

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING OF
BIRCHWOOD TOWN COUNCIL
HELD AT PARKERS FARM, DELENTY DRIVE,
ON TUESDAY 27TH FEBRUARY 2024**

Present: Councillor Dempsey in the Chair
Councillors Allen, Atkin, Brereton, Ellis, Evans, Reeves, Scott, Sheridan and Simcock

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

1 Member of the public

Apologies: Councillor Ball, Councillor Bowden (LGA Conference)

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.

Birchwood Carnival Committee - Councillors Atkin, Sheridan and Simcock.

332/23-24 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 209 and 210 below).

Councillor Reeves **proposed** the payment of accounts be approved; Councillor Ellis **seconded** the proposal. This was **unanimously resolved** by those Members present.

333/23-24 **JANUARY 2024 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Scott **proposed**, Councillor Brereton **seconded**, and it was **unanimously resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 23rd January 2024, be approved as an accurate record and signed by the Chair.

PROGRESS

334/23-24 **BENCHES**

The RFO stated that responses to the consultations re: proposed installations of a bench in Gorse Covert and in Locking Stumps have been received. Apart from one response from a Gorse Covert resident, all were positive. The results were shared with WBC. WBC advised that the next step was to speak to the Police to ascertain whether, from their point of view, there would be any specific issues with installing benches in the proposed locations.

An email was sent to Sgt Gulam and PCSO Palfrey detailing the proposed locations (as well as one new bench on the Brook Footpath) and informing them of the consultation results.

The email asked whether they or their colleagues have any concerns that these areas might currently be ‘hot spots’ for anti-social behaviour (ASB) or are they relatively quiet areas? Also, if the benches were installed, and ASB started to occur, would the Police be able to monitor the situation?

Sgt Gulam telephoned the office to discuss the email and made the following points:

- Statistics will be different in the winter, as in general there is not as much ASB recorded. At the moment there are no current statistics available for these areas.
- Any reports of ASB will be considered for response using considerations of ‘threat, harm and risk’. It would also be based on shift patterns.
- If an area starts to show a pattern of ASB it would be monitored as resources allow.
- Ideally (his personal preference) any new benches should be installed where there is good lighting, it is a general thoroughfare and there is CCTV coverage, to deter ASB.

The RFO added that, from the recollection of Officers, we cannot (apart from an instance of Travellers’ caravans parking on the site in Gorse Covert a couple of years ago) remember any instances of ASB at the proposed sites being raised on the monthly Police Reports.

If it did become a major issue, BTC would understand that the benches might have to be removed and relocated somewhere different in Birchwood. Both are relatively well lit areas.

Regarding the Brook Footpath proposal – this is not a well-lit area, but there are other benches already on this footpath – also other sites, such as Birchwood Forest Park which is not covered by CCTV or lit in some areas, has many benches installed within it.

The RFO asked Members, considering the above, would they still be happy for BTC to go ahead – in partnership with WBC, to arrange for the installation of these three benches?

Members **unanimously resolved** to continue with the installation of benches, if WBC remain in agreement.

A proposed location for an additional bench on the Brook Footpath has been sent to WBC, and we are waiting for their response to this proposal. This bench would be funded by BTC.

The RFO said that she has emailed WBC to ask if, having been sent the comments from the Police, they still wish to work with BTC regarding the installation of the three benches at the locations proposed.

Action To continue to liaise with WBC and Locking Stumps Primary School regarding this matter.

335/23-24 **GDPR**

To note that the Clerk and RFO will review the Personal Data categories as soon as possible.

336/23-24 **INTERIM AUDIT REPORT**

The RFO asked Members to note the content of the Interim Audit Report from our internal auditor that has been received.

There are three issues / recommendations that have been made. The RFO responded to these points as follows:

- (i) Regarding the recommendation relating to the first issue, specifically the ‘Transparency Code’:

“Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.”

The RFO stated that the Town Council has a contracts file detailing all the regular contracts we have with suppliers. Payments to any suppliers are published monthly as part of the 'Accounts for Payments' schedules, within the Part I Finance Minutes. Long-term contracts are agreed by Council before being signed. However, we had not published a separate formal list relating to each contract that exceeds £5,000.

This document has now been created and published on our website. It will be updated on an ongoing basis. The auditor has been given the link and acknowledged that this has been implemented.

Members noted the recommendation and **unanimously ratified** the action taken in order to comply with the internal auditor's recommendation.

- (ii) Regarding the recommendation relating to the second issue – the purchase of tipper van SC19 TYF: details had been sent to the auditor regarding vehicles that had been considered, along with their prices. However, the issue of obtaining three quotes was not formally covered by this information.

The RFO said that it is impossible to get three quotes from different companies for exactly the same vehicle, as this was a proprietary purchase. Therefore, the exception in the Financial Regulations should have been quoted in the minutes (which it was not). The relevant exception is detailed in the excerpt from the Financial Regulations 2023 below:

"11. CONTRACTS

Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which 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.' "

Members noted the recommendation and the RFO said that this exception will be quoted where necessary in future minutes.

- (iii) Regarding the recommendation relating to the third issue – to establish a formal budget timetable.

The RFO reported that this has now been implemented as it was approved at the December 2023 Part I Finance Meeting:

"280/23-24 BUDGET AND PRECEPT TIMETABLE POLICY

The RFO asked Members to consider, for approval, the draft Budget and Precept Timetable Policy, circulated to them in their papers.

*Members **unanimously resolved** to approve the Budget and Precept Timetable Policy for adoption at tonight's meeting."*

337/23-24 LEGIONELLA RISK ASSESSMENT

- (a) The RFO reminded Members that the Legionella Risk Assessment report was discussed in detail by Members at the January meeting (Minute 308/23-24). This report recommended that some issues require action, involving the fitting of either thermostatic mixing valves or thermostatic mixing taps.

Members had asked Officers to try a lower cost option before further considering the installation of new valves. It was suggested that by increasing the hot water setting on BTC's combination boiler from 50°C to 55-56°C, this may allow the water to heat to the correct temperature, in the prescribed timeframe.

The RFO stated that the Clerk tried increasing the temperature on the boiler, but there are still outlets where the temperature of the water does not reach the required level quickly enough, and now others where the temperature is then getting too high to be used safely for hand washing. Outlets are being flushed as recommended.

The RFO suggested that we might now need to make enquiries about the installation of the necessary valves / taps and asked Members for their thoughts.

Members **unanimously resolved** for the Clerk's office to arrange to get some quotes from companies to try to resolve this matter – which may require the installation of thermostatic mixing valves or thermostatic mixing taps.

Action Clerk's office to arrange to obtain several quotes regarding the above.

- (b) The RFO said that the lab test kits for the hot water outlets were received earlier today. The tests will be done as soon as possible.
- (c) Staff training still needs to be arranged.

338/23-24 **2024/2025 PRECEPT**

To note that, as required, details of the 2024/2025 precept have been sent to the local press (Warrington Guardian) with a request that the information be considered for publication. The Editor acknowledged receipt of the information.

339/23-24 **CO-OPERATIVE BANK SAVINGS ACCOUNT**

The RFO informed Members that, as resolved (Minute 313/23-24) at the January 2024 meeting, the RFO applied to the Co-operative Bank to open a new 95 Day Notice Business Savings Account for Birchwood Town Council.

We gave the bank all the details requested, but were informed that all Councillors must be added to the signatories list, whether or not they have account access. This requires Members signing relevant documentation. *'This is to reflect your governing document and to meet the accounts terms & conditions that when any changes are made the account is updated and kept compliant.'*

The RFO suggested delaying the completion of the application until after the elections, as we can then have a 'clean start' if we have any new Councillors to add or Councillors to remove from the account.

The RFO added that we would like our Administrative Assistant to be added as a signatory on the Co-operative Bank account, in addition to one Councillor (currently Councillor Atkin) which will give greater flexibility to process payments. This will require one additional bank token.

Members discussed the matter and **unanimously resolved** to wait until after the 'all-out' elections in May 2024 regarding the potential opening of this account; which will allow the new Council to reconsider the decision, as it will require the agreement of all Councillors to sign in relation to the account, even if they do not have account access.

340/23-24 MAINTENANCE TEAM RESOURCES

The RFO confirmed that eight candidates have been invited to interview for the position of full-time Community Maintenance Team Operative.

341/23-24 BIRCHWOOD CARNIVAL

The RFO asked Members to note that in Minute 314/23-24, from the January 2024 meeting, the Council **resolved** to approve a grant to a maximum amount of £3,000 in order for the Committee to secure bookings for items (prior to receiving the Committee's formal grant aid application form) as they were still awaiting a quotation from the supplier regarding the hire of the marquee, tables, chairs and a 2.5Kva generator with 10l of fuel.

At tonight's meeting, the RFO reported that subsequently, a quote of £2,117.80 +VAT has been received from S&S Marquees Limited (an increase of £342.30 from last year). The quote for the portaloos is £600.00 +VAT.

Using the powers available to the Council, 'Local Government & Rating Act 1972 (Section 145) (Provision of Entertainment and Support of the Arts)' and the 'Public Health Act 1936, s.87', the Council directly orders these services. The total amount of the grant to the Carnival Committee will therefore be £2,717.80 – below the maximum amount agreed.

342/23-24 GENERAL MATTERS FOR REPORTING / NOTING

- (a) To note that we are still awaiting the second grant payment for the EV Chargers to be paid to us. This has been chased once more, via letter, sent to be 'signed for'. The Clerk also spoke to the MD by telephone and the RFO emailed again, and telephoned and left a voice message.

Following discussions, Members **unanimously resolved** that a letter be sent to the MD detailing the Council's intention to take the matter to the Small Claims Court.

Action RFO to write a 'Letter Before Court Claim' to the MD, regarding the above.

- (b) To note that one member of the Maintenance Team and the Administrative Assistant will be undertaking a three-day first aid qualification on 6/7/8 March 2024.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

343/23-24 BANK ACCOUNT RECONCILIATION

Members received the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounting period 1st April 2023 – 31st January 2024.

The payroll figure for December 2023 was £14,438.53 (9) staff, which included 8 month's back-pay following the approval of a pay rise for 2 x staff members. The payroll figure for January 2024 was £13,101.80 (9) staff.

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

Councillor Brereton **proposed**, Councillor Evans **seconded**, and it was **unanimously resolved** that Members are happy with the schedules as presented. These will be signed by the RFO and the Chair, following the meeting.

The reason for raising this with the Council at this point in time, is that Officers were interested in some information circulated by ChALC about a webinar being offered by Parish Online Websites, regarding local Councils moving to .gov.uk domains. Once Officers had attended the webinar, it became apparent that this could potentially be an option prior to the renewal of our current website provider contract, which ends on 20th May 2024. It is therefore a time sensitive option.

The RFO stated that there is currently a ‘push’ from the Cabinet Office to encourage all Town and Parish Councils to move to .gov.uk domains, in order to ‘*conduct business safely, more securely and efficiently*’. Many local Councils are already moving forward with this option.

Members have previously resolved to consider options for an update to BTC’s website. This can be done in a couple of ways; either by updating our current website or moving to a new supplier.

The RFO informed Members that the webinar that she and the Clerk attended was very informative both about the general reasons for moving to a .gov.uk domain and also about the services provided by Parish Online Websites. They work with Associations of Local Councils around the country, and as BTC is a member of ChALC, we would receive a 30% annual discount. Full details and their quote were circulated to Members in their meeting papers.

Both Officers felt that this company has a good understanding of the local government sector, and they pre-empted some questions that we might have asked. They have free support and training options for anyone using the software.

The RFO also contacted and spoke to Parish Council Websites regarding their services. They also provide free support and training options for anyone using their software. Full details and their quote were also circulated to Members in their papers.

Both of the above suppliers base their software on WordPress, adapted to suit their clients’ needs.

The RFO said that the other option would be to stay with our current provider and work with them to redesign the site. We have not yet got the quotation for next year’s renewal cost. Last year’s fee was £858.95. Any assistance with redesign would be additional to the annual fee. The software used for our current site is Joomla!

As each supplier creates an option that is exclusive to them, we cannot get three directly comparable quotes. This is therefore covered as an exception in BTC’s Financial Regulations:

‘11. CONTRACTS

(b) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which 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.’

Members discussed the options and asked Officers what their preferred option would be.

The Clerk and RFO both said they felt most confident with the Parish Online Websites option.

Councillor Evans **proposed**, Councillor Reeves **seconded** and it was **unanimously resolved** that the Council asks Parish Online Websites to create a new .gov.uk website and manage BTC's email addresses and those of our Councillors.

Members asked if it would be possible to have btc.gov.uk as a website address.

The RFO said that she would ask the question.

Members acknowledged that there will also be some potential 'knock-on' costs, such as creating new headed stationery and having the two electric vehicles' signage altered.

Action Clerk's office to liaise with Parish Online websites regarding the creation of a new website.

Action Clerk's office to contact our current website provider to apprise them of the upcoming change and non-renewal of the annual contract with them.

345/23-24 **PUBLIC WORKS LOAN BOARD (PWLB)**

The RFO stated that the next PWLB payment is due on 11th March 2024 (£9,520.00). There are seven additional payments to be made over the next few years. The final payment is due in September 2027.

346/23-24 **GRANT AID APPLICATION**

To receive a grant aid application from Families United Warrington (FUN), for the amount of £500.00 and to note correspondence between FUN and the RFO.

Members noted that FUN had already received a grant from BTC in this financial year. In November 2023 they were awarded £400.00. The Council was also still waiting for specific information that had been requested regarding the awarding of that grant, that had not yet been received.

Members discussed the request, including the application of BTC's terms and conditions for awarding grants, and **unanimously resolved** that BTC was unable to award a grant in this instance.

Action Clerk's office to contact FUN regarding the above.

347/23-24 **GENERAL MATTERS FOR REPORTING / NOTING**

- (a) To note that Matco – the company that undertakes our mat maintenance, has informed us that their prices will increase by 5% from 1st April 2024 (approximately a £24.00 annual increase).
- (b) To note that Firstcom Europe– the company that supplies our telephone system, has informed us that their prices will increase by 8.4% from 1st April 2024 (approximately a £57.75 annual increase).

- (c) The Administration Assistant has been booked onto a training course taking place on 28th February regarding 'New Clerk's Finance', which gives an overview of a Council's financial year.
- (d) The RFO presented some gas and electricity pricing options to Council.

Members suggested that the Council waits until later in the year before deciding on new contract options. Several Members felt that gas and electricity prices are likely to come down in the next couple of months. This was **unanimously agreed**.

Action Clerk's office to wait until May/June 2024 before looking again at gas and electricity prices.

This part of the meeting concluded at 7.45 pm

Payment of Accounts:						
Resolved: that the following payments be approved as the residual December 2023 and part of the January 2024 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
13.12.2023	DD	Allstar	Fuel (vans and equipment)	£ 141.48	£ 28.29	£ 169.77
13.12.2023	DD	British Gas	Gas - Parkers Farm 28/10/23 - 28/11/23	£ 100.81	£ 5.04	£ 105.85
14.12.2023	DD	SSE Energy Solutions	Electricity - Parkers Farm 01/08/23 to 14/11/23	£ 358.26	£ 17.91	£ 376.17
15.12.2023	DD	Sharples (t/a ASL)	Photocopying charges	£ 18.67	£ 3.74	£ 22.41
15.12.2023	*	Cheshire Pension Fund	Pension conts. re: Nov. 2023 Eee £966.33 Eer £3,550.28	£ 4,516.61		£ 4,516.61
15.12.2023	*	HMRC	Tax £1,400.60 NI £ 2,168.92 (6 Nov 2023 to 5 Dec 2023)	£ 3,569.52		£ 3,569.52
15.12.2023	DD	Financial Direct Fees	FD online charges	£ 40.20		£ 40.20
18.12.2023	DD	Avoira	IT support, backups, internet services (4 x inv.) Dec. 2023	£ 232.11	£ 46.42	£ 278.53
20.12.2023	DD	Allstar	Fuel (vans and equipment)	£ 68.86	£ 13.77	£ 82.63
20.12.2023	*	Reimburse F McDonald	Petty cash float	£ 50.00		£ 50.00
20.12.2023	*	Risley Mot & Truck Ltd	HK64 NNM - supply/fit n/s door mirror indicator bulb	£ 18.23	£ 3.65	£ 21.88
21.12.2023	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 10.63	£ 0.53	£ 11.16
22.12.2023	*	PREMIOClean	Office cleaning services December 2023	£ 343.84	£ 68.77	£ 412.61
28.12.2023	DD	Firstcom Europe	Office phone charges	£ 56.15	£ 11.23	£ 67.38
02.01.2024	DD	Waterplus	Water and wastewater services (4083868280)	£ 25.46		£ 25.46
02.01.2024	DD	Screw fix	Paint and timber to repair compound gates	£ 174.25	£ 34.84	£ 209.09
02.01.2024	DD	LEVL	Geotab Pro Plus (in advance - January monthly subscription)	£ 30.00	£ 6.00	£ 36.00
02.01.2024	DD	James Todd (Go Cardless)	Payroll services (December 2023 fee)	£ 59.40	£ 11.88	£ 71.28
02.01.2024	*	Black Box Security	Annual Intruder Alarm Maintenance and monitoring	£ 186.32	£ 37.26	£ 223.58
02.01.2024	*	Society of Local Council Clerks	Annual subscription fee	£ 298.00		£ 298.00
02.01.2024	*	Terrain	Specialist H&S Services	£ 1,654.00	£ 330.80	£ 1,984.80
03.01.2024	DD	Allstar	Fuel (vans and equipment)	£ 74.20	£ 14.84	£ 89.04
04.01.2024	*	Millhouse Training	Brushcutter and Hedgecutter training course (SM)	£ 300.00	£ 60.00	£ 360.00
08.01.2024	*	January 2024 Wages	9 staff	£ 13,101.80		£ 13,101.80
09.01.2024	TRS	Transfer to Co-op savings a/c	Activity to keep savings account open	£ 100.00		£ 100.00
10.01.2024	DD	Allstar	Fuel (vans and equipment)	£ 71.29	£ 14.26	£ 85.55
11.01.2024	DD	British Gas	Gas - Parkers Farm 29/11/23 - 22/12/23	£ 106.04	£ 5.30	£ 111.34
12.01.2024	DD	Waterplus	Water/wastewater services (4083867607)	£ 85.69		£ 85.69
12.01.2024	*	Viking	Stationery	£ 108.31	£ 21.66	£ 129.97
12.01.2024	*	Warrington Borough Council	Installing SIDs to existing posts x 2	£ 203.01	£ 40.60	£ 243.61
14.01.2024	DD	ASL	Photocopying charges	£ 27.89	£ 5.58	£ 33.47
15.01.2024	DD	Avoira	IT support, backups, internet services (4 x inv.) Jan. 2024	£ 232.11	£ 46.42	£ 278.53
16.01.2024	*	C Caddock	Reimb - Amazon seller - metal clothes rack double pole	£ 27.49	£ 5.50	£ 32.99
16.01.2024	*	C Caddock	Reimb - Amazon - pack 50 clothes hangers	£ 15.38	£ 3.08	£ 18.46

Payments of Account since 16th January 2024

Date	Ref	Payee	Description	Net	VAT	Gross
16.01.2024	DD	Financial Direct Fees	FD online charges	£ 40.00		£ 40.00
18.01.2024	*	Cheshire Pension Fund	Pension conts. re: Dec. 2023 Eee £1,146.41 Eer £4,119.06	£ 5,265.47		£ 5,265.47
18.01.2024	*	HMRC	Tax £1,879.40 £ 2,819.47 (6 Dec 2023 to 5 Jan 2024)	£ 4,698.87		£ 4,698.87
19.01.2024	*	St John Ambulance	First Aid at Work training (SM and HT)	£ 680.00	£ 136.00	£ 816.00
20.01.2024	*	E Siano	Reimb. Big Boots UK - Safety Boots (PPE)	£ 122.54		£ 122.54
22.01.2024	*	Risley MOT & Truck Ltd	HK64 NNM - replace w iper blade set, inc. jet washers	£ 57.44	£ 11.49	£ 68.93
22.01.2024	*	C Caddock	Reimb. Amazon - 200 x DL Envelopes (w indow less)	£ 5.72	£ 1.14	£ 6.86
22.01.2024	*	C Caddock	Reimb. Plastoreg Eastlight Ltd - A5 Reporter pads	£ 7.49	£ 1.50	£ 8.99
22.01.2024	*	C Caddock	Reimb. Amazon - pack of 10 A6 Notebooks	£ 12.05	£ 2.41	£ 14.46
23.01.2024	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 11.07	£ 0.55	£ 11.62
23.01.2023	*	PREMIClean	Office cleaning services January 2024	£ 412.60	£ 82.52	£ 495.12
24.01.2024	DD	Allstar	Fuel (vans and equipment)	£ 133.35	£ 26.67	£ 160.02
24.01.2024	*	F. McDonald	Contribution - eye test - (VDU work)	£ 30.00		£ 30.00
29.01.2024	DD	BNP Paribas	Photocopier Lease	£ 170.00	£ 34.00	£ 204.00
30.01.2024	DD	Firstcom Europe	Office phone charges	£ 57.29	£ 11.46	£ 68.75
30.01.2024	DD	James Todd (Go Cardless)	Payroll services (December 2023 fee)	£ 59.40	£ 11.88	£ 71.28
31.01.2024	DD	LEVL	Geotab Pro Plus (in advance - January monthly subscription)	£ 30.00	£ 6.00	£ 36.00
31.01.2024	DD	Allstar	Fuel (vans and equipment)	£ 64.47	£ 12.89	£ 77.36
01.02.2024	DD	Waterplus	Water and wastew ater services (4083868280)	£ 25.46		£ 25.46
02.02.2024	*	Birchwood Heating	Service gas boiler & clear magnetic filter	£ 85.00	£ 17.00	£ 102.00
02.02.2024	*	Direct365	Legionella Risk Assessment	£ 285.00	£ 57.00	£ 342.00
05.02.2024	DD	Legal and General	Ill health insurance	£ 180.59		£ 180.59
06.02.2024	*	Reimb. C. Caddock	Asda- air freshener	£ 2.08	£ 0.42	£ 2.50
06.02.2024	*	Reimb. C. Caddock	Travelmore - combination lock for barrier	£ 7.49	£ 1.50	£ 8.99
06.02.2024	*	Reimb. F. McDonald	Petty cash float	£ 50.00		£ 50.00
07.02.2024	DD	Allstar	Fuel (equipment)	£ 8.65	£ 1.73	£ 10.38
07.02.2024	*	February 2024 Wages	9 staff	£ 13,573.10		£13,573.10
09.02.2024	*	Two Tone Motors	MK17 FVC - repairs to o/s front wing and paint	£ 320.00	£ 64.00	£ 384.00
11.02.2024	DD	Waterplus	Water/wastew ater services (4083867607)	£ 85.69		£ 85.69
12.02.2024	*	SAS Daniels LLP	Annual SAS protect Service (Employment Law Consultants)	£ 1,461.00	£ 292.20	£ 1,753.20
12.02.2024	*	JDH Business Services Ltd	Interim Internal Audit 2023/24	£ 370.00	£ 74.00	£ 444.00
14.02.2024	DD	Allstar	Fuel (vans and equipment)	£ 82.24	£ 16.44	£ 98.68
15.02.2024	DD	ASL	Photocopying charges	£ 15.54	£ 3.11	£ 18.65
15.02.2024	DD	Financial Direct Fees	FD online charges	£ 40.80		£ 40.80
15.02.2024	*	Warrington Borough Council	Rechargeable works 23/24 w idflow ers	£ 599.00	£ 119.80	£ 718.80
16.02.2024	*	HMRC	Tax £1,475.40 £ 2,085.52 (6 Jan 2024 to 5 Feb 2024)	£ 3,560.92		£ 3,560.92
16.02.2024	*	Cheshire Pension Fund	Pension conts. re: Jan. 2024 Eee £993.50 Eer £3,608.78	£ 4,602.28		£ 4,602.28
16.02.2024	*	Elite Industrial Supplies	PPE and workwear	£ 359.18	£ 71.84	£ 431.02

Payments of accounts for approval at the February 2024 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 161.09		£ 161.09
	DD	Firstcom Europe	Phone/enhanced internet speed charges	tbc		
	DD	Waterplus	Water and wastew ater services (4083868280)	£ 25.46		£ 25.46
	DD	Waterplus	Water/wastew ater services (4083867607)	£ 85.69		£ 85.69
	DD	Avoira	IT support, backups, internet services (4 x inv.) November 2023	£ 232.11	£ 46.42	£ 278.53
	DD	James Todd	February 2024 payroll fee	£ 59.40	£ 11.88	£ 71.28
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 10.91	£ 0.55	£ 11.46
	DD	Allstar	Fuel (office vans, equipment, mowers)	tbc		
	DD	Financial Direct Fees	FD online charges - February 2024	tbc		
	DD	British Gas	Gas - Parkers Farm	£ 170.20	£ 8.51	£ 178.71
	*	ASL	Photocopying charges	tbc		
	*	Cheshire Pension Fund	Pension conts. re: Feb. 2024 Eee £987.93 Eer £3,717.25	£ 4,705.18		£ 4,705.18
	*	HMRC	Tax £1,485.40 NI £ 2,161.55 (6 Feb 2024 to 5 March 2024)	£ 3,646.95		£ 3,646.95
	*	PREMIClean	Office cleaning services February 2024	£ 446.96	£ 89.40	£ 536.38
	DD	LEVL	Geotab Pro Plus (in advance - February monthly subscription)	£ 30.00	£ 6.00	£ 36.00
	*	St John Ambulance	First Aid at Work training (SM and HT)	£ 680.00	£ 136.00	£ 816.00
	*	BNP Paribas	Photocopier lease	£ 170.00	£ 34.00	£ 204.00
	DD	Public Works Loan Board	Loan repayment PW487017	£ 9,520.00		£ 9,520.00