

**MINUTES OF THE PART I FINANCE, AUDIT AND PERSONNEL MEETING
OF BIRCHWOOD TOWN COUNCIL, HELD AT
PARKERS FARM COMMUNITY CENTRE, DELENTY DRIVE, RISLEY
ON TUESDAY 25TH MARCH 2014**

Present: Councillor Higgins in the Chair
Councillors Balding, Bolton, Fitzsimmons, T. Hearldon, M. Hearldon

Clerk – Mrs. F. McDonald
Deputy Clerk – Mrs. C Caddock
Business and Finance Officer - Mr. G. Crowe

Apologies: Councillors Allman, Bowden, Evans and Spencer

Councillor Fitzsimmons proposed, Councillor Nelson seconded and it was resolved that:

The Minutes of the Part I Finance, Audit and Personnel meeting of the Town Council which took place on Tuesday, 25th February 2014, be approved as an accurate record and signed by the Chair.

PROGRESS REPORTS ON CURRENT ISSUES

145/2014 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE**

Councillors Nelson declared an interest

For information, Councillor Nelson reported that the Youth and Community Centre seems to be becoming more popular as a venue. Diane White has recently made a booking for 20 sessions.

Councillor Higgins asked that a formal note of thanks be recorded to Councillor Nelson and the Youth and Community Centre Committee for persevering and working hard through some difficult times to keep the centre open and running for the benefit of the local community.

146/2014 **SOCIETY OF LOCAL COUNCIL CLERKS**

The BAFO reported that we had received a Society of Local Council Clerks e-news bulletin, 13th March; which included news that Section 150(5) (cheque signing) has now been repealed. This will allow Local Councils to formally adopt modern payment methods.

The BAFO stated that it will not affect the way the Town Council works or operates our financial controls. Financial responsibility still lies with the Council which receives monthly reconciliation sheets to check and approve all payments and receipts.

The bulletin also included an item stating the councils are not eligible for 'Employment Allowance' – contrary to information contained in a generic email recently circulated by HMRC.

147/2014 **PRESS RELEASE – PRECEPT**

The BAFO reported that a press release had been sent to the Warrington Guardian regarding Birchwood Town Council's precept for 2014/2015. This has been published by the paper.

NEW ITEMS – FINANCE, AUDIT AND PERSONNEL

148/2014 **ELECTIONS MAY 22ND 2014**

The BAFO stated that we had received confirmation that Parkers Farm will be required as a Polling Station on Thursday, 22nd May 2014.

The relevant documentation has been returned to the Borough Council. We will invoice Warrington Borough Council £120, the same as in previous years, for additional caretaking, heating and lighting costs.

149/2014 **INSTALLATION OF ROOF VENTS ON VANS**

The BAFO informed Members that we had to remove rotted plywood floor panels and have roof vents fitted on the two transit vans for health and safety reasons (to allow some air movement so that the vans dry out more easily when they have had wet items inside, to try to prevent mould build up in the van, on the kit bags etc. and to help vent unpleasant smells that come from the litter bags). The cost was £240 (+VAT).

150/2014 **GENERAL ITEMS FOR REPORTING**

- (a) Received – Issue 4 ‘Countdown to the LGPS 2014’.
- (b) Received – Email from HMRC re: how the new Tax-Free Childcare scheme will work for employers that currently offer childcare vouchers or directly-contracted childcare to employees through an Employer-Supported Childcare scheme.

For parents whose employer does not offer an Employer-Supported Childcare scheme, they will be able to register for the scheme directly with the Government.

Part I of the Finance, Audit and Personnel meeting concluded at 8.12 pm.