

**MINUTES OF THE JULY PART I FINANCE, AUDIT & PERSONNEL MEETING  
OF BIRCHWOOD TOWN COUNCIL,  
HELD AT PARKERS FARM, DELENTY DRIVE, WA3 6AN,  
ON TUESDAY 27<sup>TH</sup> JULY 2021, 6PM**

**Present:** Councillor Bowden in the Chair  
Councillors Allen, Atkin, Ball, Brereton, Dempsey, Ellis, Evans, Scott, Sheridan,  
Simcock and Reeves.

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

1 resident

**Apologies:** The Business & Finance Officer - Mr. G. Crowe

**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.

*Councillor Ellis – Birchwood Youth and Community Centre*

258/21-22 **JUNE 2021 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Reeves **proposed**, Councillor Ellis **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> June 2021 be approved as an accurate record and signed by the Chair.

259/21-22 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 127 and 128 below).

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

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

260/21-22 **INTERNAL AUDITOR**

- (a) The Deputy RFO stated that following the Town Council's resolution that it is happy to continue with the services of our current internal auditor, he was contacted, and has written to confirm that JDH Business Services remain independent of the supervision and management of the Council for the year ended 2021/22.
- (b) To note that the invoice from our internal auditor for his year-end internal audit services for 2020/2021 (£319.20 +VAT) has been paid.

261/21-22 **EXTERNAL AUDIT - END OF YEAR 2020/2021**

- (a) To note that the Annual Accounts and Annual Governance and Accountability Return (Agar) 2020/2021 – Part 3, as approved by the Council at the June 2021 meeting, were submitted to, and received by the external auditor on 28th June 2021.

We have not received any communication from them yet, but if they require any further information, they will request it from us. We do not know their internal timetable for their approval of the accounts.

- (b) To note that the ‘public notice’ that must be displayed regarding electors’ rights to review the (unaudited by the external auditor) accounts for 2020/2021 was published on 25th June 2021 to allow for viewing the documents for a period from 28th June 2021 up to 6th August 2021. It was placed on our notice boards and website. All documents are also available on our website.

The Deputy RFO stated that, to date, no one has requested a hard copy of the accounts documents.

#### 262/21-22 **BIRCHWOOD YOUTH AND COMMUNITY CENTRE (BYCC) – LAND OWNERSHIP DISCUSSIONS**

The Deputy RFO stated that this currently remains ongoing.

#### 263/21-22 **PARKERS FARM ESTATE**

The Deputy RFO reported that the cost of £1,220 for the decoration of the hall, stairs and landing work has been approved by the Chair, Vice Chair and Leader of the Council.

The quote received for additional work in the kitchen (above what had already been agreed in the schedule) was considered by Officers to be high (£910). The Clerk asked if it could be revisited. An explanation as to why the cost cannot be reduced was sent to us.

It has therefore been decided, in consultation with the Senior Maintenance Operative that he, and/or the team will do the additional work in the kitchen, after the contractors have done the work already approved. This is likely to be a winter job for the team.

We will need to buy some materials (paint, filler, etc.) but it will be considerably less expensive than the quote received.

A quote has also been received to replace a strip of skirting in the meeting room (£166).

The Deputy RFO said that one of our team is a joiner, by trade. We are going to explore a couple of alternative options with him, with a view to possibly doing this in-house. She added that the Clerk has obtained a sample of skirting from a local supplier at a cost of £27.60 inc. VAT for a 4.4m length.

Members ratified Officers’ decisions to undertake the additional kitchen work and replacement of skirting in the meeting room, using in-house skills.

#### 264/21-22 **VEHICLE REPAIRS**

This item had also been discussed at a Part II Finance working party meeting which took place on Tuesday 13<sup>th</sup> July 2021. Any recommendations made at the working party meeting were fully resolved later during tonight’s Part II meeting. They are now considered to be Part I items and are therefore minuted here, as part of items (b) and (c).

- (a) To note that the essential work on tipper NH57 CZV has been undertaken (to renew two centre brake pipes and both rear and front D bushes). The final invoice for the work was £241.77 +VAT.

(b) **Tipper NH57 CZV**

Following the June Finance Part I meeting, as requested, photographs were taken of tipper NH57 CZV's rusted bodywork, mainly around the tailgate and rear of the vehicle (see Minute 121/21-22 (b)). The photographs were circulated to Members.

Members had asked for the decision to be deferred to a future meeting. The estimate for welding work to be undertaken was £678.00 +VAT.

This van is the main 'work horse' of our fleet. It is used to carry lots of flytipping, and also rock salt in winter. It is always washed out after a load of salt has been collected, but has still corroded.

Members discussed this matter, and also the general issue of maintenance to this vehicle and others in our fleet.

Councillor Dempsey asked if there is any sort of treatment that can be put on vehicles that are carrying loads, such as flytipping, and rock salt, to protect them from corrosion.

The Clerk said that we can investigate this.

The Chair suggested contacting WBC, as they have gritting vehicles, and might know if there is such an option.

**Recommendation  
(Resolved 27/7/21)**

To approve the welding work to be done on NH57 CZV, and to ask for quotes for re-painting parts of the vehicle, to make it look less of an eyesore, as it represents the Town Council when it is being driven within the community.

**Recommendation  
(Resolved 27/7/21)**

To ask WBC if they know of a treatment to protect vehicles from corrosion.

The Deputy RFO reminded Members that there is around £100,000 currently in earmarked reserves for replacement vehicles and equipment.

It was initially proposed to build up a reserve in order to purchase electric vehicles in future. However, there do not seem to be suitable electric vans available on the market yet, specifically tipper vans.

Members discussed possibly replacing NH57 CZV with another newer (second-hand) diesel tipper in the interim period, until buying electric vans is both a practical and fiducially sound option.

We would expect a second-hand diesel tipper, with relatively low mileage and in good condition, to cost around £20,000 to £25,000.

**Recommendation  
(Resolved 27/7/21)**

To expedite discussions regarding a vehicle replacement policy.

At tonight's meeting Part I Finance Meeting, the Deputy RFO informed Members that we have not yet been able to have any work done with regard to welding repairs, as the welder is currently unwell. In the meantime, we have asked if there might be an alternative option to repair the vehicle, by way of replacing the tipper sides and tailgate, and if so, what the costs might be. The garage is looking into this for us.

(c) **Tipper HK64 NNM**

At the Finance Part II working party meeting, the Deputy RFO informed Members that tipper HK64 NNM had to go to the nearest IVECO dealer for diagnostic testing regarding issues with a number of sensors, and for a gearstick junction mechanism to be replaced.

She had previously spoken to two local garages about the sensor issues. Both service departments advised that specific equipment is required to undertake proper diagnostics on IVECO vehicles.

At tonight's meeting, the Deputy RFO updated Members regarding this vehicle.

This tipper is currently in with the garage that specialises in IVECO vehicles. They are repairing the gearstick mechanism, and when they ran a full diagnostic it showed that four heater glow plugs also need replacing. The glow plugs, located within the cylinder head gasket, provide enough heat for fuel to combust safely in a diesel engine.

The estimate for this work to be undertaken was £666.68 +VAT. The Chair, Vice Chair and Leader gave approval before the garage was authorised the go-ahead to do the work necessary to ensure the vehicle continues to run.

(d) **Delegating Authority to Approve Costs for Vehicle Repairs**

The Deputy RFO asked Members to consider formally delegating powers to Officers to be able to give authority to garages to undertake repairs to the current fleet, without obtaining prior permission from Councillors. This would enable us to expedite necessary work required on any of the vehicles.

Our Financial Regulations (FRs) do already allow for this as an exception to contracts procedures – see 11.1 (a) (iii): “*11.1 Procedures as to contracts are laid down as follows:*

(a) *Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency, provided that this regulation need not apply to contracts which relate to items (i) to (vi) below: . . .*

(iii) *for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;”*

The Deputy Clerk stated that, as with conditions for signing purchase orders, as a courtesy, and to remain completely open and transparent, we have recently requested Councillor approval for payments above £500 (see FR 10.1). The garages do not normally request purchase order numbers.

All transactions are reported to Members on a monthly basis, so all expenditure is seen by all Council Members. The request is to enable Officers to ensure that any necessary repairs to vehicles are progressed as quickly as possible.

Officers remain mindful that there may come a point where the cost of repairs to a vehicle are not fiducially appropriate. They would therefore defer to the resolution of Council before making any decision on how to progress.

Following discussion by Members, it was **proposed** by Councillor Reeves, **seconded** by Councillor Evans, and **unanimously resolved** that for any vehicle repair which cost £1,500 or below, Officers would not need to obtain specific approval from Councillors.

## 265/21-22 COUNCILLOR EMAIL ACCOUNTS

To note that 'Cllr . . .' email address has been set up by our specialist IT consultants for Councillor Atkin. This will be an additional cost (£5.40 +VAT) to the monthly invoices from Yellowbus.

The Deputy RFO added that an email address will also be set up for Councillor Ball as soon as possible. This will be an additional £5.40 +VAT per month.

## 266/21-22 LOCKING STUMPS – PROPOSED PLAY AREA REFURBISHMENT

The Deputy RFO stated that the Clerk is still awaiting a response following several requests made to a WBC Officer to reschedule a site meeting to discuss the potential refurbishment of the small play area, on WBC land, behind the Turf & Feather public house in Locking Stumps.

The Clerk said that she has a remote meeting arranged with several WBC representatives, this coming Thursday. They will be discussing various issues relating to green spaces and parks. She will raise this matter then.

Questions were asked regarding potential funding for improvements to this play area.

Councillor Atkin enquired whether the Birchwood Business Improvement District (BID) might be a possible funding stream, or whether the BID was no longer going to be an option.

Councillor Ellis replied that Birchwood BID did not come to fruition due to funding issues.

A suggestion was made that local businesses could possibly be approached to sponsor the play area.

It was noted that, as the land is owned by WBC, they would have to be consulted as to whether this would be a possibility, and, if so, what types of businesses could be approached.

**Action** Clerk's office to continue to liaise with WBC regarding this matter.

## 267/21-22 DRAINS

- (a) The Deputy RFO said that this matter remains ongoing. We still need to arrange for someone to come out to investigate the drains further, to try to solve the mystery of the ongoing, intermittent, unpleasant smell.
- (b) At the Part II Finance working party meeting which took place on Tuesday 13<sup>th</sup> July 2021, it was reported by the Clerk that United Utilities came out to assess those drains that they have responsibility for maintaining, which they advised were clear.

Whilst they were on site, United Utilities noted that the soil pipe from the upstairs bathroom does not reach all the way down into the gully, which it should do. This is something that needs to be rectified. Recommendations were therefore made at the working party meeting:

**Recommendation** To ask for quotes for the drains to be cleaned.

**Recommendation** To arrange for the matter of the gap between the soil pipe and drain to be rectified.

These recommendations were **unanimously resolved** by Members at tonight's meeting.

The Deputy RFO reported that we have also contacted the Planning Department to ask if we will require planning permission (as the building is Grade II listed) to replace/alter the soil pipe that takes waste from the upstairs toilet. Because it does not reach all the way into the drain the gap is creating a potential health and safety issue.

Once we have an answer from the Planning Department, we will be able to assess how best to solve the matter.

**Action** Clerk's office to progress the above matters appropriately, once we have a response from the Planning Department.

#### 268/21-22 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that the invoice sent to the shopping centre, in the amount of £860 for the supply and maintenance of the hanging baskets for the 2021 season has been paid.
- (b) Received - various newsletters from SAS Daniels.
- (c) The subscription to Publishing Limited for the 'Local Government Chronicle', has not been renewed, as resolved by Members. We received an acknowledgement of the cancellation from the publisher. This will result in a 'saving' of £332.00 this year.
- (d) To note that we have entered into 3-year contracts for the Town Council's gas and electricity supplies at Parkers Farm. We used two different brokers as one could get us the best price for gas, and the other for electricity. There are currently no 'dual-fuel' options. The VAT numbers for both companies have been checked, and a Companies House basic check has also been undertaken.

The gas supply will be with AvantiGas from 2/09/2021 to 1/09/2024 and the electricity will be with SSE Business Energy (part of Scottish Hydro) from 01/10/2021 to 30/09/2024.

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

#### 269/21-22 **BANK ACCOUNT RECONCILIATION**

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

The payroll figure for June 2021 was £14,773.05 (10 staff to 4th June, then 9 staff). This includes final contractual payments to a member of staff who left on 4th June 2021. The payroll figure for July 2021 (9 staff) was £12,203.07. This includes final contractual payments to a member of staff who is leaving on 31st July 2021.

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

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

#### 270/21-22 **PARKERS FARM COMMUNITY ROOM – ROOM HIRE**

The Deputy RFO stated that Officers are aware that once the Covid rules are formally ended, we might receive requests from groups wanting to hire our community meeting room again. Although the rules are ending, this does not mean that Covid is no longer circulating.

She informed Members that one group with around 20 members who have previously used the room for one hour a week, during the daytime, including the use of our kitchen and toilet facilities; have expressed a potential interest in returning at some point.

Officers are concerned that due to the size of the room, even with smaller groups, it does not allow for safe social distancing. In addition, we would not be able to ensure that the kitchen and toilet are properly cleaned, as our cleaner does not come in until the evening.

Officers suggested that a decision on opening the room up for hire again, to any size group, be put on hold, until the Council is certain that it would be safe to do.

The financial 'loss' to the Council from not allowing groups to hire the room again, just yet, would not be significant, as the room is currently hired out at £5 per hour. Before Covid we were receiving room hire income of around £20 per month.

Members **unanimously resolved** to not open the community room up for hire again in the short-term, but to review the option again later in the year / in the New Year.

#### 271/21-22 **BTC VEHICLES**

The Deputy RFO asked Members to receive some preliminary information re: current costs of pre-owned vehicles. The information copied to Members in their papers, indicates that the Town Council would be looking at around £20,000/£25,000 for a second-hand tipper van. This will be an item on the sub-committee agenda, due to take place in September.

#### 272/21-22 **GENERAL ITEMS FOR REPORTING / NOTING**

- (a) Received – from HMRC – Employer Bulletin: June 2021.
- (b) To receive the monthly reports from Yellowbus re: the BTC IT 'health' for June 2021. There are no issues to report.
- (c) To note that spare defibrillator pads and battery have been ordered for the defibrillator on the wall of Birchwood Youth and Community Centre (£137.49 +VAT). These have to be replaced every two years.
- (d) To note that the Co-operative Bank has emailed customers regarding fraud awareness.
- (e) To note that we have received the slides from the presentation given at the Cheshire Pension Fund Employer Meeting that took place in March 2021.
- (f) To note that the six-monthly fire alarm and emergency lighting servicing was undertaken on 14<sup>th</sup> July. We have asked for a remote meeting with ESI to talk through putting a formal Service Level Agreement together, which we hope to have sometime in the next few weeks.

#### 273/21-22 **ADDITIONAL ITEMS DISCUSSED AT THE PART II FINANCE WORKING PARTY MEETING WHICH CAN NOW BE REPORTED IN PART I**

##### (a) **Community Maintenance Operative Vacancy**

The Clerk updated Members on progress made regarding the current Community Maintenance Operative vacancy.

Approval had been given at the June Part II meeting (see Minute 230/21-22 (b)) for the Clerk to interview applicants, which she did with the Senior Maintenance Operative, as he would be their immediate line manager.

Following interviews of seven applicants, both the Clerk and the Senior Maintenance Operative agreed there were a number of candidates who were appointable.

The candidate who they believe will best fill the role was offered the position.

If the candidate accepts, there will be a number of pre-employment checks made, including a pre-employment medical. If all goes well, the candidate could be in post within a month by September.

**Resolved** That the Council ratifies the offer of employment to the preferred candidate and that all pre-employment checks can be progressed.

(b) **Business and Finance Officer's Retirement / Future Staffing of the Office**

(i) The Clerk reported that the Business and Finance Officer is retiring. His last official working day will be Friday 30th July 2021. The July pay cycle incorporates his final contractual payments.

(ii) Prior to the following discussion, the Deputy Clerk / Deputy RFO was asked to leave the meeting:

The Clerk presented a proposal to the Council regarding the staffing of the office going forward.

It was proposed that the Deputy Clerk/ Deputy RFO be promoted to become the Responsible Finance Officer / Deputy Clerk, and that a part-time Administrative Assistant be recruited.

Officers currently do not have time to do everything that could be being done, and are mainly doing those things which must be done, fitting other work in when time allows.

The Clerk is awaiting guidance from ChALC regarding salary banding, but that it is proposed that any increase to the RFO/ Deputy Clerk's salary, and an Administrative Assistant's wage, would not add up to more than the amount that is being 'saved' by the retirement of the BAFO.

The Clerk will present proposed wages figures to Council later in the evening, at the July Part II Finance meeting.

**Recommendation (Resolved 27/7/21)** Made in principal; for the Deputy Clerk/Deputy RFO to be promoted to the position of Responsible Finance Officer / Deputy Clerk, and for a part-time Administrative Assistant to be recruited.

(c) **Supplier Accounts – Main BTC Contact**

To note that several suppliers will need to be informed that, as the BAFO was the main BTC contact on their account, this will need to be changed.

(d) **Bank Signatories**

The Clerk informed Members that at the present time, the BAFO's signature is on both the Co-operative and Nationwide bank accounts as a bank signatory. His signature will need to be removed from both accounts.

Members were asked to consider if they wish to make any other changes to signatories on both accounts going forward. Currently the Clerk and Councillors Atkin, Bowden and Reeves are signatories on the Co-operative account, and the Clerk and Councillor Ellis are on the Nationwide account.

Councillors discussed the options.

**Recommendation (Resolved 27/7/21)** For the new Responsible Finance Officer's signature to be added to both the Co-operative and Nationwide bank accounts.

**Recommendation (Resolved 27/7/21)** For Councillor Atkin to be added as an additional person who can set up and approve payments on the Co-operative account, if required. This will require Officers to contact the bank to set this up, and to obtain a banking 'token' for him.

## 27/4/21-22 AUGUST RECESS

The Deputy RFO asked Members to consider whether they wish a recess to be taken in August and, if so, that the Chair, Vice Chair, Leader of the Council, the Clerk, Responsible Finance Officer/Deputy Clerk be authorised, under delegated powers, to take any emergency action that may arise in regard to planning matters, or payment of accounts.

If anything particularly 'pressing' arises that might require significant consideration, a (remote) working party meeting or extraordinary meeting could be called to discuss the matter(s).

It was **proposed** by Councillor Atkin, **seconded** by Councillor Dempsey and **unanimously resolved** that the Council will not hold a monthly meeting in August 2021, and that any emergency action may be taken under delegated powers.

## This part of the meeting concluded at 7.40pm

Payment of Accounts:						
Resolved: that the following payments be approved as the residual May 2021 and part of the June 2021 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
18.05.2021	DD	E.ON Next	Gas - Parkers Farm	£ 566.58	£ 113.32	£ 679.90
18.05.2021	DD	E.ON Next	Electricity - Locking Stumps multi-use games area	£ 8.07	£ 0.40	£ 8.47
18.05.2021	DD	Financial Direct Fees	FD online charges	£ 40.00		£ 40.00
19.05.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 131.56	£ 26.30	£ 157.86
20.05.2021	*	Birchwood Youth & Commu	Room hire for May 2021 Council Meeting	£ 25.00		£ 25.00
20.05.2021	*	Wyncote Limited	1 year renewal of contract re: website/domain name/ Joomla! Support/ server hosting	£ 720.00		£ 720.00
24.05.2021	*	Office Depot	Stationery	£ 44.44	£ 8.89	£ 53.33
26.05.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 159.35	£ 31.88	£ 191.23
27.05.2021	DD	Firstcom Europe (previously t/a	Phone/enhanced internet speed charges	£ 60.83	£ 12.17	£ 73.00
28.05.2021	DD	Copyrite Systems	Photocopier charges	£ 93.87	£ 18.78	£ 112.65
01.06.2021	DD	Screwfix Direct (B&Q a/c)	Items to repair/protect and stain planters	£ 126.55	£ 25.31	£ 151.86
02.06.2021	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83
02.06.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 176.16	£ 35.23	£ 211.39
03.06.2021	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
03.06.2021	*	Williams Garage Services Lt	HK64 NNM - 4 x tyres	£ 319.80	£ 63.96	£ 383.76
04.06.2021	*	ESI	6 monthly contract - Emergency Lighting Maintenance	£ 70.00	£ 14.00	£ 84.00
04.06.2021	*	ESI	6 monthly contract - Commercial Fire Maintenance	£ 160.00	£ 32.00	£ 192.00
04.06.2021	*	CJ Auto Service Ltd	NH57 CZV - Driver's door catch weld repair	£ 130.50	£ 26.10	£ 156.60
04.06.2021	*	CJ Auto Service Ltd	ND58 BZR - repair bumper, renew front brake pads and wiper blades	£ 323.83	£ 64.77	£ 388.60
04.06.2021	DD	Legal and General	Ill health insurance	£ 162.66		£ 162.66
07.06.2021	*	June wages:	(10 staff) including final contractual payments to one member of staff who left on 4th June 2021	£ 14,773.05		£14,773.05
09.06.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 138.96	£ 27.78	£ 166.74

Payments of Account since 10th June 2021

14.06.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
15.06.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 187.66	£ 37.53	£ 225.19
15.06.2021	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
16.06.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 184.72	£ 36.94	£ 221.66
16.06.2021	*	Andrew Ward t/a Cheshire PAT Testing	Annual PAT testing	£ 68.00		£ 68.00
16.06.2021	*	Matco Direct	Mat Maintenance (with £32.42 net credit)	£ 162.03	£ 32.41	£ 194.44
18.06.2021	*	Infotone	Toner cartridges for office printers (x 8)	£ 245.55	£ 49.11	£ 294.66
18.06.2021	*	Eureka	Disposable gloves (x 10 boxes)	£ 69.50	£ 13.90	£ 83.40
18.06.2021	*	Cheshire Pension Fund	Pension contributions E'ee £778.59 E'er £2,844.08	£ 3,622.67		£ 3,622.67
18.06.2021	*	HMRC	Tax £1,476.20 NI £2,120.61	£ 3,596.81		£ 3,596.81
21.06.2021	DD	E.on	Electricity - Locking Stumps multi-use games area	£ 8.93	£ 0.45	£ 9.38
23.06.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 112.48	£ 22.47	£ 134.95
28.06.2021	DD	Firstcom Europe (previously t/a Telesis)	Phone/enhanced internet speed charges	£ 57.46	£ 11.49	£ 68.95
30.06.2021	*	Birchwood Youth & Community Centre	Hall hire for June 2021 meeting	£ 25.00		£ 25.00
30.06.2021	*	JDH Business Services Ltd	Year End Internal audit	£ 319.20	£ 63.84	£ 383.04
30.06.2021	*	Williams Garage Services Ltd	2 x tyres PO51 WLE	£ 107.90	£ 21.58	£ 129.48
30.06.2021	*	Reimb. C Caddock	Petty cash float	£ 60.00		£ 60.00
30.06.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 254.49	£ 50.90	£ 305.39
30.06.2021	DD	CopyriteSystems	Photocopier charges	£ 79.21	£ 15.84	£ 95.05
01.07.2021	DD	Waterplus	Water and wastewater services (4083868280)	£ 22.83		£ 22.83
01.07.2021	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
02.07.2021	*	Safelincs Ltd (t/a The DefibPad)	Replacement battery and pads for the defib on BYCC	£ 137.49	£ 27.50	£ 164.99
05.07.2021	*	CJ Auto Service	NH57 CZV renew 2 x brake pipes and bleed brakes and renew both rear and both front D bushes	£ 241.77	£ 48.35	£ 290.12
05.07.2021	*	E Smith & Son	16 x hanging basket refills, 178 x plants for planters and compost x 6	£ 546.00	£ 109.20	£ 655.20
05.07.2021	DD	Legal and General	Ill health insurance	£ 162.66		£ 162.66
07.07.2021	*	July wages:	Wages July 2021 (9 staff) including final contractual payments to one member of staff who left 31/07/2021	£ 12,203.07		£12,203.07
07.07.2021	*	Cllr R Bowden	Chair's allowance (part 1 of 2)	£ 400.00		£ 400.00
07.07.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 36.62	£ 7.32	£ 43.94
09.07.2021	DD	E-ON Next	Electricity - Parkers Farm	£ 141.90	£ 7.10	£ 149.00
12.07.2021	DD	Waterplus	Water/wastewater services (4083867607)	£ 81.32		£ 81.32
14.07.2021	DD	Allstar	Fuel (office vans, mowers, equipment)	£ 113.15	£ 22.63	£ 135.78
15.07.2021	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
15.07.2021	DD	Yellowbus Solutions	IT support, backups, internet services (4 x inv.)	£ 177.90	£ 35.58	£ 213.48
19.07.2021	*	Cheshire Pension Fund	Pension contributions E'ee £719.37 E'er £2,578.92	£ 3,298.29		£ 3,298.29
19.07.2021	*	James Todd & Co Limited	Payroll services (April, May, June 2021)	£ 180.00	£ 36.00	£ 216.00
19.07.2021	*	HMRC	Tax £1,997.80 NI £2,780.06 - reflects final contractual payments to one member of staff who left 04/07/21	£ 4,777.86		£ 4,777.86
19.07.2021	*	Duttons Mower World Limited	Repair Stihl hand held blower	£ 32.50	£ 6.50	£ 39.00
19.07.2021	*	Duttons Mower World Limited	Repair Stihl hedgecutter	£ 32.50	£ 6.50	£ 39.00
19.07.2021	*	Duttons Mower World Limited	Stihl autoutc25-2 head and tub grease	£ 54.38	£ 10.87	£ 65.25
19.07.2021	*	Duttons Mower World Limited	Stihl - spacer, washer, lock nut and screw (hedgecutter)	£ 1.98	£ 0.41	£ 2.39
19.07.2021	DD	E.on	Electricity - Locking Stumps multi-use games area	£ 8.11	£ 0.41	£ 8.52
19.07.2021	*	Arco	Work gloves and safety glasses	£ 163.52	£ 32.70	£ 196.22

Payments of accounts for approval at the July 2021 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 162.66		£ 162.66
	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)	£ 81.32		£ 81.32
	DD	Financial Direct Fees	FD online charges	tbc		
	DD	Yellowbus Solutions	IT support, backups, internet services (inc. for laptop) (4 x inv.)	tbc		
	DD	O2	Ref a/c 04760571 mobile phones	£ 46.21	£ 9.24	£ 55.45
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 8.93	£ 0.45	£ 9.38
	DD	Allstar	Fuel (office vans, mowers and equipment)	£ 203.09	£ 40.63	£ 243.72
	DD	CopyriteSystems	Photocopying charges	£ 50.15	£ 10.03	£ 60.18
	*	HMRC	Re: 6 July to 5 August 2021 Tax £1,647.80 NI £2,014.70	£ 3,662.50		£ 3,662.50
	*	Cheshire Pension Fund	RE: July 2021 E'ee £703.06 E'er £2,518.88	£ 3,221.94		£ 3,221.94
	*	Regal Disposables	30 x boxes bin bags, 6 x cases paper towels	£ 417.36	£ 83.47	£ 500.83
	*	Reimburse C Caddock	Fit for Purpose Products Ltd. - Yellow rubber gloves x 2	£ 3.32	£ 0.66	£ 3.98
	*	Reimburse C Caddock	Neil Moran!! Odds & Ends - Pink rubber gloves x 2	£ 3.34	£ 0.68	£ 4.02
	*	Reimburse C Caddock	Farla Medical Ltd. - Blue rubber gloves x 2	£ 2.60	£ 0.52	£ 3.12
	*	Reimburse C Caddock	Ideal 365 Limited - mop handle & 2 heads - coded blue	£ 11.25	£ 2.25	£ 13.50
	*	Reimburse C Caddock	Amazon - Q Connect desk tape dispenser	£ 5.60	£ 1.12	£ 6.72
	*	Reimburse C Caddock	Amazon seller - 36 x A4 plastic popper wallets	£ 9.99	£ 2.00	£ 11.99
	CHQ	Post Office Ltd	Vehicle Tax NH57 CZV	£ 275.00		£ 275.00
	DD	BNP Paribas	Photocopier lease - 10/08/2021 to 09/11/2021	£ 383.00	£ 76.60	£ 459.60
	*	ESI	6-monthly service of fire alarm and emergency lighting system	tbc		
	*	E-on Next	Gas - Parkers Farm	tbc		
	*	CJ Auto Service	HK64 NNM - initial diagnostic and vehicle health check	£ 85.00	£ 17.00	£ 102.00
	*	Northern Commercials (Mirfield) Ltd	HK64 NNM - full diagnostic and glowbulb & gearstick replacements	tbc		