

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING  
OF BIRCHWOOD TOWN COUNCIL, HELD AT  
PARKERS FARM COMMUNITY CENTRE, ON TUESDAY 27<sup>TH</sup> FEBRUARY 2018**

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

**Apologies:** Councillors Breslin, M. Hearldon, Nelson and Reeves

**Councillor Fitzsimmons proposed, Councillor Atkin seconded and it was resolved that: The Minutes of the Council Part I Finance, Audit & Personnel Meeting held on 23<sup>rd</sup> January 2018 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.

*Councillors Allman and Evans – the Friends of Birchwood Forest Park*

*Councillors Allman and Evans – Oakwood Community Association*

*Councillors Ellis and Allman – the Youth & Community Centre Committee*

*Councillors Atkin, Bowden, Ellis and T. Hearldon – Birchwood Carnival Committee*

*Councillor Allman – Spectrum Striders*

440/17-18 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 249 and 250 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 FINANCE, AUDIT & PERSONNEL ITEMS**

441/17-18 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE**

For information, Councillor Ellis reported that the Youth and Community Centre Committee had been approached by Birchwood Community High School with a query as to whether the school might be able to book the Youth and Community Centre for up to 3 days per week; in order to offer an alternative curriculum for some learners.

If this were to go ahead, it would offer financial stability for the centre as it could potentially bring in around £7k - £8k per year.

442/17-18 **BIRCHWOOD FOREST PARK RECREATION SCHEME/PROPOSED LIGHTING SCHEME**

The BAFO stated that there is currently no further update to offer. The Clerk's office will make enquiries with Spectrum Striders regarding the above.

443/17-18 **BIRCHWOOD CARNIVAL**

The BAFO informed Members that the monthly Birchwood Carnival Committee Meeting took place earlier in the afternoon (27<sup>th</sup> February 2018).

The BAFO said that, since receiving notification of new grant funding to the Carnival Committee, the finances for the event are looking healthier than they have in previous years.

A grant in the amount of £2,000 has been awarded from the Borough Council's Community Initiative Fund, £400 has been awarded by Sellafield and a £500 grant that was due to be received for last year's carnival has now been paid.

In addition, Asda has indicated that it will make a donation, which will cover the cost of one of the acts and the formal application for funding was made to them this afternoon.

A letter has also gone out via Birchwood Forum to local businesses who are members of the Forum, to ask if any of them would be willing to sponsor the 2018 Carnival in some way.

Although Councillor Reeves was unable to attend tonight's meeting, he had sent an update reporting that, unfortunately, his employer would not be providing any sponsorship for the Carnival.

The BAFO stated that the overall organisation of the Carnival is moving forward well.

Councillor Atkin said that after last year's Carnival, the Town Council had a significant amount of unused funding returned to us. He wondered if the amount of £4,000 that has been previously suggested as an amount that the Town Council would put forward to underwrite the 2018 event, would be required; especially as the Carnival Committee already had almost £3,000 in funding from other sources in addition to the money in its own bank accounts.

After discussion, Members **resolved** to reduce this amount to £2,000 for the 2018 Carnival.

The Town Council also pays for the marquee and portaloos hire and in order to ensure various acts are available for the 2018 Birchwood Carnival, several acts have been hired directly by the Town Council, requiring additional (grant) payments to be made by the Town Council:

- (a) A payment of £395 plus £79 VAT (total £474) for the Rodeo Bull.
- (b) A 50% deposit of £225 plus £45 VAT (total £270) for the Stilt Walker/Bubble Performer.
- (c) A deposit of £253.50 plus £79 VAT for the Climbing Wall.
- (d) We are still awaiting details of the deposit required to secure the booking for the llamas.

#### 444/17-18 INTERIM AUDIT OF ACCOUNTS – YEAR ENDING 31<sup>ST</sup> MARCH 2018

The BAFO stated that the internal auditor's interim report was copied to Members. The content of the report is as was reported at the January 2018 meeting. The auditor wishes to re-phrase a few words in item three of his report regarding the mechanism for BACS payments to be approved and made. This is the item in which he suggested that, in the interests of further transparency, perhaps once a month a Member of the Council could select a few random payments, to double check that the amount on the invoices matches the amount listed on the bank statements.

Once this wording for our Financial Regulations has been altered by the RFO, the report will be included in the next available set of Finance Minutes and published on our website.

**Action** The internal auditor's report can then be published by the Clerk's office.

Members **resolved** that the Chair or any Member of the Finance Sub-Committee could undertake the monthly random checks on BACS payments. The Member will sign the documents that they have checked.

It was also **resolved** by Members that the checks will formally start from the new financial year, i.e. 1<sup>st</sup> April 2018.

**NB:** The Chair undertook an initial random practice of the payment process check on the March accounts for payment, as a prelude to the formal introduction in April 2018.

#### 445/17-18 CONDITION 10 ON GRANT AID TERMS AND CONDITIONS

The BAFO asked Members to consider the proposed revised wording of condition 10 on the Town Council's Grant Aid Application Form from:

*"10 Grants will not be awarded for the payment of rent." to:*

*"10 Grants will not normally be awarded for the payment of rent. Where it can be demonstrated that the payment of (an acceptable level of) rent will enable a new community group to establish itself, with the intention of becoming self-financing, the Town Council will consider paying the initial rent for a maximum of X months."*

Members discussed the proposed change.

Councillor Ellis suggested that the amendment should not exclude groups that are already in existence, but for whatever reason are currently struggling with their funding and would have nowhere to meet if they could not pay their rent, potentially causing them to fold.

A query was raised that if a group is already struggling, would awarding money for rent be enough to enable the group to become self-financing again, or would it be a 'waste' of grant funding.

Councillors considered that a group might experience a 'blip', for example in their member numbers, leading to a temporary shortfall in their finances, and it would be a shame to see a local organisation fold when short-term financial assistance could help them to thrive again.

It was **proposed** that any local community group, new or existing, without sufficient funding to pay rent, could apply for 'one-off' grant funding towards the payment of their rent for a time maximum of six months, up to a financial maximum of £300.

All groups would have to supply the relevant documentation to show their financial situation, explain why they cannot currently pay the rent and show what they intend to do to improve their financial situation within the time available to them that the grant award would allow (if a group's monthly rent is £100, for example, it would only have three months to improve).

Members **resolved** to approve the above proposal.

**Action** Clerk's office to put together another revised draft wording for Condition 10 of the grant award terms and conditions for consideration and approval at the next meeting.

#### 446/17-18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

- (a) To note that the Clerk and Deputy Clerk 'attended' an SLCC webinar session on 14th February 2018 re: GDPR.

There are still a number of outstanding queries to be decided by the Government and the Information Commissioner's Office before it will be confirmed how this will affect organisations – in particular Town and Parish Councils. The SLCC is trying to press for these decisions to be confirmed as soon as possible.

The BAFO stated that additional pieces of correspondence, some very lengthy and quite technical, continue to be received regarding the new GDPR coming into effect on 25th May 2018.

- (b) Received – Legal topic LO2-18 – Reporting Personal Data Breaches.
- (c) The BAFO asked Members to consider a recommendation from the Clerk/RFO that we accept the offer from John Henry, our internal auditor, to act as our Data Protection Officer for an initial 12 month period. The first 12 months would cost £1,200.

Given that there will be a huge increase in fines for data breaches (from £500,000 in the UK up to £17 million or 4% of annual turnover – whichever is greater) it makes financial sense to have someone who already has the relevant knowledge and expertise to guide, advise and audit us in this matter.

John will be asked to provide some initial training for Members and employees on individual responsibility under the new General Data Protection Regulations.

Because the implementation of the new GDPR is fast approaching, the Town Council needs to have a Data Protection Officer appointed before 25<sup>th</sup> May 2018. So much is still vague surrounding the new regulations that there is no benchmark at this point in time to be guided by.

The BAFO stated that we have received a commissioning letter from John Henry and asked Members for their decision regarding this matter.

It was **proposed** by Councillor Allman, **seconded** by Councillor Atkin and **unanimously agreed** that John Henry be appointed as the Town Council's Data Protection Officer for an initial 12 month period.

This contract is awarded under Section 11.1 (ii) of our Financial Regulations for specialist services.

**Action** Clerk's office to complete the necessary documentation and to liaise with John Henry, to arrange him to be appointed as the Town Council's Data Protection Officer for 12 months.

#### 447/17-18 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) The renewal payment has been made to SAS Daniels for them to remain as our Employment Law consultants for the following year (£1,350 +VAT; the same as last year).
- (b) The renewal payment has been made to Terrain for them to supply Health and Safety Annual Support, for 2018 (£1,500 +VAT)
- (c) Terrain presented four training courses on 30th January 2018; Working at Heights - undertaken by all but two staff (absent due to illness). Personal Safety and Manual Handling - taken by all staff, except the three newest, who did the courses recently and the two staff who were absent. Fire Safety Awareness was undertaken by one member of staff.

Terrain will rearrange the three training courses for those staff who were absent.

#### **NEW FINANCE, AUDIT AND PERSONNEL ITEMS**

#### 448/17-18 **BANK ACCOUNT RECONCILIATION**

To receive from the Clerk the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounts period 1st April 2017 – 31st January 2018.

The payroll figure for December was £13,088.58 and £13,137.40 for January

After consideration and approval by Members the schedules were signed by the Business and Finance Officer and the Chair.

#### 449/17-18 **HANGING BASKETS**

To note that the Clerk has asked the shopping centre if they wish to have hanging baskets during 2018. Potential alternative suppliers have been sourced, as it is unclear whether our current supplier will be continuing their business (we will know by the end of March 2018).

Gary Jones is leaving the shopping centre on 28th February 2018; however, the new Shopping Centre Manager (Chris Gribben) at a meeting with the Clerk and Chair, has confirmed they would like to continue with the baskets.

The Clerk proposed that given the general increase in costs to the Council, that the re-charge for this service to the shopping centre should be increased.

Members agreed that the charge to the shopping centre should be increased by a small amount.

#### 450/17-18 **WILDFLOWERS**

The Clerk/BAFO asked Members to formally consider whether the Council wishes to have wildflowers in Birchwood (areas yet to be agreed) for the 2018 season.

The Clerk circulated photographs sent by the Borough Council indicating three proposed areas where the wildflowers have not been sown before – between the Fire Station roundabout and the bus link road (on the same side as the bus link), on the roundabout near the Asda petrol station and on a piece of land in the Forest Park, to the far left of the new play equipment as you look at the front of the Rangers' Centre.

Members asked if the land on the corner of Fieldfare Close could also be included in the sowing, as it has been left fallow for a couple of years, so the soil might be poor enough again now, as wildflowers prefer poor soil in order to thrive.

Members **resolved** that they would be happy for wildflowers to be sown on the areas listed above and on Fieldfare Close, if possible; within a budget of around £1,500.

**Action** Clerk's office to liaise with the Borough Council regarding the above.

#### 451/17-18 **GRANT AID**

Birchwood Community Academy Trust – a grant application was received for £500 *'to help fund the development league for girls' football which is a key element of the project plan to refurbish the school's 3G pitch.'* Full supporting Financial Statements were made available to the Council. The cost of the overall project is expected to be around £350,000.

Councillor Ellis reported that the school has applied for £270k from the Football Association and they themselves have £80k to put into the project. It is important, as part of their grant application, to show that they have support from the local community for the refurbishment of the 3G pitch and improvements to the lighting and fencing. The pitch will be available for community use.

Members discussed the application. They were pleased to see the proposal for the development of a league for girls' football.

It was **proposed** by Councillor Fitzsimmons, **seconded** by Councillor T. Hearldon and **resolved** by those Members present that a pledge of £500 be made for the project, which will be paid if they receive the rest of the funding to enable the project to go ahead; and that a letter of support be sent from the Town Council.

**Action** Clerk's office to contact the School Business Manager, Mr. O'Reilly regarding the above and to send a letter of support.

#### 452/17-18 **TRACTOR**

- (a) To note that, at the time of publishing the Clerk's Report, we are still awaiting a breakdown of two invoices from the Borough Council, regarding work on the tractor and side arm flail – we have been asking for this information for several months. We are technically 'overdue' in the payments, but there is no detail on the invoices and the amount charged on one of them varies significantly from the initial estimate calculated from a list of work needed that was given for approval before the work commenced.

- (b) The Clerk/BAFO asked Members to consider whether the Town Council wishes to continue to use the tractor and side arm flail.

The tractor, which is now 12 years old, was initially purchased with an EIF grant from the Borough Council, but costs for repairs are becoming quite significant and there are large periods of time when the tractor is out of service whilst it is being repaired. The current total bill for repairs is £2669.89. In 2017/2018 tractor repairs cost £1,535.08.

In addition, the team members who drive the tractor will soon need refresher training (c£500) and the annual insurance is coming up for renewal (c£600).

The Clerk reported that the team actually prefers to undertake any cutting by hand.

The Clerk added that she has asked if the Borough Council would consider swapping the tractor for the two mowers we loan from them for grass cutting, but they indicated that they do not have a need for the tractor.

Members discussed the matter and agreed that it is no longer financially viable to keep the tractor in use.

It was suggested that the Council looks to either sell it or part exchange it for other equipment that the maintenance team would use.

Councillor Fitzsimmons **proposed**, Councillor Evans **seconded** and it was **resolved** that the Town Council looks to cease the operation of the tractor.

**Action** Clerk's office to make enquiries regarding the disposal of the tractor, as considered above.

#### 453/17-18 **EMPLOYEE HEALTH SURVEILLANCE**

The Clerk/BAFO asked Members to consider the proposal received from the ELAS Group, who are health and safety specialists, regarding employee health surveillance, which they would like to accept.

The tests are carried out in a purpose built mobile medical unit, which they bring onto site.

ELAS has offered several options including a 'basic' package of hearing tests/HAVS tests for 8 individuals (which would cover the maintenance team) – this would cost £300 +VAT.

The second option, which the Clerk/BAFO are proposing, includes hearing tests for 12 people, vision tests for 10 people and HAVS tests for 8 individuals – this would cost £600 +VAT.

Members discussed the proposal and agreed that the Town Council has a duty of care to its staff to monitor their wellbeing.

Councillor Fitzsimmons **proposed**, Councillor Bowden **seconded** and it was **resolved** that the ELAS Group be asked to provide the £600 package to the Town Council.

**Action** Clerk's office to contact the ELAS Group regarding the above.

#### 454/17-18 GENERAL ITEMS FOR REPORTING/NOTING

- (a) To note that Officers are challenging an invoice regarding the installation of the new security light at the front of the offices; it now does work in the dark, but also comes on during the daytime.
- (b) The next Cheshire Pension Fund Employer meeting will be held on 11th May 2018.
- (c) Received – HMRC Employer Bulletin – February 2018.
- (d) Received – from Local Community Advisory Service – details of seminars being held in Jan/Feb 2018.
- (e) Received – from Waterplus – notification that a direct payment was not taken from our account due to a technical problem with their system – the missed payment will now be taken out on 23rd February 2018.
- (f) To note that Parkers Farm is to be used as a Polling Station for the by-election taking place on Thursday, 15th March 2018.
- (g) To note that notification has been received that the price of the O2 Airtime Plan tariff for the work mobile phones is changing to keep in line with the 4% retail price index.

#### 455/17-18 STAFF WAGES

This item was initially discussed as a Part II item, but can now be reported in Part I.

- (a) Following confirmation at the November 2017 Pre-Budget Finance and Strategy Meeting, that the wage increase for the Caretaker and Maintenance Team for 2018/2019 will be in line with the Real Living Wage as set annually by the Living Wage Foundation, Members were asked to formally resolve that the Caretaker and Maintenance Team's wages will increase to £8.75 in order for this to be applied by the Town Council to wages in April 2018.

This was formally **resolved** by Members.

- (b) To request that Members confirm that the pay award for the Senior Maintenance Operative will be increased in line with the Maintenance Team.

This was formally **resolved** by Members.

- (c) To respectfully request that Members consider their position regarding pay awards for the three central office staff, for 2018/2019.

The three Officers were asked to leave the room whilst this was discussed by Members; which they did.

On their return the Chair advised that it had been **proposed** by Councillor Fitzsimmons, **seconded** by Councillor Evans and **resolved** that a 2% pay award be made to the three Officers, as recommended by the National Joint Council (NJC) for 2018/2019.

**Action** Clerk's office to inform the payroll provider regarding the pay awards for staff to be applied from 1<sup>st</sup> April 2018.

**The meeting concluded at 8.10pm**

Payment of Accounts:						
Resolved: that the following payments be approved as some of the residual December 2017 and part January 2018 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
20.12.2017	DD	Allstar	Fuel (equipment)	£ 4.74	£ 0.95	£ 5.69
21.12.2017	*	Acumen Wages	December payroll services	£ 40.50	£ 8.10	£ 48.60
21.12.2017	*	ESI	Investigate fire alarm activation/replace faulty smoke head	£ 75.00	£ 15.00	£ 90.00
21.12.2017	*	Risley MOT and Truck	Two new tyres NH57 CZV	£ 151.90	£ 30.38	£ 182.28
21.12.2017	*	Aqua Solutions	Annual service/gas safety report and replace two faulty radiator valves	£ 185.98		£ 185.98
21.12.2017	*	Sunshire Events	Grant 2018 Carnival - rodeo bull hire	£ 395.00	£ 79.00	£ 474.00
21.12.2017	*	Cheshire Pension Fund	E'ee £644.36 E'er £2,265.82)	£ 2,910.18		£ 2,910.18
21.12.2017	*	HMRC	(Tax £1,602.60 NI £2,058.49)	£ 3,661.09		£ 3,661.09
27.12.2017	DD	Waterplus	Water/wastewater services (4032774195)	£ 67.24		£ 67.24
27.12.2017	DD	Telesis	Phone charges	£ 51.34	£ 10.27	£ 61.61
27.12.2017	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 146.84	£ 29.36	£ 176.20
29.12.2017	DD	Copyrite Digital	Photocopying services	£ 33.18	£ 6.63	£ 39.81
02.01.2018	DD	Waterplus	Water services Parkers Farm (4083868280)	£ 19.19		£ 19.19
03.01.2018	DD	O2	Ref a/c 04760571 mobile phones	£ 42.37	£ 8.47	£ 50.84
03.01.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 65.96	£ 13.19	£ 79.15
04.01.2018	*	Society of Local Council Clerks	Clerk's annual Membership subscription renewal	£ 233.00		£ 233.00
04.01.2018	DD	Legal and General	Ill Health Liability Insurance	£ 76.95		£ 76.95
08.01.2018	*	January wages	(12 staff)	£13,137.40		£13,137.40
12.01.2018	DD	Waterplus	Water/wastewater services (4083867607)	£ 19.58		£ 19.58
16.01.2018	DD	Financial Direct Fees	FD online charges	£ 40.60		£ 40.60
17.01.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 126.46	£ 25.29	£ 151.75
18.01.2018	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.94	£ 0.45	£ 9.39

**Payments of Account since 18th January 2018**

Date	Ref	Payee	Description	Net	VAT	Gross
23.01.2018	DD	Waterplus	Water/wastewater services (4032774195)	£ 67.24		£ 67.24
24.01.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 87.05	£ 17.40	£ 104.45
24.01.2018	*	Birchwood Lions	Re-issuing of (Remembrance) grant that did not initially go into the Lions' account due to a banking error on 8/11/17 **	£ 100.00		£ 100.00
24.01.2018	*	G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00
24.01.2018	*	Mountain Monkeys	Grant - climbing wall for Birchwood 2018 Carnival	£ 253.50		£ 253.50
24.01.2018	*	Chosen Events	Grant - 50% deposit - still walker/bubble performer	£ 225.00	£ 45.00	£ 270.00
24.01.2018	*	CJ Auto Service	MOT and full service - NH57 CZV	£ 564.12	£ 103.82	£ 667.94
25.01.2018	*	Aquaspray Limited	Check for fault on jet washer	£ 40.00	£ 8.00	£ 48.00
25.01.2018	*	Acumen	January 2018 payroll services	£ 40.50	£ 8.10	£ 48.60
25.01.2018	*	Arco	Safety boots (SJ)	£ 43.99	£ 8.80	£ 52.79
25.01.2018	*	Uniqwin	Alarm activation call out	£ 51.50	£ 10.30	£ 61.80
25.01.2018	*	ESI	Replacement for faulty alarm sensor	£ 83.60	£ 16.72	£ 100.32
25.01.2018	*	Office Depot	Heavy duty stapler	£ 12.36	£ 2.47	£ 14.83
		Office Depot	Stationery	86.51	£ 17.30	£ 103.81
29.01.2018	DD	Telesis	Phone charges	£ 51.80	£ 10.36	£ 62.16
31.01.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 135.14	£ 27.02	£ 162.16
31.01.2018	DD	O2	Ref a/c 04760571 mobile phones	£ 42.45	£ 8.49	£ 50.94
05.02.2018	DD	Legal and General	Ill Health Liability Insurance	£ 76.95		£ 76.95
06.02.2018	*	Cheshire Pension Fund	(E'ee £644.06 E'er £2,263.75)	£ 2,907.81		£ 2,907.81
06.02.2018	*	HMRC	(Tax £1,614.60 NI £2,057.46)	£ 3,672.06		£ 3,672.06
06.02.2018	*	ESI	Servicing: emergency lighting system, fire alarm system and fire equipment and intruder alarm system	£ 280.00	£ 56.00	£ 336.00
06.02.2018	*	ESI	Inspect 3 fire blankets and replace 11 fire extinguishers	£ 434.00	£ 86.80	£ 520.80
06.02.2018	*	Elite Industrial Supplies	48 pairs 'pick & go' work gloves	£ 49.71	£ 9.95	£ 59.66
06.02.2018	*	Society of Local Council Clerks	GDPR training course	£ 30.00	£ 6.00	£ 36.00
07.02.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 63.31	£ 12.67	£ 75.98
07.02.2018	*	February wages:	12 staff	£13,031.96		£13,031.96
07.02.2018	*	Cllr Ellis	Part Chair's allowance	£ 400.00		£ 400.00
12.02.2018	DD	BNP Paribas	Photocopier lease - 10/02/18 - 09/05/18	£ 343.00	£ 68.60	£ 411.60
14.02.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 106.56	£ 21.32	£ 127.88
15.02.2018	*	SAS Daniels LLP	Annual renewal of specialist employment law consultants	£ 1,350.00	£ 270.00	£ 1,620.00
15.02.2018	*	Terrain	Health and Safety Annual Support 2018	£ 1,500.00	£ 300.00	£ 1,800.00
15.02.2018	DD	Financial Direct Fees	FD online charges	£ 40.80		£ 40.80
19.02.2018	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 9.17	£ 0.46	£ 9.63
22.02.2018	*	CJ Auto Service	Replace both rear light units NH57 CZV	£ 214.24	£ 42.85	£ 257.09
			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 December 2017 Meeting**

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 76.95		£ 76.95
	*	HMRC	(Tax £1,700.40 NI £2,040.95)	£ 3,741.35		£ 3,741.35
	*	Cheshire Pension Fund	(E'ee £640.67 E'er £2,251.83)	£ 2,892.50		£ 2,892.50
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 80.98	£ 16.18	£ 97.16
	DD	Telesis	Phone charges	£ 53.13	£ 10.63	£ 63.76
	DD	Telesis	Annual system maintenance charge	£ 161.05	£ 32.21	£ 193.26
	DD	O2	Ref a/c 04760571 mobile phones	£ 42.25	£ 8.45	£ 50.70
	DD	Waterplus	Water and wastewater services (4083868280)	£ 19.19		£ 19.19
	DD	Waterplus	Water/wastewater services (4083867607)	£ 19.58		£ 19.58
	DD	Waterplus	Water/wastewater services (4032774195)	£ 67.24		£ 67.24
	*	Acumen	February 2018 payroll services	£ 43.00	£ 8.60	£ 51.60
	DD	Financial Direct Fees	FD online charges	tbc		
	*	Warrington Borough Council	Tractor repairs (awaiting a full invoice breakdown)	£ 2,022.91	£ 404.58	£ 2,427.49
	*	Warrington Borough Council	Flail repairs (awaiting a full invoice breakdown)	£ 202.00	£ 40.40	£ 242.40
	DD	Public Works Loan Board	Loan payment PWLB Reference - 310 07982	£ 11,800.00		£ 11,800.00
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 142.37	£ 28.47	£ 170.84
			Plus various other recurring direct debits yet to be shown on bank statement /invoices yet to be received			

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

\*\* The original cheque (501874) was presented to their bank by the Lions and came out of our bank account on 8th November 2017.

However, a banking error occurred and the £100 was paid back into our account on the same day (8th November) not into the Lions' account.