

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING
OF BIRCHWOOD TOWN COUNCIL, HELD AT
PARKERS FARM COMMUNITY CENTRE, DELENTY DRIVE, RISLEY
ON TUESDAY 23RD OCTOBER 2018**

Present: Councillor Atkin in the Chair
Councillors Allman, Breslin, Evans, Fitzsimmons, T. Hearldon and Reeves

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

Apologies: Councillors Bowden, D. Ellis, J. Ellis, M. Hearldon and Nelson

246/18-19 **PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Breslin 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 25th September 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, Evans and T. Hearldon – the Friends of Birchwood Forest Park
Councillors Allman and Breslin – Birchwood Youth & Community Centre Committee*

247/18-19 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 176, and 177 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 FINANCE, AUDIT & PERSONNEL ITEMS

248/18-19 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE**

The BAFO stated that the usage of the Youth and Community Centre seems to be improving.

The BAFO reminded Members that a comprehensive list of the items purchased so far from the grant awarded to the Youth Centre had been received from Councillor D. Ellis.

The Youth and Community Centre Committee had considered opening a new bank account and the remaining £500 of the grant was initially earmarked for the new account. However, the existing account has been retained for administrative reasons. Councillor D. Ellis has reported that the Committee is now ready to receive the final £500 grant.

It was **proposed** by Councillor Fitzsimmons and **seconded** by Councillor Evans that the final £500 of the £2,000 awarded to the Youth and Community Centre be paid. This was **agreed** by those Members present.

The BAFO reported that the Part 3 formal report on the AGAR 2017/2018 has now been received from the external auditor (copied to Members in their papers). The document (now signed by the external auditor) has been published on our website, as has the Notice of Public Rights & Publication of Audited Annual Governance & Accountability Return for the Accounts Year Ended 31 March 2018. The Notice is also displayed on notice boards.

The BAFO stated that the Part 3 signed report incorporated two of the comments made in informal feedback received a few weeks ago. There is no dispute by the external auditor regarding the actual accounting figures – just the technicality of presentation.

- (i) The first comment, related to relevant legislation and regulatory requirements, was that: *“The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR: Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £316,732 and £73,697 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.”*

Councillor Atkin informed Members that this was discussed at the recent Parish Liaison Meeting as the same point was raised with all the Warrington local Councils.

The BAFO reminded Members that we have only recently been made aware, by the external auditor, that the figures the Borough Council sends out to local Parishes combines two figures which it then sends separately to the external auditor.

Prior to receiving the signed AGAR, the BAFO had sent the following explanatory reply to the external auditor regarding this comment: *“Your query regarding our precept request of £353,601 needing to be split to reflect the portion of Council Tax Support i.e. £316,732 precept and £36,869 Council Tax Support is noted and understood. However, we have not previously been asked to treat Council Tax Support in this manner, in fact we have never been informed by our Borough Council of the split. It will only be in 2019/2020 that Warrington Borough Council will fully implement the Council Tax Support to its parishes and we are informed that our ‘so called’ grant support will reduce by approximately £53,000 to £56,000.”*

This issue should not arise after the presentation of the 2018/2019 accounts, with the withdrawal of the Council Tax Support Scheme, as there will be no ‘grant’ to separate out from the other figures.

- (ii) The second comment related to the exercise of public rights: *“We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2018/19 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2018/19 and ensure that it makes proper provision for the exercise of public rights during 2019/20.”*

The BAFO confirmed that this error was made due to a miscalculation of the dates that appeared on the Notice. This had occurred after the Town Council requested a change of submission date for our AGAR from 11th June to 2nd July 2018.

The documents were/are all published on our website and nobody requested a hard copy of the accounts documents or raised any queries with the Town Council.

Our monthly reconciliation and finance documents are regularly published and available to view by the public as part of the monthly Part 1 Finance Minutes.

Members noted the receipt of the external auditor's signed report.

250/18-19 **WILDFLOWERS**

The BAFO stated that all the wildflowers had done very well this year and he asked Members to note that the invoice from Warrington Borough Council for the creation of the 2018 Wildflower Meadows has been received (£626.37 +VAT).

Councillors Allman and Evans commented that the wildflowers in the Forest Park had also done well and that there is a bulb planting event arranged by The Friends of Birchwood Forest Park, taking place on the 28th October.

251/18-19 **GDPR**

- (a) To note that the Town Council's Data Protection renewal was due on 16th October 2018. As we pay by Direct Debit, it renewed automatically, and we receive a £5 reduction from the £40 due (£35.00).
- (b) Received – the October e-newsletter from the Information Commissioner's Office.
- (c) The BAFO reported that we have received a message from our Data Protection Officer who would like to arrange a meeting in the near future in order to receive an update on how the Town Council is progressing with GDPR matters.

252/18-19 **GRANT AID APPLICATIONS**

- (a) Poppy wreaths – to note that a letter of thanks has been received from the Royal British Legion regarding the £100 donation towards the supply of two poppy wreaths.
- (b) Running4 Dr Ozzy – to note we have not yet received a completed grant aid form following the request for a donation to this Warrington & Halton Hospital fundraising campaign (details were copied to Members in previous papers).

253/18-19 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note the receipt of presentation slides from the October Parish Liaison Meeting, re: 'Parish Precepts & Council Tax Support Allowance'.

The BAFO stated that it is unlikely that we will receive specific financial details from the Borough Council until the end of November. Once those have been received the BAFO will be able to do formal calculations to present to Members regarding the budget and precept for 2019/2020.

- (b) To note that we are still awaiting a reply regarding the letter sent to the Borough Council, re: the late payment of the precept into our account, asking that they consider refunding lost interest that this incurred.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

254/18-19 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 September 2018.

The payroll figure for August 2018 was £13,581.06 and £13,579.10 for September 2018.

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

255/18-19 BANKING SIGNATORIES

The BAFO said that to allow more flexibility re: the management of our Co-operative Bank account, it would be useful to increase the number of Councillors able to sign cheques. The signatures of two previous Councillors also need to be removed from the bank's records. Councillors Atkin and Reeves have agreed to be additional signatories on the account.

The BAFO asked Members to consider the Section 3 Declaration required by the bank, and to approve the relevant resolutions. Members **unanimously passed** the following resolutions:

Section 3 Declaration

Introduction

Failure to provide all relevant signatures will result in the form being returned and a delay in processing.
All Directors/Partners/Owners/Officials/Members must sign this section in accordance with their Constitution.

The following resolutions were passed at a meeting held on:

23 | 10 | 2018
day month year

It was resolved and declared that in respect of each of the accounts listed at Section 1 Bank Account Details (the Account(s)):

- the Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Business being empowered by and acting within its constitution in giving this instruction
- the Bank shall be authorised to accept instructions (including telephone instructions and written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in All account signatories Section 2 Part C and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the All account signatories Section 2 Part C
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the All account signatories Section 2 Part C
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- the Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- the Bank shall be notified in writing of any change of Authorised User.
- the Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C
- the Bank shall be notified in writing of any overall change of control in the business
- all signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years

Action Clerk's office to send the necessary documentation to the bank to add/remove the signatories to/from our Co-operative Bank account

256/18-19 **GRANT AID APPLICATIONS/DONATIONS**

Birchwood Lions – request for financial assistance (amount at the discretion of the Town Council) to support the Annual Remembrance Service at Birchwood Shopping Centre on 10th November 2018.

Councillor Evans **proposed**, Councillor Breslin **seconded** and Members **unanimously agreed** to make a grant award of £100 to support the Annual Remembrance Service at Birchwood Shopping Centre, organised by Birchwood Lions.

Action Clerk's office to contact Birchwood Lions regarding the grant award.

257/18-19 **WINTER BEDDING PLANTS**

To note that winter bedding plants and compost have been ordered for the planters around Birchwood (113 trays of plants @ £1.10 per tray).

258/18-19 **GENERAL ITEMS FOR REPORTING/NOTING**

(a) To ask Members to consider the purchase of the recently published Charles Arnold Baker Local Council Administration – 11th Edition (discounted to £103.00 for SLCC Members).

Action Clerk's office to arrange to purchase the 11th Edition of Charles Arnold Baker Local Council Administration

(b) To note that one member of the maintenance team will be undertaking (free) annual first aid refresher training on 25th October 2018.

(c) To note that a new desktop printer has been purchased for the downstairs office (£72.00 +VAT).

(d) Received – HMRC October Employer Bulletin.

(e) To note that Avast (anti-virus software) has not been renewed for the office machines as our new IT packages also cover this function.

(f) Received – Minutes from the meeting of the Pension Consultative Forum, attended by the BAFO in September 2018.

(g) Received - LCAS Risk Topic Update – October 2018. This included an update on tree liabilities.

The Clerk asked the Borough Council if they would survey the trees on the Town Council's land at Parkers Farm, which they have agreed to do.

The Clerk also made enquiries regarding tree surveys with several other (fully qualified) companies, regarding this matter.

The Clerk reported that the Borough Council's Tree Officer came out today and will issue a report on his findings. She asked for Members' consent for Officers, the Chair and Vice Chair to approve (under delegated powers) between meetings, any necessary work to be undertaken on the trees on the Town Council's land.

Councillor Breslin informed the meeting the Borough Council has received five saplings of the Queen's Commonwealth Canopy trees and it has been proposed that these be planted in Birchwood Forest Park.

- (h) The BAFO reported that a member of staff has asked whether the Town Council would consider allowing him to purchase a set of extendable ladders (one of two sets) that the Maintenance Team never use, for his personal use at home. The Town Council is unlikely to ever use these ladders as staff would now require 'ladder training'.

The staff member accepts that the ladders would be sold as seen and the Town Council will not accept any liability for any defects that might become apparent at a later date. He will use them at his own risk.

The BAFO said that the member of staff has offered £50 for the ladders; which is around the current 'book price'.

Members discussed the offer and **unanimously agreed** that the staff member could purchase the ladders, on the understanding that they are sold as seen and used at his own risk.

Action Clerk's office to liaise with the staff member regarding the sale of the ladders.

259/18-19 **NOVEMBER/DECEMBER MEETINGS 2018**

The BAFO stated that in recent years the November 2018 meeting had become a Pre-budget, Finance and Strategy meeting, with the December meeting then incorporating the Rate Precept meeting; to formally resolve all the recommendations made at the November meeting.

The BAFO suggested that, Members might wish to amalgamate the two meetings into one meeting in December. The figures from Warrington Borough Council, required to calculate actual figures for the Town Council's budget and precept proposals, will only be received towards the end of November - the December meeting then follows on shortly afterwards.

Members discussed this suggestion and agreed that it would make sense and allow more time for the BAFO to put together the formal documentation required for presenting the Rate Precept and Budget proposals.

Members **resolved** that the November 2018 and December 2018 meetings be incorporated into one meeting, which will take place on Tuesday 11th December 2018.

Action Clerk's office to publish the revised meeting arrangements on our notice boards, Facebook page and website.

260/18-19 **POTENTIAL CHRISTMAS SHUTDOWN**

The BAFO asked Members to consider what arrangements they wish to be put in place over the 2018/2019 Christmas and New Year period; in order to assist staff in assessing how many days annual leave they will be required to keep in reserve for this period. This year Christmas Eve falls on a Monday. In previous years the services have been shut down for several days.

If there is an emergency during a shutdown, arrangements will be made for some staff to be available to assist the main authority (the Borough Council) if necessary.

Members considered the matter and **resolved** that the Town Council will cease maintenance and office operations at the end of the working day on Friday 21st December 2018 and they will recommence on Wednesday 2nd January 2019. Christmas Eve will be given as an extra day holiday this year (without setting a precedent) rather than to open for half a day.

This part of the meeting concluded at 7.15pm

Payment of Accounts:							
Resolved: that the following payments be approved as some of the residual July 2018, August 2018 and part September 2018 accounts							
Date	Ref	Payee	Description	Net	VAT	Gross	
25.07.2018	DD	EMAP Ltd.	Local Government Chronicle subscription	£ 224.10		£ 224.10	
25.07.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 114.83	£ 22.97	£ 137.80	
27.07.2018	DD	Telesis	Telephone charges	£ 164.50	£ 32.90	£ 197.40	
30.07.2018	CHQ	Post Office Ltd	Vehicle tax NH57 CZV	£ 250.00		£ 250.00	
31.07.2018	DD	Copyrite Digital	Photocopying charges	£ 55.23	£ 11.04	£ 66.27	
01.08.2018	DD	Waterplus	Water and wastewater services (4083868280)	£ 19.19		£ 19.19	
01.08.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 132.72	£ 26.54	£ 159.26	
01.08.2018	DD	Screwfix	(B&Q a/c) - cable ties and plant food	£ 23.82	£ 4.78	£ 28.60	
01.08.2018	DD	O2	Mobile phone Charges x 2	£ 111.00	£ 8.70	£ 119.70	
02.08.2018	*	Cheshire Pension Fund	Contributions (E'ee £667.28 E'er £2,409.00)	£ 3,076.28		£ 3,076.28	
03.08.2018	*	James Todd & Co Ltd	Payroll Service fees	£ 48.20	£ 9.64	£ 57.84	
03.08.2018	*	Yellowbus Solutions	Fully managed IT Support (2 machines) - Aug 2018	£ 90.00	£ 18.00	£ 108.00	
03.08.2018	*	Yellowbus Solutions	2 x Office365 Business Premium	£ 18.80	£ 3.76	£ 22.56	
03.08.2018	*	Yellowbus Solutions	Cloud and offsite backups (2 machines) - Aug 2018	£ 14.00	£ 2.80	£ 16.80	
03.08.2018	*	Yellowbus Solutions	Internet services: Backupify (2 machines) - Aug 2018	£ 4.80	£ 0.96	£ 5.76	
03.08.2018	*	JDH Business Services	Internal Audit 2017/18	£ 561.00	£ 112.20	£ 673.20	
06.08.2018	DD	Legal & General	Ill Health Insurance	£ 136.46		£ 136.46	
07.08.2018	*	August Wages	12 Staff	£ 13,581.06		£ 13,581.06	
08.08.2018	*	HMRC	July 18 Tax (£1,669.00) & NI (£2,133.49)	£ 3,802.49		£ 3,802.49	
10.08.2018	DD	BNP Paribas Leasing	Photocopier rental 10/8/18 to 9/11/18	£ 383.00	£ 76.60	£ 459.60	
13.08.2018	DD	Waterplus	Water/wastewater services (4083867607) August 18	£ 19.58		£ 19.58	
15.08.2018	DD	Financial Direct Fees	FD online charges	£ 41.00		£ 41.00	
15.08.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 50.99	£ 10.18	£ 61.17	
21.08.2018	*	G. Crowe	Petty cash reimbursement	£ 150.00		£ 150.00	
22.08.2018	*	Elite Industrial Supplies	PPE/Workwear	£ 412.65	£ 82.54	£ 495.19	
22.08.2018	*	CJ Auto Service	Supply and fit new tyre - PO51 WLE	£ 40.95	£ 8.19	£ 49.14	
22.08.2018	*	CMUK Visual Safety	First aid supplies - restock	£ 37.65	£ 7.53	£ 45.18	
22.08.2018	*	Office Depot	Stationery & calculator	£ 30.32	£ 6.06	£ 36.38	
22.08.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 222.26	£ 44.45	£ 266.71	
23.08.2018	*	Sisters United	Grant to support the continuation of this community group to; enable it to remain/improve its self-financing capabilities	£ 190.00		£ 190.00	
23.08.2018	DD	Waterplus	Water/wastewater services (4032774195)	£ 65.93		£ 65.93	
28.08.2018	DD	Telesis Ltd	Telephone charges	£ 70.48	£ 14.10	£ 84.58	
29.08.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 136.62	£ 27.32	£ 163.94	
31.08.2018	DD	O2	Mobile phone Charges x 2	£ 43.50	£ 8.70	£ 52.20	
31.08.2018	DD	CopyriteSystems	Photocopying charges	£ 36.72	£ 7.34	£ 44.06	
03.09.2018	DD	Waterplus	Water and wastewater services (4083868280)	£ 28.61		£ 28.61	
03.09.2018	DD	Screwfix	(B&Q a/c) - compost and tube light starters	£ 13.33	£ 2.67	£ 16.00	
04.09.2018	DD	Legal & General	Ill Health Insurance	£ 136.46		£ 136.46	
05.09.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 76.70	£ 15.33	£ 92.03	
06.09.2018	*	Cheshire Pension Fund	Contributions (E'ee £663.01 E'er £2,391.04)	£ 3,054.05		£ 3,054.05	
07.09.2018	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 12.40	£ 0.62	£ 13.02	
07.09.2018	*	CJ Auto Service	PO51 WLE - service, MOT, & repairs including to front suspension struts & suspension arms	£ 687.98	£ 128.60	£ 816.58	
07.09.2018	*	September Wages	12 Staff	£ 13,579.10		£ 13,579.10	
07.09.2018	*	JDH Business Services	Data Protection Services 2018/2019	£ 1,200.00	£ 240.00	£ 1,440.00	
07.09.2018	*	HMRC	August 18 Tax (£1,676.80) & NI (£2,109.75)	£ 3,786.55		£ 3,786.55	
07.09.2018	*	Arco	Safety boots (GS)	£ 35.74	£ 7.15	£ 42.89	
07.09.2018	*	James Todd & Co Ltd	Payroll services September 2018	£ 48.20	£ 9.64	£ 57.84	
10.09.2018	DD	Public Works Loan Board	Loan payment ref - 310 07982	£ 11,610.00		£ 11,610.00	
10.09.2018	DD	SSE Southern Electric	Gas - Parkers Farm	£ 44.52	£ 2.22	£ 46.74	
10.09.2018	DD	SSE Scottish Hydro	Electricity - Parkers Farm	£ 131.59	£ 6.57	£ 138.16	
12.09.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 136.67	£ 27.34	£ 164.01	
12.09.2018	DD	Waterplus	Water/wastewater services (4083867607)	£ 19.58		£ 19.58	
17.09.2018	DD	Yellowbus Solutions	IT support, 2 x Office 365, backups, internet services (4 x inv)	£ 127.60	£ 25.52	£ 153.12	
17.09.2018	DD	Financial Direct Fees	FD online charges	£ 40.60		£ 40.60	
18.09.2018	*	Warrington Vehicle Centre	Purchase of tipper truck (inc. cage sides & tool box fitted & f	£ 15,250.00	£ 3,000.00	£ 18,250.00	
18.09.2018	*	Warrington Vehicle Centre	Sign writing to 'personalise' tipper to BTC	£ 175.00	£ 35.00	£ 210.00	
19.09.2018	*	Elite Industrial Supplies	PPE/Workwear (5 x polo shirts)	£ 48.75	£ 9.75	£ 58.50	
19.09.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 63.33	£ 12.67	£ 76.00	
19.09.2018	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 3.97	£ 0.20	£ 4.17	
24.09.2018	DD	Waterplus	Water/wastewater services (4032774195)	£ 65.93		£ 65.93	

Payments of Account since 24th September 2018

Date	Ref	Payee	Description	Net	VAT	Gross
26.09.2018	DD	Telesis	Phone charges	£ 71.12	£ 14.22	£ 85.34
26.09.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 145.94	£ 29.19	£ 175.13
27.09.2018	*	G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00
27.09.2018	*	Zurich Municipal	Addition of tipper HK64NNM to insurance (inc. £35.67 IPT)	£ 332.93		£ 332.93
28.09.2018	DD	CopyriteSystems	Photocopying charges	£ 20.51	£ 4.10	£ 24.61
28.09.2018	*	HMRC	Tax £1,690.00 NI £2,094.76	£ 3,784.76		£ 3,784.76
01.10.2018	DD	Waterplus	Water and wastewater services (4083868280)	£ 28.61		£ 28.61
01.10.2018	*	Duttons Mowerworld	Nylon line for brushcutters	£ 13.33	£ 2.67	£ 16.00
01.10.2018	*	F. McDonald	Contribution towards glasses (Specsavers) - VDU work	£ 46.95	£ 2.55	£ 49.50
01.10.2018	*	Cheshire Pension Fund	E'ee £659.45 E'er £2,377.99	£ 3,037.44		£ 3,037.44
03.10.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 9.56	£ 1.91	£ 11.47
03.10.2018	DD	O2	Mobile phone Charges x 2	£ 43.50	£ 8.70	£ 52.20
04.10.2018	DD	Legal & General	Ill Health Insurance	£ 136.46		£ 136.46
05.10.2018	DD	Southern Electric Gas	Gas - Parkers Farm (final payment)	£ 65.34	£ 3.26	£ 68.60
08.10.2018	*	October Wages	12 staff	£ 13,589.17		£ 13,589.17
09.10.2018	*	PKF Littlejohn LLP	External Audit 2017/2018	£ 960.00		£ 960.00
09.10.2018	CHQ	RBL Poppy Appeal	Grant/donation for 2 x poppy wreaths	£ 100.00		£ 100.00
10.10.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 271.87	£ 54.37	£ 326.24
12.10.2018	DD	Waterplus	Water/wastewater services (4083867607)	£ 19.58		£ 19.58
15.10.2018	DD	Financial Direct Fees	FD online charges	£ 41.00		£ 41.00
16.10.2018	DD	Information Commissioner's Office	Data protection renewal fee	£ 35.00		£ 35.00
17.10.2018	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 7.89	£ 0.39	£ 8.28
17.10.2018	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 165.10	£ 33.00	£ 198.10
18.10.2018	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
			(Cloud MSP - DD: Hosted Backup invoice not received/paid)			
18.10.2018	*	ELAS	8 x job-specific staff health surveys	£ 383.60	£ 76.72	£ 460.32
19.10.2018	*	Matco	Mat servicing charges	£ 186.97	£ 37.39	£ 224.36
19.10.2018	*	Warrington Borough Council	Wildflower meadows 2018	£ 626.37	£ 125.27	£ 751.64
19.10.2018	*	James Todd & Co Ltd	Payroll Service fees	£ 48.20	£ 9.64	£ 57.84
19.10.2018	*	Regal Disposables	Refuse sacks (30 boxes) and paper hand towels (6 boxes)	£ 390.36	£ 78.07	£ 468.43

Payments for approval at the October 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)	£ 142.95	£ 28.58	£ 171.53
	DD	Telesis	Phone/enhanced internet speed charges	£ 69.48	£ 13.90	£ 83.38
	DD	O2	Ref a/c 04760571 mobile phones	£ 58.50	£ 8.70	£ 67.20
	DD	Waterplus	Water and wastewater services (4083868280)	£ 28.61		£ 28.61
	DD	Waterplus	Water/wastewater services (4083867607)	£ 23.73		£ 23.73
	DD	Waterplus	Water/wastewater services (4032774195)	£ 65.93		£ 65.93
	DD	Financial Direct Fees	FD online charges	tbc		
	DD	Yellowbus Solutions	IT support, 2 x Office 365, backups, internet services (4 x inv.)	tbc		
	DD	CopyriteSystems	Photocopying charges	£ 19.39	£ 3.88	£ 23.27
	*	Duttons Mowerworld	Petrol hedgecutter - service and replace damaged blade	£ 107.51	£ 221.49	£ 129.00
	*	Duttons Mowerworld	Long reach cutter - service and fit reconditioned blade set	£ 164.30	£ 32.86	£ 197.16
	*	Duttons Mowerworld	S1-HT131 - engine service, sort rewinding, valve reset, test & set	£ 79.16	£ 15.84	£ 95.00
	*	Arco	Safety Boots (SJ) and First Aid Kit for HK64 NNM	£ 56.50	£ 11.30	£ 67.80
	*	Arco	15L Spill kit for HK64 NNM	£ 19.79	£ 3.96	£ 23.75
	*	James Todd & Co Ltd	Payroll Service fees	£ 48.20	£ 9.64	£ 57.84
	*	Primrose Hill Nursery	Winter bedding plants (113 trays) and 3 lg. bags compost	tbc		
	*	SLCC	Charles Arnold Baker 11th Edition	£ 103.99		£ 103.99
	*	Cheshire Pension Fund	Contributions	tbc		
	*	HMRC	Tax and NI	tbc		
	*	J Parkers Bulbs	Bulbs - daffodils, narcissi and crocus	£ 112.56	£ 7.14	£ 119.70
	*	Value Products Ltd	2 x Rigid "No Smoking" signs to replace damaged sign	£ 9.55	£ 1.91	£ 11.46
			Plus various other recurring direct debits yet to be shown on bank statement /invoices yet to be received			