, Birchwood, Warrington, WA3 7PG. Proposed coffee drive thru unit, vehicle & cycle parking and associated development.

The above application was discussed at an Extraordinary Meeting of the Council held on 13th May 2026. An objection was submitted following this meeting.

- (iv) **Application No: 2026/00574/FUL** – Birchwood Golf Club, Kelvin Close for the proposed erection of one self-build bungalow, detached garage and associated works.

This application was discussed in the Annual Town Meeting (*Minute Ref: 034/26-27(b)*). Councillors discussed the impact of the proposed planning application on the local area, and stated that they would feed back any objections to the Deputy Clerk to submit to the planning department.

RESOLVED: That an extension of time be requested in respect of the above planning applications. In the event that an extension is not granted in time to enable consideration at the next meeting, the Deputy Clerk be delegated authority to submit the Council's objection in consultation with Members. Individual Councillors may also submit their own representations.

(c) Planning Matters & Enforcement Issues

To note any other planning related matters and any enforcement issues.

1. Latest updates Development Management Committee

Members noted that the May meeting of the DMC will be held on 21st May 2026. There were no items of interest specific to Birchwood on the agenda.

041/26-27 FINANCIAL MATTERS

Members considered the Financial matters itemised on the agenda.

Bank Reconciliation as at 31st March 2026

A copy of the bank reconciliation as at 31st March 2026 was circulated with the agenda pack. The cash and bank balances held were £370,383.53.

RESOLVED: That the bank reconciliation be received and noted.

Closing Reserves Balances for 2025/2026 and 2026/2027

The reserves balance sheet was circulated with the agenda pack. Members were requested to confirm the earmarked reserves held at 31.03.2026 and note the level of general reserves. The general reserves figure may be subject to a minor variation as the accounts were with the internal auditor who was reviewing the year-end adjustments.

Signed..... Chairman

Dated:

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Community Development Fund	34,301.50	10,698.50	3,317.60		41,682.40
Capital Equipment & Renewals	69,845.92	-2,845.92	4,119.71		62,880.29
Elections	11,256.99	743.01	743.01		11,256.99
Contingency HR & Legal	30,000.00				30,000.00
Contr Nxt YR Budget-EM Reser		120,748.00			120,748.00
Total Earmarked	145,404.41	129,343.59	8,180.32		266,567.68
TOTAL RESERVE	145,404.41	129,343.59	8,180.32		266,567.68
GENERAL FUND					103,120.71
TOTAL FUNDS					369,688.39

RESOLVED: That the council confirms the closing balance of earmarked reserves as detailed above and notes the level of general reserves held at 31.03.2026.

Members considered the calculations document setting out the councils overall financial position and the level of general and earmarked reserves proposed for 2026/2027.

Earmarked Reserves 2026/2027	
EMR – Community Development Fund	£30,000
EMR – Capital Equipment & Renewals	£60,000
EMR – Elections	£10,000
EMR – Contingency HR & Legal	£30,000
EMR – Building Maintenance / Repairs	£70,000
Total Earmarked Reserves	£200,000

RESOLVED: That the council confirms the earmarked reserves for 2026/2027 as detailed above.

Agree and adopt the Revised Budget for 2026/2027 (enclosed)

The supporting document set out the councils overall financial position, revised income and expenditure budget and the level of general and earmarked reserves.

Revised Income & Expenditure Budget Summary	Agreed Budget 2026/2027
CC – Council Income	£402,684
Expenditure	
CC – Administration Town Council	£53,260
CC – Chairmans Allowance	£1,000
CC – Grants, Publicity & Events	£8,000
CC – Floral Displays & Planting	£5,000
CC – Employment Costs	£334,000
CC – Open Spaces Maintenance	£21,525
CC – Parkers Farm Estate	£29,750

Signed..... Chairman

Dated:

CC – Subscriptions & Professional Fees	£20,200
Net Total Expenditure	£472,735
Original Expenditure Budget	£443,450
Revised Expenditure Budget	£472,435
Contribution from 2025/2026 towards 26/27 Budget	£29,285

RESOLVED: That the council adopts the revised income and expenditure budget for 2026/2027 and notes the level of projected general reserves for 2026/2027 held at £100,446.

Payments Schedule

The payments schedule was tabled at the meeting. No questions were raised by members.

RESOLVED: That the payments schedule for April & May be authorised for payment (attached as appendix to minutes) and that the income be noted.

042/26-27 WEBSITE REVIEW - To receive and consider the current website issues and compliance with assertion 10 and resolve any further actions, inclusive of costs.

The Clerk reported that there are significant limitations in updating the website. Although the platform is WordPress based, access to the back end was restricted, preventing full control over content management. Current permissions were limited to creating signposting pages, creating internal links and adding images and text within formats set by the website provider.

The Clerk shared previous correspondence from the former Responsible Financial Officer with the website provider, in which clarification had been sought regarding compliance with accessibility requirements. It was noted that the response received did not adequately address the query. An independent online test had since indicated that the website was showing some errors.

The Clerk further advised that the website is not visually user friendly and that updating content and creating pages was time consuming due to the back-end limitations.

Members provided feedback on the current website, noting that the previous Joomla-based website had presented greater challenges. It was also noted that the current provider, Parish Online, had advised that the website would meet accessibility requirements. It was suggested that the Locum Clerk prepare a detailed report on the issues identified and that the existing contract with the website provider be reviewed.

RESOLVED: That the update be noted and that if required, a working group of councillors be set-up to explore the issues with the website.

043/26-27 BARN STORAGE FEES - To review the annual Barn Storage Fees. An invoice has been issued to the customer who has requested to negotiate the fee with the council.

Cllr Ellis declared an interest in this item.

Members reviewed the fees and agreed to retain these at £400. It was noted that the existing hire period was due to expire in July 2026.

RESOLVED: That the barn storage hire fees for 2026/2027 be retained at £400.00.

**Cllr Sheridan left the meeting at 7.50pm.*

Signed..... Chairman

Dated:

044/26-27 BTC & BIRCHWOOD YOUTH & COMMUNITY CENTRE - To receive a progress update on the review of the legal agreement between BTC and the Youth & Community Centre and to approve the revised cost quoted by the Solicitor.

Cllr Ellis declared an interest in this item.

It was reported that solicitor's fees would be approximately £1,400 following the initial review. The Community Centre confirmed that it was agreeable to contribute its share of the revised cost. Members were asked to confirm whether they were content to meet their proportion of the contribution.

RESOLVED: That the Council agrees to share the cost of the legal fees in accordance with the revised quotation.

045/26-27 MEMBERS REFERRAL: CLLR DAVID ELLIS - To consider the item brought forward by Cllr David Ellis relating to the Warrington Local Plan

Members considered a report setting out proposed representations from Birchwood Town Council in relation to the Warrington Local Plan update.

The report highlighted concerns regarding the protection of Birchwood's original New Town character, including maintaining a balanced mix of employment uses and resisting the over-conversion of office space to warehousing. It was noted that an increase in logistics development could result in higher volumes of HGV traffic, negatively impacting local infrastructure, air quality, and the area's sustainable transport objectives.

The document proposed that stronger planning policies be introduced to safeguard employment diversity, require justification for office-to-warehouse conversions, and ensure that cumulative impacts on traffic and the environment are properly assessed. It also called for a Birchwood specific planning or design framework to guide future development.

Members noted the recommendations and the importance of ensuring that future development supports both economic growth and the quality of the local environment.

RESOLVED: That Birchwood Town Council requests Warrington Borough Council to update the Local Plan with the following recommendations which align with the adopted Local Plan's strategic objectives and will help ensure Birchwood remains a sustainable, attractive, and economically diverse community:

1. Reaffirms Birchwood's New Town identity as a balanced, high-tech, mixed-use community.
2. Introduces stronger controls on office-to-warehouse conversions.
3. Requires cumulative traffic impact assessments and improved HGV routing policies.
4. Invests in green infrastructure renewal and mandates developer contributions.
5. Protects high-value employment land and discourages logistics dominance.
6. Implements Birchwood-specific monitoring indicators to track change over time.

PART II ITEMS - [EXCLUSION OF THE PRESS & PUBLIC]

046/26-27 EMPLOYMENT

- a) **To approve the Confidential notes from the Full Town Council meeting held on the 28th April 2026 (enclosed).**

RESOLVED: That the confidential notes from the Full Town Council meeting held on the 28th April 2026 be approved as a true record and signed by the Chair.

Signed..... Chairman

Dated:

b) Approval of May Payroll

Members received the salary, pension and HMRC payments summary for the payroll period of May paid in accordance with the employment contracts. The pay date for employees was 07th of the month, covering the pay period for the whole month. The Locum Clerk/RFO and the Chairman had reviewed the payroll data.

Payroll Period	Total Per Month	Details	Take-Home Pay	PAYE	Pension
02 – May	£39,599.66	X8 Employees (x3 admin; 5 Maintenance Staff)	£28,116.87	£6,650.91	£4,831.88

Pay date for employees is 07th May - covering the full monthly pay

*PAYE (May) paid in May 2026

* Pension Contributions paid in May 2026

RESOLVED: That the payroll (as detailed above) for the period of May 2026 be approved.

c) To receive and consider the staffing report from the Locum Clerk.

It was reported that a welfare meeting with an employee had been held during the week commencing 18 May, attended by Councillors Ellis and Reeves. Relevant sickness certification was received and noted by Members who also received an update in relation to employee sickness absence during the previous month.

RESOLVED: That the staffing update be received and noted.

047/26-27 ITEMS FOR A FUTURE AGENDA

A member raised an issue relating to the electric charging points. A brief discussion was held on this matter with another member offering to follow this up.

048/26-27 DATE OF THE NEXT MEETING

The date, time and venue of the next Full Council meeting scheduled for Tuesday 23rd June at 6.00pm was noted.

There being no further business, the Chair closed the meeting at 8.08pm.

Signed..... Chairman

Dated:

Appendix to Minutes – Payments Schedule (Minute item 040/26-27)

Date	Type	Supplier	Details	NET	VAT	Total
24.04.2026	DD	02 Telefonica UK Ltd	April Billing 02 Contract Charges	£25.80	£5.16	£30.96
28.04.2026	DD	Firstcom Europe	Office Phone Charges (March)	£69.18	£13.84	£83.02
28.04.2026	DD	BNP Paribus Leasing Solutions	Office Photocopier Lease	£170.00	£34.00	£204.00
29.04.2026	DD	Allstar	Fuel (Van & Equip) 20.04.26	£54.98	£11.00	£65.98
29.04.2026	Trans	Worknest	Feb & March PAYG Support	£688.50	£137.70	£826.20
30.04.2026	DD	James Todd & Co	March 2026 Payroll Service	£68.40	£13.68	£82.08
01.05.2026	DD	Waterplus	Water + wastewater charges (acc 8280)	£34.35	£0.00	£34.35
01.05.2026	DD	Scribe	Monthly Accounts Subscription (May)	£89.00	£17.80	£106.80
01.05.2026	DD	Screwfix Direct (B&Q) Tradepoint	Paint (x2) & Brushes - Planters	£42.50	£8.50	£51.00
05.05.2026	DD	Labdesk (Zomentum)	labdesk 365 accelerator v24 Covering Period: 19/04/2026 - 18/05/2026	£60.00	£12.00	£72.00
05.05.2026	DD	Legal & General	Ill Health Liability Insurance	£232.08	£0.00	£232.08
06.05.2026	DD	Allstar	Fuel (Van & Equip) 23 + 24.04.2026	£132.10	£26.41	£158.51
07.05.2026	Trans	Classroom Capers	Accounts authorisation stamp	£30.80	£6.16	£36.96
07.05.2026	Trans	Laptops Direct	x2 Dell P2425H 24" Monitor; Dell Pro 16 Windows 11 Pro Laptop SN G21FGC4	£912.00	£182.40	£1,094.40
07.05.2026	Trans	Viking Direct	Ring binders; lever arch files + x1 box of pens	£52.18	£10.44	£62.62
07.05.2026	Trans	Viking Direct	Unbranded Operator Chair Permanent Contact Height-Adjustable Armrest Blue 115 kg Vantage 100	£119.99	£24.00	£143.99
07.05.2026	Trans	Viking Direct	Maintenance Team Order (six month order) Super Professional Products W5 Disinfectant Pine Fresh 5L 2 Bottles; Papernet Standard Paper Hand Towels Centrefeed Rolled Blue 2 Ply 120 m 421726 415 Sheets Pack of 6; Cleenol Senses Foam Sanitizer Alcohol Free 500ml; uniwipe Disinfectant Wipes Pack of 100; Little Heroes Sensitive Baby Wipes Pack of 56; Vinco SanWipe Cleaning and Sanitising Antibacterial Wet Wipes Liquid CP207 Lightly Perfumed Pack of 100; Viking Kitchen Roll 2 Ply 42 Sheets Pack of 4; NIVEA SPF30 Sun Spray 200 ml	£656.31	£131.27	£787.58
07.05.2026	DD	Labdesk (Zomentum)	MS 365 office licenses + cloud back-up	£136.74	£27.35	£164.09

Signed..... Chairman

Dated:

11.05.2026	Trans	First Rescue Training & Supplies Ltd	ZOLL AED 3 Semi-automatic defibrillator	£1,145.00	£229.00	£1,374.00
12.05.2026	DD	Waterplus	Water + wastewater charges (acc 7607)	£127.55	£0.00	£127.55
13.05.2026	DD	Allstar	Fuel (Van & Equip) 01.05.2026	£85.79	£17.16	£102.95
14.05.2026	DD	British Gas	Electricity 29.03.26-28.04.26	£89.87	£4.49	£94.36
14.05.2026	DD	Radius Telematics	Cameras + van tracking	£92.00	£18.40	£110.40
15.05.2026	DD	British Gas	Gas Charges 30.03.26 - 28.04.26	£71.25	£3.56	£74.81
15.05.2026	DD	Automated Systems Group Ltd	Copying charges - March 2026	£37.71	£7.54	£45.25
15.05.2026	Bank	Co-operative Bank	Financial Director Fees (Bank Charges)	£39.40	£0.00	£39.40
15.05.2026	Trans	J&K Ross Ltd	Personalised Polo Shirts x9 + set-up	£96.26	£19.25	£115.51
15.05.2026	Trans	The Hotline Group Ltd	x500 yellow BTC promotional pens £137.95 ; x250 NTC Green loop keyrings £165.45	£303.40	£60.68	£364.08
15.05.2026	Trans	Premiclean Ltd	BTC monthly cleaning service - April 2026	£502.15	£100.43	£602.58
15.05.2026	Trans	Premiclean Ltd	BTC monthly cleaning service - May 2026	£502.15	£100.43	£602.58
20.05.2026	DD	E-on Next	Electricity MUGA - Locking stumps 01.04.2026 - 30.04.2026	£18.04	£0.90	£18.94
20.05.2026	DD	Allstar	Fuel (Van & Equip) 08.05.2026	£65.08	£13.01	£78.09
	DD	Worknest	Consultant mileage on site 18.03.2026	£13.50	£2.70	£16.20

Payments -Set-up on Online Banking

Date	Type	Supplier	Details	NET	VAT	Total
TBC	Trans	Safewater Solutions	Legionella testing kit (pro-forma invoice)			£108.00
TBC	Trans	J&K Ross Ltd	Helly Hansen x2 Yellow Jackets (personalised) - Maint Team	£199.90	£39.98	£239.88
TBC	Trans	J&K Ross Ltd	Helly Hansen x1 Yellow Jackets (personalised) - Maint Team	£99.95	£19.99	£119.94
TBC	Trans	Hivis.co.uk	Workwear - SMO Maint Team (jacket + polo shirts)	£62.99	£12.60	£75.59

Receipts

Date	Type	Details	Amount Received			
29.04.2026	Trans	HMRC - VAT refund 31.03.2026	£2,018.25			
05.05.2026	Trans	Chaps Transfer from Nationwide	£30,000.00			
06.05.2026	Trans	Warrington BC - Precept	£394,284.00			

Signed..... Chairman

Dated: