

**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 JULY 2019**

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

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

Apologies: Councillors M. Hearldon, T. Hearldon and Nelson

133/19-20 **JUNE 2019 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Evans proposed, Councillor D. Ellis seconded and it was resolved that: The Minutes of the Part I Finance, Audit & Personnel Meeting held on 25th June 2019 be approved as an accurate record and signed by the Chair with two amendments – that ‘the Police representatives’ be removed from apologies and Councillor Bowden’s name be removed from the Code of Conduct – Declaration of Interests (he was not at the June meeting).

Code of Conduct – Declaration of Interests

The Chair reminded members of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda, no later than when the item is reached.

Councillors Allman and Evans – the Friends of Birchwood Forest Park

Councillors Allman, Breslin, D. Ellis and J. Ellis – Youth & Community Centre Committee

134/19-20 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule (see pages 116 and 117 below).

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

PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS

135/19-20 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC)**

Councillor D. Ellis gave Members a verbal update on some of the current/planned activities that take place / will be taking place at BYCC. These include Taekwon-Do classes, board games evenings, Warrington Photographic Society will be meeting at BYCC from September, and there are proposals for an art/craft group to be set up.

In addition, an outreach foodbank now operates occasionally from the building; with a central, accessible location currently being sought for the distribution of food vouchers.

The Repair Café has recently celebrated its first anniversary of opening. A lot of people attended and about 20 items were repaired. At the Repair Café’s AGM, it was agreed that as it is doing well, financially, they will return £150 of a grant award for rent, to the Town Council.

A small 'community garden' has been planted at the rear of BYCC. The BYCC committee is considering the installation of some planters and/or the creation of a raised bed, to enable people with disabilities that prevent them from kneeling/bending, to be able to access the gardening activities.

It was noted that the Friends of Birchwood Forest Park have paid for the installation of a picnic bench in front of the Rangers' Centre, which has wheelchair access built in.

136/19-20 **PARKERS FARM ESTATE**

Members noted that a Part II Finance, Audit and Personnel Sub-Committee meeting was held on 9th June, at which the Parkers Farm refurbishment tenders were formally considered. Cube was invited to attend in order to offer their professional advice and to answer questions from Members. (Members of the public (including the press) were excluded by reason of exempt information considered in the course of the items of business being within a Category of Schedule 12A to the Local Government Act 1972.)

This was on the agenda to be discussed in Part II. Once the tender bid recommendation has been formally agreed, future discussions can be undertaken and reported in Part I Finance.

137/19-20 **EXTERNAL AUDIT 2018/2019**

The BAFO reported that the Annual Governance and Accountability Returns (AGAR) and other documentation was sent to PKF Littlejohn – our external auditors, for the 2018/2019 return - on 28th June 2019. However, as they were initially unable to de-encrypt the email, we received a request to re-send the documents, which was done on 8th July 2019

The Notice of Public Rights was placed on the noticeboard, as required, on 26th June 2019 – following the approval of accounts at the Town Council meeting on 25th June 2019. A photograph was taken to comply with the new requirements for next year's AGAR submission. This will remain on the board until 6th August 2019.

138/19-20 **GRANTS**

The BAFO stated that a letter has been sent to the Unit Deputy Leader of Warrington East Scouts, following the request for financial assistance to support 11 Gorse Covert Scouts attending Eurojam 2020. The letter explained why the Town Council could not award a grant, as the application contravened three of our terms and conditions.

A grant aid form was included in the letter, in case the Group wishes to apply for assistance in, for example, purchasing equipment for use by the whole Scout Group (in the UK) not for individual Scouts. We have not yet received a completed grant form from the Scouts.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

139/19-20 **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 – 30th June 2019.

The payroll figure for May 2019 was £ 13,587.56 and £ 13,560.75 for June 2019.

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

140/19-20 **CHESHIRE PENSION FUND**

- (a) To receive the Minutes of the Pension Consultative Forum held on 10th June 2019.
- (b) The BAFO gave Members a brief update regarding the Monthly Interface Project. There are still some 'streamlining' issues that need to be ironed out.

Cheshire Pension Fund requires the monthly report to them, to include 90 fields, but the Sage financial package used by our payroll service provider can only handle 30 fields. The solution may require Town Council Officers to manually input some monthly information and submit it to the Pension Fund each month.

- (c) To note the cancellation of the November Pension Consultative Forum meeting; as there are two Employers Meetings being held on 31st October and 1st November 2019.

141/19-20 **EMERGENCY LIGHTING / LIGHT FITTINGS – PARKERS FARM ESTATE**

- (a) To consider a quotation from the company that undertakes our annual PAT testing, to replace four emergency lights that failed the 'soak test' undertaken on 4th July 2019 (£504.00 plus VAT). These failed units (including two in the barn complex) must be replaced as soon as possible. Members **resolved** to accept the quotation

Action Clerk's office to arrange for the supply and replacement of the four emergency lights.

- (b) To note, that as the electrical company was attending site to quote for the emergency lights, we requested that they undertake a full survey of the (mainly fluorescent) lighting throughout all the Parkers Farm buildings. This was done with a view to proposing that they be replaced with LED lighting at a future date; which relates to saving energy/climate change issues.

The quote received is £3,106.00, to replace 47 lights (inc. those in the barn rafters).

At their request, we sent the company our current electricity usage and cost details and they are going to write a brief report indicating how long they estimate it will take to recuperate any investment in replacing the current lighting with LED lighting.

142/19-20 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that the Completed Service Level Agreement from Birchwood Town Council for 2019/2020 has been sent to our key holder service provider (£356.00 per year, plus call-out charges).
- (b) To note that following the receipt of details of a new 'business protection service' that our current payroll service provider is offering in partnership with Croner Taxwise, re: the possibility of HMRC investigations into payroll activities, we have returned a form indicating that the Town Council does not wish to take advantage of the service.
- (c) To note information from E-on regarding the way in which they collect data from the electricity meter (this is the meter at the Locking Stumps multi-use games area).
- (d) To note the receipt of a reminder regarding our Ill Health Liability Insurance (IHLI) about the processes to be followed if making a claim as an employer if an employee leaves through Tier 1 or Tier 2 ill health retirement.
- (e) To receive the June 'SAS Protect' Newsletter.\ from SAS Daniels.

- (f) Received – letter from the Co-operative Bank re: future improvements they will be making to their banking services.

143/19-20 AUGUST RECESS

The BAFO asked Members to consider whether they wish a recess to be taken in August and, if so, that the Chairman, Vice Chairman, Leader of the Council, the Clerk, Deputy Clerk and the Business and Finance Officer be authorised, under delegated powers, to take any emergency action that may arise in regard to planning matters, or payment of accounts.

The Clerk stated that if anything particularly ‘pressing’ arises that might require significant consideration, a working party meeting could be called to discuss the matter(s).

Councillor Fitzsimmons **proposed**, Councillor Bowden **seconded** and it was **unanimously resolved** that the Town Council has an August recess and that the Chairman, Vice Chairman, Leader of the Council, and the Officers be authorised, under delegated powers, to take any emergency action that may arise in regard to planning matters, or payment of accounts.

The meeting concluded at 7.20 pm

Payment of Accounts:							
Resolved: that the following payments be approved as some of the residual May 2019 and part June 2019 accounts							
Date	Ref	Payee	Description	Net	VAT	Gross	
29.05.2019	DD	Telesis	Phone/enhanced internet speed charges	£ 72.81	£ 14.56	£ 87.37	
29.05.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 68.79	£ 13.75	£ 82.54	
30.05.2019	*	Urban Hygiene	6 x 500ml Easy-off graffiti spray	£ 64.95	£ 12.99	£ 77.94	
30.05.2019	*	G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00	
30.05.2019	*	Wynhcote Limited	1 yr Joomla! Support, domain renewal & server hosting	£ 720.00		£ 720.00	
31.05.2019	DD	Copyrite Digital	Photocopying charges	£ 78.59	£ 15.71	£ 94.30	
31.05.2019	DD	O2	Ref a/c 04760571 mobile phones	£ 44.71	£ 8.94	£ 53.65	
03.06.2019	DD	Waterplus	Water services Parkers Farm (4083868280)	£ 28.61		£ 28.61	
04.06.2019	DD	Legal and General	Ill Health Liability Insurance	£ 136.46		£ 136.46	
05.06.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 94.98	£ 18.99	£ 113.97	
07.06.2019	*	June wages:	12 staff	£13,560.75		£13,560.75	
10.06.2019	*	Cheshire Pension Fund	(E'ee £781.60 E'er £2721.91) contributions	£ 3,503.51		£ 3,503.51	
10.06.2019	*	HMRC	Tax £1,541.80 NI £2,135.95	£ 3,677.75		£ 3,677.75	
10.06.2019	*	CSE Electrical	Annual PAT testing	£ 150.00	£ 30.00	£ 180.00	
10.06.2019	*	Infotone	Toner cartridges x 5 and 1 x drum unit	£ 160.65	£ 32.13	£ 192.78	
10.06.2019	*	Cube Property Services	Provision of professional services re: Parkers Farm refurbishment project	£ 2,700.00	£ 540.00	£ 3,240.00	
12.06.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 214.41	£ 42.87	£ 257.28	
12.06.2019	DD	Waterplus	Water/wastewater services (4083867607)	£ 23.73		£ 23.73	
13.06.2019	DD	Npower	Electricity - Parkers Farm	£ 189.78	£ 9.49	£ 199.27	
17.06.2019	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32	
17.06.2019	DD	Financial Direct Fees	FD online charges	£ 40.80		£ 40.80	
19.06.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 216.74	£ 43.33	£ 260.07	
20.06.2019	DD	E-on	Electricity - Locking Stumps multi use games area	£ 8.22	£ 0.41	£ 8.63	
24.06.2019	DD	Waterplus	Water/wastewater services (4032774195)	£ 68.03		£ 68.03	

Payments of Account since 24th June 2019

Date	Ref	Payee	Description	Net	VAT	Gross
26.06.2019	DD	Telesis	Phone/enhanced internet speed charges	£ 71.36	£ 14.27	£ 85.63
26.06.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 20.62	£ 4.12	£ 24.74
26.06.2019	*	Warrington Vehicle Centre Ltd	Diagnose/repair fault to lighting unit	£ 45.19	£ 9.04	£ 54.23
26.06.2019	*	Warrington Borough Council	Re-charge for repair to tyre - HK64 NNM	£ 68.40	£ 13.68	£ 82.08
26.06.2019	*	Maxwell Amenity Ltd.	3 x bunker soil rakes	£ 104.90	£ 20.98	£ 125.88
26.06.2019	*	Swift	Portable toilet hire for 2019 Carnival	£ 350.00	£ 70.00	£ 420.00
28.06.2019	*	Copyright Systems	Photocopier charges	£ 53.46	£ 10.70	£ 64.16
01.07.2019	DD	Screwfix Direct Ltd.	Gravel and paving slabs	£ 65.13	£ 13.03	£ 78.16
01.07.2019	DD	Waterplus	Water services Parkers Farm (4083868280)	£ 28.61		£ 28.61
03.07.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 204.10	£ 40.83	£ 244.93
03.07.2019	DD	O2	Ref a/c 04760571 mobile phones	£ 112.01	£ 8.90	£ 120.91
04.07.2019	DD	Legal and General	Ill Health Liability Insurance	£ 136.46		£ 136.46
08.07.2019	*	July wages:	12 staff	£ 13,580.58		£ 13,580.58
08.07.2019	*	JDH Business Services Ltd	Internal Audit 2018/2019	£ 569.50	£ 113.90	£ 683.40
08.07.2019	*	Samantha Hill	Hanging baskets and bedding plants	£ 855.20		£ 855.20
09.07.2019	DD	N Power	Gas Parkers Farm	£ 238.60	£ 11.93	£ 250.53
10.07.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 24.96	£ 5.00	£ 29.96
10.07.2019	*	Cheshire Pension Fund	(E'ee £778.38 E'er £2810.98) contributions	£ 3,589.36		£ 3,589.36
10.07.2019	*	HMRC	Tax £1,450.20 NI £2,130.79	£ 3,580.99		£ 3,580.99
11.07.2019	*	Safelinks Ltd	Lifepak CR Plus charge-pak & defib pads (1 adult, 1 paediatric)	£ 130.00	£ 26.00	£ 156.00
11.07.2019	*	First Aid For All Limited	3 x Emergency First aid Courses (SC, PT, KA)	£ 207.00	£ 41.40	£ 248.40
12.07.2019	DD	Waterplus	Water/wastewater services (4083867607)	£ 23.73		£ 23.73
15.07.2019	DD	Financial Direct Fees	FD online charges	£ 40.20		£ 40.20
16.07.2019	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
17.07.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 141.96	£ 28.38	£ 170.34
19.07.2019	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 7.50	£ 0.38	£ 7.88
19.07.2019	*	CMUK Visual Safety Limited	First aid kit refill	£ 14.95	£ 2.99	£ 17.94
22.07.2019	*	Nationwide Marquee Hire	Marquee, tables and chairs hire for 2019 Carnival	£ 1,159.00	£ 231.80	£ 1,390.80
23.07.2019	DD	Waterplus	Water/wastewater services (4032774195)	£ 68.03		£ 68.03

Payments for approval at the June 2019 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 136.46		£ 136.46
	DD	Telesis	Phone/enhanced internet speed charges	£ 72.06	£ 14.41	£ 86.47
	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)	£ 68.03		£ 68.03
	DD	Financial Direct Fees	FD online charges	tbc		
	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
	DD	O2	Ref a/c 04760571 mobile phones	£ 44.51	£ 8.90	£ 53.41
	DD	E-on	Electricity - Locking Stumps multi-use games area	tbc		
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 78.45	£ 15.69	£ 94.14
	*	Cheshire Pension Fund	Contributions (E'ee £xxxxx E'er £xxxxx)	tbc		
	*	HMRC	Tax (£xxxxx) and NI (£xxxxx)	tbc		
	*	Warrington Borough Council	Recharge for tyre repair HK64NNM via Lodge Tyres	£ 68.40	£ 13.68	£ 82.08
	*	ESI	6-monthly service fire alarms/emergency lighting	£ 230.00	£ 46.00	£ 276.00
	*	Warrington Borough Council	Recharge for tyre repair NH57 CZV via Lodge Tyres	tbc		
	DD	Trade UK	Gravel and paving slabs (re: Copperfield Close planter)	£ 65.13	£ 13.03	£ 78.16
	CHQ	Post Office Ltd	12 month vehicle tax NH57 CZV	£ 260.00		£ 260.00
	DD	CopyriteSystems	Photocopying charges	£ 71.61	£ 14.32	£ 85.93
	*	Office Depot Online	Stationery	£ 63.46	£ 12.69	£ 76.15
	*	Maxwell Amenity Ltd	3 x bunker-soil rakes	£ 104.90	£ 20.98	£ 125.88
	*	G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00
	*	St John Ambulance	First Aid at Work requalification (IS)	£ 215.00	£ 43.00	£ 258.00
	*	James Todd & Co	Quarterly billing for monthly payroll services (April/May/June 19)	£ 216.00	£ 43.20	£ 259.20
	DD	BNP Paribas	Photocopier rental 10/08/19 - 09/11/19	£ 383.00	£ 76.60	£ 459.60
	DD	CopyriteSystems	Photocopying charges	£ 41.13	£ 8.22	£ 49.35