

**MINUTES OF THE DECEMBER PART I FINANCE, AUDIT & PERSONNEL OF  
BIRCHWOOD TOWN COUNCIL,  
HELD AT PARKERS FARM, DELENTY DRIVE, WA3 6AN,  
ON TUESDAY 14<sup>TH</sup> DECEMBER 2021, 6PM**

**Present:** Councillor Ellis in the Chair  
Councillors Allen, Atkin, Brereton, Dempsey, Scott, Sheridan and Simcock  
Clerk – Mrs. F. McDonald  
RFO / Deputy Clerk – Mrs C. Caddock

**Apologies:** Councillors Ball (personal) Bowden (health) Evans (health) and Reeves (health)

**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.

454/21-22 **NOVEMBER 2021 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Atkin **proposed**, Councillor Scott **seconded**, and it was **resolved** that: The Minutes of the Part I Finance, Audit & Personnel Meeting, held on Tuesday 23<sup>rd</sup> November 2021 be approved as an accurate record and signed by the Chair.

455/21-22 **NOVEMBER 2021 BUDGET / STRATEGY & PRECEPT MEETING MINUTES**

Councillor Atkin **proposed**, Councillor Scott **seconded**, and it was **resolved** that: The Minutes of the Part I Finance, Audit & Personnel Meeting, held on 23<sup>rd</sup> November 2021 be approved as an accurate record and signed by the Chair.

456/21-22 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 233 and 234 below).

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

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

457/21-22 **PARKERS FARM ESTATE**

The RFO reported that the Clerk is still liaising with Trinity and Cube for a date for the final snagging work and adjustments to the soil pipe at the rear of the building to be undertaken.

458/21-22 **BTC VEHICLES AND ASSOCIATED MATTERS**

- (a) To note that the two new Maxus eDeliver 3 vans were delivered on 10th December 2021. The payments had to be made in four parts due to our bank transaction limits.
- (b) To note that we are still awaiting information re: ND09 VNL and ND58 BZR, which are being assessed for their value in relation to potential trade-in.
- (c) To note that the installation of two EV chargers took place on 9th December 2021.

- (d) To note that we obtained quotes for sign writing work to be done on the new vans. A local supplier quoted £225.00 +VAT per vehicle, including the design and application. The proposed design had been circulated to Members and was approved.
- (e) To note that our insurance company added the new vans to our insurance from 9th December 2021, as well as adding the two new chargers (£600 each) to the risk register that they hold.

We have received an updated policy schedule to reflect these changes.

- (f) To note that we enquired with our insurance company re: gap insurance (which they do not provide and cannot advise on due to FCA Regulations). Our policy would pay out based on the current market value.
- (g) To note that Officers have enquired about activating the Geotab tracker contract, on a 12-month contract at £15 per vehicle per month.

#### 459/21-22 **LOCKING STUMPS – PROPOSED PLAY AREA REFURBISHMENT**

To note that we are still awaiting more specific costs from WBC regarding the proposed refurbishment of the small play area, on Borough Council land, behind the Turf & Feather public house in Locking Stumps. This matter was raised with WBC at a recent partnership meeting.

#### 460/21-22 **GENERAL ITEMS FOR REPORTING / NOTING**

- (a) To note that the Data Protection / GDPR meeting with our specialist GDPR consultant will take place on 20th December 2021.
- (b) To note that we raised the issue of the two lighting columns near Armstrong Close garages that are owned by BTC, at the recent partnership meeting with WBC.  
  
A work order has been raised, but at the time of the partnership meeting, the work had not been undertaken. It has been chased again. WBC were also asked if they would consider adopting these two lighting columns. We are still awaiting feedback from the meeting.
- (c) To note that the annual boiler service took place on 6th December 2021 (£80). There were no issues.
- (d) To note that a pre-employment medical is being arranged for our new Administrative Assistant (£250). This is a comprehensive, 45-minute face to face medical assessment.
- (e) To note that we have received the ‘proposal’ for a new computer set-up, plus ongoing costs (copied to Members in their papers). This has been approved at a previous meeting. See September Meeting minute 326/21-22.
- (f) To note that we have contacted our chosen cleaning services company and are in the process of finalising contract details with them.
- (g) Received – invoice for annual renewal for Intruder Alarm maintenance and Intruder System Monitoring from 01/01/2022 to 31/12/2022 (£162.00 +VAT).

## NEW FINANCE, AUDIT & PERSONNEL ITEMS

### 461/21-22 BANK ACCOUNT RECONCILIATION

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account period 1st April 2021 – 30th November 2021.

The payroll figure for October 2021 (9 staff) was £11,935.89. The figure for November 2021 (9 staff) was £11,945.70.

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

Members **unanimously resolved** they were happy with the reconciliation documents.

### 462/21-22 GENERAL ITEMS FOR REPORTING/NOTING

- (a) Received – November Review Reports from YellowBus re: our computer systems.
- (b) To note the receipt of the annual renewal information for the Clerk's membership to SLCC. This is in the amount of £270.00.

Members **resolved** that the Council would pay for the Clerk's membership of SLCC, as has previously been the case.

### 463/21-22 CHRISTMAS SHUTDOWN

The RFO reminded Members that, as previously resolved, the Town Council maintenance operations and the office would shut between Christmas and New Year (with staff available to come in should there be an emergency that WBC cannot deal with on its own).

**This part of the meeting concluded at 6.35 pm**

Payment of Accounts:						
Resolved: that the following payments be approved as the residual October 2021 and part of the November 2021 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
18.10.21	*	Mrs F McDonald	Petty Cash Imprest	£ 100.00		£ 100.00
18.10.21	*	Cheshire Pension Fund	Pension contributions E'ee £833.36 E'er £2941.65	£ 3,775.01		£ 3,775.01
19.10.21	*	HMRC	Tax £1257.80 NI £2118.88	£ 3,376.68		£ 3,376.68
19.10.21	DD	Eon Next	Electricity - Parkers Farm 1/7/21-30/9/21	£ 141.02	£ 7.05	£ 148.07
20.10.21	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 76.19	£ 15.24	£ 91.43
22.10.21	DD	Eon Next	Electricity Locking Stumps MUGA	£ 9.64	£ 0.48	£ 10.12
27.10.21	DD	Firstcom Europe	Telephone system & calls	£ 179.72	£ 35.94	£ 215.66
27.10.21	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 128.39	£ 25.67	£ 154.06
29.10.21	DD	CopyriteSystems	Photocopier charges	£ 31.77	£ 6.36	£ 38.13
29.10.21	*	Warrington Borough Council	Election Charges - 1st instalment	£ 1,079.84		£ 1,079.84
29.10.21	*	Birchwood Lions	Grant - Birchwood Service of Remembrance	£ 150.00		£ 150.00
29.10.21	*	Birchwood Youth & Comm C	Room Hire - Town Council Meeting	£ 25.00		£ 25.00
01.11.2021	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37
02.11.2021	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
03.11.2021	DD	Allstar	Fuel (office vans, equipment)	£ 125.52	£ 25.11	£ 150.63
04.11.2021	DD	Legal and General	Ill health insurance	£ 216.57		£ 216.57
04.11.2021	*	Vans North West Ltd	Deposit for van MK71FUU (Maxus eDeliver 3)	£ 416.67	£ 83.33	£ 500.00
04.11.2021	*	Vans North West Ltd	Deposit for van MK71FVC (Maxus eDeliver 3)	£ 416.67	£ 83.33	£ 500.00
08.11.2021	*	November Wages	Wages total this month (9 staff)	£ 11,945.70		£ 11,945.70
10.11.2021	DD	BNP Paribas	Photocopier lease 10/11/21 to 09/02/22	£ 398.36	£ 13.24	£ 411.60
10.11.2021	DD	Allstar	Fuel (office vans, equipment)	£ 79.35	£ 68.60	£ 147.95
10.11.2021	*	Office Depot	Stationery	£ 54.77	£ 24.65	£ 79.42
11.11.2021	*	CJ Auto Service	ND58 BZR - MOT/Service (failed) and welding	£ 675.43	£ 13.24	£ 688.67
12.11.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32

**Payments of Account since 12th November 2021**

Date	Ref	Payee	Description	Net	VAT	Gross
15.11.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 188.70	£ 37.74	£ 226.44
16.11.2021	DD	Eon Next	Gas Parkers Farm (closing invoice)	£ 101.87	£ 5.10	£ 106.97
17.11.2021	DD	Allstar	Fuel (office vans, equipment)	£ 72.00	£ 14.40	£ 86.40
18.11.2021	DD	Avanti Gas	Gas Parkers Farm (from 2nd Oct 2021)	£ 104.28	£ 5.21	£ 109.49
18.11.2021	DD	Financial Direct Fees	FD online charges	£ 34.20		£ 34.20
18.11.2021	*	HMRC	Tax £1252.60 NI £2,112.69	£ 3,365.29		£ 3,365.29
18.11.2021		Cheshire Pension Fund	Pension contributions E'ee £831.94 E'er £2,936.44	£ 3,768.38		£ 3,768.38
22.11.2021	DD	SSE SWALEC	Electricity - Parkers Farm	£ 132.20	£ 6.61	£ 138.81
22.11.2021	*	James Todd & Co Limited	Payroll services (October 2021)	£ 54.00	£ 10.80	£ 64.80
24.11.2021	DD	Eon Next	Electricity Locking Stumps MUGA	£ 10.42	£ 0.52	£ 10.94
24.11.2021	DD	Allstar	Fuel (office vans, equipment)	£ 92.21	£ 18.43	£ 110.64
25.11.2021	*	E Smith & Son	Bedding plants and compost for planters	£ 172.40	£ 34.48	£ 206.88
26.11.2021	*	Electric-Call Services Ltd	Deposit (40%) for EV charger installation	£ 1,422.00	£ 284.40	£ 1,706.40
29.11.2021	DD	Firstcom Europe	Phone charges	£ 50.43	£ 10.09	£ 60.52
30.11.2021	DD	CopyriteSystems	Photocopier charges	£ 103.17	£ 20.63	£ 123.80
01.12.2021	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37
01.12.2021	DD	Allstar	Fuel (office vans, equipment)	£ 141.95	£ 28.38	£ 170.33
01.12.2021	DD	Screwfix Direct Ltd	(B&Q account) decorating supplies (kitchen)	£ 77.18	£ 15.44	£ 92.62
02.12.2021	*	Vans Northwest Ltd	MK71 FVC Total payment made in 2 parts (£32,000.60)	£ -		
03.12.2021	*	Vans Northwest Ltd	(£20,000 plus £12,000.60)	£32,038.00	£ 6,407.60	£38,445.60
			Plus registration fee (no VAT)	£ 55.00		£ 55.00
			Minus deposit	-£ 416.67	-£ 83.33	-£ 500.00
			Minus OLEV grant	-£ 6,000.00		-£ 6,000.00
06.12.2021	*	Vans Northwest Ltd	MK71 FUU Total payment made in 2 parts (£32,000.60)	£ -		
07.12.2021	*	Vans Northwest Ltd	(£20,000 plus £12,000.60)	£32,038.00	£ 6,407.60	£38,445.60
			Plus registration fee (no VAT)	£ 55.00		£ 55.00
			Minus deposit	-£ 416.67	-£ 83.33	-£ 500.00
			Minus OLEV grant	-£ 6,000.00		-£ 6,000.00
06.12.2021	DD	Legal and General	Ill health insurance	£ 166.51		£ 166.51
07.12.2021	*	December Wages	9 staff	£11,940.39		£11,940.39

**Payments of accounts for approval at the December 2021 meeting**

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 166.51		£ 166.51
	DD	Telesis	Phone/enhanced internet speed charges	£ 50.43	£ 10.09	£ 60.52
	DD	Waterplus	Water and wastewater services (4083868280)	£ 23.37		£ 23.37
	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
	DD	Financial Direct Fees	FD online charges	£ 33.40		£ 33.40
	DD	Yellowbus Solutions	Dell Optiplex computer and set-up	£ 560.00	£ 112.00	£ 672.00
	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 188.70	£ 37.74	£ 226.44
	DD	James Todd	November 2021 payroll fee	£ 54.00	£ 10.80	£ 64.80
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 10.65	£ 0.53	£ 11.18
	DD	Allstar	Fuel (office vans and equipment)	£ 124.40	£ 24.88	£ 149.28
	DD	CopyriteSystems	Photocopying charges	£ 62.88	£ 12.57	£ 75.45
	*	HMRC	Tax £1,256.20 NI £2,116.82 (6 Nov to 5 Dec 2021)	£ 3,373.02		£ 3,373.02
	*	Cheshire Pension Fund	Pension contributions Nov 21 E'ee £833.89 E'er £2,939.91	£ 3,772.80		£ 3,772.80
	*	HMRC	Tax £1,254.80 NI £2,114.75 (6 Dec 2021 to 5 January 2022)	£ 3,369.55		£ 3,369.55
	*	Cheshire Pension Fund	Pension contributions Dec 21 E'ee £832.42 E'er £2,938.17	£ 3,770.59		£ 3,770.59
	*	SLCC	Annual renewal of Clerk's membership to SLCC	£ 294.00		£ 294.00
	*	Elas Group	Pre-employment medical	£ 250.00	£ 50.00	£ 300.00
	DD	Avanti Gas	Gas - Parkers Farm November 2021	£ 199.49	£ 39.90	£ 239.39
	DD	O2	Final McAfee payment	£ 3.00	£ 0.60	£ 3.60
	DD	Allstar	Fuel (office vans and equipment)	tbc		
	*	Terrain	Health & Safety services Jan to Dec 2022	£ 1,575.00	£ 315.00	£ 1,890.00
	*	ESI	Annual intruder alarm maintenance and system monitoring (2022)	£ 162.00	£ 32.40	£ 194.40
	*	Office Depot	Stationery	£ 68.77	£ 13.75	£ 82.52