

**MINUTES OF THE OCTOBER PART I FINANCE, AUDIT & PERSONNEL
MEETING OF BIRCHWOOD TOWN COUNCIL, HELD AT
PARKERS FARM COMMUNITY CENTRE, DELENTY DRIVE, RISLEY
ON TUESDAY 22ND OCTOBER 2019**

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

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

Apologies: Councillors Fitzsimmons, M. Hearldon and Nelson

200/19-20 **SEPTEMBER 2019 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Bowden proposed, Councillor Atkin seconded and it was resolved that: The Minutes of the Part I Finance, Audit & Personnel Meeting held on 24th September 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 Bowden, Breslin, D. Ellis and J. Ellis– Birchwood Youth & Community Centre Committee

Councillor Reeves – Birchwood High School

Councillor J. Ellis - YHG

201/19-20 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – an updated schedule was circulated to Members around the table - (see pages 153 and 154 below).

Councillor Bowden **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

202/19-20 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC)**

- (a) The BAFO reported that we understand that the activities are continuing to go well and the financial reserve for BYCC is increasing steadily.

Councillor D. Ellis confirmed this is the case.

- (b) The BAFO stated that some correspondence had been received re: the future setting up of an Incredible Edible Birchwood group, particularly in relation to seeking permission for the use of land behind BYCC.

Councillor Atkin declared an interest as he is related to the group's organiser.

The Clerk and BAFO met the organiser of the proposed Incredible Edible Birchwood group last week and obtained some further details about the proposals; they gave a brief verbal report on the meeting.

The proposed Incredible Edible Birchwood group would ideally like to be able to use some of the land to the rear of BYCC to grow some vegetables and plants.

Councillor D. Ellis said that the trustees of BYCC (of which he is one) will be required to meet to discuss the use of the land.

He added that, from his Town Councillor point of view, it would start the movement towards aspiring to reach one of the goals in the Birchwood Town Council – Climate Emergency Action Plan, Section 4.1 (currently in draft format) relating to supporting local food production, and specifically mentioning an Incredible Edible group.

The Clerk/BAFO reported that, in terms of practical help, the Town Council has a number of old railway sleepers that could possibly be donated to the group for making raised beds, and a small greenhouse which they could share the use of from time to time, if Members were in agreement.

Members agreed that this seemed to be a positive proposal and will consider it further once the BYCC trustees have met and made their decision.

203/19-20 **PARKERS FARM ESTATE**

- (a) Members received the notes from a meeting held on 8th October 2019 at which the planning officer from WBC, a representative of CUBE, the Chair and the BAFO were present. The need (advised by WBC) for a Heritage Statement Report to be produced, prior to any further steps being taken to progress the application, was discussed at this meeting; along with the necessity for a damp survey.

The BAFO stated that the planning officer is adamant that the first step must be for a full damp survey to be undertaken to understand exactly what the cause(s) of the damp is/are.

She thinks that it would be illogical in spending money to scrape out and replace all the mortar or replace the gutters, roofing, etc. if only one or none of these is/are the cause of damp issues.

As the planning officer is insistent that it is fundamental that a damp survey is done before any further consideration can be given towards planning consent, the BAFO said that the Town Council has no option other than to make arrangements for a damp survey to be undertaken.

Members resolved that the BAFO could approach an independent Chartered Building Surveyor, recommended by CUBE, that has undertaken work on a number of Listed Buildings including for Manchester University, Liverpool Diocese and private clients. This would be to gather more information about them and to ask for a quotation to undertake ‘a holistic survey of the property with specific regard to dampness within the building’.

Action BAFO to contact the recommended company for further information.

The BAFO asked Members to note that there might still be a requirement for a Heritage Statement Report to be produced at a future date.

- (b) Gutters – The BAFO stated that one of the issues that does need resolving as soon as possible on both the Town Council’s buildings and BYCC is for the guttering to be cleaned out. At present it is obvious that they are blocked, due to the greenery that can be seen growing out of them. This causes overflows of water when it rains down the brickwork of both buildings.

A quote has been obtained from a local company, to clean the gutters and downspouts of both buildings in the amount of £995. This is for specialist services, under £2,000. As per section 11 of the Town Council’s Financial Regulations, there is no obligation to obtain further quotes in this instance.

The BAFO said that it makes common sense to get this job done, even if the Town Council’s gutters might need replacing at a future date, as it might help to prevent potential additional damp issues increasing over the winter.

Councillor Evans **proposed** the company be engaged to clean the gutters, this was **seconded** by Councillor Atkin and **unanimously resolved** by all Members present.

Action Clerk’s office to arrange a date for the gutters to be cleaned.

- (c) BYCC Leasehold - The BAFO gave Members a brief history on the formal leasehold arrangements regarding the land that BYCC is situated on. The current lease arrangements run out at the end of November 2019.

The BAFO said that the Town Council will remain as landlords and there are no plans in place at present to increase the peppercorn rent of £1 a year that we currently charge. However, he proposed that a new formal lease arrangement should be put in place and that this should be done using the services of a local solicitor.

Members **unanimously resolved** that a new lease be drawn up by a solicitor.

Action BAFO to arrange for a new lease arrangement between the Town Council and BYCC trustees to be drawn up by a solicitor and signed by both parties.

204/19-20 **EXTERNAL AUDIT 2018/2019**

To note that no one has contacted the office to request a hard copy of the documentation relating to the external audit review.

205/19-20 **EMERGENCY LIGHTING / LIGHT FITTINGS – PARKERS FARM ESTATE**

To note that all four emergency lights (that failed the ‘soak test’ done during the 6-monthly service by ESI on 4th July 2019) have all now been replaced.

206/19-20 **CHESHIRE PENSION FUND**

- (a) To note that the Cheshire Pension Fund changes in premiums for the ill health insurance protection scheme have been implemented from the September payment. The policy operates via Legal and General Insurance Co.
- (b) Officers are continuing to liaise with the Pension Fund for password authorisations to allow direct entry of employer superannuation details into the new Monthly Interfacing Project.

207/19-20 **GRANTS/DONATIONS**

- (a) Birchwood Lions Club – To note that a letter of thanks has been received from Birchwood Lions regarding the £100 grant awarded to support the annual community Birchwood Remembrance Service, which they organise.
- (b) Birchwood Acts – A request for seed funding of £500 for this newly formed amateur dramatic group. A pledge of a £500 grant was made at the September meeting. We are awaiting additional information regarding the group's constitution and bank account before the grant can be paid to the group.
- (c) Poppy Wreaths – To note that two poppy wreaths have been ordered; as agreed at the September 2019 meeting.

An invoice for £34 (the actual cost of producing the wreaths) has been received. We have requested an acknowledgement of the £66 donation element from the cheque sent in the amount of £100; for our audit purposes.

- (d) Birchwood Creates – requested funding of £450.00 for a new arts and crafts group to be run at the BYCC. A representative of the group was contacted regarding a pledge of £450.00 made by the Town Council.

Councillor D. Ellis stated that as the BYCC accounts have improved significantly, Birchwood Creates has requested that this application be withdrawn as BYCC has indicated that it will sponsor the group for its immediate future.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

208/19-20 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2019 – 30th September 2019.

The payroll figure for August 2019 was £ 12,791.30 and £12,693.37 for September 2019.

After consideration and approval by Members the schedules will be signed by the BAFO and the Chair.

Members resolved to approve the bank reconciliations.

209/19-20 **CHESHIRE PENSION FUND**

- (a) To note the receipt of a statement of costs relating to the Ill Health Liability Insurance – including the 'sweep-up' from 01/04/2018 to 31/03/2019.

There will be one payment of £483.83 to be made (by direct debit) on 04/11/2019, to be followed by subsequent monthly payments of £170.02, until the next review.

- (b) To note that the BAFO will be attending the Cheshire Pension Fund Employer Meeting on 31st October 2019.

210/19-20 **'FLU JABS' FOR STAFF**

The BAFO reminded Members that back in January 2019 Councillor Fitzsimmons asked whether the Town Council could offer flu jabs to all its employees, on the basis that it would be value for money; as the cost of the flu jab is cheaper than someone being off sick. He added that it also helps to prevent employees spreading the flu to colleagues.

It was noted that some employees are eligible for free flu jabs through their doctor and others might not wish to have the jab.

The BAFO asked whether Members wish to offer the 'flu jab' again to staff, as the next flu season approaches.

Members **unanimously resolved** that employees who are not eligible for a free flu jab and who wish to have one, could arrange to have one done (possibly at a local chemist) and be reimbursed for the cost on presentation of the receipt to the office.

Action To inform all employees of the above decision.

211/19-20 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that a resident sent an email regarding several matters – one of which was requesting an update as to whether the Town Council is still considering an upgrade of equipment on the playground next to Locking Stumps Primary School.

The BAFO stated that there is no budget in this cycle for any additional equipment on this small play area, behind the Turf & Feather pub in Locking Stumps. Any improvements would have to be undertaken in partnership with Warrington Borough Council as they own the land. There would also have to be consultation with residents.

Members resolved that no commitments could be made regarding any upgrade or improvements to equipment at this present time. It was suggested that perhaps the equipment could be refreshed by repainting it.

Members agreed that this could perhaps be reconsidered during the next budget cycle, once we know more from WBC what the number of Band D properties will be for the 2020-2021 calculations and whether there will be any additional adjustments following the withdrawal of the Council Tax Support Scheme that might further affect the figures, either for the benefit or to the detriment of the available budget for next year.

- (b) To note information received regarding the announcement from the Public Works Loan Board that, with immediate effect, the cost of borrowing for any new loans will increase by 1 percentage point.
- (c) To note that the office PCs require upgrading to Windows 10, as the support for Windows 7 (which we are currently running) is coming to an end. This may require some new hardware and / or software costs. We are liaising with Yellowbus, the specialist IT support company we currently use, regarding this matter.
- (d) To note that a member of the Maintenance Team has recently requalified re: First Aid at Work.

- (e) Uniqwin - to note the receipt of a letter re: Customer Service and key holding. The BAFO commented that the Town Council is currently happy with the service that it receives from Uniqwin.
- (f) Received - NALC Chief Executive Bulletins, 4th October 2019, in which it informed readers that 'the government is not proposing to extend council tax referendum principles to local councils in 2020-21.'
- (g) Circular received from Ford re: new hybrid vehicle options.

The BAFO asked Members if they could give some guidance on whether a hybrid vehicle might be considered within options for an eventual vehicle replacement policy regarding the Town Council's Climate Emergency Declaration.

The BAFO said that the cost of hybrid vehicles is currently less than fully electric vehicles. The cost of both is presently outside the Town Council's available budget; there might be a need to increase the amount in the earmarked fund for future purchases of either type of vehicle.

Councillor D. Ellis suggested that the typical daily mileage of the Town Council's vehicles might possibly be within the electric charge portion of a hybrid vehicles electric charge range.

Councillor D. Ellis added that the cost of vehicles on the second-hand market is likely to reduce over the coming years.

Following discussions, it was resolved to return to consider this matter at a future date.

- (h) Received – Employer Bulletin – October 2019.

The meeting concluded at 7.25 pm

Payment of Accounts:						
Resolved: that the following payments be approved as some of the residual July 2019, the August and part September 2019 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
24.07.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 78.45	£ 15.69	£ 94.14
25.07.2019	DD	EMAP Publishing Ltd.	LGC annual subscription (VAT amount queried)	£ 286.00	£ 25.74	£ 311.74
25.07.2019	*	James Todd & Co	Quarterly billing for monthly payroll services (April/May/June 19)	£ 216.00	£ 43.20	£ 259.20
26.07.2019	DD	Telesis	Phone/enhanced internet speed charges	£ 72.06	£ 14.41	£ 86.47
30.07.2019	CHQ	Post Office Ltd	Vehicle tax NH57 CZV	£ 260.00		£ 260.00
31.07.2019	*	Copyright Systems	Photocopier charges	£ 71.61	£ 14.32	£ 85.93
31.07.2019	DD	O2	Ref a/c 04760571 mobile phones	£ 44.51	£ 8.90	£ 53.41
31.07.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 210.31	£ 42.07	£ 252.38
01.08.2019	DD	Waterplus	Water services Parkers Farm (4083868280)	£ 28.61		£ 28.61
01.08.2019	*	Mrs C Caddock	Reimbursement ref: Hoover for office (Argos)	£ 135.99	£ 34.00	£ 169.99
01.08.2019	*	Mr G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00
02.08.2019	*	Office Depot (UK) Ltd	Office stationery	£ 63.46	£ 12.69	£ 76.15
05.08.2019	DD	Legal and General	Ill Health Liability Insurance	£ 136.46		£ 136.46
05.08.2019	*	Arco	Safety boots - SJ & KA	£ 94.97	£ 18.99	£ 113.96
05.08.2019	*	ESI	Fire Alarm & Emergency Lights (6 mth)	£ 230.00	£ 46.00	£ 276.00
05.08.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 119.91	£ 23.99	£ 143.90
07.08.2019	*	August wages 2019	11 staff	£ 12,791.30		£12,791.30
12.08.2019	DD	Waterplus	Water/wastewater services (4083867607)	£ 23.73		£ 23.73
12.08.2019	DD	BNP Paribas	Photocopier lease - 10/08/2019 to 09/11/2019	£ 383.00	£ 76.60	£ 459.60
12.08.2019	*	St John Ambulance	First Aid at Work Re-Qual - I Simpkins	£ 215.00	£ 43.00	£ 258.00
12.08.2019	*	Cheshire Pension Fund	(E'ee £782.66 E'er £2813.92) contributions	£ 3,596.58		£ 3,596.58
12.08.2019	*	HMRC	Tax £1,502.80 NI £2,135.95	£ 3,638.75		£ 3,638.75
14.08.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 162.76	£ 32.55	£ 195.31
15.08.2019	DD	Financial Direct Fees	FD online charges	£ 40.20		£ 40.20
16.08.2019	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
19.08.2019	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 7.99	£ 0.40	£ 8.39
21.08.2019	DD	Allstar	Fuel (equipment)	£ 4.51	£ 0.90	£ 5.41
22.08.2019	*	CMUK Visual Safety	Sharps boxes and first aid supplies	£ 36.50	£ 7.30	£ 43.80
22.08.2019	*	Duttons Mowerworld	Durocut 20-2 brushcutter heads x 2	£ 55.50	£ 11.10	£ 66.60
23.08.2019	DD	Waterplus	Water/wastewater services (4032774195)	£ 68.03		£ 68.03
27.08.2019	DD	Telesis	Phone/enhanced internet speed charges	£ 73.24	£ 14.65	£ 87.89
28.08.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 196.17	£ 39.23	£ 235.40
28.08.2019	DD	CJ Auto Service Ltd	MOT - PO51 WLE	£ 49.95		£ 49.95
28.08.2019	DD	CJ Auto Service Ltd	HK64 NNM - full service/MOT/new tyre	£ 337.95	£ 60.59	£ 398.54
30.08.2019	CHQ	Post Office Ltd	Vehicle Tax HK64 NNM	£ 260.00		£ 260.00
30.08.2019	CHQ	Post Office Ltd	Vehicle Tax PO51 WLE	£ 260.00		£ 260.00
30.08.2019	DD	Copyright Systems	Photocopying charges	£ 41.13	£ 8.22	£ 49.35
02.09.2019	DD	Screwfix Direct Ltd.	Heavy duty trimmer lines and WD40	£ 34.96	£ 6.98	£ 41.94
02.09.2019	DD	Waterplus	Water services Parkers Farm (4083868280)	£ 14.88		£ 14.88
02.09.2019	DD	O2	Ref a/c 04760571 mobile phones	£ 44.51	£ 8.90	£ 53.41
04.09.2019	DD	Legal and General	Ill Health Liability Insurance	£ 136.46		£ 136.46
04.09.2019	*	Uniqwin	Alarm call out - key holding service	£ 48.00	£ 9.60	£ 57.60
04.09.2019	*	Pestforce	Wasp nest treatment	£ 65.00		£ 65.00
04.09.2019	*	CJ Auto Service Ltd	NH57 CZV - repair p/s track rod end, rear hand brake cable and replace 2 tyres	£ 244.00	£ 48.80	£ 292.80
06.09.2019		September wages	Wages total this month (11 staff)	£ 12,693.37		£ 12,693.37
10.09.2019	DD	Public Works Loan Board	PWLB Ref - 310 07982 (paid twice yearly)	£ 11,230.00		£ 11,230.00
10.09.2019	*	HMRC	Tax £1,379.40 NI £2,129.75	£ 3,509.15		£ 3,509.15
10.09.2019	*	Cheshire Pension Fund	(E'ee £764.32 E'er £2,810.14) contributions	£ 3,574.46		£ 3,574.46
11.09.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 158.26	£ 31.66	£ 189.92
12.09.2019	DD	Waterplus	Water/wastewater services (4083867607)	£ 23.73		£ 23.73
13.09.2019	*	Arco	PPE - Safety Boots (IS and PT)	£ 108.00	£ 21.60	£ 129.60
16.09.2019	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
16.09.2019	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
18.09.2019	*	Abel Occupational Health Resolutions Ltd	Occupational Health report	£ 166.75	£ 33.35	£ 200.10
18.09.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 230.27	£ 46.04	£ 276.31
19.09.2019	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.19	£ 0.41	£ 8.60
19.09.2019	DD	N Power	Gas Parkers Farm	£ 59.27	£ 2.96	£ 62.23

Payments of Account since 19th September 2019

Date	Ref	Payee	Description	Net	VAT	Gross
20.09.2019	*	JDH Business Services Ltd	Data protection services	£ 1,000.00	£ 200.00	£ 1,200.00
23.09.2019	DD	Waterplus	Water/wastewater services (4032774195)	£ 68.03		£ 68.03
24.09.2019	DD	N Power	Electricity Parkers Farm	£ 175.67	£ 8.78	£ 184.45
25.09.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 154.16	£ 30.84	£ 185.00
25.09.2019	*	PKF Littlejohn LLP	External Audit fees year end 31 March 2019	£ 800.00	£ 160.00	£ 960.00
25.09.2019	CHQ	RBL Poppy Appeal	Supply of two poppy wreaths for Remembrance Service	£ 100.00		£ 100.00
25.09.2019	CHQ	Birchwood Lions	Grant to support the community Remembrance Service	£ 100.00		£ 100.00
26.09.2019	DD	Telesis	Phone/enhanced internet speed charges	£ 72.39	£ 14.48	£ 86.87
01.10.2019	DD	Waterplus	Water services Parkers Farm (4083868280)	£ 14.88		£ 14.88
01.10.2019	DD	Screwfix Direct Ltd.	Hozelock extendable lance spray & hose reel	£ 60.83	£ 12.17	£ 73.00
02.10.2019	DD	O2	Ref a/c 04760571 mobile phones	£ 44.51	£ 8.90	£ 53.41
02.10.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 55.68	£ 11.14	£ 66.82
04.10.2019	DD	Legal and General	Ill Health Liability Insurance	£ 136.46		£ 136.46
07.10.2019	*	October wages	Wages total this month (11 staff)	£ 12,675.12		£12,675.12
09.10.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 131.03	£ 26.20	£ 157.23
11.10.2019	*	Warrington Borough Council	Second of four (annual) payments for Locking Stumps	£ 1,322.34		£ 1,322.34
14.10.2019	DD	Waterplus	Water/wastewater services (4083867607)	£ 23.73		£ 23.73
15.10.2019	*	James Todd & Co. Ltd	3 monthly payroll service charges	£ 210.00	£ 42.00	£ 252.00
15.10.2019	*	Matco Direct	Mat cleaning services Oct 2019 to March 2020	£ 194.45	£ 38.89	£ 233.34
16.10.2019	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
16.10.2019	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 73.17	£ 14.63	£ 87.80
16.10.2019	DD	Information Commissioner's Office	Data Protection Fee (annual renewal)	£ 35.00		£ 35.00
16.10.2019	*	Cheshire Pension Fund	Contributions (E'ee £759.30 E'er £2,775.94)	£ 3,535.24		£ 3,535.24
16.10.2019	*	HMRC	Tax (£1,385.40) and NI (£2,138.01)	£ 3,523.41		£ 3,523.41
17.10.2019	*	Society of Local Council Clerks	The Clerk's Manual 2019	£ 51.50	£ 0.80	£ 52.30
17.10.2019	*	Office Depot (UK) Ltd	Stationery	£ 46.52	£ 9.30	£ 55.82
18.10.2019	*	Elite Hi-vis	Workwear	£ 228.04	£ 45.60	£ 273.64

Payments for approval at the October 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	£ 71.54	£ 14.31	£ 85.85
	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
	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	£ 39.80		£ 39.80
	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 (with adjustment applied for previous overpayment)	£ 4.02	£ 0.56	£ 4.58
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 134.11	£ 26.83	£ 160.94
	*	Cheshire Pension Fund	Contributions (E'ee £xxx E'er £xxx)	tbc		
	*	HMRC	Tax (£xxx) and NI (£xxx)	tbc		
	*	Warrington Borough Council	Recharge for tyre repair NH57 CZV via Lodge Tyres	tbc		
	DD	Trade UK(also t/a Screwfix Direct)	Hozelock metal wheeled empty hose reel and lance spray	£ 60.83	£ 12.17	£ 73.00
	DD	CopyriteSystems	Photocopying charges	£ 23.78	£ 4.76	£ 28.54
	*	G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00
	*	Warrington Borough Council	Second of four (annual) payments for Locking Stumps by-election fees	£ 1,322.34		£ 1,322.34
	*	CSE Electrical	Supply/replacement of four emergency lighting units	£ 504.00	£ 100.80	£ 604.80
	DD	Trade UK(also t/a Screwfix Direct)	Cement, sharp sand and limestone	£ 19.26	£ 3.86	£ 23.12
	DD	BNP Paribas	Photocopier rental 10/11/19 to 09/02/2020	£ 343.00	£ 68.60	£ 411.60
	*	Arco	PPE - safety boots (JW)	£ 38.97	£ 7.79	£ 46.76
	DD	CopyriteSystems	Photocopying charges	£ 35.82	£ 7.17	£ 42.99
	*	CJ Auto Service	NH57 CZV - EGR valve, batteries, gaskets (replace)	£ 538.91	£ 107.78	£ 646.69
	*	Regal Disposables	30 x boxes refuse sacks & 3 boxes paper hand towels	£ 361.38	£ 72.28	£ 433.66
	*	E Smith and Son (nursery)	Winter bedding plants for planters	tbc		