

**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 26<sup>TH</sup> JULY 2016**

**Present:** Councillor Bowden in the Chair  
Councillors Allman, Atkin, Breslin, Ellis, Evans, Fitzsimmons, M. Hearldon,  
Linney and Nelson

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

3 Residents

**Apologies:** Councillors T. Hearldon and Reeves

**Councillor Fitzsimmons proposed, Councillor Evans 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, 28<sup>th</sup> June 2016 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.

173/16-17 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 114 and 115 below).

Councillor Fitzsimmons **proposed** the Payment of Accounts be approved; Councillor Evans **seconded** the proposal. This was **resolved** by those Members present.

**PROGRESS REPORTS ON CURRENT ISSUES**

174/16-17 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE**

Councillor Nelson stated that there are currently no issues to report regarding the Youth and Community Centre.

175/16-17 **BIRCHWOOD BROOK FOOTPATH REGENERATION**

The BAFO reported that it has been agreed that no work will be undertaken until autumn when tree work will be done prior to the footpath being scraped. Even though there has been rainfall over the last few weeks, the ground is still hard due to recent high temperatures; therefore the path will be scraped at around the same time as the tree work is done, when it should be softer. It looks unlikely at present that wooden edging will be required.

The Borough Council will continue to liaise with the contractor regarding the work to be done; the costs and the timing for the next phase of the work.

176/16-17 **BIRCHWOOD FOREST PARK – MULTI USE GAMES AREA**

The BAFO updated Members on the progress made so far at the MUGA on the Forest Park. The contractor is progressing well and has reached a 'break point' whereby a payment is now due, once it has been confirmed that the work has been done to the Borough Council's required standard. The BAFO asked Members to consider authorising expenditure of £9,000 plus VAT for this first phase of the works, undertaken by David Webster and Sons Ltd., to be paid once a formal invoice has been received.

Members **resolved** that this expenditure is authorised.

New lighting columns have been ordered via Warrington Borough Council at an estimated cost of £10,000 and should arrive within the next six weeks; this allows time for the ducting to be prepared. The lighting work will be undertaken before any fencing or surfacing work is undertaken, in order that such work is not disturbed once it has been completed.

The order for the lighting columns was agreed by the BAFO to expedite the project timetable and the BAFO requested that Members formally approve this action.

Members **resolved** to approve the ordering of the new lighting columns for which payment will only be made at a later date.

Discussions are still to take place regarding hours that the lights will be on. They will be run from the main supply, from the Ranger Centre and will be controlled by Wi-Fi technology by the street lighting central unit, so the timings can be changed remotely and speedily if required.

As this will be efficient LED lighting, the cost of electricity is estimated to be between £100 and £300 a year. It is apparently more efficient to leave the lights on rather than turn them on and off. The timing of the lights being on will, in due course, be decided after considering any possibility of light 'pollution' given the proximity of housing and not encouraging people to use the play area late into the night, which could also create noise issues.

The BAFO stated that, all being well, it is hoped the MUGA will be completed and ready for use by the middle of September.

Councillor Fitzsimmons asked if there is to be an official opening of the new MUGA.

Councillor Bowden confirmed that there would be.

**Action** Clerk's office to continue to liaise with the contractor and Borough Council.

177/16-17 **EXTERNAL AUDIT**

The BAFO confirmed that all the documentation relating to the Annual Return has been sent to the external auditor.

The formally approved Minutes of the June 2016 meeting will be sent to the external auditor by recorded delivery tomorrow once Members have approved them at tonight's meeting and they have been signed by the Chair (the external auditor has already received a draft, unsigned copy of the June 2016 Minutes).

## NEW FINANCE, AUDIT AND PERSONNEL ITEMS

### 178/16-17 BANK ACCOUNT RECONCILIATION

To receive from the BAFO the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounts period 1st April 2016 – 30th June 2016.

The payroll figures were £10,509.30 for May 2016 and £10,370.11 for June 2016.

After consideration by Members the schedules will be signed by the BAFO and the Chair.

The 'typo' on the May reconciliation sheet has been corrected and the amended sheet has been signed by the Chair.

### 179/16-17 GRANTS

- (a) A letter and grant application, including supporting financial documentation, has been received from Revd Rebecca Crowe, the new Pioneer Team Vicar for Birchwood and Woolston, requesting funding for a contribution towards a proposed community BBQ at the Church of the Transfiguration (on Saturday, 5th August 2016) in the amount of £100.

Members discussed the application and agreed that as the BBQ would potentially be enjoyed by (as estimated by Revd Crowe) 100 plus members of the Birchwood community, an exception could be made to the 'individual benefit' terms and conditions of the grant application.

Councillors also decided that, despite previous Councils not wishing to fund activities of any religious organisations, as it could be argued that they come under an 'umbrella' organisation, this Council agreed that the event would engage with a proportion of the community which has been without a focal point of importance to them for some time.

Councillor Fitzsimmons stated that it is encouraging that the new Vicar is making efforts to involve the whole community.

Councillor Fitzsimmons **proposed** and Councillor M. Hearldon **seconded** that a grant award of £100 be awarded to the Church of the Transfiguration community BBQ.

This was **resolved** by all those Members present.

Councillor Nelson also commented that it is good to see Revd Crowe endeavouring to bring the community together and to re-establish the congregations.

Councillor Fitzsimmons suggested that a letter of welcome should be sent. This was unanimously agreed.

**Action** Clerk's office to contact Revd Rebecca Crowe regarding the grant award and send a letter of welcome from the Town Council.

- (b) Received - an email with a new request for funding from Revitalise – a company based in London which arranges respite breaks for adult disabled people and their carers. They have indicated that they now have guests who live in Birchwood. A grant aid application form has been sent.

The BAFO stated that we have not yet received a formal application from Revitalise.

#### 180/16-17 PENSIONS

- (a) Received – Cheshire Pension Fund – Employee newsletter – July 2016.
- (b) Received – Acknowledgement of declaration of compliance from the Pensions Regulator.
- (c) Received – Email from Cheshire Pension Fund re: proposals from LGPS Central regarding investment pooling.

#### 181/16-17 PARISH ELECTION CHARGES

To inform Members that the Parish election charges for May 2016 total £5,464.05. The BAFO stated that as the cost is significantly less than was expected, we have requested an invoice be sent for the full amount, rather than pay it over several years. We are currently awaiting an amended invoice.

#### 182/16-17 GENERAL ITEMS FOR REPORTING/NOTING

- (a) To note the 6 monthly testing of the fire alarm system and emergency lighting took place on 6th July 2016.
- (b) To note that Hedgecutter and Brushcutter (trimmer) training has been arranged for one member of staff and Pole Pruner training has been arranged for three members of staff.
- (c) Received – from North West Employers – Employment Law Briefing for July 2016.
- (d) Received – From SAS Daniels – July 2016 newsletter.

#### 183/16-17 PROPOSED AUGUST RECESS

The Clerk/BAFO asked Members to confirm if they wish to take an August recess; as has been the case in previous years, and, if so, would they consider the following resolution: “that a recess be taken in August and the Chairman, Vice Chairman, Leader of the Council, the Clerk, Deputy Clerk and the Business and Finance Officer be authorised to take any emergency action that may arise in regard to planning matters, or payment of accounts.”

Members agreed that there would be an August recess and **resolved** that the above proposed resolution would apply.

The next Town Council meeting will take place on Tuesday 27<sup>th</sup> September 2016.

**This part of the meeting concluded at 8.30 pm**

Date	Payee	Ref	Description	Net	VAT	Gross
11.05.2016	Allstar business	DD	Fuel	£ 55.00	£ 11.00	£ 66.00
12.05.2016	United Utilities	DD	Water	£ 30.33		£ 30.33
16.05.2016	Telefonika UK Ltd	DD	Mobile handset	£ 17.88	£ 3.57	£ 21.45
17.05.2016	Financial Direct Fees	DD	FD Online transactions	£ 33.40		£ 33.40
18.05.2016	Allstar business	DD	Fuel	£ 64.38	£ 12.88	£ 77.26
18.05.2016	E-on	DD	Electricity LS MUGA	£ 8.14	£ 0.41	£ 8.55
20.05.2016	Warrington Borough Council	DD	Business rates	£ 196.00		£ 196.00
24.05.2016	United Utilities	DD	Water	£ 59.31		£ 59.31
25.05.2016	Telesis	DD	Phone charges	£ 53.71	£ 10.74	£ 64.45
26.05.2016	BNP Parabis	DD	Photocopier lease 26/5/16 - 25/8/16	£ 373.00	£ 74.60	£ 447.60
26.05.2016	Cheshire Pension Fund	*	(E'ee £509.09 E'er £1,638.71)	£ 2,147.80		£ 2,147.80
27.05.2016	Acumen Wages Service	*	May 2016 payroll services	£ 32.90	£ 6.58	£ 39.48
27.05.2016	Ultimate Invoice Finance Ltd	*	Stationery	£ 34.59	£ 6.92	£ 41.51
27.05.2016	ADS Recycling	*	Bulky waste disposal (WM8442)	£ 250.00	£ 50.00	£ 300.00
27.05.2016	Wynchcote Limited	*	SLA re Website maintenance/hosting	£ 480.00		£ 480.00
27.05.2016	HMRC	*	(Tax £1,175.40 NI £1,481.22)	£ 2,656.62		£ 2,656.62
31.05.2016	Copyrite Digital Systems	DD	Photocopying charges	£ 89.97	£ 17.99	£ 107.96
01.06.2016	Birchwood Carnival & Festival Committee	CHQ	Part of grant funding for the 2016 Birchwood Carnival	£ 1,262.95		£ 1,262.95
02.06.2016	Allstar business	DD	Fuel	£ 61.03	£ 12.20	£ 73.23
02.06.2016	United Utilities	DD	Water	£ 35.05		£ 35.05
02.06.2016	Ultimate Invoice Finance Ltd.	*	Stationery	£ 28.74	£ 5.75	£ 34.49
02.06.2016	Good Directions Ltd.	*	3 x waste bin liners	£ 177.00	£ 35.40	£ 212.40
02.06.2016	John Housby	*	42 planted baskets	£ 651.00	£ 130.20	£ 781.20
02.06.2016	North West Employers	*	Annual subscription to mailing list	£ 275.00	£ 55.00	£ 330.00
06.06.2016	ADS Recycling Ltd.	*	Bulky waste disposal (WM8446)	£ 250.00	£ 50.00	£ 300.00
07.06.2016	Legal and General	DD	Ill Health Insurance	£ 92.34		£ 92.34
07.06.2016	Cllr R Bowden	*	Chair's Allowance (part of)	£ 400.00		£ 400.00
07.06.2016	Wages total June 2016	*	10 staff	£10,370.11		£ 10,370.11
08.06.2016	Allstar business	DD	Fuel	£ 58.89	£ 11.78	£ 70.67
09.06.2016	SE Gas Limited	DD	Gas - Parkers Farm	£ 368.84	£ 18.44	£ 387.28
09.06.2016	SSE Scottish Hydro	DD	Electricity - Parkers Farm	£ 32.32	£ 1.61	£ 33.93
14.06.2016	United Utilities	DD	Water	£ 30.33		£ 30.33
15.06.2016	Telefonika UK Ltd	DD	Mobile handset	£ 17.88	£ 3.57	£ 21.45
15.06.2016	Allstar business	DD	Fuel	£ 110.50	£ 22.10	£ 132.60
15.06.2016	Financial Direct Fees	DD	FD Online transactions	£ 35.20		£ 35.20
17.06.2016	LexisNexis	*	Arnold Baker Local Council Administration 10ED	£ 97.45		£ 97.45
17.06.2016	Swift (NW) Ltd	*	Portaloos - ref: grant Birchwood Carnival 2016	£ 350.00	£ 70.00	£ 420.00
17.06.2016	JDH Business Services Ltd	*	Internal Audit 2015/2016	£ 545.00	£ 109.00	£ 654.00
17.06.2016	Broxap	*	6 litter bins with fixings	£ 725.00	£ 145.00	£ 870.00
17.06.2016	C Caddock	*	Reimbursement for 6 x kit bags & 24 bottles anti bac hand gel	£ 72.77		£ 72.77
17.06.2016	Nationwide Marquee Hire	*	Marqueetablechairs hire ref: grant Birchwood Carnival 2016	£ 987.05	£ 197.41	£ 1,184.46
17.06.2016	ADS Recycling Ltd	*	Bulky waste disposal (WM8472)	£ 375.00	£ 75.00	£ 450.00
17.06.2016	John Housby	*	Bedding plants for planters/troughs & 6 x basket chains	£ 106.50	£ 21.30	£ 127.80
17.06.2016	Acumen	*	June 2016 payroll services	£ 35.05	£ 7.01	£ 42.06
20.06.2016	E-on	DD	Electricity - Locking Stumps MUGA	£ 8.40	£ 0.42	£ 8.82
20.06.2016	Warrington Borough Council	DD	Business rates	£ 196.20		£ 196.20
22.06.2016	Allstar Business	DD	Fuel	£ 17.39	£ 3.48	£ 20.87
22.06.2016	Cheshire Pension Fund	*	E'ee £511.49 E'er £1,647.28	£ 2,158.77		£ 2,158.77
22.06.2016	HM Revenue & Customs	*	Tax £1289.60 NI £1,465.90	£ 2,755.50		£ 2,755.50
23.06.2016	United Utilities	DD	Water	£ 59.31		£ 59.31
27.06.2016	Telesis Ltd	DD	Telephone charges	£ 52.55	£ 10.51	£ 63.06

Payments of Account since 29th June 2016

Date	Payee	Ref	Description	Net	VAT	Gross
29.06.2016	Allstar business	DD	Fuel	£ 142.43	£ 28.49	£ 170.92
01.07.2016	United Utilities	DD	Water	£ 35.05		£ 35.05
04.07.2016	Legal and General	*	Ill Health Insurance	£ 92.34		£ 92.34
06.07.2016	Elite Industrial Supplies	*	Workwear and PPE	£ 74.38	£ 14.88	£ 89.26
06.07.2016	The Environmental Consultancy RPS	*	Pre-employment Medical	£ 170.00	£ 34.00	£ 204.00
06.07.2016	ADS Recycling Ltd	*	WM8501 & WM8488 bulky waste disposal	£ 625.00	£ 125.00	£ 750.00
07.07.2016	R Bowden	*	Part Chair's allowance	£ 300.00		£ 300.00
07.07.2016	July Wages	*	Wages total this month (11staff)	£ 12,017.93		£ 12,017.93
12.07.2016	United Utilities	DD	Water	£ 30.33		£ 30.33
13.07.2016	Allstar business	DD	Fuel	£ 165.46	£ 33.09	£ 198.55
15.07.2016	Copyrite Digital Systems	DD	Photocopying charges	£ 55.36	£ 11.07	£ 66.43
15.07.2016	Telefonica UK Ltd	DD	Mobile handset device plan	£ 17.88	£ 3.57	£ 21.45
15.07.2016	Financial Direct Fees	DD	FD online transactions	£ 41.40		£ 41.40
18.07.2016	E-on	DD	Electricity Locking Stumps MUGA	£ 8.14	£ 0.41	£ 8.55
19.07.2016	Elite Industrial Supplies	*	Workwear and PPE	£ 236.32	£ 47.27	£ 283.59
19.07.2016	ADS Recycling Ltd	*	Bulky waste disposal WM8523	£ 375.00	£ 75.00	£ 450.00
19.07.2016	Risley MOT & Truck Ltd	*	ND09VNL - repair ignition switch	£ 80.06	£ 16.01	£ 96.07
19.07.2016	Acumen	*	July Payroll services	£ 40.50	£ 8.10	£ 48.60
19.07.2016	Duttons Mowerworld	*	Spare blades, chains, oil, etc. for equipment	£ 155.71	£ 31.14	£ 186.85
19.07.2016	Arco	*	Workwear and PPE	£ 87.63	£ 17.53	£ 105.16
19.07.2016	Arco	*	Workwear and PPE	£ 61.58	£ 12.32	£ 73.90
19.07.2016	Arco	*	Workwear and PPE	£ 51.39	£ 10.28	£ 61.67
19.07.2016	Millhouse Training	*	Brushcutter & hedgecutter training - one staff member	£ 383.00	£ 76.60	£ 459.60
19.07.2016	Millhouse Training	*	Pole pruner training - three staff members	£ 498.00	£ 99.60	£ 597.60
Plus various other recurring direct debits yet to be shown on bank statement / monthly invoices yet to be received						

Payments of accounts presented for approval at the July 2016 Meeting

Date	Payee	Description	Net	VAT	Gross	
all tbc	Warrington Borough Council	DD	Business rates	£ 196.20		£ 196.20
	Legal and General	DD	Ill health insurance	£ 92.34		£ 92.34
	Trade UK	DD	B&Q account - compost, plants, hand tools, staple gun	£ 67.99	£ 13.61	£ 81.60
	Allstar	DD	Fuel	£ 27.12	£ 5.42	£ 32.54
	Telesis	DD	Phone charges	£ 52.55	£ 10.51	£ 63.06
	Emap	DD	Annual renewal subscription to Local Government Chronicle	£ 224.10		£ 224.10
	Post Office Ltd	CHQ	Vehicle Tax NH57 CZV	£ 230.00		£ 230.00
	CopyriteSystems	DD	Photocopying	tbc		
	E-on	DD	Electricity - Locking Stumps MUGA	tbc		
	Acumen	*	August 2016 payroll services	tbc		
				tbc		
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)