

**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 23RD JUNE 2015**

Present: Councillor Fitzsimmons in the Chair
Councillors Allman, Balding, C. Bolton, J. Bolton, Evans, M. Hearldon and Nelson

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

4 residents

Apologies: Councillors Bowden, T. Hearldon, Higgins 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, 26th May 2015, be approved as an accurate record and signed by the Chair.

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.

161/2015 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 98 and 99 below).

Councillor Nelson **proposed** the Payment of Accounts be approved; Councillor M. Hearldon **seconded** the proposal. This was agreed by those Members present.

PROGRESS REPORTS ON CURRENT ISSUES

162/2015 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE**

Councillor Nelson declared an interest

For information, Councillor Nelson stated that there was nothing of significance to report at the present time.

163/2015 **WEBSITE**

The BAFO informed Members that we are still in the process of finalising details for the new website prior to it going 'live'.

Action Clerk's office to continue to liaise with the website provider regarding the above.

164/2015 **BROOK FOOTPATH FUNDING**

The BAFO stated that he has spoken to Warrington Borough Council's footpath officer about the Brook Footpath who has confirmed the path is not an officially designated footpath. It was clarified that the footpath and its maintenance comes under Dave Cotterill's department and is an extension of the Forest Park pathway.

The BAFO said that he was guided to raise the matter with Dave Cotterill and Angus Lord and that funding could perhaps be sought for the path as a 'greenway' route or under an 'active travel plan' scheme.

Councillor J. Bolton stated that in addition to the surface requiring attention, especially in light of a recently reported attack on the path, the trees on the section from Woodhouse Close to Lyster Close need to be thinned and cut back urgently to open it up; for safety reasons. Councillor Bolton added that she cycles along this path regularly and this stretch is very overgrown, dark and intimidating and she sees very few people walking on this section.

This was also briefly discussed earlier during the main meeting (see Minute 147/2015 (h)).

We are currently waiting for a further reply from the Borough Council regarding the trees in this area.

The BAFO stated that as the path has no legal status as a designated footpath, but is maintained by the Borough Council's landscaping department, there is no public fund that can be accessed for work to be done to repair the path.

Councillor C. Bolton suggested that it might be possible to have the path designated as a right of way and/or an alternative would be to not ask for the path to be improved to such a high standard, but to ask for an interim refurbishment or fix – by putting gravel on the sections that get the muddiest when it rains; which might be more affordable.

Councillor Balding said that the trees and the state of the footpath are connected and that the trees need to be thinned to allow air to circulate, rather than moisture being trapped, causing the quagmire conditions. Also fallen leaves from the overgrown trees on the footpath get trodden down and add to the mud in wet weather.

Councillor Evan stated that he thinks the trees need to be dealt with first.

Councillor Fitzsimmons suggested that there is a legal mechanism for having a path designated formally as a right of way.

Councillor J. Bolton stated that if a need for the footpath can be demonstrated then she believes the Borough Council's Traffic Committee can designate it as a right of way.

Action Clerk's office to continue to liaise with the Borough Council regarding this matter.

165/2015 **BIRCHWOOD FOREST PARK RECREATION SCHEME**

The BAFO stated that the official opening of the new play and fitness equipment took place on the day of Birchwood Carnival, 7th June 2015. He added that there had been good general feedback from people. We had tried to get public feedback via a preliminary questionnaire designed for the day and had a small sample of submissions of current views and views for the future regarding development in the Birchwood Park area.

Councillor Balding stated that a survey needs to ask neutral questions and he would be happy to look at the questionnaire we used or another draft questionnaire and talk about how it might be improved, if necessary.

The BAFO said that there was general support for the proposed phases for the park and that one of the main points that was raised by people was that they would like to see improved lighting in the park.

The BAFO suggested that future phases of improvements be added to the agenda for the Strategy Meeting.

This was agreed by Members.

Action To put the Forest Park Recreation Scheme on the agenda for the strategy meeting.

166/2015 **WILDFLOWER MEADOWS**

As discussed earlier, in the main meeting (see Minute 143/2015 (b)) the Oakwood Gate Roundabout and some stretches of Ordnance Avenue have been prepared ready for the wildflowers to be sown.

167/2015 **GRANTS - UPDATES**

(a) **Birchwood Carnival Committee**

To report that £1,262.95 grant has been paid to the Birchwood Carnival and Festival Committee.

At the time of issuing the papers, the invoice has been received for the portable toilet hire (£420 inc. VAT) and we are awaiting the invoices for the marquee/table/chair hire.

(b) To report that a questionnaire was prepared for the Town Council's stand at the carnival; asking people about the Forest Park, the improvements made so far, whether people would be interested in becoming members of a 'friends' group and enquiring what the respondents general priorities are for the wider Birchwood Community (also mentioned in Minute 165/2015 above).

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

168/2015 **BANK ACCOUNT RECONCILIATION**

To receive from the Business and Finance Officer the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounts period 1st April 2014 – 31st May 2015.

The payroll figure for April was £13,198.42 and £9,789.91 for May.

The increased figure for the April wages included payments relating to the retirement of a staff member.

After consideration by Members the schedules were signed by the BAFO and the Chair.

169/2015 **GRANTS**

The BAFO reported that an email has been received from The John Holt Cancer Support Foundation asking the Town Council to advertise the centre and what they do (details can be found at www.jhcancersupport.com). The email also stated that as they are moving to new premises this will incur some expense and that any financial assistance would be appreciated.

A grant aid form has been sent to The John Holt Cancer Support Foundation for them to complete and submit with supporting documentation.

170/2015 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) The BAFO confirmed that all staff had attended a Health and Safety Course on 18th June 2015.
- (b) To report that prices have been sought from several price comparison organisations for new electricity and gas contracts; the Town Council is looking for the best dual tariff rate (if beneficial) for a new two or three year contract period, otherwise the individual supplier option may continue. Our current electricity contract finishes on 17th July 2015 and gas on 1st August 2015. At this point, as the dates are so close, it would be feasible to switch to a dual fuel option.

The BAFO reported that the matter was time sensitive as notice has to be given to power companies in advance of switching and we had to wait for the two brokers we chose to continue advising us to come back to us with options. The matter was therefore dealt with by himself and the Clerk under delegated powers; as noted in the Town Council's Financial Regulations, Section 11.1 (a) (vii); "*Where a favourable price is quoted by a supplier/provider for work or services (e.g. gas, electricity, water and telephone services) and a short time limit of acceptance prevails; the Clerk/RFO are given authority to proceed with placing an order.*"

Both brokers are experienced in advising Town and Parish Councils and charities and both recommended remaining with SSE Southern Electric for our gas supply and also moving our electricity supply to them. The anticipated saving is in the region of £300 - £400 per year. The BAFO was guided to take a 3-year fixed term contract, which has been arranged.

The BAFO asked Members to formally endorse this action.

Councillor Balding **proposed**, Councillor Fitzsimmons **seconded** and it was agreed by those Members present that this decision be endorsed by the Town Council.

- (c) To report that we have contacted our insurance company about notification we had received about the Town Council vehicles not showing on the Motor Insurance Database.
- (d) To report that we have recently had our ladders inspected by Warrington Borough Council.
- (e) To note the receipt of a report from Facebook for the week 1st – 7th June 2015.

- (f) To report that a smart meter has been fitted by E-on at the multi-use games area in Locking Stumps (for the electricity for the lighting which the Town Council pays for).
- (g) To report that we have received the first in a series of emails from the Pension Regulator in relation to preparing for automatic enrolment. The staging date for Birchwood Town Council is 1st March 2016.
- (h) To note the receipt of an email from HMRC relating to boosting business broadband.
- (i) To note the receipt of an email from a user of the Forest Park skateboard park, offering to lend their 'expertise and suggestions of ideas for improvements' regarding any plans for development of this area.
- (j) To report that an invoice has been sent for the hanging baskets at Birchwood Shopping Centre, 2015 season.
- (k) To note the receipt of the latest Employer Bulletin from HM Revenue and Customs (June 2015 Issue 54).

171/2015 **ANNUAL ACCOUNTS – YEAR ENDING 31ST MARCH 2015**

- (a) The BAFO presented to Council the completed year end set of accounts papers and accompanying schedules; which under statutory regulations has to be done prior to the end of June.
- (b) The BAFO presented to Members the completed Annual Return for 2014/2015 with its summary income/expenditure headings reflecting the 2014/2015 accounts data – for Council approval and signatures.
- (c) The BAFO reported that the internal auditor has completed and certified the accounts; i.e. Section 4 – covering the Annual Governance Statement of the Annual Audit Return, which will be sent to the external auditors by the 17th July 2014.

172/2015 **ANNUAL FINANCIAL RISK ASSESSMENT REVIEW**

- (a) To comply with the 2014/2015 financial year end requirements, specifically the Annual Return, Members have annually spent some time going through the existing financial control mechanism; the present method of managing and reporting of the Council's financial information. This was done again at the meeting to clarify the 2015 and 2016 issues.

Members were also reminded of the continuing internal auditor appointment for 2014/2015 and method of working.

Members were referred to the Council's Standing Orders and Financial Regulations, which were discussed at the May 2015 Annual Council Meeting. Some minor changes were made for 2015/2016 since the previous revisions made at the 2013/2014 Annual Meeting. Those changes to the documents were formalised at the June 2015 Main Council meeting earlier in the evening (see Minutes 125/2015 and 126/2015).

Members considered that, with the proposed amendments, the Standing Orders and Financial Regulations would be complete and comprehensively cover and safeguard the management of the Council's finances and control information for the 2015/2016 period.

The requirements of our Financial Regulations are further enhanced with the internal control via Council's monthly receipt of its Statement of Income and Expenditure and the monthly reconciliation with the bank account. All accounts for cheque payment (if any) each month are authorised and only Members sign cheques (no Officers are involved in cheque signing for the Co-Operative account).

The financial schedules also show all the regular direct debits/standing orders currently set up, which are for utility or other regular monthly payments.

Members have previously given agreement for the Clerk and BAFO to move most of our residual cheque payments (where appropriate) to BACS processing since April 2013. All transactions are shown on the monthly control and reconciliation sheet.

Online transactions are monitored monthly by Members. The process for BACS payments is included in the updated 2015/2016 Financial Regulations (section 5.5).

During 2013/2014 Members continued to monitor the issues surrounding the Co-Operative Bank and set up a second reserve account with Barclays Bank to give some protection of our cash reserves during what was a period of uncertainty, as there is no protection for local authority funds under the FSCS.

The Barclays account currently has funds of £150,000 deposited and the management and signatories for the account have been vested to the Clerk and Finance Officer. The Council's regular monthly reconciliation includes the Barclays' account position. Any transaction on this cheque account, although signed by the Clerk and Finance Officer, will firstly be authorised by the Chair of the Council after discussion with the two Officers.

To make the account more flexible and more transactionable, during 2014 Members approved that Officers seek agreement with Barclays Bank for telephone transactions of payments and transfers to take place on the account, which currently is a cheque account only.

The account is now set up in order that telephone banking, in addition to cheque payments, can be made. This makes the account more transactionable for payments and transfers as and when the account may become more than a holding account for interim earmarked monies, as currently set up.

As a telephone transaction can be made by either the RFO or the Clerk, the audit risk assessment is such that a payment will only be made following prior clearance with the Chair of the Council and be reported to the following Finance and/or Council meeting.

The internal auditor has confirmed, at our recent end of year audit (for 2014/2015) which took place on 19th June 2015, that they are satisfied with this level of control.

Over the last year, the Co-Operative bank has completed the removal of its telephone payments/transfer service in order to move customers to its online banking service; which the Town Council now utilises.

The comprehensive security aspects of operating the system have previously been formalised by the Town Council and involve a transactions authoriser and an approver being needed for all transactions; no one person may carry out online bank transactions (see Financial Regulations, section 5.5).

- (b) In addition, clear procedure detail is given within the Financial Regulations for the Council, its Clerk and Finance Officer to process the following activities:
- (i) Annual estimates
 - (ii) Budgetary control
 - (iii) Accounting and audit
 - (iiii) Banking, cheque processing and direct debits/standing orders
 - (iv) Payment of account
 - (v) Payment of salaries
 - (vi) Dealing with income
 - (vii) Loans and investments
 - (ix) Orders for work, goods, services and any contract work and contract payment arrangements
 - (x) Managing stores and equipment
 - (xi) Properties, buildings, etc., and relevant insurance cover.
- (c) Members have previously considered the interim reports from the internal auditor (regarding the 2014/2015 accounts systems and procedures) and noted the 2014/2015 accounts had revealed no significant issues of concern to be addressed.

All previous advisory comments made by the auditor for interim audits have been dealt with and reported in Council Minutes as appropriate.

- (d) As regards the 2013/2014 External Audit Report, it was noted that two main issues had been recommended for attention:

- (i) It was recommended that the page numbering of Minutes should be continuous throughout a municipal/financial year.

This was actioned as of April 2015 with the start of the 2015/2016 municipal and financial year; with the numbering of Minutes re-started at 001/2015 on page 1 at the same time.

- (ii) It was suggested that on asset register lists the cost of an item should be shown.

This additional column was added to our asset register; with any new items from November 2014 onwards (with the exception of consumables, such as disposable gloves, paper towels, etc.) being listed with their purchase price.

During 2014 Members adopted a recommended Business Continuity Model Procedure, prepared by our external Health, Safety and Risk Assessment Consultant.

The document has been enhanced during the last 12 months to reflect our detailed local actions to protect our physical assets.

The Council acknowledges that the adoption of a draft Business Continuity Plan is a step forward; however, during 2015/2016, further detailed work will need to take place to clarify more detailed actions, processes, etc., to make the plan robust and operationally practical should a disaster/emergency event occur. The final plan will dovetail, where relevant, into the Borough Council's local emergency plan.

- (e) For 2014/2015 we remained with our insurance provider (Zurich) with the level of £1 million pounds of fidelity insurance.
- (f) In regard to the new financial year 2015/2016, Members have been guided by the BAFO through the key Guidance Schedules for meeting the standards and characteristics of effectiveness of the financial controls and the majority of Members were of the opinion that the Council was well served to meet the suggested guidelines with its existing procedures for the previous and forthcoming financial year; 2015/2016.

All our risk assessment processes are summarised on the 'Annual Review of Internal Controls'; listed as Appendix A to these Minutes (see page 97 below).

Councillor Balding questioned the level of risk associated with the Barclays Bank banking procedure as he was unhappy that the Clerk or the BAFO (RFO) can make a telephone transaction without the need for the bank to require a second authorisation.

The BAFO confirmed that a telephone transaction can be made by either the RFO or the Clerk, but reiterated that the audit risk assessment is such that a payment will only be made following prior clearance with the Chair of the Council and be reported to the following Finance and/or Council meeting. He also reminded Members that the internal auditor remains happy with this arrangement and the external auditor did not raise any concerns last year regarding this matter.

Councillor Balding stated that Barclays Bank should be able to offer similar online services to us that the Co-operative bank does and asked for the BAFO to look into the possibility of changing the arrangements for banking with Barclays, in order that all transactions require dual authorisation.

The BAFO stated that if we follow all our internal control mechanisms (and follow the guidance of the SLCC regarding payment processing should we veer from the two signatories process; as stated in previous Minutes) there should not be any issues, but he would investigate alternative possibilities for banking with Barclays, and report back to the Council at a future meeting.

Action BAFO to investigate altering the banking arrangements we have with Barclays Bank and report back to Members at a future meeting.

- (g) Members were also referred to the list of all the health/safety and risk assessment issues dealt with by Council in 2014/2015 and presented within the accounts.
- (h) After discussion and deliberation Members **resolved** that the Council:
 - (i) is satisfied and content with the current level of financial controls and information reporting procedures presently in existence

- (ii) is content with the internal audit and risk assessment processes undertaken by the Clerk, BAFO and internal auditor
 - (iii) will again in future years review all the control processes as part of the year end financial procedures
 - (iv) be involved in the selection and output reporting for the Council's audit and risk assessment activities
 - (v) consider and confirm the reappointment of the internal auditor to undertake the 2015/2016 audit function.
- (i) The Clerk/BAFO reported that the 'public notice' has been displayed regarding electors' rights to review the accounts for 2014/2015 between the agreed dates.

At the time of the meeting no person had asked to view the accounts.

- (j) After consideration of the schedules of the Town Council's Annual Accounts for 2014/2015, the Annual Return and its declarations and the Annual Governance Statement, Councillor Fitzsimmons **proposed** and Councillor Nelson **seconded** that Members of the Town Council approved the 2014/2015 Annual Accounts and the Annual Return, including Section 2.

This was put to a vote.

Councillors Fitzsimmons, Allman, Balding, C. Bolton, J. Bolton, Evans, M. Hearldon and Nelson voted in favour; Councillor Balding voted against as he does not currently accept the level of risk associated with the Barclays Bank account.

The proposal was therefore **resolved** with a majority vote.

Action BAFO to prepare all documentation and send to the external auditor by the due date.

Part I of the Finance Meeting concluded at 9.20pm

APPENDIX A									
BIRCHWOOD TOWN COUNCIL									
<u>ANNUAL REVIEW OF INTERNAL CONTROLS</u>									
Undertaken at time of Year End Accounts submission to the Council, prior to external audit presentation									
<u>REGULAR OPERATIONAL KEY CONTROLS</u>									
1	Financial Regulations and Standing Orders								
2	Independent internal auditor appointment and audit reports to Council								
3	Monthly submission of all payment transactions and bank reconciliation to Town Council meeting								
4	Two bank accounts for risk sharing between banks								
5a	Regular reporting of wages values paid each month								
5b	Regular submission of copy bank account statements								
6	Monthly monitoring of petty cash								
7	Barriers between Officers for online payments (creations/approvals and account enquiries)								
8	Regular risk assessments for service delivery and operational tasks								
9	Annual asset review and valuation								
10	Formal precept assessment meetings and Council final decision								
11	Periodic internal financial/service strategy issues								
12	Regular VAT reclaims								
13	Annual asset identification								
14a	Specialist Health and Safety support including fire safety audit								
14b	Specialist HR consultants								
15	Annual listing of all Health and Safety /risk assessment issues								

Payment of Accounts:		(DD - Direct Debit * - online payment submitted/approved by two Officers)			
Resolved: that the following payments be approved as the residual April/May accounts transactions of the Council since the Council meeting held on the 28th April 2015					
Payee	Ref	Description	Net	VAT	Gross
Cheque payments		NIL			
Online payments					
Warrington Borough Council	DD	Business rates	£ 198.00		£ 198.00
Direct365Online	*	Feminine hygiene disposal 14/4/15 - 13/4/16	£ 88.88	£ 17.78	£ 106.66
HSD Online	*	Litter pickers	£ 199.19	£ 39.78	£ 238.67
Cheshire Pension Fund	*	(E'ee £463.33 E'er £1,440.98)	£ 1,907.31		£ 1,907.31
HM Revenue and Customs	*	(Tax £2,085.65 NI £1,745.28)	£ 3,830.93		£ 3,830.93
Allstar Business	DD	Fuel	£ 69.28	£ 13.85	£ 83.13
United Utilities	DD	Surface water and highway drainage	£ 65.52		£ 65.52
E-on	DD	Electricity Locking Stumps MUGA	£ 9.36	£ 0.45	£ 9.36
Telesis	DD	Phone Charges	£ 52.53	£ 10.51	£ 63.04
Allstar Business	DD	Fuel	£ 59.17	£ 11.83	£ 71.00
Copyrite Systems	DD	Photocopying charges	£ 48.03	£ 9.61	£ 57.64
Housbys	*	Bedding plants for planters	£ 21.60	£ 4.32	£ 25.92
Acumen Wages Service	*	April payroll	£ 32.90	£ 6.58	£ 39.48
Office Depot Uk Ltd	*	Stationery	£ 52.20	£ 10.44	£ 62.64
ESI	*	Replacement of faulty quad sensor on landing	£ 67.00	£ 13.40	£ 80.40
Housbys	*	Grant - Rawlings Close scheme - plants	£ 77.00	£ 13.24	£ 90.24
Zurich LCAS	*	Annual membership renewal	£ 95.00	£ 19.00	£ 114.00
ADS Recycling Ltd	*	Bulky waste disposal (WM7917)	£ 360.00	£ 72.00	£ 432.00
Legal and General	DD	Ill health liability insurance	£ 87.66		£ 87.66
Cheshire Association of Local C	*	Annual membership renewal and LCR subscription (one copy	£ 1,323.50		£ 1,323.50
May Wages	*	Wages total this month £9,789.91 (9 staff)	£9,789.91		£9,789.91
Allstar Business	DD	Fuel	£ 70.00	£ 14.00	£ 84.00
O2 - G Crowe	DD	Mobile phone	£ 78.10	£ 13.25	£ 91.35
Financial Direct Fees	DD	FD Online transaction fees	£ 34.00		£ 34.00
Acumen Wages Service	*	May payroll services	£ 40.00	£ 8.00	£ 48.00
Uniqwin UK Ltd	*	Call out to alarm activation	£ 45.00	£ 9.00	£ 54.00
ADS Recycling Ltd	*	Bulky waste disposal (WM7935)	£ 360.00	£ 72.00	£ 432.00
Allstar Business	DD	Fuel	£ 57.47	£ 11.49	£ 68.96
Warrington Borough Council	DD	Business rates	£ 194.00		£ 194.00
E-on	DD	Electricity Locking Stumps MUGA	£ 8.11	£ 0.41	£ 8.52
United Utilities	DD	Surface water and highway drainage	£ 65.52		£ 65.52
Telesis	DD	Phone Charges	£ 53.82	£ 10.76	£ 64.58
BNP Paribas	DD	Photocopier lease 26/5/25 - 25/8/15	£ 373.00	£ 74.60	£ 447.60

Payments of Account since 26th May Council Meeting

Payee	Ref	Description	Net	VAT	Gross
Cheque payments		NIL			
Online payments					
All Star Business	DD	Fuel	£ 9.56	£ 1.91	£ 11.47
Millhouse Training	*	Brushcutter Course (1 staff member)	£ 154.00	£ 30.80	£ 184.80
Oliver King Foundation	*	Part-funding for defibrillator cabinet	£ 375.00		£ 375.00
ADS Recycling Ltd	*	Bulky waste disposal (WM7957)	£ 360.00	£ 72.00	£ 432.00
Wynchcote Limited	*	SLA re Website maintenance/hosting	£ 480.00		£ 480.00
Birchwood Carnival and Festival Committee	*	Grant 2015 Birchwood Carnival	£ 1,262.95		£ 1,262.95
Cheshire Pension Fund	*	(E'ee £470.03 E'er £1,452.86)	£ 1,922.89		£ 1,922.89
HM Revenue and Customs	*	(Tax £1,033.60 NI £1,193.76)	£ 2,227.36		£ 2,227.36
Copyrite Systems	DD	Photocopying charges	£ 124.89	£ 24.98	£ 149.87
G Crowe	*	Petty cash reimbursement	£ 200.00		£ 200.00
Trade UK	DD	Hanging bags, compost (ref grant £37.69 gross) other items maintenance sundries for BTC	£ 48.89	£ 9.79	£ 58.68
Legal and General	DD	Ill Health Liability Insurance	£ 87.66		£ 87.66
June Wages	*	Wages total this month (9 staff)	£9,650.63		£9,650.63
ADS Recycling Ltd	*	Bulky waste disposal (WM7974)	£ 240.00	£ 48.00	£ 288.00
SSE Southern Gas Ltd	DD	Gas Parkers Farm	£ 315.82	£ 15.79	£ 331.61
All Star Business	DD	Fuel	£ 71.03	£ 14.20	£ 85.23
Npower	DD	Electricity - Parkers Farm	£ 268.64	£ 13.43	£ 282.07
Copyrite Systems	DD	Photocopying charges	£ 47.69	£ 9.54	£ 57.23
Financial Direct Fees	DD	FD Online transaction fees	£ 35.40		£ 35.40
All Star Business	DD	Fuel	£ 78.03	£ 15.60	£ 93.63
O2	DD	Mobile phones x 2	£ 102.30	£ 13.42	£ 115.72
Acumen Wages	*	June payroll services	£ 30.75	£ 6.15	£ 36.90
Swift Loos	*	(re: grant) Supply of portaloos for Birchwood Carnival 2015	£ 350.00	£ 70.00	£ 420.00
ADS Recycling Ltd	*	Bulky waste disposal (WM7997)	£ 360.00	£ 72.00	£ 432.00
John Housby		Hanging baskets at shopping centre (will be recharged to the landlord)	£ 651.00	£ 130.20	£ 781.20
Cheshire Pension Fund	*	E'ee £469.73 E'er £1,451.88	£ 1,921.61		£ 1,921.61
HM Revenue & Customs	*	Tax £1,053.60 NI £1,166.64	£ 2,220.24		£ 2,220.24
E-on	DD	Electricity - Locking Stumps MUGA	£ 8.11	£ 0.41	£ 8.52
Warrington Borough Council	DD	Business rates	£ 194.00		£ 194.00
United Utilities	DD	Surface water and highway drainage - June	£ 65.52		£ 65.52
Telesis	DD	Phone charges	£ 52.67	£ 10.53	£ 63.20
Plus various ongoing direct debits yet to be shown on bank statement					

Payments of accounts presented for approval at the June 2015 Meeting

Payee	Description	Net	VAT	Gross
Acumen Wages	* July payroll services	tbc		
Nationwide Marquee Hire	* Grant - marquee/table/chair hire for Birchwood carnival 2015	£ 987.05	£ 197.41	£ 1,184.46
Trade UK	DD Plants for planters and silicone sealant	£ 34.46	£ 4.49	£ 38.95
All Star Business	DD Fuel	£ 70.00	£ 14.00	£ 84.00
Copyrite Systems	DD Photocopying charges	£ 110.52	£ 22.10	£ 132.62
Warrington Borough Council	DD Business rates	£ 194.00		£ 194.00
United Utilities	DD Surface water and highway drainage - June	£ 65.52		£ 65.52
Plus various other recurring direct debits yet to be shown on bank statement / monthly invoices yet to be received				

Items marked * have been / will be paid online by Officers (not direct debits)