

**MINUTES OF THE JULY PART I FINANCE, AUDIT & PERSONNEL
OF BIRCHWOOD TOWN COUNCIL,
HELD ONLINE, ON TUESDAY 28TH JULY 2020, 6PM**

Present: Councillor Reeves in the Chair
Councillors Atkin, D. Ellis, J. Ellis
Clerk – Mrs. F. McDonald
Deputy Clerk – Mrs C. Caddock
Business and Finance Officer - Mr. G. Crowe

Apologies: Councillors Bowden, Breslin, Evans and M. Hearldon (dispensation)
Councillor Fitzsimmons was unintentionally excluded from the meeting as an incomplete telephone number had been circulated for accessing the remote meeting by telephone.

106/20-21 **JUNE 2020 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Atkin proposed, Councillor D. Ellis seconded, and it was resolved that: The Minutes of the Part I Finance, Audit & Personnel Meeting held on 23rd June 2020 be approved as an accurate record and signed by the Chair with one clarification – that on page 57, paragraph 4, it be clarified that it is Councillor D. Ellis who is currently an approved signatory on the Nationwide account.

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 D. Ellis and J. Ellis– Birchwood Youth & Community Centre Committee

107/20-21 **BANK SIGNATORIES**

The BAFO reported that following the death of Councillor Pauline Nelson, who was a signatory on the Co-Operative Bank account, we are required to write to the bank to ask them to remove her name from the list of signatories.

As there are currently four other Councillors who are still on the list of signatories, Councillors Atkin, Bowden, Fitzsimmons and Reeves, the BAFO proposed that we do not need to add another Councillor at the present time. He suggested that we wait until after the elections in 2021 for the Town Council to make a decision, once the make-up of the new Council is known.

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

108/20-21 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 89 and 90 below).

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

PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS

109/20-21 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC) – LEASE DISCUSSIONS**

- (a) The BAFO gave Members an update regarding progress relating to the proposed new formal lease agreement between BYCC and BTC. Several documents have been sent to the solicitor so that they can review the old lease.

The BAFO clarified that the old lease has ended with effect from November 2019, it was first brought into effect on 29th November 1999 for a period of 20 years.

The BAFO stated that the solicitors have asked for some additional key information to be able to progress the preparation of a new lease, and asked Members to consider several terms that require agreement by both BTC Members, and the BYCC Trustees.

Councillors D. Ellis and J. Ellis are both Trustees of BYCC.

Following discussions, it was agreed to contact the solicitor with the following terms to be included in the new lease:

- Term of new lease - 20 years.
- Rent - £10 per annum (the increase from the current £1 peppercorn rent was proposed by Councillor D. Ellis).
- Rent review frequency – 4 years. It was agreed that this would formally commence following elections next May and would follow the 4-year electoral cycle.
- Will there be a break option – yes – timeframe tbc.
- The tenant will not be able to transfer the new lease or sub-let at any time.
- Insurance for the building and contents is to be the tenant's responsibility.

The tenant, or Charitable Incorporated Organisation is BYCC and is now a registered charity – Charity Number 1190206

The BAFO stated that he and Councillor D. Ellis, in his capacity of the Chair of BYCC Trustees, can 'meet' between Town Council meetings (under delegated powers) to clarify / confirm any additional details required by the solicitor. He added that once the solicitor understands the actual amount of work required to update the lease, then we will ask for a formal quotation for the production of the new lease to bring to the meeting in September 2020.

Councillor Atkin asked for it to be noted that, depending on a personal matter, he may not be able to 'attend' the September meeting.

- (b) For information, Councillor D. Ellis updated Members on the BYCC Chair's Report and annual accounts, following the recent BYCC AGM. Although their accounts are not yet audited, they show an increase in funds carried forward from the same time last year of around 170%.

He added that whilst the Covid pandemic has resulted in a loss of income, BYCC still has enough funding in reserves to continue paying bills for two years.

BYCC's charity status will now allow the Trustees to apply for grants that were not previously available to them,

Councillor D. Ellis informed Members that Slimming World hopes to re-open soon at BYCC, operating on an appointment basis in order to stay 'Covid-secure'.

110/20-21 **PARKERS FARM ESTATE**

The BAFO reported that a new planning application regarding remedial works on the Parkers Farm building has been submitted.

The BAFO asked Members to note an exchange of emails (copied to Members in their papers) which illustrates some of the difficulties being encountered in progressing this matter. He added that CUBE has said that they have worked with several Borough Councils on listed buildings and have never encountered such difficulties before in obtaining permissions from a Conservation Officer to undertake work on them.

The permissions being requested are mainly for repair works to solve ongoing damp and water ingress matters, not any material changes to the building itself. In the meantime, in the years that this is now taking, there is added damage to the property – which is completely counter-productive to conservation concerns.

The BAFO said that CUBE have not had any response from the Conservation Officer/Planning Department. He suggested that we might have to send a letter from the Town Council, expressing our ongoing frustrations and ask for another meeting with the Conservation Officer.

Councillor Atkin commented that considering CUBE, as the Town Council's specialist advisors, are also questioning the way this application is being dealt with, perhaps the Town Council may want to think about addressing this with an ombudsman.

The BAFO said that there a certainly a number of issues that we need to press the Conservation Officer on.

The Chair stated that he is happy to collaborate with the writing of a letter on behalf of the Town Council, with the Clerk and BAFO. He reminded Members that the Town Council is the guardian of this Grade II Listed Building and has a duty to maintain it as best we can. This is being frustrated by the Conservation Officer to the detriment of the building (and therefore the staff working in the building, as damp levels increase).

The Chair added that if a meeting with BTC, CUBE and the Conservation Officer cannot confirm a roadmap forward, he is happy to escalate the Town Council's frustrations to the next level, including making a formal complaint.

Action Clerk's office and the Chair to put together a letter to send to the Conservation Officer regarding the above.

Action BAFO to arrange the necessary meetings.

The BAFO asked Members to receive and note information circulated in their papers about some potential additional associated costs regarding this application. These costs can be met within the current Parkers Farm refurbishment budget.

111/20-21 **SERVICING OF OUR FIRE ALARM AND EMERGENCY LIGHTING**

- (a) To note that the emergency lighting that ‘failed’ the three-hour soak test at the January 2020 servicing have now been replaced.
- (b) To note that ESI will undertake the 6-monthly servicing of our fire alarm system and emergency lighting on Friday 7th August 2020.

112/20-21 **NOTICE BOARDS**

To note that we have ‘chased up’ the delivery date for the two additional notice boards that have been ordered (for Locking Stumps and Gorse Covert).

113/20-21 **GRANT AID REQUEST**

The BAFO reported that the grant application awarded to the Church of the Transfiguration to support a virtual holiday club for Birchwood children, has been paid (£200) and that a note of thanks has been received.

114/20-21 **EXTERNAL AUDIT OF ACCOUNTS FOR THE YEAR END 31ST MARCH 2020**

The BAFO informed Members that all the relevant documents and the AGAR were emailed to the external auditor on 9th July 2020.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

115/20-21 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council’s Income and Expenditure Statements and Bank Reconciliation Schedules for the account period 1st April 2019 – 30th June 2020.

The payroll figure for May 2020 was £12,567.58 (10 staff) £13,179.79 for June 2020 (10 staff – including wages rises for 7 staff, backdated to 1st April 2020) and is £12,777.28 for July 2020.

After consideration and approval by Members the schedules will be signed by the Clerk/BAFO and the Chair, as soon as is practicable.

Councillor D. Ellis **proposed**, Councillor Atkin **seconded** and Members **unanimously resolved** to approve the bank reconciliations.

116/20-21 **STAFF WAGES**

- (a) The BAFO informed Members that the SLCC reported at its July Branch Meeting that the pay award which BTC usually mirrors for its Officers, is still out to consultation until the end of August 2020.
- (b) The BAFO reported that, as previously resolved (Minute 455/17-18 (b) from the Part I February 2018 Finance Minutes) the wage rise for the Senior Maintenance Operative will be increased in line with the Annual Living Wage, as set by the Living Wage Foundation (3.33% for 2020/2021). This is the same as the increase which has been applied to the maintenance team and caretaker’s wages and will maintain the wage differential. The Senior Maintenance Operative’s pay has therefore also been increased by 3.33%; backdated to April 2020.

117/20-21 **STAFF TRAINING**

- (a) To note that staff will be undertaking various health and safety courses in August; Working at Height, Manual Handling, Fire Safety Awareness and Personal Safety training. The courses will be delivered in 3 separate sessions, rather than one attended by all staff; one online and two on-site, to ensure proper social distancing can be observed.
- (b) To note that two members of staff will be undertaking their First Aid at Work Requalification training on 3rd and 4th September 2020. The sizes of 'class' have been reduced to ensure safe social distancing and additional procedures put in place – e.g. each person will have their 'own' resuscitation mannequin to use, rather than sharing; and additional handwashing and sanitising will be encouraged.

118/20-21 **IT – NEW LAPTOP EMAIL ACCOUNTS, AND HARDWARE DISPOSAL**

- (a) To note that two additional email accounts have been set up on the new laptop. One for the BAFO and one for a 'guest' user. Both accounts will be charged at £3 per month, and there will be an additional £7 per month charge to back up the BAFO account. The guest account will not need to be backed up.
- (b) To note that in the first week of August 2020, all computer hardware and associated electrical items (keyboards, etc.) that are no longer used by the Town Council will be collected for disposal (including the certificated wiping of old hard drives). There will be a charge of £85 plus VAT for this service.

119/20-21 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note an article published by SLCC on 30th June 2020 (circulated in Members' papers) regarding the effect that Covid-19 might have on future budgets / precepts – in particular (on page 2 of the article) the currently unknown longer term impact that it might have on Local Councils' Council Tax base.
- (b) To note that we have received the Duty of Care note from Direct365 – the company that provides and services the feminine hygiene unit.
- (c) To note information received from E-on regarding the way in which data is being collected from our electricity meter.
- (d) A VAT reclaim in the amount of £1,324.60 (1st April – 30th June 2020) has been submitted to HMRC.
- (e) To note that we have received information from the RPS Group that they can offer flu vaccinations, later in the year, for all staff (but they have to be ordered in advance).

The Clerk asked if Members would like to consider offering staff flu vaccinations, paid for by BTC, as they have in previous years? If so, we can investigate various options.

Councillor J. Ellis said that she understands that all people over 50 are going to be offered free flu vaccinations this year.

Members discussed offering the flu vaccination to all staff.

Councillor Atkin **proposed**, Councillor J. Ellis **seconded** and it was **unanimously resolved** that if any staff were not offered the flu vaccination by their doctors, then the Town Council would pay (on production of a receipt) for staff to receive the vaccination elsewhere – such as a local pharmacy.

The Chair suggested that those staff who want to have the ‘flu jab’ arrange to be vaccinated as soon as possible.

The Clerk’s office will look into the cost of various options.

The meeting concluded at 7.15pm

Payment of Accounts:						
Resolved: that the following payments be approved as the residual April 2020, May 2020 and part June 2020 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
28.04.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.79	£ 11.56	£ 69.35
29.04.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 83.59	£ 16.72	£ 100.31
30.04.2020	DD	Copyrite Systems	Photocopier charges	£ 78.32	£ 15.66	£ 93.98
30.04.2020	*	Matco Direct	Mat maintenance (6 monthly)	£ 194.45	£ 38.89	£ 233.34
01.05.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
01.05.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
04.05.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
06.05.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 59.40	£ 11.88	£ 71.28
06.05.2020	*	C Caddock	Reimb. Re: UK Safety Store - 100 x Face masks	£ 93.00	£ 18.60	£ 111.60
06.05.2020	*	C Caddock	Reimb. Re: Amazon - 5 reams white copier paper	£ 17.49	£ 3.50	£ 20.99
06.05.2020	*	C Caddock	Reimb. Re: Premium Products 16 Ltd - Hammerite paint	£ 18.75	£ 3.75	£ 22.50
07.05.2020	*	May wages:	10 staff	£ 12,567.58		£ 12,567.58
11.05.2020	DD	BNP Paribas	Photocopier lease 10/05/2020 to 09/08/2020	£ 343.00	£ 68.60	£ 411.60
11.05.2020	*	Arco	2 x Arco reusable half mask respirator	£ 30.92	£ 6.18	£ 37.10
13.05.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 51.01		£ 51.01
13.05.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 77.08	£ 15.42	£ 92.50
15.05.2020	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
15.05.2020	DD	Financial Direct Fees	FD online charges	£ 39.20		£ 39.20
15.05.2020	*	HMRC	Re: April 2020 Tax £1,302.60 NI £1,973.37	£ 3,275.97		£ 3,275.97
15.05.2020	*	Cheshire Pension Fund	RE: April 2020 E'ee £758.35 E'er £2,724.03	£ 3,482.38		£ 3,482.38
18.05.2020	*	Wynchco Solutions	1 yr Joomla! Support, domain renewal & server hosting	£ 720.00		£ 720.00
20.05.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 58.04	£ 11.60	£ 69.64
20.05.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.86	£ 0.44	£ 9.30
20.05.2020	*	Mrs F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39
20.05.2020	*	Mrs C Caddock	Reimburse re: UK Office Direct - 5 reams blue paper	£ 28.50	£ 5.69	£ 34.19
20.05.2020	*	Mrs C Caddock	Reimburse re: I Love Fancy Dress Ltd - plastic visors	£ 16.66	£ 3.33	£ 19.99
20.05.2020	*	Mrs C Caddock	Reimburse re: Amazon - worksafe earplugs (SJ)	£ 11.99		£ 11.99
20.05.2020	*	Mrs C Caddock	Reimburse re: CGS Stores Ltd - anti-bac wipes	£ 57.00	£ 11.40	£ 68.40
20.05.2020	*	Mrs C Caddock	Reimburse re: Archer Safety Signs - Covid distancing sig	£ 31.75	£ 6.35	£ 38.10
20.05.2020	*	Mrs C Caddock	Reimburse re: Asda - anti-bac wipes	£ 6.67	£ 1.33	£ 8.00
21.05.2020	*	Earth Anchors	Notice Board for Parkers Farm (inc fittings/magnets, etc)	£ 609.00	£ 121.80	£ 730.80
26.05.2020	*	CMUK Visual Safety (Eureka)	Disposable gloves (20 boxes)	£ 173.00	£ 34.60	£ 207.60
26.05.2020	*	Cheshire Association of Local Councils	Annual membership renewal fee and subscription to LCP	£ 1,487.04		£ 1,487.04
27.05.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
27.05.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 65.81	£ 13.15	£ 78.96
29.05.2020	DD	Copyrite Systems	Photocopier charges	£ 40.66	£ 8.13	£ 48.79
01.06.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
01.06.2020	*	Uniqwin	Alarm activation callout 7/5/2020	£ 54.40	£ 10.88	£ 65.28
02.06.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
03.06.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 113.08	£ 22.61	£ 135.69
04.06.2020	DD	Npower	Electricity - Parkers Farm	£ 153.36	£ 7.67	£ 161.03
04.06.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
08.06.2020	*	June wages:	10 staff (including backdated wage rise from April 1st for	£ 13,179.79		£ 13,179.79
10.06.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 104.91	£ 20.97	£ 125.88
11.06.2020	*	Mr Crowe	Reimb re: Autoglass d/s car window replacement	£ 270.95	£ 54.19	£ 325.14
11.06.2020	*	HMRC	Re: May 2020 Tax £1,300.40 NI £1,969.24	£ 3,269.64		£ 3,269.64
11.06.2020	*	Cheshire Pension Fund	RE: May 2020 E'ee £757.40 E'er £2,720.55	£ 3,477.95		£ 3,477.95
11.06.2020	*	Mrs C Caddock	Reimburse re: UK Office Direct - stationery	£ 40.37	£ 8.07	£ 48.44
11.06.2020	*	Mrs C Caddock	Reimburse re:Galaxy Wholesalers Ltd - hazard tape	£ 12.49	£ 2.50	£ 14.99
11.06.2020	*	Mrs C Caddock	Reimburse re: Amazon - doorbell	£ 12.99		£ 12.99
11.06.2020	*	Mrs C Caddock	Reimburse re: Kepes - vertical blind top hangers	£ 0.42	£ 2.07	£ 2.49
11.06.2020	*	Mrs C Caddock	Reimburse re: Guangzhoushimail . . . Magnetic 'pins'	£ 9.99	£ 2.00	£ 11.99
11.06.2020	*	Mrs C Caddock	Reimburse re: Argos - kettle for office	£ 19.99	£ 4.00	£ 23.99
11.06.2020	*	Mrs C Caddock	Reimburse re: Dynery Ltd - facemasks	£ 26.94	£ 5.40	£ 32.34
11.06.2020	*	Mrs C Caddock	Reimburse re: Primatel Products Ltd - hand sanitiser	£ 21.58	£ 4.32	£ 25.90
11.06.2020	*	Mrs F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39
12.06.2020	*	E Smith & Son	Bedding plants for planters	£ 213.70	£ 42.74	£ 256.44

Payments of Account since 12th June 2020

Date	Ref	Payee	Description	Net	VAT	Gross
12.06.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 51.01		£ 51.01
15.06.2020	DD	Financial Direct Fees	FD online charges	£ 40.00		£ 40.00
16.06.2020	DD	Yellowbus Solutions	IT support, backups, internet services (3 x inv.)	£ 113.60	£ 22.72	£ 136.32
17.06.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 19.12	£ 3.82	£ 22.94
19.06.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.91	£ 0.45	£ 9.36
22.06.2020	*	Mrs F McDonald	Reimburse re: 3 x invs. Asda anti-bac/cleaning items	£ 9.53	£ 1.90	£ 11.43
22.06.2020	*	Mrs F McDonald	Reimburse re: 2 x invs. Tesco - gloves & kitchen roll	£ 5.75	£ 1.15	£ 6.90
22.06.2020	*	Mrs C Caddock	Reimburse re: Shen zhen shi de rui . . . 2 x webcams	£ 64.96	£ 13.00	£ 77.96
24.06.2020	DD	Alistar	Fuel (office vans, mowers and equipment)	£ 193.66	£ 38.73	£ 232.39
26.06.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
29.06.2020	*	CSE Electrical Ltd	PAT Testing and part payment re: replacement emergency lighting (2nd payment due on completion)	£ 348.40	£ 69.68	£ 418.08
30.06.2020	*	Office Depot	Stationery	£ 30.02	£ 6.00	£ 36.02
30.06.2020	*	Regal Polythene	30 x boxes refuse sack & 4 x boxes paper hand towels	£ 371.04	£ 74.21	£ 445.25
30.06.2020	*	JDH Business Services Ltd.	Internal audit 2019/2020	£ 589.00	£ 117.80	£ 706.80
01.07.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
01.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 79.75	£ 15.94	£ 95.69
01.07.2020	DD	Screwfix Direct Ltd	(B&Q a/c) Various maintenance/gardening items	£ 53.82	£ 10.78	£ 64.60
01.07.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
02.07.2020	DD	Npower	Gas - Parkers Farm	£ 612.97	£ 30.65	£ 643.62
06.07.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
06.07.2020	*	C Caddock	reimburse - JDSDIY - Hammerite paint for barrier	£ 14.27	£ 2.85	£ 17.12
06.07.2020	*	F McDonald	reimburse - Tesco - bleach and anti-bac spray	£ 5.95	£ 1.19	£ 7.14
06.07.2020	*	F McDonald	reimburse - Asda - wipes, handwash, bleach, etc.	£ 8.30	£ 1.66	£ 9.96
06.07.2020	*	Eureka	4 x boxes disposable gloves	£ 38.00		£ 38.00
06.07.2020	*	Church of the Ascencion	Grant - virtual summer playscheme	£ 200.00		£ 200.00
07.07.2020	*	July wages:		£ 12,777.28		£ 12,777.28
08.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 338.83	£ 67.76	£ 406.59
09.07.2020	*	F McDonald	Petty cash float - reimbursement	£ 100.00		£ 100.00
09.07.2020	*	F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39
13.07.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 51.01		£ 51.01
15.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 78.00	£ 15.60	£ 93.60
15.07.2020	DD	Financial Direct Fees	FD online charges	£ 40.60		£ 40.60
15.07.2020	DD	Yellowbus	Dell Latitude 3400 14" laptop and setup/configuration	£ 740.00	£ 148.00	£ 888.00
15.07.2020	DD	Yellowbus Solutions	IT support, backups, internet services - inc. for laptop (5 x inv.)	£ 120.75	£ 24.15	£ 144.90
16.07.2020	*	HMRC	Re: June 2020 Tax £1,465.00 NI £2,192.13	£ 3,657.13		£ 3,657.13
16.07.2020	*	Cheshire Pension Fund	RE: June 2020 E'ee £804.31 E'er £2,893.93	£ 3,698.24		£ 3,698.24
17.07.2020	*	C Caddock	Reimburse re: Amazon - pk 6 anti-bac hand gel 100ml	£ 7.75	£ 1.55	£ 9.30
17.07.2020	*	C Caddock	Reimburse re: Amazon - pk 4 anti-bac hand gel 250ml	£ 9.18	£ 1.84	£ 11.02
17.07.2020	*	C Caddock	Reimburse re: Tasco Distributors Ltd. - address labels	£ 9.84	£ 1.96	£ 11.80
17.07.2020	*	C Caddock	Reimburse re: Shen zhen shi - long feather duster	£ 6.32	£ 1.27	£ 7.59
17.07.2020	*	C Caddock	Reimb. re: Shenzhenshi JunXinsheng - 3 x feather dusters	£ 9.16	£ 1.83	£ 10.99
17.07.2020	*	C Caddock	Reimb. re: ARS.Enterprise2019Ltd - 2 radiator dusters	£ 3.82	£ 0.76	£ 4.58
17.07.2020	*	C Caddock	Reimb. re: Rai Fashions Ltd - 2 x brooms	£ 20.81	£ 4.17	£ 24.98
20.07.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.64	£ 0.43	£ 9.07
22.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 214.46	£ 42.88	£ 257.34
24.07.2020	*	Warrington Borough Council	Recharge - ND58 BZR - repairs to suspension	£ 322.60	£ 64.52	£ 387.12
27.07.2020	DD	EMAP Publishing	Local Government Chronicle annual subscription renewal	£ 295.00	£ 26.55	£ 321.55

Payments for approval at the July 2020 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88
	DD	Waterplus	Water/wastewater services (4083867607)	£ 51.01		£ 51.01
	DD	Waterplus	Water/wastewater services (4032774195)	tbc		tbc
	DD	Financial Direct Fees	FD online charges	tbc		tbc
	DD	Yellowbus Solutions	IT support, backups, internet services (inc. for laptop) (3 x inv.)	tbc		tbc
	DD	Yellowbus Solutions	Hardware disposal - inc. secure HDD wipe (certificated)	£ 85.00	£ 17.00	£ 102.00
	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
	DD	E-on	Electricity - Locking Stumps multi-use games area	tbc		tbc
	DD	Alistar	Fuel (office vans, mowers and equipment)	tbc		tbc
	DD	CopyriteSystems	Photocopying charges	£ 64.14	£ 12.83	£ 76.97
	*	James Todd & Co.	Quarterly fees for payroll services	£ 180.00	£ 36.00	£ 216.00
	*	Cheshire Pension Fund	Contributions (E'ee £7xxx E'er £2,xxx)	tbc		tbc
	*	HMRC	Tax (£1,xxx) and NI (£1,xxx)	tbc		tbc
	*	Earth Anchors	2 x noticeboards - G/C and L/S	£ 935.00	£ 187.00	£ 1,122.00
	DD	BNP Paribas	Photocopier rental - 10/08/2020 to 09/11/2020	£ 383.00	£ 76.60	£ 459.60
	*	CSE Electrical	Final part payment for emergency lighting replacement	tbc		tbc
	DD	Trade UK (B&Q account)	Trimmer line, telescopic loppers and 4 x hedge shears	£ 78.45	£ 15.69	£ 94.14
	DD	CopyriteSystems	Photocopying charges	tbc		tbc
	*	Direct 365	Feminine Hygiene Unit 06/07/2020 to 05/07/2021	£ 88.88	£ 17.78	£ 106.66
	*	Elite Industrial Supplies Ltd	Workwear and PPE	£ 113.33	£ 22.67	£ 136.00
	*	tbc	Reimburse re: Vehicle Tax NH57 CZV	£ 265.00		£ 265.00
	*	ARCO	Safety boots (JW)	£ 39.91	£ 7.98	£ 47.89
	*	CJ Auto Services	MOT and service PO51 WLE	tbc		tbc
	*	CJ Auto Services	MOT and service HK64 NNM	tbc		tbc
	*	St John Ambulance	2 x First Aid at Work Requalification courses	£ 450.00	£ 90.00	£ 540.00