

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING
OF BIRCHWOOD TOWN COUNCIL, HELD AT
PARKERS FARM COMMUNITY CENTRE, DELENTY DRIVE, RISLEY
ON TUESDAY 25TH SEPTEMBER 2018**

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

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

Apologies: Councillors D. Ellis, J. Ellis, Nelson and Reeves

202/18-19 **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 24th July 2018 be approved as an accurate record and signed by the Chair.

203/18-19 **MINUTES OF THE JOINT MEETING OF THE PART I FINANCE, AUDIT & PERSONNEL AND THE POLICY, STRATEGY & ENGAGEMENT SUB-COMMITTEES**

Councillor Fitzsimmons proposed, Councillor Evans seconded and it was resolved that: The Minutes of the Joint Meeting Of The Part I Finance, Audit & Personnel and the Policy, Strategy & Engagement Sub-Committees held on 12th September 2018 be approved as an accurate record and signed by the Chair, with the following amendments – (a) that a ‘typo’ be corrected in Minute 167/18-19 to correct the spelling of Councillor Atkin’s name and (b) that Minute numbers be corrected so there is no repetition of numbers.

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, M. Hearldon and T. Hearldon – the Friends of Birchwood Forest Park

Councillors Allman and Evans – Oakwood Community Association

Councillors Bowden and Breslin – Birchwood Youth & Community Centre Committee

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

204/18-19 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 155, 156 and 157 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

205/18-19 RECOMMENDATIONS FROM THE MINUTES OF THE JOINT MEETING OF THE PART I FINANCE, AUDIT & PERSONNEL AND THE POLICY, STRATEGY & ENGAGEMENT SUB-COMMITTEES

The BAFO stated that there are three recommendations in the Minutes from the joint sub-committee meeting that need to be formally ratified at tonight's meeting:

- (a) Re: Minute 173/18-19 - Recommendation to the Town Council of Precept % profile 2019/2020 onwards.

The BAFO stated that at the joint sub-committee meeting, Members were asked to consider various strategy options regarding the 2019/20 preparation of the Council's budget, precept and residual Council balances with the imminent loss of approximately £53,000 income in 2019/20 when the Borough Council removes its Council Tax support scheme in April 2019; subject to formal reconsideration in November and further review and resolution at the Rate Precept Meeting.

Members had discussed the various options.

The recommendation made at the sub-committee meeting was for the BAFO to prepare figures to project between a 4% and 5% increase, with a 4-year plan to address the reinstatement of balances. A 5% increase in the Town Council's portion of the Council Tax bill, with the current available figures, would equate to around £5 per year more on a Band D property (just 42 pence per month).

This would demonstrate to the auditor that the Town Council is aware of its fiduciary responsibility and has a recovery cycle in place to deal with the upcoming financial 'hit' we have to take due to the withdrawal of Council Tax Support by the Borough Council.

The BAFO reiterated that until actual detailed figures are received from the Borough Council, any projections are best estimates.

At tonight's meeting Members unanimously **resolved** to approve the above recommendation.

- (b) Re: Minute 174/18-19 - Consider Any Major Expenditure 2019/2020 Onwards - Parkers Farm Listed Building Issues

The BAFO reminded Members of the difficulties being encountered relating to trying to obtain listed building consent for repairs to the Parkers Farm office building; or for clarification on whether consent is needed at all, as there will be no alterations, extensions or demolition of the building in any way.

The BAFO stated that there were two recommendations made at the September joint sub-committee meeting:

- (i) For the Town Council to appoint an independent consultant to assist with the preparation and submission of the listed building consent application for repairs to Parkers Farm.
- (ii) For the Town Council to engage an independent surveyor to undertake a full building survey of Parkers Farm.

The BAFO reported that since the joint sub-committee meeting, emails have continued to go back and forth with the Borough Council, which has now informed us that for a fee of £268 the Town Council can obtain pre-application advice from the Borough Council's Planning Department.

The BAFO said that it appears that we might have reached the point where we have no option other than to pay this charge.

Members discussed the issue again and agreed that the Town Council has given the Borough Council as much information as it possibly can regarding the proposed works. They believe that the Borough Council's delay and reluctance to offer advice, other than guiding us to online information – which does not offer enough clarification, is potentially having an additional detrimental effect on Parkers Farm which is a Grade 2 listed building. This seems contrary to what listed building applications are meant to achieve.

Councillor Bowden asked for the Council's permission to speak to the Planning Department on its behalf, prior to making a final decision regarding the proposal from the Borough Council to come out to assess the site; or to approve the recommendation made at the sub-committee meeting, to appoint an independent consultant to assist with the preparation and submission of the listed building consent application.

Members unanimously **resolved** that Councillor Bowden should speak to the Planning Department at the Borough Council regarding the above.

Action Councillor Bowden to speak to the Planning Department regarding the above and to report the outcome of the discussions to the Clerk.

Following additional consideration Councillor Fitzsimmons **proposed** and Councillor Evans **seconded** that if there is no other choice, the Town Council will pay for pre-application advice to ascertain whether consent is/is not required. This was **resolved** by those Members present.

It was suggested that the second recommendation remain under consideration for now, until the initial repair issue is resolved.

Members **unanimously agreed** to this suggestion.

(c) Re: Minute 175/18-19 – Banking Matters

The BAFO reported that at the sub-committee meeting Members recommended the amendment of the maximum value of the BACS/Cheques Payment Limit to increase from £15,000 to £20,000 per transaction. This will enable the Town Council to make larger payments (such as for the new van) without having to split the payment in two.

The BAFO reported that since the meeting, the relevant paperwork had been sent to the Co-operative Bank, which has made the adjustment to our account.

At tonight's meeting Councillor Fitzsimmons **proposed**, Councillor Evans **seconded** and it was **unanimously resolved** to formally ratify this action.

206/18-19 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE**

The BAFO stated that we understand that good progress is being made with various issues at the Youth and Community Centre.

The Council received a list submitted prior to the meeting from Councillor D. Ellis showing a comprehensive list of the items purchased so far from the grant awarded to the Youth Centre.

207/18-19 **EXTERNAL AUDIT OF THE ANNUAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2017/2018 – PART 3**

- (a) The BAFO gave a verbal report on feedback received from the external auditor regarding our submission of the AGAR and the 2017/2018 end of year accounts and supporting documentation. This feedback was only received on 18th September, despite the Town Council having to ensure our documentation was with the external auditor by 2nd July at the latest. There is no dispute by the external auditor regarding the actual accounting figures – just the technicality of presentation.

There were three queries.

- (i) The first stated: *“Reconciliation between boxes 7 & 8: as you are on an income and expenditure accounting basis (box 7 & 8 do not match), we require this document. Could you please send us one? I have attached a blank pro forma for you to complete.”*

The BAFO informed Members that all the relevant figures had been supplied in the same format as previous years. However, the new external auditor requires their pro forma document to be completed to show these figures separately. The BAFO therefore sent, as requested, their pro forma which shows the calculation to reflect the differences between Box 7 and Box 8 on the AGAR.

- (ii) The second comment 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.”*

The BAFO informed Members that this query was raised with the majority of local Parishes within Warrington. It appears that the figures that the Borough Council sends out to the local Parishes combines two figures which it sends separately to the external auditor – something we have never been aware of.

The BAFO sent the following 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.”*

The BAFO said that 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.

- (iii) The third comment was regarding 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 informed Members 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 BAFO apologised for the miscalculation.

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.

The formal report from the external auditor is yet to be received.

208/18-19 **PUBLIC WORKS LOAN BOARD PAYMENT**

At the September joint sub-committee meeting, the BAFO had mentioned the Public Works Loan Board Payment as one of the main items in the Town Council's Revenue Expenditure account (see Minute 169/18-19).

At tonight's meeting Councillor Bowden asked whether this item, shown as Item 11 on Schedule A (on page 130 of the joint sub-committee Minutes) which cost £23,000 in 2018/2019 – reducing to £22,000 in 2019/2020 and £21,000 in 2020/2021 - would be better paid off in one lump sum to save paying the interest charges.

The BAFO said that there are about 12 years left to run on the loan and enquiries were made with the Public Works Loan Board two years ago regarding the possibility of paying the loan early, in one lump sum.

The BAFO stated that it would be difficult to justify the settlement figure that would be required. The loan was taken out at a fixed rate of 4.75% over 25 years.

Any early payment would take into account the loss of interest to the Public Works Loan Board which, when added, means there would be no benefit to the Town Council in paying it off early. The disadvantage would be that a large amount of funding would have to be found, which would 'wipe-out' earmarked reserves.

The Town Council has been advised by our internal auditor that it would not be financially responsible to hold less than six months cash flow in reserve (currently around £160,000) as a minimum amount.

209/18-19 **BIRCHWOOD CARNIVAL**

The BAFO gave Members a brief update on the Carnival Committee's accounts relating to the 2018 Birchwood Carnival; the overall summary demonstrated that the income and expenditure were very close to balancing.

He stated that the Carnival Committee was well supported in 2018 with sponsorship from various sources.

The BAFO informed Members that the Town Council had made several direct payments to suppliers of attractions and acts, amounting to £1,773, in addition to the payments we make for the supply of the marquee, tables and chairs and the portable toilets. He asked whether Members wished this amount to be returned to the Town Council, or whether they would consider treating it as a grant and for it to remain in the Carnival Committee's account.

Following discussions, Councillor Evans **proposed** that the £1,773 **not** be reimbursed to the Town Council but remain in the Carnival Committee's account to put towards payments for the next Birchwood Carnival. This was **seconded** by Councillor Fitzsimmons and **unanimously agreed** by those Members present.

Action For the Clerk's office to inform the Carnival Committee of the above decision.

210/18-19 **WILDFLOWERS**

To note that the wildflowers sown this year are now growing/flowering. To also note that parts of last years' beds on Ordnance Avenue have been left unmown and some of the flowers appear to have self-seeded.

211/18-19 **CHESHIRE PENSION FUND**

- (a) Received - a letter from the Chair of the Cheshire Pension Fund Committee regarding the upcoming Monthly Interfacing (MI) Project.
- (b) Received – Minutes from the workshop on 13th July which was dedicated to the MI Project, along with other documentation relating to MI. The BAFO attended this workshop.

The BAFO reported that the technical software and structures are still being developed. Pilot schemes are planned for the autumn, but no specific dates have yet been received.

The BAFO stated that he is the MI Town and Parish Representative for Warrington and will liaise with other Local Parishes as necessary regarding the implementation of MI.

The date of the next meeting re: MI Pilot Sites has been changed from 14th December to 29th November 2018.

- (c) To note additional correspondence has been sent to our payroll supplier regarding MI, including a list of fields we expect will be needed in the monthly reports for each employee in the pension fund. Once the scheme is in place, it should speed up the processing of various documents that use the monthly pension data supplied for each employee.

212/18-19 **GDPR**

- (a) To note that the Town Council's Data Protection renewal is due on 16th October 2018. As we pay by Direct Debit, it renews automatically; with a £5 reduction from the £40.
- (b) Received – the August and September e-newsletters from the Information Commissioner's Office.

213/18-19 **GRANT AID APPLICATIONS**

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

To note the Scout Group sent an article and photographs relating to how the £500 grant award to assist with the purchase of new camping equipment for the Group was used.

(b) **Sisters United**

To note that following the receipt of requested information from Sisters United, the £190 pledged grant award has been paid to the group.

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

To note that a further £300 of the (£2,000 maximum) grant awarded at the June meeting to support the Birchwood Youth and Community Centre, was paid to the Association in July - a total of £1,500 so far.

214/18-19 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that a second-hand tipper van has been ordered. The cost of £15,000 plus VAT has been agreed; this includes the addition of cage sides, a tool box, servicing and an MOT. Sign writing will be £175 plus VAT.

The BAFO reported that the van has now been received and is being used and that Zurich Municipal has added the van to our insurance policy (£332.93 inc. IPT).

- (b) To note that a number of plants were torn out of planters on Admirals Road. However, rather than purchase any more summer plants, the team spread out what had been left.
- (c) To note that a letter has been sent to the Borough Council, re: the late payment of the precept into our account, asking that they consider refunding lost interest (of approximately £50) that this incurred – we are awaiting a reply.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

215/18-19 **BANK ACCOUNT RECONCILIATION**

To receive from the BAFO the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the accounting periods 1st April 2018 – 31st July 2018 and 1st April 2018 – 31st August 2018.

The payroll figure for June 2018 was £13,470.83, £13,597.97 for July 2018 and £13,581.06 for August 2018.

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

216/18-19 GRANT AID APPLICATIONS/DONATIONS

- (a) Poppy wreaths – to ask Members whether they wish to make a donation to The Royal British Legion for the supply of two poppy wreaths, as the Town Council has in previous years. These need to be ordered in early October to ensure arrival for the Remembrance Service. An amount of £100 has been agreed during the last few years.

Members **unanimously agreed** to make a donation of £100 for the supply of two poppy wreaths to be laid on behalf of the community at the memorials at Birchwood Shopping Centre and Cross Lane South.

Action Clerk's office to arrange for the supply of two poppy wreaths from the Royal British Legion.

- (b) Running4 Dr Ozzy – following the receipt of an initial letter to ask if the Town Council would consider making a donation to this Warrington & Halton Hospital fundraising campaign, a grant aid form was sent; which has been passed on to the fundraising manager – we are awaiting its return.

217/18-19 CHESHIRE PENSION FUND

- (a) Received – A letter from the Pensions Regulator regarding upcoming re-enrolment dates (it is the employer's legal duty to re-enrol certain staff back into a pension scheme every three years and to submit a re-declaration of compliance). The re-enrolment window for Birchwood Town Council opens on 1st December 2018 and closes on 31st May 2019.
- (b) Received – Details of Cheshire Pension Fund surgeries (copied to staff).
- (c) Received – draft agenda for the Pension Consultative Forum which took place in Chester on 21st September 2018. The BAFO attended.

218/18-19 COMMUNITY ROOM

- (a) To ask Members to consider the updated Conditions of Room Hire (copied in their papers).

Members **unanimously resolved** that the updated conditions of room hire be adopted.

- (b) To inform Members that a local walking group is hiring the room on a weekly basis for one hour every Monday between 11am and 12.30am (part thereof). This is on the understanding that the Town Council has overriding priority in the event of requiring the room for Council business – and agreement with the Conditions of Room Hire.

219/18-19 GENERAL ITEMS FOR REPORTING/NOTING

- (a) To note that the maintenance team undertook necessary occupational health screening on 4th September 2018.
- (b) Received – notification that the Town Council now has a new key contact with SAS Daniels – our current specialist consultants regarding Employment Law and HR.
- (c) To note that a company will be meeting with Officers on 25th October 2018 to introduce their document management system to us, to see if it would usefully enhance/improve current systems we have in place.

- (d) Received – details of a preventative maintenance contract for document shredders.
- (e) To note that one member of the maintenance team completed annual first aid refresher training on 23rd July 2018.
- (f) Received – from HMRC – details of how VAT 126 Claims can now be made online.

220/18-19 **PART II FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Fitzsimmons proposed, Councillor Evans seconded and it was resolved that: The Minutes of the Town Council Part II Finance, Audit & Personnel Meeting held on held on 24th July 2018 be approved as an accurate record and signed by the Chair.

This part of the meeting concluded at 7.25pm

Payment of Accounts:						
Resolved: that the following payments be approved as some of the residual June 2018 and part July 2018 accounts						
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	*	HMRC	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 now paid)	£ 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

Payments of Account since 25th July 2018

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	DD	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 Ltd	Purchase of tipper truck (inc. cage sides & tool box fitted & RFL)	£ 15,250.00	£ 3,000.00	£ 18,250.00
18.09.2018	*	Warrington Vehicle Centre Ltd	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 for approval at the September 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)	tbc		
	DD	Telesis	Phone/enhanced internet speed charges	£ 71.12	£ 14.22	£ 85.34
	DD	O2	Ref a/c 04760571 mobile phones	£ 43.50	£ 8.70	£ 52.20
	DD	Waterplus	Water and wastewater services (4083868280)	£ 28.61		£ 28.61
	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		
	DD	Yellowbus Solutions	IT support, 2 x Office 365, backups, internet services (4 x inv.)	£ 127.60	£ 25.52	£ 153.12
	DD	CopyriteSystems	Photocopying charges	£ 20.51	£ 4.10	£ 24.61
	DD	Information Commissioner's Office	Data protection renewal fee	£ 35.00		£ 35.00
	*	Cheshire Pension Fund	Contributions (E'ee 659.45 £ E'er £2,377.99)	£ 3,037.44		£ 3,037.44
	*	F McDonald	Contribution towards glasses (VDU work)	£ 50.00		£ 50.00
	*	G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00
	*	HMRC	Tax £1,690.00 NI £2094.76	£ 3,784.76		£ 3,784.76
			Plus various other recurring direct debits yet to be shown on bank statement /invoices yet to be received			