

**MINUTES OF THE OCTOBER PART I FINANCE, AUDIT & PERSONNEL  
OF BIRCHWOOD TOWN COUNCIL,  
HELD ONLINE, ON TUESDAY 27<sup>TH</sup> OCTOBER 2020, 6PM**

- Present:** Councillor Reeves in the Chair  
Councillors Atkin, Bowden, Breslin, D. Ellis, Evans and Fitzsimmons
- Clerk – Mrs. F. McDonald  
Deputy Clerk – Mrs C. Caddock  
Business and Finance Officer - Mr. G. Crowe
- 1 Resident for part of the meeting via dial-in
- Apologies:** Councillors J. Ellis, T. Hearldon, and M. Hearldon (dispensation)

171/20-21 **SEPTEMBER 2020 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

**Councillor Fitzsimmons proposed, Councillor Atkin seconded, and it was resolved that: The Minutes of the Part I Finance, Audit & Personnel Meeting that was held on Tuesday 22<sup>nd</sup> September 2020 be approved as an accurate record and signed by the Chair.**

**Code of Conduct – Declaration of Interests**

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

*Councillors Breslin and D. Ellis – Birchwood Youth & Community Centre Committee*

*Councillors Atkin, Bowden, Breslin, D. Ellis and Reeves – Birchwood Carnival Committee*

172/20-21 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 132 and 133 below).

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

**PROGRESS REPORTS ON CURRENT FINANCE, AUDIT & PERSONNEL ITEMS**

173/20-21 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC) – LEASE DISCUSSIONS**

The BAFO reported that we have now received the draft lease, including copies of the HM Land Registry Property Register and title plan. The draft lease is an extensive document.

The solicitor has advised that there are some clauses where further discussion will be required. She also noted that, *‘There is a restriction on the title in favour of what is now Homes England. This prevents any disposition from being registered without their consent. This applies until 3 April 2030. A lease is a disposition. As the new lease is going to be for a term in excess of 7 years the tenant’s solicitor will need to register this at the Land Registry after completion. This means we will have to approach Homes England to get a letter of consent.’*

We have also received the Client Engagement Letter and related documents from the solicitor. It is estimated that solicitor costs will be between £1,000 and £2,000, depending on the work required to complete the document.

The BAFO added that both parties need time to consider the draft lease in detail before meeting (remotely) to discuss the document.

**Action** BAFO to set up a meeting with Councillor D. Ellis (in his capacity as Chair of BYCC Trustees).

#### 174/20-21 **PARKERS FARM ESTATE**

- (a) The BAFO reported that the letter of intent was sent, as directed by the Council at the September meeting.
- (b) The proposed start date is currently Monday 9<sup>th</sup> November 2020, with the hope that work will be completed by 24<sup>th</sup> December 2020. The start date is dependent on us being able to obtain some documents from the sub-contractor, which are needed by our insurance company in order to put 'works in progress' insurance in place for the duration of the work, specifically in relation to 'hot works'. These have been requested.

Our insurance company's underwriters would prefer to find an alternative to hot works based on previous experience. It has been suggested that an alternative option to welding the steel beams in the barn could be used – such as drilling, plating and bolting the beams together.

Work cannot commence until insurance for the works is in place

- (c) To note that additional parking arrangements have been confirmed for our staff / contractors' personal vehicles, and BTC vans during our working hours.
- (d) To inform Members that due to our banking mandate (see Financial Regulations 5.5) "*A maximum payment for any single transaction has been set at £20,000 (with effect from September 2018).*" Payment for the works (£58,615.89 plus VAT – total £70,339.09) may have to be made in four parts. However, the BAFO said we may be able to arrange with the Co-operative Bank (as we have in the past) to make a single large payment for these works, as an exception to our Financial Regulations, with resolution from the Council.
- (e) The BAFO reported that our insurance company has advised that an up-to-date valuation on the Parkers Farm land and buildings should be carried out. They suggest that this should be undertaken every five years. Our last valuation was done in 2008.

**Action** Members noted this recommendation and asked **the BAFO to progress this matter when practical** in the current circumstances, once the works have been completed.

#### 175/20-21 **EXTERNAL AUDIT OF ACCOUNTS FOR THE YEAR END 31ST MARCH 2020**

- (a) To note that we have received our external auditor's report from PKF Littlejohn regarding our 2020 AGAR documents.  
We have a clean audit report.
- (b) To report that the 'Notice of Conclusion of Audit Annual Governance & Accountability Return for the year ended 31 March 2020' has been placed on our notice board and published on our website, as required (14<sup>th</sup> October 2020). We have not yet received any requests for hard copies of the report.

- (c) To note that the invoice from PKF Littlejohn for their professional external auditor services (Limited assurance review of Annual Governance & Accountability Return for the year ended 31 March 2020) has been paid (£800.00 +VAT).

176/20-21 **POPPY WREATHS**

To note that two poppy wreaths were ordered and have been received, as agreed at the September 2020 meeting.

An invoice for £34 (the cost of producing the wreaths) has been received, which includes an acknowledgement of the £66 donation element from the payment sent, in the amount of £100. A letter of thanks was also received.

177/20-21 **BTC PLAQUE**

To note that the replacement memorial plaque for the memorial garden at Birchwood Shopping Centre has been installed. The old plaque was severely weather damaged.

178/20-21 **STAFF WAGES**

To note the wage rise agreed for Officers at the September meeting has been applied, backdated to April 2020.

179/20-21 **IT/YELLOWBUS**

To note the contract has been signed for the two-year warranty extension on the two main office computers.

180/20-21 **BIRCHWOOD CARNIVAL 2021**

The BAFO said that preliminary discussions have started taking place in the background, but a response has not yet been received from Angus Lord, WBC. The carnival is held on the Forest Park, which is WBC land, and it is organised with the assistance of the WBC Rangers.

Councillor Atkin (as Chair of the Carnival Committee) said that chances are now very limited that the carnival will go ahead in 2021. Normally, Carnival Committee meetings would already have started in September, and some bookings would have been pencilled in.

Councillor Atkin added that unless we receive some information from WBC soon, even the option of putting on a pared down event looks unlikely.

Everything remains dependent on the ongoing COVID-19 crisis, and how long it will go on for.

181/20-21 **GENERAL ITEMS FOR REPORTING / NOTING**

- (a) To note that the payment has been made for the annual renewal with the Information Commissioner's Office. The certificate has been received and is displayed on our main, internal notice board.
- (b) To note a letter of engagement was sent to our internal auditor, to take into account a number of recent changes to the internal audit requirements in the AGAR annual return, a copy of which we received.

## **NEW FINANCE, AUDIT AND PERSONNEL ITEMS**

### 182/20-21 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2020 – 30th September 2020.

The payroll figure for August 2020 was £12,787 and £12,779.64 for September 2020.

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

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

### 183/20-21 **CHESHIRE PENSION FUND**

(a) To report that The Ministry of Housing, Communities and Local Government (MHCLG) have published draft regulations (the link is in the email circulated to Members) 'The Local Government Pension Scheme (Restriction of Exit Payments) (Early Termination of Employment) (Discretionary Compensation and Exit Payments) (England and Wales) Regulations 2020'. The consultation closes on 9 November 2020.

(b) To note that further information has been received regarding the £95K Exit Cap from Cheshire Pension Fund: "The legislation implementing the £95k cap on exit payments has now been signed and comes into force on 4 November 2020. We are still awaiting the Guidance and Directions to accompany the regulations; these will set out the discretionary waiver process and the position of exits agreed before 4 November where the date of leaving is after. We understand these are expected next week."

The BAFO said that this is never likely to affect the Town Council.

(c) To note that a Pensions Consultative Forum meeting took place on 16th October 2020.

(d) To note that details for the policy renewal for the Ill-health Liability Insurance - Cheshire Pension Fund (with Legal and General) have been received.

Following the production of an up-dated renewal account the premium due on 04/12/2020 will be £70.63 and with effect from 04/01/2021 the monthly premium will be £162.66 (currently £170.02).

### 184/20-21 **COVID-19 TESTING**

To note that the Clerk has been looking into options of private Covid-19 testing, should there be an urgent need, if an NHS test(s) cannot be accessed in a timely manner. (Information was copied to Members in their papers).

Following a detailed discussion, it was agreed that if a member of staff thinks they have Coronavirus symptoms, they should immediately self-isolate and arrange for an NHS test.

Members asked that staff be reassured that if they follow the rules in good faith, and have to self-isolate, either because they have symptoms, or have been in contact with someone who has symptoms, who then tests positive for Coronavirus, there will be no effect on their employment.

If the staff member or their contact tests negative, then staff can return to work.

The Clerk stated that the Town Council is continuing to work in as much of a Covid-secure way as possible, including the maintenance team driving an allocated vehicle, staggering the start and end of working hours and breaks, wearing masks, and only one Officer working in the office building, with two working from home.

There are times when someone needs to be in the office, due to requiring access to files, and the photocopier, etc.

#### 185/20-21 **DATA PROTECTION / GDPR**

To note that we have received from our specialist GDPR consultant GDPR update notes, a cybersecurity checklist, and a request to review the Overseas Transfer Guidance. The Clerk stated that we are trying to understand some of the technicalities and whether we need to take any additional actions. She is liaising with our IT consultants for advice on some of the queries raised on the checklist.

The Chair asked for Members to be advised of the situation, if possible, prior to the next meeting.

Councillor Atkin suggested that we also contact our website provider, to check that we do not need to take any actions regarding our website.

**Action** Clerk's office to investigate this further with our IT and website specialist consultants and take the necessary action(s) if required.

#### 186/20-21 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) Received – Various newsletters from SAS Daniels.
- (b) To note that the Clerk hopes to be able to attend a virtual meeting hosted by SAS Daniels on 27th October, regarding 'Managing Sickness Absence During COVID-19'
- (c) Received – Employer Bulletin – October 2020 Issue 86.
- (d) To note we have queried an invoice of £17.38 from WBC – which they charged us for putting fuel into HK64NNM whilst it was with WBC for repairing the brakes.
- (e) To note that the Deputy Clerk will be attending a (virtual) 'Budgeting' training course on 3rd November, arranged by ChALC (£30).
- (f) Received – Letter of thanks from 'The Table' Oakwood, for the grant funding awarded for the 2020 virtual holiday club, with some details of what the funding enabled The Table to provide.
- (g) Received – from O2 – Annual statement with notification that our contractual Minimum Period is coming to an end. Options to review were included.
- (h) To note the ongoing monthly payment to Zoom for the licence for the Town Council and other meetings is currently £11.99 +VAT. Members were asked to consider an offer from Zoom, which offers a saving of £23.98 for a one-year licence.

Members discussed the option and **unanimously resolved** that the one-year licence be purchased (£117.19 +VAT).

187/20-21 **BUDGET AND PRECEPT 2021-2022**

- (a) To note that the BAFO is working on the preliminary figures for consideration when looking towards the Town Council's Budget and Precept 2021-2022 deliberations.
- (b) The BAFO proposed that the November 2020 meeting incorporates the Budget and Strategy meeting, to consider various matters that will affect the formal completion of budget considerations including (but not restricted to):
- The effect that Covid-19 might have, potentially ongoing, specifically in relation to the Council Tax Support Scheme (Band D figures will not be received from WBC until later in the year), the reduction in lettings income, the shopping centre not requiring the hanging baskets this year, additional costs incurred relating to extra PPE, hand gels, anti-bac wipes, facemasks, etc.
  - Whether the Council has any future community projects in mind.
  - The reduced cost relating to the Parkers Farm renovation scheme.
  - Staff resources.

Councillor Atkin asked whether the figures regarding Band D properties will be available from WBC prior to the November meeting, as they could have a significant impact on completing the budget figures.

The BAFO said that we usually receive the figures from WBC towards the end of the second week in November. He stated that he would telephone WBC to enquire when we might expect to receive the Band D figures and precept timetable.

If there is any delay, we could reconsider the date for the Budget and Strategy meeting.

**Action** BAFO to contact WBC to ask when we might receive the Band D figures for 2021 to 2022.

- (c) To propose that the formal Precept meeting for 2021-2022 takes place in December 2020; and to ask Members what date they wish the December meeting to take place. It is usually brought forward by a week, as it falls in Christmas week. This year it would fall on Tuesday 22nd December. A week earlier would be Tuesday 15th December.

The Precept can only be set once the budget has been formally approved by the full Council. WBC, if following similar timetables as previous years, usually asks to receive the precept figures from local parishes around 15<sup>th</sup> January.

To note, for information, that at the 2019 Budget and Precept Meeting (minute 302/18-19) it was acknowledged that a precept increase of around 4.5% would be necessary over a four-year cycle, following the removal of the Council Tax Support Scheme, to enable our current level of services to remain in place.

**Action** To defer the decision of the date for the Precept meeting, to the Budget and Strategy meeting

188/20-21 **TOWN COUNCIL VEHICLES**

The Clerk reminded Members that BTC currently has five vehicles – one caddy van, two tipper trucks and two transit vans. With six members of the Maintenance Team staff, due to the Coronavirus pandemic, five members of staff currently drive an allocated vehicle, and one works closer to Parkers Farm and walks everywhere. When he is litter picking he leaves the bags of waste he has collected by the roadside to be picked up by one of the other team members.

At present three of our vehicles have recently had or are due for their MOTs and services. There are some issues with the vehicles that Members need to be informed about.

### **Caddy Van PO51 WLE**

The caddy van PO51 WLE was serviced and MOT'd at the beginning of September 2020. However, on Friday 18<sup>th</sup> October, the air bag warning light came on.

The vehicle was taken to the garage and following investigation it was found that the clock spring, had failed. The Clerk spoke to the garage and was informed that this is not something that would have been spotted during a normal service and MOT. Without this being repaired, the vehicle could not be driven.

The Clerk obtained approval for the expenditure from the Chair as there is a general acceptance we are in unusual, exceptional circumstances. However, Members will have a discussion regarding a vehicle replacement plan as part of the budget cycle.

Due to this being a health and safety issue and the need for having as many separate vehicles on the road as possible the Clerk, after liaising with the Chair, approved the expenditure to replace the air bag unit, at a cost of £410 +VAT.

Members noted the circumstances of the Clerk's decision and **unanimously resolved** that the correct course of action had been taken.

### **Transit Van ND09 VNL**

The large transit van, ND09 VNL failed its recent MOT on several items, including suspension issues and the necessity for some welding. In addition, there was a note that the engine was 'running rough'.

The garage could not identify what was causing it without undertaking a full engine diagnostic (not undertaken routinely as part of an MOT/service).

As the quote for the work necessary for the vehicle to pass its MOT was approximately (due to the extent of the welding being unknown, until work actually begins) £1,375.26 +VAT, it was decided to spend £80 +VAT, to see if the engine was likely to be a major issue. If it was, then repair work to get the vehicle through its MOT might be considered an unjustifiable expense.

The Clerk stated that the engine diagnostic revealed that the issue could be easily fixed, with a software update.

A second quote for the work was received, and for the reasons given above, that we need as many vehicles on the road as possible at the present time, the Clerk asked for the Chair, Vice Chair and Leader of the Council to approve the payment of approximately £1,419.91 +VAT (depending on the amount of welding required).

Approval was received from the Councillors, for the work to be undertaken.

All Members at tonight's meeting noted the circumstances of the Clerk's decision, and the approval of the Chair, Vice Chair and Leader of the Council, and **unanimously resolved** that the correct decisions and course of action had been taken.

## **Transit Van ND58 BZR**

The Clerk stated that ND58 BZR is due to go in for its MOT and service, and she will contact the Chair, Vice Chair and Leader of the Council again, if necessary, for permission for repairs, if they are also beyond the normal expected, such as for welding work.

## **Vehicle Replacement**

Councillor Bowden said that the Town Council currently needs to factor into its budget moderate costs for repairs. He added that he believes the Town Council now needs to consider putting a structured plan in place to modernise the fleet.

Councillor D. Ellis reminded Members that, having declared a climate emergency, the Town Council has expressed a wish that, if possible, it would like to start to replace vehicles with more environmentally friendly options.

Members acknowledged that the costs of electric / hybrid work vehicles (especially of transit and tipper size) are currently very high, compared to petrol / diesel vehicles. There would also be requirement for charging points to be installed.

The Clerk reminded Members that the vehicles are 'work horses'. They transport all sorts of litter, waste, flytipped items, compost, rock salt and water for the planters (in containers) etc. Although they are looked after, they will never remain pristine and are prone to getting wet inside, even when panelled and regularly cleaned.

It was **unanimously resolved** by Members that a vehicle replacement programme be considered during the upcoming Budget and Strategy meeting.

**Action** Clerk's office to add this item to the Budget and Strategy meeting agenda.

## 189/20-21 **CHRISTMAS SHUTDOWN**

The BAFO asked Members to consider what arrangements they wish to be put in place over the 2020/2021 Christmas and New Year period. If Members are minded to shut down the services for several days, as has been the case in previous years, this year the period would be from Friday 25th December 2020 to Sunday, 3rd January 2021 (inclusive). Staff will take the days in between (that are not Bank Holidays) from their annual leave allowance.

If there is a crisis during a shutdown period, which cannot be dealt with solely by the main authority (Warrington Borough Council) arrangements will be in place for there to be some Town Council emergency cover.

Members **resolved** that the office and maintenance operations should shut down over the Christmas and New Year period, as it had in previous years, from 25<sup>th</sup> December 2020 to 3rd January 2021 (inclusive); with staff available in case of an unprecedented emergency; with the option of an early finish on Christmas Eve, if there is no urgent work that needs to be completed that day.

**The meeting concluded at 7.45pm**



Payment of Accounts:							
Resolved: that the following payments be approved as the residual July 2020, all August and part of the September 2020 accounts							
Date	Ref	Payee	Description	Net	VAT	Gross	
29.07.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95	
29.07.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 133.68	£ 26.72	£ 160.40	
29.07.2020	*	C Caddock	Reimburse - Tesco - janitorial items & tea/coffee/sugar	£ 74.40	£ 9.91	£ 84.31	
29.07.2020	*	F McDonald	Reimburse - vehicle tax NH57 CZV	£ 265.00		£ 265.00	
30.07.2020	*	Direct 365	Feminine Hygiene Unit 06/07/2020 to 05/07/2021	£ 88.88	£ 17.78	£ 106.66	
31.07.2020	DD	Copyrite Systems	Photocopier charges	£ 63.68	£ 12.74	£ 76.42	
31.07.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74	
31.07.2020	*	James Todd & Co. Ltd.	Quarterly payroll service fees	£ 180.00	£ 36.00	£ 216.00	
03.08.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 14.88		£ 14.88	
04.08.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02	
05.08.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 115.23	£ 23.04	£ 138.27	
07.08.2020	*	Elite Industrial Supplies	Workwear/PPE	£ 113.33	£ 22.67	£ 136.00	
07.08.2020	*	St John Ambulance	2 x First Aid at Work Refresher courses (JJ & JW)	£ 450.00	£ 90.00	£ 540.00	
07.08.2020	*	August wages:	10 staff	£ 12,772.18		£ 12,772.18	
10.08.2020	DD	BNP Paribas	Photocopier Lease - 10/8/2020 - 9/11/2020	£ 383.00	£ 76.60	£ 459.60	
12.08.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 51.01		£ 51.01	
12.08.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 188.50	£ 37.68	£ 226.18	
12.08.2020	*	Earth Anchors	2 x notice boards (12x44) for G/C and L/S	£ 935.00	£ 187.00	£ 1,122.00	
14.08.2020	*	C Caddock	reimburse - Paper Towel dispenser	£ 10.83	£ 2.16	£ 12.99	
14.08.2020	*	Arco	PPE - safety boots (JW)	£ 39.91	£ 7.98	£ 47.89	
14.08.2020	*	Infotone	6 x printer toner cartridges	£ 245.55	£ 49.11	£ 294.66	
14.08.2020	*	CSE Electrical	Final payment re: replacement of emergency lights	£ 348.40	£ 69.68	£ 418.08	
14.08.2020	*	HMRC	Re: July 2020 Tax £1,356.60 NI £2,045.59	£ 3,402.19		£ 3,402.19	
14.08.2020	*	Cheshire Pension Fund	RE: July 2020 E'ee £773.52 E'er £2,780.13	£ 3,553.65		£ 3,553.65	
17.08.2020	DD	Yellowbus Solutions	IT support, backups, internet services - inc. for laptop (5 x inv.)	£ 204.10	£ 40.82	£ 244.92	
17.08.2020	DD	Financial Direct Fees	FD online charges	£ 40.60		£ 40.60	
19.08.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 159.93	£ 31.97	£ 191.90	
19.08.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.68	£ 0.43	£ 9.11	
26.08.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 142.28	£ 28.45	£ 170.73	
27.08.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95	
27.08.2020	DD	Npower	Electricity - Parkers Farm	£ 151.52	£ 7.58	£ 159.10	
28.08.2020	CHQ	Post Office Ltd	Vehicle Tax HK64 NNM	£ 265.00		£ 265.00	
28.08.2020	*	F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39	
28.08.2020	*	CJ Auto Service	HK64 NNM - MOT	£ 49.95		£ 49.95	
28.08.2020	*	CJ Auto Service	HK64 NNM - Interim service	£ 125.85	£ 25.17	£ 151.02	
28.08.2020	*	Williams Garage Services Ltd	2 x tyres PO51 WLE	£ 92.90	£ 18.58	£ 111.48	
28.08.2020	*	Williams Garage Services Ltd	5 x tyres NH57 CZV	£ 369.75	£ 73.95	£ 443.70	
28.08.2020	CHQ	Post Office Ltd	Vehicle Tax PO51 WLE	£ 265.00		£ 265.00	
01.09.2020	DD	Copyrite Systems	Photocopier charges	£ 64.14	£ 12.83	£ 76.97	
01.09.2020	DD	Screwfix Direct Ltd	(B&Q a/c) Loppers, shears and strimmer line	£ 78.45	£ 15.69	£ 94.14	
02.09.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83	
02.09.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 86.59	£ 17.32	£ 103.91	
03.09.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74	
04.09.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02	
07.09.2020	*	September wages	Wages total this month (10 staff)	£ 12,779.64		£ 12,779.64	
09.09.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 284.64	£ 56.92	£ 341.56	
10.09.2020	*	ESI	6 monthly testing of the Emergency Lighting System and 6 monthly service of the Fire Alarm System	£ 230.00	£ 46.00	£ 276.00	
				£ -			
10.09.2020	*	F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39	
10.09.2020	*	HMRC	Re: Aug 2020 Tax £1,355.00 NI £2,043.52	£ 3,398.52		£ 3,398.52	
10.09.2020	*	CJ Auto Service Ltd	PO51 WLE - MOT/interim service & repairs	£ 386.90	£ 69.38	£ 456.28	
10.09.2020	*	N A Hall	Repairs to radiator fitting in mess room - requiring the removal and reinstallation of radiator.	£ 50.00		£ 50.00	
				£ -			
10.09.2020	DD	Public Works Loan Board	PWLB loan repayment	£ 10,850.00		£ 10,850.00	
14.09.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 87.07		£ 87.07	
15.09.2020	DD	Financial Direct Fees	FD online charges	£ 40.80		£ 40.80	
16.09.2020	DD	Yellowbus Solutions	IT support, backups, internet services (inc. for laptop) (4 x inv.)	£ 149.60	£ 29.92	£ 179.52	
16.09.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 66.43	£ 13.28	£ 79.71	
16.09.2020	*	CJ Auto Service Ltd.	ND58 BZR - check brakes/repair	£ 279.33	£ 55.87	£ 335.20	
16.09.2020	*	Reimburse C. Caddock	Fabric & Craft Ltd - 200 x disposable face masks	£ 15.68	£ 3.12	£ 18.80	
16.09.2020	*	Reimburse C. Caddock	Amazon (Incontinence Supermarket) 24 x 100ml Purell Hand gel	£ 42.95		£ 42.95	
16.09.2020	*	Reimburse C. Caddock	Amazon - 12 x 100ml hand gel and 6 xl multi-pack anti-bac wipes	£ 31.75	£ 6.35	£ 38.10	
17.09.2020	DD	Npower	Gas - Parkers Farm	£ 115.75	£ 5.79	£ 121.54	
18.09.2020	*	Cheshire Pension Fund	Contributions (E'ee £773.04 E'er £2,778.39)	£ 3,551.43		£ 3,551.43	

Payments of Account since 18th September 2020

Date	Ref	Payee	Description	Net	VAT	Gross
21.09.2020	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 9.13	£ 0.46	£ 9.59
23.09.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 89.27	£ 17.86	£ 107.13
28.09.2020	*	Arco	Safety Boots (SJ)	£ 53.89	£ 10.78	£ 64.67
28.09.2020	*	CMUK Visual Safety (Eureka)	Disposable gloves (20 boxes) eyewash pods & dressings	£ 177.60	£ 3.52	£ 181.12
29.09.2020	DD	Telesis	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
29.09.2020	*	Signs Unlimited	New acrylic panel for BTC memorial plaque	£ 85.00	£ 17.00	£ 102.00
29.09.2020	*	Reimburse C Caddock	Amazon re: 96 rolls toilet paper	£ 28.18	£ 5.64	£ 33.82
29.09.2020	*	Reimburse C Caddock	Royal British Legion 2 x poppy wreaths & donation	£ 100.00		£ 100.00
30.09.2020	DD	Copyrite Systems	Photocopier charges	£ 23.66	£ 4.73	£ 28.39
30.09.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 190.10	£ 38.01	£ 228.11
01.10.2020	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83
01.10.2020	DD	O2	Ref a/c 04760571 mobile phones	£ 45.62	£ 9.12	£ 54.74
05.10.2020	DD	Legal and General	Ill health insurance	£ 170.02		£ 170.02
05.10.2020	*	CMUK Visual Safety (Eureka)	Disposable gloves (30 boxes)	£ 238.50		£ 238.50
05.10.2020	*	Arco	PPE (ES) Specialist medical safety boots	£ 125.00	£ 25.00	£ 150.00
05.10.2020	*	Office Depot	Stationery	£ 48.32	£ 9.66	£ 57.98
07.10.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 89.55	£ 17.90	£ 107.45
07.10.2020	*	October wages	Wages total this month (10 staff). Including wage increase	£ 13,570.99		£ 13,570.99
09.10.2020	*	Cube Property Services	Professional services-additional time charge re: re-submission of LBC application, revised schedule of works & contractor negotiation	£ 700.00	£ 140.00	£ 840.00
09.10.2020	*	Williams Garage Services	ND09VNL - 2 x tyres	£ 163.70	£ 32.74	£ 196.44
09.10.2020	*	Williams Garage Services	NH57CZV - 1 tyre	£ 73.95	£ 14.79	£ 88.74
12.10.2020	DD	Waterplus	Water/wastewater services (4083867607)	£ 87.07		£ 87.07
14.10.2020	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 159.23	£ 31.84	£ 191.07
15.10.2020	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
15.10.2020	DD	Yellowbus Solutions	IT support/backups/internet services - inc. for laptop (4 x inv.)	£ 137.41	£ 27.48	£ 164.89
15.10.2020	*	Reimburse C Caddock	GGN INT Ltd - 4 x boxes (50) disposable face masks	£ 29.80		£ 29.80
15.10.2020	*	Reimburse C Caddock	Amazon - 12 x lg packs (126) anti-bac wipes	£ 33.74	£ 6.76	£ 40.50
15.10.2020	*	Reimburse C Caddock	Amazon - 12 x lg packs (126) anti-bac wipes	£ 33.74	£ 6.76	£ 40.50
15.10.2020	*	PKF Littlejohn	Professional services re: Limited assurance review of AGAR for year ended 31 March 2020	£ 800.00	£ 160.00	£ 960.00
16.10.2020	DD	Information Commissioner's Office	Data protection renewal fee	£ 35.00		£ 35.00
16.10.2020	*	James Todd & Co. Ltd.	Quarterly payroll service fees	£ 180.00	£ 36.00	£ 216.00
16.10.2020	*	HMRC	Re:Sept. 2020 Tax £1,357.60 NI £2,046.62	£ 3,404.22		£ 3,404.22
16.10.2020	*	Cheshire Pension Fund	RE: Sept. 2020 E'ee £773.75 E'er £2,781.00	£ 3,554.75		£ 3,554.75

Payments for approval at the October 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	tbc		
	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83
	DD	Waterplus	Water/wastewater services (4083867607)	£ 87.07		£ 87.07
	DD	Financial Direct Fees	FD online charges	tbc		
	DD	Yellowbus Solutions	IT support, backups, internet services (inc. for laptop) (4 x inv.)	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	£ 10.11	£ 0.51	£ 10.62
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 180.30	£ 36.04	£ 216.34
	DD	CopyriteSystems	Photocopying charges	£ 25.84	£ 5.17	£ 31.01
	*	HMRC	tbc	tbc		
	DD	Yellowbus Solutions	Two-year warranty extension for the office Dell Optiplex computers	£ 345.60	£ 69.12	£ 414.72
	DD	BNP Paribas	Photocopier Rental 10/11/2020 to 09/02/2021	£ 343.00	£ 68.60	£ 411.60
	*	Regal Polythene	30 x boxes refuse sacks and 4 x cases paper hand towels	£ 371.04	£ 74.21	£ 445.25
	*	Office Depot	Stationery	tbc		
	*	Arco	PPE - safety boots (PT)	£ 49.00	£ 9.80	£ 58.80
	*	F McDonald	Reimburse re: 1 month Zoom licence for 1 machine	£ 11.99	£ 2.40	£ 14.39
	*	C. Caddock	Reimburse re: St John Ambulance - First Aid Requalification (SJ)	£ 230.00	£ 46.00	£ 276.00