

MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING
OF BIRCHWOOD TOWN COUNCIL, HELD AT
PARKERS FARM COMMUNITY CENTRE, DELENTY DRIVE, RISLEY
ON TUESDAY 24TH SEPTEMBER 2019

Present: Councillor Reeves in the Chair
Councillors Atkin, Bowden, Evans, Fitzsimmons and Nelson

Clerk – Mrs. F. McDonald
Deputy Clerk – Mrs C. Caddock

Apologies: Councillors Breslin, D. Ellis, J. Ellis, M. Hearldon and T. Hearldon
Business and Finance Officer - Mr. G. Crowe

168/19-20 **JULY 2019 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Fitzsimmons proposed, Councillor Evans seconded and it was resolved that: The Minutes of the Part I Finance, Audit & Personnel Meeting held on 23rd July 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.

169/19-20 **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 134 and 135 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

170/19-20 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC)**

- (a) The Clerk reported that we understand that the bookings diary for activities at the centre is full for the foreseeable future and the ongoing revenue from these bookings, together with existing year end balances are continuing to build a financial reserve for BYCC, which is on now on track towards being in a financially sound position.
- (b) In July 2018, the Town Council awarded a start-up grant of £600 for the Repair Café operating at BYCC. We have been informed that the purpose of the grant has been achieved and the group is now viable. The group has therefore repaid a residual portion of the grant which has been returned to the Birchwood Town Council's Co-operative bank account in the sum of £150.
- (c) Received – information re: some plants and vegetables planted in the 'Community Garden'.

The Clerk reported that following agreement at the July Council Meeting to award the tender for the restoration works, the notification of award of tender has been sent to CUBE who have informed the proposed contractor, Trinity Renovations.

The tender award was conditional upon Listed Building Consent being received. This matter is still ongoing with the WBC Planning Officers. The Planning Officer (Listed Buildings) visited our premises on Friday 20th August, regarding her assessment of the planning application.

Correspondence was subsequently received by CUBE from WBC outlining the ongoing planning process and the queries which need to be resolved to their satisfaction prior to planning approval being given.

As part of the letter from the Planning Officer, a challenge has been made regarding the proposal to replace existing concrete mortar with lime-based mortar. The Planning Officer is of the initial opinion that the proposal might severely damage the existing brick facias. There may be other proposed repair work queries that might also arise.

In addition, the Officer is requiring a Heritage Statement Report to accompany the application. CUBE has challenged the need and relevance of such a report. If CUBE is advised that they must produce a Heritage Report, this would need to be sub-contracted to a relevant professional, at an estimated cost of £2,500 - £3,000. This will severely delay the start of any work by the contractor. We are advised by CUBE that these issues are unlikely to be resolved in the near future and any repair work might now be delayed until spring 2020, avoiding winter weather conflict with the contractor and the building works.

Members discussed the matters reported and raised their concerns that further delays are only adding to the potential for more damage to be caused to the building over the winter months due, mainly to water ingress and damp issues. They noted that this matter has been ongoing for at least 18 months.

Councillors could not comprehend why the Planning Officer was now insisting on a Heritage Statement Report (at a considerable cost to the Town Council) when the work is to replace like for like – with no modifications.

Councillor Bowden stated that he would take this up with the Borough Council.

Councillor Atkin queried whether there is recourse to review the decision of WBC regarding their demand for a Heritage Statement Report. He asked what the position / availability would be regarding the contractors that we had appointed to undertake the work if WBC suddenly agreed that a report was not necessary, and the application was approved.

Members resolved for the Clerk's office to ask CUBE this question – although it was noted that the work might then be being undertaken during autumn / winter months, when it is more likely that the weather will be inclement and unsuitable for roofing work in particular; making a delay to spring almost inevitable.

Action Councillor Bowden to contact WBC regarding why a Heritage Statement Report should be necessary.

Action The Clerk's office to contact CUBE to enquire about the availability of contractors if the planning application should be approved in the near future.

- (a) The Clerk reported the receipt of a 'clean' report from the external auditor.

There was one note stating that: *"The smaller authority has not provided evidence of consideration of risk management arrangements by the whole authority during 2018/19. This was requested as part of our intermediate review procedures. We have seen minutes showing risk management arrangements were considered by the Finance, Audit and Personnel Committee."*

The Clerk reminded Members that whole Council did consider and approve the risk management arrangements – see Minute 104/19-20 Annual Financial Risk Assessment Review; specifically 104/19-20 (h) (i) to (iv) :

*"(h) After discussion and deliberation Members **resolved** that the Council:*

- (i) is satisfied and content with the current level of financial controls and information reporting procedures presently in existence*
- (ii) is content with the internal audit and risk assessment processes undertaken by the Clerk, BAFO/RFO and internal auditor*
- (iii) will again, in future years, review all the control processes as part of the year end financial procedures*
- (iv) be involved in the selection and output reporting for the Council's audit and risk assessment activities"*

and

105/19-20 (c) point 5 - (this minute number was emailed to PKF Littlejohn as soon as the minutes had been completed) which states:

- **5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. YES**

This and all the other points within the Annual Governance Statement were approved by full Council (in minute 105/19-20):

*"After consideration of the of the Section 1 Annual Governance Statement for the Annual Accounts for 2017/2018 Councillor Evans **proposed** and Councillor D. Ellis **seconded** that to the best of the Town Council's knowledge and belief, with respect to the declarations for the year ended 31st March 2019 that these be accepted as accurate and that the Annual Governance Statement be approved."*

Members noted the receipt of the clean report and acknowledged the note.

- (b) Received – invoice from PKF Littlejohn for Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2019, to be paid on receipt (£800 + £160 vat = £960.00).

The Notice of Conclusion of Audit was placed on the noticeboard, as required, on 25th September 2019. This was also published on our website on 25th September 2019, along with sections 1, 2 and 3 of the audited AGAR.

173/19-20 EMERGENCY LIGHTING / LIGHT FITTINGS – PARKERS FARM ESTATE

The Clerk stated that three of the four emergency lights (that failed the 'soak test' done during the 6-monthly service by ESI on 4th July 2019) have been replaced. The fourth is scheduled to be replaced on 1st October 2019.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

174/19-20 BANK ACCOUNT RECONCILIATION

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

The payroll figure for June 2019 was £ 13,560.75, £ 13,580.58 for July 2019 (12 staff) and £12,791.30 for August 2019 (11 staff).

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

The Clerk stated that she would explain the reasons for the current reduction in wage payments during Part II Finance.

Members resolved to approve the bank reconciliations.

175/19-20 CHESHIRE PENSION FUND

- (a) The Clerk informed Members that notification has been received from the Cheshire Pension Fund regarding a change in premium for the ill health insurance protection scheme which will rise as set out in the attached correspondence. The policy operates via Legal and General Insurance Co. A premium increase will also reduce employer pension contributions from 20.65% to 20.55%.
- (b) The Clerk stated that Officers are liaising with the Pension Fund for password authorisations to allow direct entry of employer superannuation details into the new Monthly Interfacing Project. This will involve completing entries from 1st April 2019 up to the current payroll pensionable pay details for those employees in the pension scheme. This should commence in October.
- (c) Received – Agenda and papers for the Pensions Consultative Forum on 20th September 2019. The BAFO has sent his apologies as he is away; however, we have received copies of the presentations that will be given at the meeting.

176/19-20 BIRCHWOOD YOUTH AND COMMUNITY CENTRE – RENT

The Clerk reported that the Youth and Community Centre trustees have requested information on arrears regarding their peppercorn rent payable to the Town Council as landlord of the land upon which the Centre is located.

A payment of £4 (£1 per annum) is required to bring the Centre up to date, including the 2019/2020 financial year and an invoice will be prepared representing 2016/17, 2017/18, 2018/19 and 2019/20.

177/19-20 GRANTS / DONATIONS

- (a) **Birchwood Lions Club** – A request for a grant (amount at the discretion of the Town Council) has been received from the Birchwood Lions, to financially support the annual community Birchwood Remembrance Service, which they organise.

The Clerk said that in previous years the Town Council has supported this community event, usually contributing £100 to assist with the publication of orders of service and for the community band's fees.

Members **resolved** to award £100 to Birchwood Lions Club to support the annual community Service of Remembrance.

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

- (b) **Birchwood Acts** – A request for seed funding of £500 for this newly formed amateur dramatic group.

Members discussed the application. The group is currently in the process of putting together a formal constitution and organising a bank account.

It was proposed by Councillor Fitzsimmons, seconded by Councillor Evans and unanimously **resolved** to make a pledge to award the £500 requested, which will be paid to Birchwood Acts once all the necessary documentation has been received.

The Council will need to see the group's constitution, and details of the group's bank account, (bank name, account name, sort code and account number) on headed paper.

Action Clerk's office to contact Birchwood Acts regarding this pledged grant award.

- (c) **Poppy Wreaths** – To ask whether the Council wishes to make a donation to The Royal British Legion for the supply of two poppy wreaths, as it has done in previous years; one to be laid by the Chair, on behalf of the community of Birchwood, at the Birchwood Remembrance Service, the other to be laid at the Cross Lane South Memorial.

The Clerk said that in previous years the Town Council has donated £100 for the supply of two poppy wreaths (which cost £17 each to produce).

Members **resolved** to donate £100 for the supply of two poppy wreaths.

The Clerk stated that correspondence has taken place with representatives of two additional separate groups which submitted grant applications that Officers felt contravened some of the terms and conditions of our grant awards:

- (d) **The Church of the Transfiguration** - Applied for £750.00 for food hygiene training.

They were advised that the application contravenes some of our terms and conditions.

Grants cannot be awarded to individuals or for individual benefit (condition 1). The training would benefit individuals undertaking the course with a qualification that cannot be transferred to someone else.

Condition 6 states, that 'Grants cannot be awarded to private businesses'; and 7 states 'Grants are not available to organisations for the payment of salaries'. As they are proposing to utilise a private business to provide the training – which would include the payment of the salary of the provider, this is not something the Town Council would usually support financially.

We asked if the Eat Café require any equipment, tables, crockery, cutlery, a fridge, kettle – or similar that could also be used by all community groups that use the church facilities; and suggested that, if so, then perhaps they might wish to make a different application for consideration by the Town Council.

- (e) **Birchwood Creates** – requested funding of £450.00 for a new arts and crafts group to be run at the Birchwood Youth and Community Centre.

The Clerk stated that she had corresponded by email with the applicant and asked for some clarification regarding how any grant awarded would be received and allocated to the group.

The proposal from Birchwood Creates is for funding to be managed under the ‘umbrella’ of the Birchwood Youth and Community Centre (BYCC).

Members discussed that application in some detail and agreed that whilst they think that the group will be another positive addition to the Birchwood Community, they are concerned that the proposal to manage the group’s finances under the ‘umbrella’ of Birchwood Youth and Community Centre contravenes condition 4 of the Town Council’s terms and conditions of awarding a grant.

Councillors felt this would not be appropriate and that, in order for the Town Council to be able to award a grant, Birchwood Creates should be formally constituted, with its own bank account, etc.

However, it was proposed by Councillor Evans, seconded by Councillor Fitzsimmons and unanimously **resolved** to make a pledge to award the £450 requested, if the group becomes formally constituted and once all the necessary documentation has been seen / received by the Council.

Action Clerk’s office to contact Birchwood Creates regarding this decision and the pledged grant award.

178/19-20 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) Correspondence has been received from the Pensions Regulator confirming that we have successfully completed the redeclaration process for the new auto enrolment action required at the end of year 3 (the start of auto enrolment for the Town Council’s employees was in 2016).
- (b) Correspondence has been exchanged with our internal auditor notifying their appointment as internal auditor to the Town Council for the 2019/20 financial year. As requested, an updated statement of their independence has been received.
- (c) The auditor was also appointed as our Data Protection Advisor and GDPR Compliance Officer for a two year period including 2019/20 financial year. He has submitted his invoice for services for the current period and this is included in the current payment of accounts.
- (d) To note that action has been taken to deal with a new wasp nest which has been found under the guttering at the front of the council offices gaining access to the roof space.
- (e) To note that as an organisation that processes personal data, which is therefore subject to the General Data Protection (GDPR) and the Data Protection Act 2018, the Town Council is required by the ICO to pay an annual data protection fee of £35 (£40 minus £5 for paying by direct debit).

- (f) Public Works Loan – to note that a loan payment of £11,230.00 (PWLB Reference – 310 07982) was made by direct debit on 10th September 2019.
- (g) Received – SAS Protect Newsletter – July 2019.
- (h) Received – Employer Bulletin – August 2019.
- (i) Received – information from Npower re: a slight issue with their new billing system.
- (j) Received – Revised Model Financial Regulations 2019 and information from ChALC detailing the actual three minor changes within the document.

The Clerk said that these will be incorporated into the next revision of the Financial Regulations.

The meeting concluded at 7.35 pm

Payment of Accounts:							
Resolved: that the following payments be approved as some of the residual June 2019 and part July 2019 accounts							
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 paedia	£ 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 of Account since 23rd July 2019

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	Occupational Health report	£ 166.75	£ 33.35	£ 200.10
		Resolutions Ltd				
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 for approval at the September 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	£ 72.39	£ 14.48	£ 86.87
	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	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)	£ 230.27	£ 46.04	£ 276.31
	*	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 HK64NNM via Lodge Tyres	£ 68.40	£ 13.68	£ 82.08
	*	JDH Business Services Ltd	Data Protection Services 2019/20	£ 1,000.00	£ 200.00	£ 1,200.00
	*	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
	*	Elite Hi-vis	Workwear	£ 228.04	£ 45.60	£ 273.64
	DD	CopyriteSystems	Photocopying charges	£ 46.90	£ 9.38	£ 56.28
	DD	Npower	Electricity - Parkers Farm	£ 175.67	£ 8.78	£ 184.45
	*	G Crowe	Petty cash reimbursement	£ 200.00		£ 200.00
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 154.16	£ 30.84	£ 185.00
	*	Office Depot (UK) Ltd	Stationery	£ 46.52	£ 9.30	£ 55.82
	*	PKF Littlejohn LLP	Professional Services re: review of AGAR year end 31/03/2019	£ 800.00	£ 160.00	£ 960.00
	*	CSE Electrical	Supply/replacement of four emergency lighting units	tbc		