

**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 25<sup>TH</sup> OCTOBER 2016**

**Present:** Councillor Bowden in the Chair  
Councillors Allman, Atkin, Breslin, Evans, Fitzsimmons, M. Hearldon,  
T. Hearldon, Linney, Nelson and Reeves  
  
Clerk – Mrs. F. McDonald  
Deputy Clerk – Mrs. C Caddock  
Business and Finance Officer - Mr. G. Crowe

**Apologies:** Councillor Ellis

**Councillor Atkin 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, 27<sup>th</sup> September 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.

268/16-17 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 167 and 168 below).

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

**PROGRESS REPORTS ON CURRENT ISSUES**

269/16-17 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE**

*Councillors Bowden and Nelson declared an interest*

Councillor Nelson stated that Birchwood Youth and Community Centre Committee has recently had to put the rents up due to increasing costs. The centre is struggling a bit financially at present.

All the fire equipment is due to be checked soon, as Cheshire Fire and Rescue Service have to undertake a fire inspection of the premises. The gas and electricity bills are all paid up to date.

270/16-17 **BIRCHWOOD BROOK FOOTPATH REGENERATION**

The BAFO reported that the Borough Council should be starting the work to clear the cathedral effect of the tree canopy and some side shrubbery by the end of October or early November. The nominated contractor will then be able to scrape the surface back and assess the condition of the sub-surface. Once that has been done we should be able to obtain a cost per metre for the necessary works and be able to estimate what length of path can be improved with the funds available. Work will continue over the winter, but will be weather dependent.

271/16-17 **BIRCHWOOD FOREST PARK – MULTI USE GAMES AREA**

The BAFO stated that the work is almost completed at this site. The slurry surface needs to cure and there are a couple of areas where there are slight ridges and the surface will need to be smoothed out. Once that has been done the court lines can be marked up.

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

Members received a copy of the proposed MUGA lighting times in their papers.

Councillors asked that when the MUGA is completed, that a photo call and press release be arranged, possibly mid-November 2016.

Councillor Bowden said that it was unfortunate that there had already been some graffiti on the new posts.

272/16-17 **GRANTS/DONATIONS**

(a) **Community Bulb Planting**

The BAFO informed Councillors that the bulbs requested for the Community Bulb Planting day have been purchased and donated to the Rangers who are organising the event. The Rangers have expressed their gratitude for the donation and were also pleased with an offer of bulbs from a local resident.

We advertised the event on our notice boards and Facebook page.

(b) **Poppy Wreaths for Remembrance Service**

To note that Officers arranged for the supply of two poppy wreaths from The Royal British Legion, as requested, and sent the donation (in the total amount of £100).

A letter of thanks has been received from The Royal British Legion for the donation.

**NEW FINANCE, AUDIT AND PERSONNEL ITEMS**

273/16-17 **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 September 2016.

The payroll figures were £11,114.49 for August 2016 and £10,925.15 for September 2016.

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

274/16-17 **FUTURE FUNDING ARRANGEMENTS FOR PCSOS**

This was also discussed earlier in the meeting see Minute 232/16-17 (a) (vi).

The BAFO confirmed that the Town Council has received a letter from the Chief Constable, Simon Byrne, regarding the current partnership arrangements in relation to PCSOs. The Police are offering a further one year contract whilst they continue to work out their proposals for future PCSO arrangements starting in April 2018.

The Police have not yet indicated how much this would cost for 2017/2018 – last year there was a 1% increase to our part-funding costs.

Members discussed this matter again and resolved to move further discussion to an upcoming Budget and Strategy meeting. In the meantime, Councillors asked if figures could be obtained regarding the time the PCSOs are actually on patrol in Birchwood and how much funding for an additional year will be.

**Action** Clerk's office to contact Chief Constable Simon Byrne's office to request figures as detailed above.

#### 275/16-17 **GRANTS/DONATIONS**

##### **Birchwood Lions Club**

Members were asked to consider a request from the Birchwood Lions Club for a grant in the amount of £100 to support the Annual Community Service of Remembrance, which they organise. This would assist with the costs of printing the programme and for the performance of the Birchwood Community Band.

Following discussion Councillor Fitzsimmons **proposed**, Councillor Evans **seconded** and Members **resolved** to award £100 towards supporting the Annual Service of Remembrance.

**Action** Clerk's office to contact Birchwood Lions regarding the above.

#### 276/16-17 **PENSIONS**

- (a) Received – Copy of the Cheshire Pension Fund's draft Contributions Policy – part of a short consultation prior to implementation from 1st December 2016.
- (b) Received – Cheshire Pension Fund Employer Guide – July 2016
- (c) Received – Notice that the Cheshire Pension Fund Employer Meeting is taking place on 2nd December in Tarporley.

The BAFO stated that he would be attending this meeting. He added that it will be useful in determining what costs there may be which could affect budget determinations for the financial year 2017/2018.

#### 277/16-17 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) Received – HMRC Employer Bulletin – October 2016 Issue 62
- (b) Received – Invitation from SAS Daniels to a Winter Employment & HR Seminar.
- (c) Received – Confirmation that the Town Council's annual renewal of its Data Protection Registration will be made automatically on 16th October 2016. This registration will expire on 17th October 2017. A direct debit payment of £35 has been made for this renewal.
- (d) Received – Email from the Valuation Office Agency requesting that we check that the property details held online by them are correct.

- (e) Received – Correspondence from the Borough Council re: Business Rates Revaluation 2017.
- (f) To note that our annual boiler service and gas safety report has been booked in advance for 9th December 2016.
- (g) To note that the Cheshire Fire & Rescue Service undertook its risk assessment of the Town Council’s premises on 3rd October 2016.
- (h) To note that LiveWire’s public consultation into the proposed changes to libraries and learning in Warrington closed on Friday 21 October 2016.

Councillor Fitzsimmons suggested contacting Livewire to state that Birchwood Town Council is happy regarding proposals for new library services to be relocated into the proposed refurbished community hub, which will be opened in the Tennis and Leisure Centre.

Following discussion this was resolved by Members.

Councillor Nelson commented that she has been invited to a meeting of the Birchwood Project, which still requires formally ‘winding up’. She added that if there is still some money available in their accounts, there is the possibility that it could be put towards the proposed hub.

#### 278/16-17 **PRE-BUDGET AND STRATEGY MEETING**

The BAFO asked Members to consider setting a date and time for a Pre-Budget and Strategy meeting.

It was agreed that, as the Council did last year, there would be no Town Council meeting or Councillor Surgery in November 2016; this would be replaced by a Part II Pre-Budget and Strategy meeting.

Members of the public (including the press) are excluded from Part II discussions by reason of exempt information considered in the course of the items of business to be discussed being within a Category of Schedule 12A to the Local Government Act 1972.

The next Town Council meeting and Councillor Surgery will take place on 20<sup>th</sup> December 2016; which is a week earlier than usual, due to Christmas dates.

**Action** Clerk’s office to arrange for the information to go on our website and Facebook page.

**This part of the meeting concluded at 8.35 pm**

Payment of Accounts:		(DD - Direct Debit * - online payment submitted/approved by two Officers)				
Resolved: that the following payments be approved as some of the residual July/August/September accounts						
Date	Payee	Ref	Description	Net	VAT	Gross
20.07.2016	Allstar	DD	Fuel	£ 27.12	£ 5.42	£ 32.54
20.07.2016	Warrington Borough Council	DD	Business rates	£ 196.20		£ 196.20
20.07.2016	Emap	DD	Annual renewal subscription to Local Government Chronicle	£ 224.10		£ 224.10
25.07.2016	United Utilities	DD	Water	£ 59.31		£ 59.31
26.07.2016	Elite Industrial Supplies	*	Workwear and PPE	£ 25.74	£ 5.15	£ 30.89
26.07.2016	ESI	*	6 monthly service emergency lighting & fire alarm system	£ 251.00	£ 50.20	£ 301.20
26.07.2016	Cheshire Pension Fund	DD	(E'ee £514.45 E'er £1,657.36)	£ 2,171.81		£ 2,171.81
26.07.2016	HM Revenue & Customs	DD	(Tax £1551.00 NI £1,836.70)	£ 3,387.70		£ 3,387.70
27.07.2016	Telesis Ltd	DD	Phone charges	£ 52.55	£ 10.51	£ 63.06
27.07.2016	Allstar business	DD	Fuel	£ 63.33	£ 12.67	£ 76.00
29.07.2016	Post Office Ltd	CHQ	Vehicle tax NH57 CZV	£ 230.00		£ 230.00
29.07.2016	The Church of the Ascension Woolst	CHQ	Grant - Church of the Transfiguration community BBQ	£ 100.00		£ 100.00
29.07.2016	Copyrite Digital Systems	DD	Photocopier charges	£ 47.79	£ 9.56	£ 57.35
01.08.2016	Screwfix Direct	DD	(B&Q a/c) compost, plants, plant food, tools	£ 67.99	£ 13.61	£ 81.60
01.08.2016	United Utilities	DD	Water	£ 35.05		£ 35.05
02.08.2016	O2 - ref a/c 04760571	DD	Mobile phones	£ 14.92	£ 2.98	£ 17.90
03.08.2016	Allstar business	DD	Fuel	£ 65.79	£ 13.16	£ 78.95
03.08.2016	C Caddock	*	Reimbursement for Avast 3 yr licence from Nexway	£ 79.99		£ 79.99
04.08.2016	Legal and General -	DD	Ill Health Insurance	£ 92.34		£ 92.34
08.08.2016	HSD Online	*	Replacement mop heads/spares	£ 24.13	£ 4.82	£ 28.95
08.08.2016	ADS RecyclingLtd	*	Bulky waste disposal WM8539	£ 250.00	£ 50.00	£ 300.00
08.08.2016	ChALC	*	Training for new Clirs (some to be recharged to other Councils)	£ 337.50		£ 337.50
08.08.2016	Regal Polythene	*	Bin sacks and paper hand towels	£ 351.72	£ 70.34	£ 422.06
08.08.2016	August Wages	*	11 staff	£ 11,114.49		£11,114.49
08.08.2016	Warrington Borough Council	*	Election charges re: May 2016	£ 5,464.05		£ 5,464.05
08.08.2016	David Webster & Sons Ltd	*	Forest Park MUGA first interim payment	£ 9,000.00	£1,800.00	£ 10,800.00
08.08.2016	Elite Industrial Supplies	*	Workwear & PPE (2 x invoices)	£ 143.09	£ 28.62	£ 171.71
10.08.2016	Allstar business	DD	Fuel	£ 74.56	£ 14.91	£ 89.47
10.08.2016	G Crowe	*	Reimbursement re: Livedrive Internet Ltd - cloud account	£ 65.83	£ 13.17	£ 79.00
10.08.2016	F McDonald	*	Partial reimbursement for glasses (vdu work) from Specsavers	£ 96.73	£ 5.27	£ 102.00
10.08.2016	G Crowe	*	August petty cash reimbursement	£ 200.00		£ 200.00
10.08.2016	Warrington Borough Council -	*	Wildflowers scheme	£ 626.37	£ 125.27	£ 751.64
10.08.2016	PCC for Cheshire	*	PCSO ann. Contribution - April 16 - March 17	£ 11,918.00		£ 11,918.00
12.08.2016	United Utilities	DD	Water	£ 30.33		£ 30.33
15.08.2016	Copyrite Digital Systems	DD	Photocopying charges	£ 75.12	£ 15.03	£ 90.15
15.08.2016	O2	DD	Device plan mobile phones	£ 17.88	£ 3.57	£ 21.45
15.08.2016	Financial Direct Fees	DD	re: FD Online Transactions	£ 41.60		£ 41.60
17.08.2016	Allstar business	DD	Fuel	£ 78.09	£ 15.62	£ 93.71
17.08.2016	E-on	DD	Electricity Locking Stumps MUGA	£ 8.14	£ 0.41	£ 8.55
19.08.2016	Acumen	*	August Payroll Services	£ 38.00	£ 7.60	£ 45.60
19.08.2016	Risley MOT & Truck	*	2 x invoices - PO51 WLE - MOT & service and	£ 134.26	£ 16.85	£ 151.11
			ND58 BZR - investigate fault/replace ignition switch			
19.08.2016	ADS Recycling Ltd	*	Bulky waste disposal WM8556	£ 375.00	£ 75.00	£ 450.00
22.08.2016	Warrington Borough Council	DD	Business rates	£ 196.00		£ 196.00
23.08.2016	United Utilities	DD	Water	£ 59.31		£ 59.31
24.08.2016	Allstar business	DD	Fuel	£ 8.37	£ 1.67	£ 10.04
24.08.2016	Environment Agency	*	Environment Agency - waste carrier's licence fee	£ 145.00		£ 145.00
25.08.2016	Telesis Ltd	DD	Phone charges	£ 52.67	£ 10.53	£ 63.20
25.08.2016	Cheshire Pension Fund	DD	(E'ee £440.81 E'er £1,401.79)	£ 1,842.60		£ 1,842.60
25.08.2016	HM Revenue & Customs	DD	(Tax £1397.80 NI £1,664.91)	£ 3,062.71		£ 3,062.71
26.08.2016	BNP Paribas	DD	Photocopier lease 26/8/16 - 25/11/16	£ 373.00	£ 74.60	£ 447.60
30.08.2016	Post Office Ltd	CHQ	Vehicle tax PO51 WLE	£ 230.00		£ 230.00
31.08.2016	Allstar business	DD	Fuel	£ 116.43	£ 23.29	£ 139.72
01.09.2016	O2 - ref a/c 04760571	DD	2 x mobile phones	£ 41.18	£ 8.24	£ 49.42
01.09.2016	United Utilities	DD	Water	£ 38.55		£ 38.55
01.09.2016	Southern Electric	DD	Gas - Parkers Farm	£ 123.97	£ 6.19	£ 130.16
01.09.2016	St John Ambulance	*	First Aid at Work course (IS)	£ 290.00	£ 58.00	£ 348.00
01.09.2016	ADS Recycling Ltd	*	Bulky waste disposal (WM8576)	£ 375.00	£ 75.00	£ 450.00
02.09.2016	SSE Scottish Hydro	DD	Electricity - Parkers Farm	£ 279.13	£ 13.95	£ 293.08
05.09.2016	Legal and General	DD	Ill Health Insurance	£ 219.73		£ 219.73
07.09.2016	Allstar Business	DD	Fuel	£ 21.71	£ 4.34	£ 26.05
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