

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING
OF BIRCHWOOD TOWN COUNCIL, HELD AT
PARKERS FARM COMMUNITY CENTRE, DELENTY DRIVE, RISLEY
ON TUESDAY 24TH JULY 2018**

Present: Councillor Atkin in the Chair
Councillors Bowden, Breslin, D. Ellis, J. Ellis, Evans, Fitzsimmons,
M. Hearldon, T. Hearldon and Nelson

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

Apologies: Councillors Allman and Reeves

153/18-19 **PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Fitzsimmons proposed, Councillor Evans seconded and it was resolved that: The Minutes of the Town Council Part I Finance, Audit & Personnel Meeting held on held on 26th June 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 Bowden, Breslin, D. Ellis, J. Ellis and Nelson – Birchwood Youth & Community Centre Committee

Councillors Atkin, Bowden, Breslin, D. Ellis, T. Hearldon and M. Hearldon – Birchwood Carnival Committee

Councillors D. Ellis and J. Ellis – Repair Café

154/18-19 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 117 and 118 below).

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

PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS

155/18-19 **BIRCHWOOD CARNIVAL**

To note that a date for the next Carnival Committee meeting will be circulated once it has been confirmed.

156/18-19 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE**

The BAFO reported that two payments have been made so far from the £2,000 grant awarded to the Birchwood Youth and Community Centre; totalling £1,500.

Councillor Nelson stated that she has paid £500 personally for the latest gas bill, but she can no longer afford to subsidise the centre's running costs in a personal capacity (which she has done for a long time).

Councillors acknowledged that Councillor Nelson has effectively kept the centre from closing over many years and expressed their appreciation.

Councillor D. Ellis stated that one of the first things done with the first part of the grant awarded, was to have the boiler serviced and repaired and a gas safety report undertaken. It appears that the last time the boiler was repaired by a heating engineer, the pressure setting had not been adjusted correctly and much more gas than necessary was being used by the system. In addition, fans which were installed to assist in heating the space by redirecting rising heat downwards were not working – these are now operational again. Councillor D. Ellis said that these repairs may potentially cut the gas heating bill by up to half.

Councillor D. Ellis reported that lot of other jobs have also been done since the June meeting at the centre.

The committee has ensured that the insurance has been renewed, the fire extinguishers have been revalidated, two radiator valves have been repaired, new batteries are on order for the shutters, the phone line has been repaired, some lighting has been repaired and some fluorescent tubes have been replaced. In addition, the kitchen has been given an especially good clean and tidy up and extra keys have been cut as necessary.

Other issues to be resolved in the future include looking at the management and caretaking of the building as the current caretaker has indicated that they wish to step down, possibly later in the year.

The committee is in the process of preparing a new constitution which, once prepared, will enable the Birchwood Youth and Community Centre Committee to apply to be registered with the Charity Commission.

Councillor D. Ellis said another issue being investigated is swapping gas and electricity suppliers.

Councillor Bowden suggested that the Youth and Community Centre Committee might wish to consider the company that he uses for both gas and electricity. If they think it might be right for the centre, the company has a referral bonus scheme - £50 for the person/organisation switching to them and £50 for the person making the referral. Councillor Bowden added that he would donate his £50 to the Youth and Community Centre.

Councillor D. Ellis thanked Councillor Bowden and said that they would look into and consider the particular company suggested.

157/18-19 **EXTERNAL AUDIT OF THE ANNUAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2017/2018 – PART 3**

- (a) The BAFO informed Members that following the Town Council's formal approval of both Sections 1 and 2 of the Annual Governance and Accountability Returns (AGAR) and the 2017/2018 end of year accounts, the AGAR and supporting documentation was submitted to the external auditor on 28th June 2018 and an email confirming the receipt of the documents was received. The relevant minute number; 123/18-19 (d), was sent to the external auditor on 5th July 2018, following the completion of the draft minutes.

We have not received any queries from the external auditor to date.

- (b) The BAFO asked Members to note that the AGAR and the Income and Expenditure Account sheet and the Balance Sheet for the year end March 2018 (currently unaudited by the external auditor) have been published on our website (with signatures redacted – as agreed would be appropriate, following a conversation with ChALC).

158/18-19 **WILDFLOWERS 2018**

The BAFO stated that a query has been received from the Borough Council regarding future payment for the wildflowers – which have not germinated as yet due to the extreme weather conditions. Not only has there been very little rain, but the birds have had more of a chance to eat the seeds.

The work necessary to create the wildflower areas has all been undertaken by the Borough Council – however, they cannot control the weather!

Councillor Atkin said that the Borough has done everything that was expected of it; payment wasn't agreed on a performance basis.

The Clerk suggested that we wait and see what happens as if it does rain in the next few weeks, the seeds may still germinate and we might get a later display.

159/18-19 **CHESHIRE PENSION FUND**

- (a) The BAFO reported that he had attended a workshop on 13th July which was dedicated to the upcoming Monthly Interfacing (MI) Project which will change the way in which Town and Parish Councils, as employers, will provide membership and contribution data to the Cheshire Pension Fund from October 2018. The previous LGS50 documents, produced and submitted at a year end, will be replaced by MI.

The BAFO informed Members of some of the potential implications regarding the upcoming changes. He stated that he had raised some queries on behalf of our payroll provider and mentioned that our payroll provider uses SAGE and so there will only be 30 columns of data available, whereas the MI specification requires 70 columns.

The BAFO said that this has been noted by Cheshire Pension fund and they appear to be considering possible alternative options for small employers; there are lots of technicalities which need to be contemplated during this pilot phase.

An Excel version of the MI file has been produced which identifies which fields are mandatory and The Fund is looking at creating a template file, for small employers with low number of employees and limited changes from month to month; so, the employer could manually amend the file each month and upload it.

The BAFO said that he is expecting to receive further feedback from The Cheshire Pension Fund regarding the points he raised at the meeting and will update Members when this arrives.

- (b) To note correspondence received from and sent to our payroll supplier regarding the impact that the change to the way the Town Council will provide data to the Cheshire Pension Fund in future will affect them; it might have a financial impact.

160/18-19 **GDPR**

- (a) Received – the July e-newsletter from the Information Commissioner’s Office.
- (b) To note that some people are choosing not to complete consent forms, which means that we cannot progress some queries, or keep their contact details on file.

161/18-19 **GRANT AID APPLICATIONS**

- (a) **9th Warrington East Gorse Covert Scout Group**

To note that the £500 grant award to assist with the purchase of new camping equipment for the Group to enable them to participate in Cheshire’s International Camp Chamboree 2018 at Tabley in Knutsford, amongst other future events, has been paid and thanks have been received from the Scout Group.

- (b) **Repair Café**

To note that the £600 start-up grant award for the newly formed Birchwood Repair Café has been paid. Representatives of the Repair Café’s Committee have expressed their thanks for the grant.

- (c) **Birchwood Youth and Community Association**

At the June meeting it was resolved that the Council authorise up to an initial maximum of £2,000 to support the Birchwood Youth and Community Centre, with the aim of bringing it back into full use.

It was unanimously agreed that the Clerk, BAFO and Chair could authorise payments up to this amount (£2,000) to cover the payments required.

An initial £1,200 was paid to the Youth and Community Centre to enable necessary items (including the replacement of fire extinguishers and the servicing of the boiler) to be organised and paid for.

The BAFO confirmed that an additional £300 had since been paid from the £2,000 (see also Minute 156/18-19 above).

Representatives of the Birchwood Youth and Community Centre’s Committee have expressed their gratitude for the grant.

162/18-19 GENERAL ITEMS FOR REPORTING/NOTING - UPDATE

- (a) To note that the emergency light at the top of the stairs in the offices has been replaced, the security light at the front of the building has been properly adjusted and a few other small electrical jobs were undertaken at the same time (£160).
- (b) To note that plants have now been replanted in the planters that had been drying up in the heat; a few additional plants were purchased to replace some that had died and several trays of plants had to be purchased to replace a significant number that have been stolen from the Gorse Covert five-tier planter.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

163/18-19 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 2018 – 30th June 2018.

The payroll figure for May was £13,583.53 and £13,470.83 for June.

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

164/18-19 GRANT AID APPLICATIONS

The BAFO asked Members to consider a grant aid request from Sisters United, to enhance the support work that they offer to members of the community.

Members discussed the application.

Councillor Fitzsimmons **proposed**, Councillor Evans **seconded** and it was **unanimously** agreed to award £190 to the group.

Resolved: Clerk's office to contact Sisters United and arrange payment of the grant award to the group.

165/18-19 GENERAL ITEMS FOR REPORTING/NOTING

- (a) The BAFO reported that the caddy van is starting to cost more to maintain than it is worth and Officers are proposing that the Town Council disposes of this vehicle.

There is a consensus from the maintenance team that a single cab, open-back tipper would be a preferred replacement and offer more flexibility of use than the small Caddy currently does.

Some initial searches for a low mileage, good condition, second hand vehicle have shown a few that are in the region of around £16,000-£17,000 for a 2016 model. There may be some additional fittings that would be required, such as a cage adding, depending on the vehicle.

The BAFO reminded Members that there is £9,500 from the sale of the tractor earlier in the year that was not allocated towards any specific heading during budgeting; there are also earmarked funds to put towards 'new' vehicles.

Members discussed the purchase of a new vehicle.

Councillor Fitzsimmons **proposed**, Councillor Evans **seconded** and it was **unanimously agreed** that Officers should continue the search and if a suitable vehicle is found, to purchase it under delegated powers.

Resolved: Clerk's office to continue to look for a new vehicle for the maintenance team and if a suitable one is found, to complete a purchase.

(b) Received – from LCAS – some articles about hot works and the risk of fire.

This part of the meeting concluded at 7.10 pm

Payment of Accounts:						
Resolved: that the following payments be approved as some of the residual May 2018 and part June 2018 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
21.05.2018	DD	Eon	Electricity - L/Stumps MUGA	£ 7.71	£ 0.39	£ 8.10
23.05.2018	DD	Water Plus	Wastewater charges (a/c 403 277 4195)	£ 65.93		£ 65.93
23.05.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 275.37	£ 55.07	£ 330.44
29.05.2018	DD	Telesis Ltd	Telephone charges	£ 51.51	£ 10.30	£ 61.81
30.05.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 67.38	£ 13.48	£ 80.86
31.05.2018	DD	O2	Mobile phone Charges x 2	£ 43.88	£ 8.78	£ 52.66
01.06.2018	DD	Waterplus	Water and wastewater services (4083868280)	£ 19.19		£ 19.19
01.06.2018	DD	Trade UK/Screwfix	3 x lawn edgers and bolts	£ 32.47	£ 6.51	£ 38.98
04.06.2018	DD	SSE Southern Electric	Gas - Parkers Farm	£ 338.42	£ 16.92	£ 355.34
04.06.2018	DD	SSE Scottish Hydro	Electricity - Parkers Farm	£ 155.78	£ 7.78	£ 163.56
04.06.2018	DD	Legal and General	Ill health insurance	£ 76.95		£ 76.95
05.06.2018	*	Chosen Events Limited	Stilt Walker/Bubble Performer 2018 Carnival	£ 225.00	£ 45.00	£ 270.00
05.06.2018	*	Uniqwin UK Ltd	Site attendance to 4 alarm activations (3 x invoices)	£ 225.50	£ 45.10	£ 270.60
06.06.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 80.30	£ 16.06	£ 96.36
06.06.2018	*	HMRC	May 18 Tax (£1,677.80) & NI (£2,110.78)	£ 3,788.58		£ 3,788.58
07.06.2018	*	June2018 Wages	Wages total this month - (12 staff)	£ 13,470.83		£ 13,470.83
12.06.2018	DD	Waterplus	Water/wastewater services (4083867607) June 18	£ 19.58		£ 19.58
13.06.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 65.27	£ 13.05	£ 78.32
14.06.2018	*	Cheshire Pension Fund	(E'ee £663.13 E'er £2391.86)	£ 3,054.99		£ 3,054.99
14.06.2018	*	James Todd & Co.	Payroll services	£ 48.20	£ 9.64	£ 57.84
14.06.2018	*	ESI	Replace faulty door contact on garage ref: intruder alarm	£ 55.50	£ 11.10	£ 66.60
14.06.2018	*	Arco	PPE - safety boots (PT)	£ 45.00	£ 9.00	£ 54.00
15.06.2018	*	Nationwide Marquee Hire	Marquee, chair and table hire for 2018 carnival	£ 1,067.00	£ 213.40	£ 1,280.40
15.06.2018	*	Swift (NW) Ltd	Portable Toilet hire for 2018 carnival	£ 350.00	£ 70.00	£ 420.00

Payments of Account since 15th June 2018

Date	Ref	Payee	Description	Net	VAT	Gross
15.06.2018	DD	Financial Direct Fees	FD online charges	£ 40.20		£ 40.20
19.06.2018	DD	Eon	Electricity - L/Stumps MUGA	£ 8.22	£ 0.41	£ 8.63
20.06.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 173.57	£ 34.71	£ 208.28
25.06.2018	DD	Water Plus	Wastewater charges (a/c 403 277 4195)	£ 65.93		£ 65.93
27.06.2018	DD	Telesis Ltd	Telephone charges	£ 53.98	£ 10.80	£ 64.78
27.06.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 57.85	£ 11.57	£ 69.42
27.06.2018	*	Yellowbus Solutions	Fully managed IT Support (2 machines) - May 2018	£ 90.00	£ 18.00	£ 108.00
27.06.2018	*	Yellowbus Solutions	2 x Office365 Business Premium	£ 18.80	£ 3.76	£ 22.56
27.06.2018	*	Yellowbus Solutions	Cloud and offsite backups (2 machines) - May 2018	£ 14.00	£ 2.80	£ 16.80
27.06.2018	*	Yellowbus Solutions	Internet services: Backupify (2 machines) - May 2018	£ 4.80	£ 0.96	£ 5.76
28.06.2018	*	ESI	6 monthly service emerg. lights & fire alarm system	£ 266.00	£ 53.20	£ 319.20
29.06.2018	*	Birchwood Youth Association	Grant to support the community centre (£1,200 of £2,000)	£ 1,200.00		£ 1,200.00
02.07.2018	DD	Waterplus	Water and wastewater services (4083868280)	£ 19.19		£ 19.19
03.07.2018	DD	O2	Mobile phone Charges x 2	£ 43.88	£ 8.78	£ 52.66
03.07.2018	*	Samantha Hill	Hanging baskets x 42 and bedding plants for planters	£ 882.60		£ 882.60
03.07.2018	*	Cheshire Pension Fund	Contributions (E'ee £663.13 E'er £2,391.86)	£ 3,054.99		£ 3,054.99
03.07.2018	*	HMRRC	June 18 Tax (£1,652.00) & NI (£2,110.78)	£ 3,762.78		£ 3,762.78
04.07.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 152.87	£ 30.58	£ 183.45
04.07.2018	*	James Todd & Co Ltd	Payroll Service fees	£ 48.20	£ 9.64	£ 57.84
04.07.2018	DD	Legal & General	Ill Health Insurance - annual 'sweep up' which includes adjustment re: additional staff in scheme	£ 672.05		£ 672.05
04.07.2018	*	Yellowbus Solutions **	4 x July invoices minus 72p in error (adjusted next pay)	£ 127.00	£ 25.40	£ 152.40
05.07.2018	*	Warrington Credit Union	Start-up grant - Birchwood Repair Café	£ 600.00		£ 600.00
06.07.2018	*	Yellowbus Solutions **	4 x June invoices plus 72p (adjusted ref previous error)	£ 128.20	£ 25.64	£ 153.84
06.07.2018	*	9th Warrington East Scouts	Grant - camping equipment for Scouts & community use	£ 500.00		£ 500.00
06.07.2018	*	July Wages	12 staff	£ 13,597.97		£13,597.97
10.07.2018	DD	Screwfix	(B&Q a/c) - Combi drill, plants, compost, wood stain	£ 170.42	£ 34.09	£ 204.51
11.07.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 115.03	£ 23.01	£ 138.04
12.07.2018	DD	Waterplus	Water/wastewater services (4083867607)	£ 19.58		£ 19.58
18.07.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 82.09	£ 16.42	£ 98.51
19.07.2018	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 7.53	£ 0.38	£ 7.91
19.07.2018	*	Birchwood Youth Association	Grant to support the community centre (£1,500 of £2,000)	£ 300.00		£ 300.00
19.07.2018	*	G Crowe	Petty cash reimbursement (July 2018)	£ 200.00		£ 200.00
19.07.2018	*	Stalybridge Electrical Services	Supply/replace emergency light, rectify other lighting issues	£ 160.00		£ 160.00
19.07.2018	DD	Financial Direct Fees	FD online charges	£ 40.80		£ 40.80
20.07.2018	*	Office Depot	Stationery	£ 59.83	£ 11.96	£ 71.79
20.07.2018	*	Office Depot	Stationery	£ 36.80	£ 7.36	£ 44.16
23.07.2018	DD	Waterplus	Water/wastewater services (4032774195)	£ 65.93		£ 65.93
			Plus various other recurring direct debits yet to be shown on bank statement / monthly invoices yet to be received			

Payments for approval at the July meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 136.46		£ 136.46
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 114.83	£ 22.97	£ 137.80
	DD	Telesis	Phone/enhanced internet speed charges	£ 164.50	£ 32.90	£ 197.40
	DD	O2	Ref a/c 04760571 mobile phones	£ 111.00	£ 8.70	£ 119.70
	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)	£ 65.93		£ 65.93
	DD	Financial Direct Fees	FD online charges	tbc		
	DD	E-on	Electricity - Locking Stumps multi-use games area	tbc		
	*	Yellowbus Solutions	IT support, 2 x Office 365, backups, internet services (4 x invoices)	£ 127.60	£ 25.52	£ 153.12
	DD	Trade UK/Screwfix	Cable ties and plant food	£ 23.82	£ 4.78	£ 28.60
	DD	CopyriteSystems	Photocopying charges (credit note now depleted)	£ 55.23	£ 11.04	£ 66.27
	CHQ	Post Office Ltd	Vehicle Tax NH57 CZV	£ 250.00		£ 250.00
	*	Cheshire Pension Fund	Contributions (E'ee £667.28 E'er £2,409.00) - July 2018	£ 3,076.28		£ 3,076.28
	*	Elite Industrial Supplies	PPE and workwear	£ 412.65	£ 82.54	£ 495.19
	DD	Trade UK/Screwfix	Compost for planters, fluorescent light tubes	£ 13.34	£ 2.66	£ 16.00
	DD	BNP Paribas	Photocopier rental 10/8/18 to 9/11/18	£ 383.00	£ 76.60	£ 459.60
			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)			