

**MINUTES OF THE NOVEMBER PART I FINANCE, AUDIT & PERSONNEL  
MEETING OF BIRCHWOOD TOWN COUNCIL,  
HELD AT PARKERS FARM, DELENTY DRIVE,  
ON TUESDAY 22nd NOVEMBER 2022**

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

Clerk – Mrs. F. McDonald  
RFO / Deputy Clerk – Mrs C. Caddock  
Administrative Assistant – Mrs H. Vout

**Apologies:** Councillors Ball (personal) and Bowden (work)

**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.

218/22-23 **OCTOBER 2022 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Dempsey **proposed**, Councillor Sheridan **seconded** and it was **resolved** that: The Minutes of the Part I Finance, Audit & Personnel Meeting, held on 25<sup>th</sup> October 2022, be approved as an accurate record and signed by the Chair.

219/22-23 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 159 to 160 below).

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

**PROGRESS REPORT**

220/22-23 **LOCKING STUMPS – PLAY AREA REFURBISHMENT**

The RFO said that she and the Clerk are expecting to receive a further update from WBC regarding this project at a meeting later this week, on Thursday 24<sup>th</sup> November.

221/22-23 **STREET LIGHTING**

The RFO noted that we are still awaiting feedback from WBC regarding some street lighting queries that have been ongoing for several months and have been ‘chased’ several times.

222/22-23 **SPEED INDICATOR DEVICE- GRANT APPLICATION**

The RFO advised Members that, as resolved at the October 2022 meeting, the grant application document pack, to request part-funding for one speed indicator device, has been finalised and was submitted to the PCC on 11<sup>th</sup> November 2022.

223/22-23 **MEMORIAL PLAQUE BIRCHWOOD FOREST PARK**

The RFO said that we are expecting to receive a further update from WBC regarding this project at the meeting planned with WBC later this week.

## 224/22-23 GENERAL ITEMS FOR REPORTING/NOTING

- (a) The HAVS, hearing and vision testing for the maintenance staff took place on 31st October 2022. No issues were raised.
- (b) The Birchwood Community Service of Remembrance took place at the Memorial at Birchwood Shopping Centre on 12th November 2022. The Chair laid a wreath on behalf of the Birchwood Community. The Clerk and Maintenance Team Supervisor laid a wreath on 11th November, at the Memorial on Cross Lane South.
- (c) To note that BTC's stock of stamps has been replaced by the Royal Mail with the new versions.
- (d) To note that, as resolved at the October meeting (see minute 197/22-23 (e)) the boiler was replaced (on 3rd November 2022). It has a 10-year warranty.

## NEW FINANCE, AUDIT AND PERSONNEL ITEMS

### 225/22-23 BANK ACCOUNT RECONCILIATION

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2022 – 30th October 2022.

The payroll figure for September 2022 was £11,614.86 (9 staff). The figure for October 2022 was £11,606.97.

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

Councillors **unanimously resolved** to approve the bank reconciliations.

### 226/22-23 GENERAL ITEMS FOR REPORTING/NOTING

- (a) To note that we have received notification that Avanti Gas, our current gas supplier, has been taken over by British Gas. The arrangement we have with Avanti Gas will be 'honoured' by British Gas until the end date of the contract that we signed with Avanti.
- (b) To note that the Maintenance Team are booked onto a certificated training course 'Working at Heights'; specifically ladders in BTC's case. This is booked for 9th January 2023.

We obtained four quotes and have booked with our usual training provider – who offered the best 'in-person' training quote, with an additional £50 discount (£550 +VAT). This training is required to undertake work such as the repair on BTC's bus stops, cleaning gutters, decorating, etc.

The Council will also need to purchase new ladders that are appropriate for the Town Council's requirements. BTC's current ladders are no longer fit for purpose. We have asked for advice from the trainer regarding this.

- (c) To note that we have scheduled the interim internal audit for 2022/2023 to take place on 23rd January 2023. Changes to the Data Protection Act (DPA) 2018 and Privacy and Electronic Communications Regulations (PECR) will also be discussed with our internal auditor, in his role as our Data Protection Officer on that date, as these will potentially affect the Council in a number of areas.

The RFO reported that there has been an oversight regarding an invoice submitted for the services of our Data Protection Officer for 2021/2022. A payment of £1,007 +VAT requires approval for this unpaid invoice.

Members **unanimously resolved** that the payment be approved.

## 227/22-23 **CHRISTMAS SHUTDOWN**

The RFO asked Members to consider what arrangements they wish to be put in place over the 2022/2023 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 Saturday 24<sup>th</sup> December 2022 to Monday 2nd January 2022 (inclusive). Staff would take the days in between (that are not Bank Holidays) from their annual leave allowance. Office and maintenance operations would recommence on Tuesday 3rd January 2023.

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 **unanimously resolved** that, unless there is an emergency that the main authority requires assistance with, when BTC will have cover available, BTC's maintenance and office operations will be closed from 24<sup>th</sup> December 2022 to 2nd January 2023 (inclusive).

**This part of the meeting concluded at 7.05 pm**

Payment of Accounts:							
Resolved: that the following payments be approved as the residual September 2022 and part of the October 2022 accounts							
Date	Ref	Payee	Description	Net	VAT	Gross	
21.09.2022	DD	Allstar	Fuel (office vans, equipment)	£ 70.84	£ 14.17	£ 85.01	
21.09.2022	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 9.53	£ 0.48	£ 10.01	
22.09.2022	DD	Financial Direct Fees	Online banking charges (correct amount)	£ 39.00		£ 39.00	
27.09.2022	*	Reimburse Mrs McDonald	Petty cash float	£ 100.00		£ 100.00	
27.09.2022	*	Reimburse Mrs Caddock	Superdeal Imports Ltd - antibac wipes	£ 11.86	£ 2.37	£ 14.23	
27.09.2022	*	Reimburse Mrs Caddock	Amazon - duct tape	£ 3.91	£ 0.78	£ 4.69	
27.09.2022	*	Reimburse Mrs Caddock	Amazon seller - anti slip, high traction hazard tape	£ 14.16	£ 2.83	£ 16.99	
27.09.2022	*	Reimburse Mrs Caddock	Connect Distribution Services Ltd - fridge bulb	£ 3.77	£ 0.76	£ 4.53	
27.09.2022	*	Reimburse Mrs Caddock	Amazon - hand wash x 12	£ 10.00	£ 2.00	£ 12.00	
28.09.2022	*	Risley MOT & Truck Ltd	PO51WLE - MOTs, welding repairs, two new tyres	£ 699.06	£ 119.82	£ 818.88	
28.09.2022	*	PKF Littlejohn LLP	Limited Assurance Review of Annual Governance and	£ 800.00	£ 160.00	£ 960.00	
			Accountability Return for year ended 31 March 2022	£ -			
28.09.2022	*	Elite Industrial Supplies (aka	Workwear and PPE	£ 393.75	£ 78.76	£ 472.51	
28.09.2022	DD	Firstcom Europe	Office phone charges	£ 71.51	£ 14.30	£ 85.81	
29.09.2022	*	Birchwood Lions	Grant - annual community Service of Remembrance	£ 150.00		£ 150.00	
29.09.2022	*	C Caddock	Contribution to glasses (VDU work) as per FR 19.1	£ 137.00		£ 137.00	
30.09.2022	DD	James Todd (Go Cardless)	Payroll services	£ 60.00	£ 12.00	£ 72.00	
30.09.2022	*	IDEA Current Account	Green Book - updated 2022 - pdf version	£ 83.33	£ 16.67	£ 100.00	
03.10.2022	DD	Waterplus	Water and wastewater services (4083868280)	£ 26.72		£ 26.72	
03.10.2022	DD	LEVL	Geotab Pro Plus (July monthly subscription)	£ 30.00	£ 6.00	£ 36.00	
03.10.2022	*	HMRC	Tax £1,219.80 NI £1,909.08 (6 Sept 2022 to 5 Oct 2022)	£ 3,128.88		£ 3,128.88	
03.10.2022	*	Cheshire Pension Fund	Pension contributions Eee £812.16 E'er £2,870.50	£ 3,682.66		£ 3,682.66	
04.10.2022	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87	
05.10.2022	DD	Allstar	Fuel (office vans, equipment)	£ 63.33	£ 12.67	£ 76.00	
05.10.2022	*	E Smith & Son	Hanging baskets, compost, summer plants for planters	£ 551.25	£ 110.25	£ 661.50	
05.10.2022	*	Matco Direct	Mat cleaning Oct 22 - March 2023	£ 210.00	£ 42.00	£ 252.00	
06.10.2022	*	Arco	2 x pair driving gloves size 9	£ 15.94	£ 3.19	£ 19.13	
07.10.2022	*	October 2022 Wages	9 staff	£ 11,606.97		£ 11,606.97	
12.10.2022	DD	Allstar	Fuel (office vans and equipment)	£ 50.26	£ 10.05	£ 60.31	
13.10.2022	DD	Waterplus	Water/wastewater services (4083867607)	£ 97.40		£ 97.40	

Payments of Account since 13th October 2022

Date	Ref	Payee	Description	Net	VAT	Gross
14.10.2022	DD	Copyrite	Photocopying charges	£ 14.23	£ 2.85	£ 17.08
14.10.2022	DD	Information Commissioner's Office	ICO registration renewal	£ 35.00		£ 35.00
14.10.2022	DD	Reimburse C Caddock	Poppy Wreaths (part purchase / part donation)	£ 100.00		£ 100.00
17.10.2022	DD	Avoira	IT support, backups, internet services (4 x inv.)	£ 234.68	£ 46.94	£ 281.62
17.10.2022	DD	Avanti Gas	Gas - Parkers Farm	£ 22.80	£ 1.14	£ 23.94
17.10.2022	DD	Financial Direct Fees	Online banking charges	£ 40.80		£ 40.80
19.10.2022	DD	Allstar	Fuel (office vans, equipment)	£ 66.68	£ 13.34	£ 80.02
21.10.2022	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 9.63	£ 0.48	£ 10.11
21.10.2022	*	Elite Industrial Supplies (aka HIVis)	Workwear (back order)	£ 10.60	£ 2.12	£ 12.72
25.10.2022	*	N Hall	Fit new tap washers - kitchen sink	£ 35.00		£ 35.00
25.10.2022	*	PREMIOClean	Office cleaning services	£ 446.98	£ 89.40	£ 536.38
26.10.2022	DD	Allstar	Fuel - equipment	£ 6.24	£ 1.25	£ 7.49
27.10.2022	*	Risley MOT & Truck Ltd	HK64 NNM - full service	£ 297.83	£ 59.57	£ 357.40
28.10.2022	DD	Firstcom Europe	Phone charges & annual phone system maintenance	£ 192.51	£ 38.50	£ 231.01
28.10.2022	DD	BNP Paribas	Copier Lease	£ 170.00	£ 34.00	£ 204.00
31.10.2022	DD	LEVL	Geotab Pro Plus (August monthly subscription)	£ 30.00	£ 6.00	£ 36.00
31.10.2022	DD	James Todd (Go Cardless)	Payroll services (September 2022)	£ 54.00	£ 10.80	£ 64.80
31.10.2022	DD	Viking	Stationery	£ 101.86	£ 20.37	£ 122.23
31.10.2022	DD	ESI	Call-out to fire alarm fault	£ 85.00	£ 17.00	£ 102.00
01.11.2022	DD	Waterplus	Water and wastewater services (4083868280)	£ 26.72		£ 26.72
01.11.2022	DD	Screw fix (B&Q a/c)	Floor paint and paint rollers	£ 46.25	£ 9.25	£ 55.50
01.11.2022	*	HMRC	Tax £1,217.80 NI £1,905.62 (6 Oct 2022 to 5 Nov 2022)	£ 3,123.42		£ 3,123.42
01.11.2022	*	Cheshire Pension Fund	Pension contributions re: Oct 2022 Eee £811.46 Eer £2,867.90	£ 3,679.36		£ 3,679.36
02.11.2022	DD	Allstar	Fuel (equipment)	£ 4.78	£ 0.96	£ 5.74
04.11.2022	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
04.11.2022	*	Birchwood Heating	Supply & fit Baxi 6/830 combi boiler, upgraded to 10yr guarantee with magnetic filter, and wireless digistat	£ 2,030.00		£ 2,030.00
				£ -		
07.11.2022	*	Reimburse C Caddock	Cheerful Bargains Ltd. - 2 x extra large plant pots	£ 34.12	£ 6.84	£ 40.96
07.11.2022	*	November 2022 Wages	9 staff	£ 11,687.99		£ 11,687.99
09.11.2022	DD	Allstar	Fuel (vans and equipment)	£ 81.45	£ 16.29	£ 97.74
13.11.2022	DD	Waterplus	Water/wastewater services (4083867607)	£ 97.40		£ 97.40

Payments of accounts for approval at the November 2022 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
	DD	Telesis	Phone/enhanced internet speed charges	tbc		
	DD	Waterplus	Water and wastewater services (4083868280)	£ 26.72		£ 26.72
	DD	Waterplus	Water/wastewater services (4083867607)	£ 97.40		£ 97.40
	DD	Financial Direct Fees	FD online charges	tbc		tbc
	DD	Avoira	IT support, backups, internet services (4 x inv.) July 2022	£ 234.68	£ 46.94	£ 281.62
	DD	James Todd	October 2022 payroll fee	£ 54.00	£ 10.80	£ 64.80
	DD	E-on	Electricity - Locking Stumps multi-use games area	tbc		
	DD	Allstar	Fuel (office vans and equipment)	£ 134.07	£ 26.80	£ 160.87
	DD	CopyriteSystems	Photocopying charges	£ 12.16	£ 2.44	£ 14.60
	*	Cheshire Pension Fund	Pension contributions re: Nov 2022 E'ee £812.49 E'er £2,871.37	£ 3,683.77		£ 3,683.77
	*	HMRC	Tax £1,220.80 NI £1,743.10 (6 Nov 2022 to 5 Dec 2022)	£ 2,963.90		£ 2,963.90
	*	Premiclean	Cleaning services November 2022 (inc. a credit from October)	£ 412.60	£ 82.52	£ 495.12
	*	HIVis (Elite Industrial Supplies)	Workwear (2 x polo shirts from back-order)	£ 10.60	£ 2.12	£ 12.72
	DD	SSE	Electricity - Parkers Farm (29/7/22 to 28/10/22)	£ 456.40	£ 22.82	£ 479.22
	DD	LEVL	Geotab Pro Plus (monthly subs.- in advance) December 2022	£ 30.00	£ 6.00	£ 36.00
	DD	CopyriteSystems	Photocopying charges	£ 35.25	£ 7.05	£ 42.30
	*	Lexis Nexis	Arnold Baker - Local Council Administration - 13ED	£ 164.00		£ 164.00
	DD	Avanti Gas	Gas - Parkers Farm October 2022	£ 95.79	£ 4.79	£ 100.58
	*	Regal Disposables	40 x cases refuse sacks	£ 596.00	£ 119.20	£ 715.20
	*	The Elas Group	6 x employee health screening - HAVS, hearing & vision	£ 378.00	£ 75.60	£ 453.60
	*	Broxap	6 x replacement bin covers + lock & key, 2 x bin liners	£ 822.00	£ 164.40	£ 986.40
	*	E Smith & Son	Winter planter plants and compost	tbc		
	*	JDH Business Services Ltd	Data Protection Services 2021/22	£ 1,007.00	£ 201.40	£ 1,208.40