MINUTES OF AN EXTRAORDINARY FULL TOWN COUNCIL MEETING OF BIRCHWOOD TOWN COUNCIL HELD AT PARKERS FARM, DELENTY DRIVE ON TUESDAY 25th AUGUST 2026 AT 6.00PM

Councillors Present:

Cllr David Ellis (Chairman)
Cllr Barry Allman
Cllr Julie Brereton
Cllr David Ball
Cllr Nigel Reeves
Cllr Jacquie Sheridan
Cllr George Simcock

Absent Councillors:

Cllr Kuldeep Dhillon
Cllr Balbir Dhillon
Cllr Mike Evans
Cllr Tim Price

Also Present:

Ms Safia Kauser — Locum Clerk/RFO

085/26-27 CHAIRMANS OPENING REMARKS

The Chairman thanked councillors who were able to attend this Extraordinary Meeting during the recess period. The Chair expressed thanks on behalf of the Council for all the hard work undertaken by the Locum Clerk and for the arrangements she has put in place during her time with the Council. The Locum Clerk thanked the Council for its kind words and expressed her appreciation for the support received.

086/26-27 APOLOGIES

Apologies were received and noted from Cllr Price due to work commitments. It was noted that the Deputy Clerk was on annual leave.

087/26-27 DECLARATIONS OF PECUNIARY & OTHER INTERESTS

Members were invited to declare their pecuniary and other interests.

- Councillor Reeves - MUGA Joint Use agreement with One Community Trust.

088/26-27 PUBLIC PARTICIPATION

No members of the public were present.

089/26-27 COUNCIL MINUTES

Members received and considered the draft minutes from the Full Town Council meeting held on the 28th July 2026.

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

090/26-27 COMMITTEE MINUTES

Members were asked to receive and note the draft minutes of the following meetings:

- Personnel Committee 04 August 2026 (approved by the Committee)
- Personnel Committee 18 August 2026 (draft)

RESOLVED: That the draft minutes (as detailed above) be formally received and noted.

091/26-27 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, agenda items 9a and 10 be considered in Part II due to the confidential nature of the business to be discussed, including staffing matters and information prejudicial to the public interest.

092/26-27 FINANCIAL MATTERS

a) July Bank Reconciliation & Scribe Transaction Report

Members received and considered the bank reconciliation statement for July 2026 together with the Scribe transaction report.

Bank Reconciliation Balances Reported

- £62.51 - Petty cash balance at 27.05.2026
- £10,610.85 – Co-op Business Select 31.07.2026
- £164,235.11 – Co-op Community & Charity Acc 31.07.2026
- £249,929.47 – Nationwide Saver Account 01.06.2026
- £200,000.00 – CCLA Public Sector Deposit Fund
- £624,837.94 – Total Balances

RESOLVED: That the bank reconciliation statement for July 2026 together with the Scribe transaction report be received and noted.

b) Latest Payments Schedule

Members reviewed the Scribe transactions report covering the period 01.08.2026 to 23.08.2026 which detailed all payments made under delegated authority, including pre-authorised payments, direct debits, internal bank transfers, and income received.

The Clerk reported that two desks had been purchased at a cost of £338.00 plus VAT. One desk was purchased for the Clerk's office to replace a damaged desk as part of the refurbishment works, and the second was purchased for the reception area, as it included cable management. The former reception desk had been reallocated to the Senior Maintenance Officer.

The Clerk also reported that three quotations had been obtained for electrical works to install a server cabinet in the Clerk's office and two additional power sockets to improve cable management, following observations and recommendations arising from the recent health and safety audit. The works were awarded at a cost of £416.00 plus VAT to a contractor that had previously undertaken work for the Council. The alternative quotations received were in the region of £300 to £400.

RESOLVED: That the transactions from 01.08.2026 to 23.08.2026 as per Scribe transaction report be received and approved.

c) CCLA Public Sector Deposit Fund Account

The Locum Clerk reported that the CCLA Public Sector Deposit Fund Account had been successfully set-up and funds had been deposited. As the Locum Clerk would shortly be leaving the Council and following the resignation of Councillor Ian Atkin, CCLA had advised that the relevant forms would need to be completed and submitted.

RESOLVED: That the CCLA forms be completed to remove Safia Kauser and Councillor Ian Atkins as authorised account signatories; that Hannah Thomas be confirmed as the Council's primary administrator contact; and that Kuldeep Dhillon be added as an authorised account signatory.

d) Salary, Pension & HMRC Payments for August 2026

Members received the salary, pension and HMRC payments for the month of August which were paid in accordance with employment contracts. The pay date for employees is the 7th of the month, covering the pay period for the whole month. The Locum Clerk/RFO and the Chairman had reviewed the payroll data.

The Locum Clerk reported that she had undertaken additional work over the preceding weekend to ensure that the Council's financial records were brought up to date prior to her departure. These additional hours were undertaken on a voluntary basis and were not submitted for payment. Members recorded their thanks and appreciation to the Locum Clerk for the additional work undertaken in support of the Council. Payroll had processed the P45 with a leave date of 27th August.

Payroll Period	Total Per Month	Details	Take-Home Pay	PAYE	Pension
05 – August	£21,732.09	X7 Employees (x3 admin; 4 Maintenance Staff)	£13,177.55	£4,323.06	£4,231.48

*PAYE - paid in August 2026
* Pension Contributions paid in August 2026

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

e) Locum Clerk/RFO Delegated Decision Report – Water Drinking Provision

Members received and considered the report of the Locum Town Clerk & RFO regarding a delegated decision taken under Financial Regulation 5.15(a) and the Council's Scheme of Delegation in relation to the provision of cooled drinking water for the Maintenance Team.

The report detailed the health and safety considerations, procurement review, financial implications and governance arrangements associated with the installation of a freestanding bottled water system and associated insulated water bottles for staff. Members noted that the decision had been taken to address identified welfare and health and safety concerns and that the total fixed contract value remained within the Clerk's delegated spending authority.

RESOLVED: That the report be received and noted.

093/26-27 RESIGNATION OF COUNCIL MEMBER

Members noted the resignation of Councillor Ian Atkin and that Warrington Borough Council Electoral Services had been notified of the resulting casual vacancy on 20 August 2026.

Members were advised that the Notice of Casual Vacancy, prepared by Warrington Borough Council, had been displayed on Friday, 21 August 2026. Under the relevant electoral arrangements, electors have until 10 September 2026 to submit a request to Warrington Borough Council Electoral Services for a by-election to be held. Should no valid request be received by that date, the vacancy may be filled by co-option in accordance with the Council's procedures.

RESOLVED: That the resignation of Councillor Ian Atkin and the arrangements relating to the casual vacancy be noted.

094/26-27 PERSONNEL COMMITTEE & WORKNEST CONTRACT

a) Update on Personnel Matters

The Locum Clerk provided Members with an update on a number of personnel matters, including:

- An ongoing confidential HR matter being managed by the Personnel Committee. Members were advised that the appointed consultants had been provided with all relevant information and would progress the agreed actions.
- Employment contracts for the Maintenance Team. Members noted that one employee had signed their contract and that two employees had raised queries regarding the training recoupment clause. It was agreed that these matters would be considered by the Personnel Committee at its forthcoming meeting.
- Deputy Clerk/Deputy RFO Contract. Members were advised that, whilst the job description had been agreed with the post-holder and the Personnel Committee, the Locum Clerk had not yet had the opportunity to prepare the contract of employment. It was noted that the Personnel Committee had previously approved a model contract template for administrative staff and that the Deputy Clerk/Deputy RFO could update the template with the relevant contractual details for consideration by the Personnel Committee.
- Senior Maintenance Officer Job Description. Members were advised that a job description for the Senior Maintenance Officer was not currently in place and that the Locum Clerk had not yet had the opportunity to prepare one. This matter remained outstanding and would need to be progressed.
- Recruitment of two new Maintenance Operatives. Members noted that, following a recruitment process, two candidates had been appointed, subject to the completion of pre-employment medical assessments. The appointments would be subject to the Council's standard probationary period and the start date is 01st September.
- Feedback regarding the Maintenance Team service. Members noted concerns that a significant proportion of the team's time was currently devoted to litter picking and bin emptying, despite staff being available and trained to undertake a wider range of regular maintenance activities. It was further noted that, whilst a simple area-based work plan was in place, a formal programme of works had not been established. Members discussed service delivery arrangements and agreed that a formal review of the Maintenance Team service, management arrangements and work programming should be undertaken.
- Recruitment of a Responsible Financial Officer (RFO). Members noted that one application had been received and that the closing date for applications was 31 August 2026. Members were also advised that guidance had been sought from Jackie Weaver of CHALC, who had suggested that the Council may wish to consider alternative arrangements, including the use of an outsourced accountant or appropriately qualified support from the Internal Audit Forum. Members further noted that the role of RFO is commonly combined with that of the Town Clerk.

RESOLVED: That the update be received and noted and that the Personnel Committee follow up on the employment contract, HR and staffing matters referred to above, including the Deputy Clerk/Deputy RFO contract and the Senior Maintenance Officer job description, and undertake a formal review of the Maintenance Team service, management arrangements and programme of works.

b) Appointment of Member to the Personnel Committee

Members considered the appointment of a member to the Personnel Committee following the resignation of Councillor Ian Atkin.

RESOLVED: That Councillor Barry Allman, who currently serves as a substitute member of the Personnel Committee, be appointed as a full member of the Personnel Committee with immediate effect.

c) Appointment of Committee Chair of the Personnel Committee

Members considered the appointment of a Chair of the Personnel Committee from within its current membership.

RESOLVED: That Councillor Julie Brereton be appointed Chair of the Personnel Committee with immediate effect.

d) Appointment of Personnel Committee Representative for WorkNest and HR Matters

Members considered the appointment of a representative of the Personnel Committee to act as the primary point of contact with WorkNest and its representatives in relation to the ongoing HR and welfare matters under consideration by the Committee.

The Locum Clerk clarified the arrangements for the attendance of the Deputy Clerk/Deputy RFO at Personnel Committee meetings, and advising that appropriate procedures would need be followed where confidential employment matters were under consideration to ensure any potential conflicts of interest were properly managed.

RESOLVED: That Councillor Julie Brereton be appointed as the authorised point of contact with WorkNest and its representatives and for all ongoing HR and welfare matters being considered by the Personnel Committee.

<u>095/26-27</u> <u>EMPLOYMENT MATTERS & BUSINESS CONTINUTY</u>

a) H Business Continuity Arrangements & Interim Proper Officer and RFO Cover

The Locum Clerk presented the Business Continuity Plan and outlined the key operational and governance risks together with the mitigating controls in place. Members noted advice received from Jackie Weaver of CHALC that, as the Council employed a Deputy Clerk/Deputy RFO for 30 hours per week, appropriate business continuity arrangements were already substantially in place.

Members noted that the Deputy Clerk/Deputy RFO had successfully completed both the ILCA and FILCA qualifications and intended to commence CILCA training once arrangements had been finalised. It was further noted that the Deputy Clerk/Deputy RFO had received training and work-shadowing support from the Locum Clerk on the Council's financial systems and was capable of undertaking routine financial administration, transaction processing and bank reconciliations.

Members also noted that the Quarter 1 VAT reclaim had been successfully received and that the next VAT reclaim, covering the period July to September 2026, would be due for submission in October 2026.

The Locum Clerk updated Members on ongoing banking administration matters, including amendments required to the Co-operative Bank mandate and CCLA account arrangements.

RESOLVED:

1) That the resignation of the Locum Proper Officer/Clerk & RFO, effective from 27 August 2026, be received and noted.

2) That the interim Proper Officer and Responsible Financial Officer responsibilities be transitioned to the Deputy Clerk/Deputy RFO in accordance with her approved job description;

3) That the Deputy Clerk/Deputy RFO be authorised to progress the outstanding Co-operative Bank and CCLA account administration requirements; and

4) That the Personnel Committee undertake ongoing monitoring of the Deputy Clerk/Deputy RFO's workload and responsibilities to ensure appropriate support arrangements remain in place and to minimise the risk of excessive workload or work-related stress.

b) SLCC Membership & Training for the Deputy Clerk/Deputy RFO

Members considered the support, training and professional development requirements of the Deputy Clerk/Deputy RFO following the departure of the Locum Clerk.

RESOLVED:

1) That the membership of the Society of Local Council Clerks (SLCC) for the Deputy Clerk/Deputy RFO be approved; and that the costs of the following training courses be approved:
- New Clerk Series Webinar (£30.00 + VAT);
- Agendas & Minutes (£77.00 + VAT);
- Digital AGAR (Free of Charge); and
- Powers & Duties (£57.75 + VAT).

c) Business Continuity Plan

Members considered the Business Continuity Plan prepared by the Locum Clerk and discussed arrangements for ensuring continuity of service following the resignation of the Locum Clerk/RFO.

Members noted that the Council's core services consisted primarily of the Maintenance Team, overseen by a Maintenance Supervisor, together with the Council's role as a statutory consultee on planning applications. Members considered options for additional support during the transition period, including the potential engagement of external accountancy support and, if required, the future engagement of a locum clerk.

RESOLVED:

1) That the Business Continuity Plan be approved;

2) That the Council considers obtaining external accountancy support to assist with financial administration and reporting requirements if deemed necessary and that this be progressed by the Personnel Committee as required; and

3) That the details of a potential Locum Clerk be considered further by Members at a future meeting once there is greater clarity regarding the ongoing HR matter.

4) That the Co-op Banking forms be signed by Safia Kauser and Ian Atkin to be removed from the account and that the forms be authorised by the signatories as required. Deputy Clerk/Deputy RFO to action.

096/26-27 **ITEMS FOR A FUTURE AGENDA**

The following item was requested for inclusion on the agenda for the next meeting:
- Appointment of Vice-Chair of the Personnel Committee
- HR Staffing Updates (Standing Item)

097/26-27 **DATE OF THE NEXT MEETING**

The date, time and venue of the next council meeting scheduled for Tuesday 22nd September 2026 at 6.00pm, was noted.

There being no further business, the Chair closed the meeting at 7.15pm.

Signed.. Chairman Dated: ....

Appendix A – Payments Schedule

Birchwood Town Council

22 August 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
109	Water	01/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 (D/D)	Payment - Water and Wastewa	Waterplus	X	-38.28		-38.28
114	Flowers, Planters & Baskets	01/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 (D/D)+FR 5	Payment - Centre pieces for Flo	Screwfix Direct Ltd	S	-110.83	-22.17	-133.00
112	Fuel for Van & Equipment	01/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 (D/D)	Payment - Fuel (Van-Equipmen	Allstar	S	-140.54	-28.11	-168.65
110	Finance Software	01/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 (D/D)	Payment - Scribe Finance Softv	Starboard Systems Limited	S	-89.00	-17.80	-106.80
111	Bins & Waste Collection	01/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 (D/D)	Payment - Annual Feminine Hy	Direct365Online Ltd	S	-148.28	-29.66	-177.94
111	Bins & Waste Collection	01/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 (D/D)	Payment - Annual Feminine Hy	Direct365Online Ltd	X	-2.40		-2.40
113	Materials/Supplies for Open Sp	01/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 (D/D) + FR	Payment - Cuba plastic Chairs :	Screwfix Direct Ltd	S	-245.57	-49.12	-294.69
117	Insurance Ill Health Liability LG	06/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Ill Health Liability In	Legal & General	X	-232.08		-232.08
115	IT Support & Equipment	06/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Microsoft 365 Subsc	labdesk ltd	S	-88.74	-17.75	-106.49
116	IT Support & Equipment	06/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Acrobat Pro - for tea	labdesk ltd	S	-506.00	-101.20	-607.20
118	Staffing Costs	07/07/2026	FC 28.07.2026	The Co-operative Ba	FR 11 - Salaries	Payment - Payroll - July	Birchwood Town Council	X	-12,653.59		-12,653.59
119	Pension Contributions	07/07/2026	FC 28.07.2026	The Co-operative Ba	FR 11 - Salaries	Payment - Pension July Contrib	Cheshire Pension Fund	X	-4,224.55		-4,224.55
120	HMRC PAYE Contributions	07/07/2026	FC 28.07.2026	The Co-operative Ba	FR 11 - Salaries	Payment - HMRC PAYE - July	HMRC (PAYE)	X	-4,276.62		-4,276.62
118	Other Employment Costs	07/07/2026	FC 28.07.2026	The Co-operative Ba	FR 11 - Salaries	Payment - Payroll - July	Birchwood Town Council	X	-552.42		-552.42
121	Water	13/07/2026	FC 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Water and Wastewa	Waterplus	X	-127.55		-127.55
122	Gas Charges	14/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Gas Charges - Parke	British Gas Limited	S	-18.41	-0.92	-19.33
123	Electricity - Parkers Farm Estat	14/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Electricity - Parkers	British Gas Limited	S	-138.08	-6.90	-144.98
124	Van Tracker & Cameras	14/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Radius (van camera	Radius Telematics Limited	S	-92.00	-18.40	-110.40
125	Copier-Charges & Lease	14/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Photocopying Charg	Automated Systems Group	S	-52.91	-10.58	-63.49
127	Bank and FD Online charges	15/07/2026	Full Council 28.07.2026	The Co-operative Ba	Bank	Payment - Bank & FD Online ch	Co-operative Bank	X	-52.00		-52.00
126	Fuel for Van & Equipment	15/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Fuel (Van & Equipm	Allstar	S	-77.26	-15.45	-92.71
130	Training - Staff & Councillors	16/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 5.15 (A)	Payment - First Aid at work - re	St John Ambulance	S	-305.00	-61.00	-366.00
172	Training - Staff & Councillors	16/07/2026	Full Council 25.08.2026	The Co-operative Ba	FR 6.9	Payment - FILCA Qualification -	SLCC	S	-140.00	-28.00	-168.00
129	Cleaning Contract Services	16/07/2026	Full Council 28.07.2026	The Co-operative Ba	Contract	Payment - Cleaning Contract Se	PremiClean	S	-546.00	-109.20	-655.20
128	PPE - Workwear-Uniform	16/07/2026	Full Council 28.07.2026	The Co-operative Ba	FC 5.15 (D) SMO	Payment - x1 Regatta Action N	J&K Ross Ltd	S	-33.59	-6.72	-40.31
131	Stationary & Toners	16/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 5.15 (A)	Payment - Archive Boxes x2 pa	Viking	S	-122.43	-24.50	-146.93
132	Electricity MUGA-Locking Stum	20/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Electricty MUGA - Lo	E-on Next	S	-17.47	-0.87	-18.34
133	Telephone & Mobile Charges	24/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Office Mobile Charge	O2 (Telefonica UK Limited)	S	-22.00	-4.40	-26.40
134	IT Support & Equipment	27/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - labdesk 365 accelera	labdesk ltd	S	-60.00	-12.00	-72.00
135	Copier-Charges & Lease	28/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 7.9 DD	Payment - Ricoh Copier Lease -	BNP Paribas Leasing Soluti	S	-220.00	-44.00	-264.00
136	Fuel for Van & Equipment	29/07/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Fuel (Van & Equip) :	Allstar	S	-68.93	-13.78	-82.71
140	Maint & Repairs Parkers Farm	30/07/2026	Full Council 28.07.2026	The Co-operative Ba	FR 5.15 (A)	Payment - Carpet Tiles - Clerks	The Home Florring Compa	S	-210.00	-42.00	-252.00
138	Payroll Service	30/07/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Payroll service - July	James Todd & Co.	S	-75.64	-15.13	-90.77
137	Telephone & Mobile Charges	30/07/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Phone & Broadband	Firstcom Europe	S	-69.18	-13.84	-83.02

Signed.. Chairman Dated: ....

22 August 2026 (2026-2027)

Birchwood Town Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
139	Materials/Supplies for Open Sp	30/07/2026	Full Council 25.08.2026	The Co-operative Ba	FR 5.15 (D)	Payment - x1 Box of 200 Black	Howsafe Ltd	S	-33.20	-6.64	-39.84
7	Barn Storage Fees	31/07/2026	Full Council 25.08.2026	The Co-operative Ba		Receipt - NWCC Annual Barn S	North Warrington Cavy Clu	X	400.00		400.00
8	Vat Refund	31/07/2026		The Co-operative Ba		Receipt - HMRC VAT Reclaim Q	HMRC - VAT Refund	R		3,031.97	3,031.97
							Total		**-25,390.55**	**2,331.83**	**-23,058.72**

Signed... Chairman Dated: ....

25 August 2026 (2026-2027)

Birchwood Town Council

PAYMENTS & RECEIPTS LIST

Item 7b - August Transactions List
Period Covering 01.08.2026 to 23.08.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
141	Water	03/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Water and Wastewa	Waterplus	X	-38.28		-38.28
142	IT Support & Equipment	03/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Microsoft Subs + Ba	labdesk ltd	S	-136.74	-27.35	-164.09
145	Maint & Repairs Parkers Farm	03/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 5.15 (A)	Payment - Materials & Paint - N	B&Q (Tradepoint)	S	-121.12	-24.23	-145.35
143	Finance Software	03/08/2026		The Co-operative Ba		Payment - Scribe Finance Softv	Starboard Systems Limited	S	-89.00	-17.80	-106.80
144	Bins & Waste Collection	03/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Fuel Surcharge - An	Direct365Online Ltd	S	-1.00	-0.20	-1.20
9	Bank Interest	04/08/2026		The Co-operative Ba		Receipt - CCLA PSDP Interest	CCLA The Public Sector De	X	61.83		61.83
10	Other	04/08/2026	Full Council 25.08.2026	The Co-operative Ba		Receipt - Annual Contribution t	Birchwood Retail Propertie:	X	1,100.00		1,100.00
146	Insurance Ill Health Liability LG	04/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Ill Health Liability In	Legal & General	S	-232.08	-46.42	-278.50
147	Training - Staff & Councillors	04/08/2026		The Co-operative Ba		Payment - Internal Controls Tr	Cheshire Association of Loc	X	-35.00		-35.00
151	Subs & ICO Fee	04/08/2026	Full Council 25.08.2026	The Co-operative Ba		Payment - CHALC Annual Subs	Cheshire Association of Loc	X	-1,631.80		-1,631.80
150	Vehicles-Maint & Repairs	04/08/2026	Full Council 25.08.2026	The Co-operative Ba	Contract	Payment - SC19 TYF - MOT + I	Risley MOT & Truck Ltd	S	-481.14	-85.23	-566.37
149	Fire Alarm & Extinguishers	04/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 6.9 + Contract	Payment - Fire alarm system (c	Black Box Group	S	-193.22	-38.64	-231.86
148	Emergency Lighting	04/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 6.9 + Contract	Payment - Emergancy Lighting	Black Box Group	S	-84.54	-16.90	-101.44
152	Fuel for Van & Equipment	05/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Fuel (Van & Equip) :	Allstar	S	-62.33	-12.46	-74.79
154	Maint & Repairs Parkers Farm	06/08/2026		The Co-operative Ba		Payment - Carpet Tiles - Clerks	The Home Florring Compa	S	-490.00	-98.00	-588.00
153	Office Admin & Equipment	06/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 5.15 (A)	Payment - x2 Maple Office desl	North West Office Furnitur	S	-338.00	-67.60	-405.60
155	Staffing Costs	07/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 11 - Salaries	Payment - Payroll - August	Birchwood Town Council	X	-12,625.13		-12,625.13
156	Pension Contributions	07/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 11 - Salaries	Payment - Pension August Con	Cheshire Pension Fund	X	-4,231.48		-4,231.48
157	HMRC PAYE Contributions	07/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 11 Salaries	Payment - HMRC PAYE - Augus	HMRC (PAYE)	X	-4,323.06		-4,323.06
155	Other Employment Costs	07/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 11 - Salaries	Payment - Payroll - August	Birchwood Town Council	X	-552.42		-552.42
158	Gas Charges	11/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Gas Charges - Parke	British Gas Limited	S	-13.51	-0.68	-14.19
159	Water	12/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Water and Wastewa	Waterplus	X	-127.55		-127.55
160	Electricity - Parkers Farm Estab	12/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Electricity - Parkers	British Gas Limited	S	-120.96	-6.05	-127.01
163	Van Tracker & Cameras	14/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Radius (van camera	Radius Telematics Limited	S	-92.00	-18.40	-110.40
161	Vehicles-Maint & Repairs	14/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Vehicle Tax - SC19 T	DVLA Electronic Vehicle Lic	X	-360.00		-360.00
162	Bank and FD Online charges	17/08/2026	Full Council 25.08.2026	The Co-operative Ba	Bank Charges	Payment - Bank & FD Online cl	Co-operative Bank	X	-53.20		-53.20
164	Copier-Charges & Lease	17/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Photocopying Charg	Automated Systems Group	S	-146.73	-29.34	-176.07
165	Electricity MUGA-Locking Stum	18/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Electricty MUGA - Lc	E-on Next	S	-18.15	-0.91	-19.06
166	Fuel for Van & Equipment	19/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 7.9 DD	Payment - Fuel (Van & Equip) (	Allstar	S	-177.29	-35.45	-212.74
168	Misc & Refreshment Costs	22/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 5.15 (A)	Payment - Bottle Fed Cooler - I	Aquacool Limited	S	-35.00	-7.00	-42.00
169	Misc & Refreshment Costs	22/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 5.15 (A)	Payment - Refundable Deposit	Aquacool Limited	X	-95.00		-95.00
167	Maint & Repairs Parkers Farm	22/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 5.15 (A)	Payment - Sockets, Wiring + S	Hollis Electrical & Security :	S	-416.00	-83.20	-499.20
170	Misc & Refreshment Costs	22/08/2026	Full Council 25.08.2026	The Co-operative Ba	FR 5.15 (A)	Payment - x25 Double Walled I	The Hotline Group Ltd	S	-264.70	-52.94	-317.64

Signed.. Chairman Dated: ....