

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 APRIL 2019

Present: Councillor Atkin in the Chair
Councillors Allman, Breslin, D. Ellis, J. Ellis, Evans, Fitzsimmons, Nelson
and Reeves

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

Apologies: Councillor Bowden

021/19-20 **PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Reeves proposed, Councillor Fitzsimmons seconded and it was resolved that: The Minutes of the Town Council Part I Finance, Audit & Personnel Meeting held on 26th March 2019 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 Breslin, D. Ellis, J. Ellis and Nelson – Birchwood Youth & Community Centre Committee

022/19-20 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 16 and 17 below).

Councillor Fitzsimmons **proposed** the Payment of Accounts be approved; Councillor Breslin **seconded** the proposal.

This was **resolved** by those Members present.

PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS

023/19-20 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC)**

Councillor D. Ellis said that there are plans for some new activities to take place at BYCC in the near future.

024/19-20 **PARKERS FARM ESTATE**

- (a) To note that a recommendation has been made by the engineer in relation to the integrity of the beam end that was exposed for inspection during a site visit on 20th March 2019. The engineer recommends that as a matter of health and safety and a measure of precaution, that the beam end be welded to the spanning beam against the wall in the barn.
- (b) The BAFO gave Members a verbal update regarding recent progress relating to the repairs required to the Parkers Farm building.

The BAFO reported that the firm that did the previous damp proof work inside the building attended the office earlier in the day to look again at some issues that have arisen, where there still appears to be some damp. They will undertake work to sort this out at their own cost.

The BAFO informed Members that other work required on the building has gone out to tender to several specialist contractors, via our appointed project consultants. All were invited to site but only one company sent a team round to look at the what the work requirements would be in more detail. We understand the date for the return of tenders is imminent, so we are hopeful that there will be some information to report within the next couple of weeks.

Although there is no timeframe yet for any of the necessary work to be undertaken, the company doing the internal damp proofing prefer to wait until the roofing repairs have been completed, so that there is no chance of water ingress affecting the internal remedial work.

Ideally the end of July/August would be a good time for work to be undertaken as the Council is usually in recess so the Community Room, which needs ceiling work doing, will not be required for Council meetings. Work to resolve the damp issue will also take place in the hall and the downstairs office.

025/19-20 **INSURANCE**

The BAFO reported that payment has been made to Zurich Municipal for the annual insurance which commenced on 1st April 2019 (£5,616.08 which includes £601.74 IPT).

026/19-20 **ANNUAL RISK ASSESSMENT PROCESS**

The BAFO asked Members to consider the amended Annual Risk Assessment Review (Financial and Operational Processes) document (copied to Members in their papers) which reflects the 2019/2020 review; and which he recommends to Council.

Once the year end accounts have been completed there will be some additional information added regarding corporate risk assessment processes and procedures, to complete the Council's annual risk assessment review.

Councillor Fitzsimmons **proposed**, Councillor Breslin **seconded** and it was **unanimously resolved** that the Annual Risk Assessment Review (Financial and Operational Processes) document be approved.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

027/19-20 BANK ACCOUNT RECONCILIATION

To receive from the BAFO the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2018 – 31st March 2019.

The payroll figure for February 2019 was £13,435.88 and £13,350.72 for March 2019.

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

028/19-20 GRANT AID

A request for grant aid has been received from Families United, in the amount of £500. There are currently four families within Birchwood that are registered on the Families United database.

Members discussed the application.

Whilst Members are aware that this charity does very good work, they were concerned that there was not enough specific information provided in the application to show how any grant awarded would directly benefit Birchwood residents. There was a concern that a grant might be 'swallowed' into a general pot, that might be used for other things that we are unable to award grants for, such as the payment of wages.

Action Clerk's office to request some additional information from the applicant.

029/19-20 EXTERNAL AUDIT 2018/2019

To note the receipt of Annual Governance and Accountability Returns (AGAR) instructions from PKF Littlejohn – our current external auditors, for the 2018/2019 return.

The BAFO has already started the preparation of documentation for submission to the external auditor.

030/19-20 CHESHIRE PENSION FUND

- (a) The BAFO reported that following the receipt of the Pension Contribution Forms for 2019 – 2020, these have been completed and returned.
- (b) To note that a new meeting date of 10th June 2019 has been arranged for the Pensions Consultative Forum to meet, following the cancellation of the meetings of 29th March and 21st June 2019.

031/19-20 GENERAL ITEMS FOR REPORTING

- (a) To note that a VAT refund claim has been made to HMRC for the month of March 2019 (£799.90).

Due to the late receipt of a credit note from a workwear supplier – relating to the return of some gloves, this amount has been overclaimed by £1.19. The office has contacted HMRC and was advised to simply deduct this amount from the April 2019 claim, with a note explaining why there was an error.

- (b) To note the receipt of the annual renewal invoice for Cheshire Association of Local Councils' (ChALC) affiliation fee and one subscription fee to the Local Council Review publication (£1,487.04).

The BAFO asked Members if they concur with the Officer recommendation for the Town Council to continue with its membership of ChALC; which Officers find to be a useful resource for information and support.

It was **proposed** by Councillor Evans, **seconded** by Councillor Fitzsimmons and **unanimously resolved** that the Town Council continues its membership of ChALC for the next year.

- (c) To report that the Public Work Loan Board statement as at 31st March 2019 has been received. The total balance outstanding on that date is £136,000.00. (For information, the Public Works Loan has 8½ years remaining to complete repayment.)
- (d) To note the receipt of the April 2019 Employer Bulletin from HM Revenue and Customs.
- (e) To note that the NALC Chief Executives Bulletin of 5th April 2019 includes some information regarding the Data Protection Fee and what constitutes a 'public authority' under GDPR.
- (f) To inform Members that BTC sent two sets of ladders to WBC for testing. One set failed the test and WBC are disposing of them. There are no current plans to replace this set of ladders.
- (g) To report that we are looking into finding a drain specialist company that can investigate what appears to be an (intermittent) issue with external drains relating to the downstairs toilet in Parkers Farm.
- (h) To note the receipt of information from the Co-operative Bank that our Deposit Account interest rate has increased from 0.00% up to 26th March 2019 to the new rate effective from 27th March 2019 of 0.12% Gross+/AER

This part of the meeting concluded at 7.05pm

There were no Part II items

Payment of Accounts:						
Resolved: that the following payments be approved as some of the residual February 2019 and part March 2019 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
27.02.2019	DD	Allstar	Fuel (equipment)	£ 4.96	£ 0.99	£ 5.95
27.02.2019	*	Arco	Safety boots (PT)	£ 40.00	£ 8.00	£ 48.00
27.02.2019	*	James Todd & Co Ltd.	Payroll Service fees	£ 48.20	£ 9.64	£ 57.84
27.02.2019	*	Office Depot (UK) Ltd	Stationery	£ 62.37	£ 12.47	£ 74.84
27.02.2019	CHQ	Post Office Ltd	Vehicle Tax PO51 WLE (6 months)	£ 137.50		£ 137.50
28.02.2019	DD	Copyrite	Photocopying charges	£ 20.99	£ 4.20	£ 25.19
28.02.2019	*	Cube Property Services Ltd	Professional Services re: Schedule of Condition report for Parkers Farm	£ 650.00	£ 130.00	£ 780.00
28.02.2019	*	ESI	New 2kg powder extinguisher for 1 x van	£ 23.00	£ 4.60	£ 27.60
28.02.2019	*	ESI	Call out to fire alarm system fault	£ 55.00	£ 11.00	£ 66.00
28.02.2019	*	Warrington Borough Council	Recharge - new tyre for HK64 NNM	£ 72.00	£ 14.40	£ 86.40
28.02.2019	*	CJ Auto Service	ND58 BZR - diagnostic & update ecu software	£ 120.00	£ 24.00	£ 144.00
28.02.2019	*	CJ Auto Service	NH57 CZV - check brakes, adjust handbrake, clear engine code, locate/repair loose wire ref tipping mechanism, carry out tracking.	£ 62.00	£ 12.40	£ 74.40
01.03.2019	DD	Waterplus	Water and wastewater services (4083868280)	£ 28.61		£ 28.61
04.03.2019	DD	Legal and General	Ill health insurance	£ 136.46		£ 136.46
04.03.2019	*	Arco	PPE - 3 x Browguards and visors	£ 36.66	£ 7.33	£ 43.99
04.03.2019	*	Arco	PPE - 1 x Browguard and visor, eyeshield, safety helmet and pair of ear defenders	£ 41.26	£ 8.25	£ 49.51
04.03.2019	*	Arco	PPE - 6 x 'lumberjack' helmet systems	£ 234.00	£ 46.80	£ 280.80
04.03.2019	*	Arco	PPE - Safety boots (IS), 2 x pairs ear defenders and 3 x pairs safety goggles	£ 73.50	£ 14.70	£ 88.20
05.03.2019	DD	O2	Ref a/c 04760571 mobile phones	£ 43.50	£ 8.70	£ 52.20
05.03.2019	*	G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00
06.03.2019	*	Cheshire Pension Fund	E'ee £659.81 E'er £2,380.45	£ 3,040.26		£ 3,040.26
06.03.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 182.42	£ 36.48	£ 218.90
06.03.2019	*	David J Platt Landscaping	Tree works - Parkers Farm	£ 1,195.00	£ 239.00	£ 1,434.00
06.03.2019	*	Arco	PPE - Safety boots (SC)	£ 55.29	£ 11.06	£ 66.35
06.03.2019	*	HMRC	Tax £1,655.60 NI £2,100.47	£ 3,756.07		£ 3,756.07
07.03.2019	*	March Wages	12 Employees	£13,350.72		£13,350.72
11.03.2019	DD	Public Works Loan Board	PWLB Ref: 310 07982	£11,420.00		£11,420.00
12.03.2019	DD	Npower	Electricity - Parkers Farm	£ 201.53	£ 10.08	£ 211.61
12.03.2019	DD	Waterplus	Water/wastewater services (4083867607)	£ 23.73		£ 23.73
13.03.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 21.50	£ 4.30	£ 25.80
15.03.2019	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
15.03.2019	DD	Financial Direct Fees	FD online charges	£ 40.80		£ 40.80
18.03.2019	*	James Todd & Co Ltd.	Payroll Service fees	£ 48.20	£ 9.64	£ 57.84
18.03.2019	*	Pestforce	Removal of two wasp nest from Parkers Farm attic	£ 65.00		£ 65.00
18.03.2019	*	Warrington Vehicle Centre Ltd	Remove/replace airbag unit, clear codes, investigate & repair corroded wiring to trailer ECU (and disconnect)	£ 582.42	£ 116.48	£ 698.90
19.03.2019	DD	E-on	Electricity - Locking Stumps multi use games area	£ 8.31	£ 0.42	£ 8.73
20.03.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 200.04	£ 40.00	£ 240.04
21.03.2019	*	Uniqwin UK Ltd	Annual key holding charge	£ 365.00	£ 73.00	£ 438.00
21.03.2019	*	Duttons Mowerworld	Stihl Hedgecutter repair	£ 53.95	£ 10.79	£ 64.74
21.03.2019	*	Duttons Mowerworld	2 x 5 litre green 2/stroke	£ 64.50	£ 12.90	£ 77.40
25.03.2019	DD	Waterplus	Water/wastewater services (4032774195)	£ 65.94		£ 65.94

