

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING OF  
BIRCHWOOD TOWN COUNCIL  
HELD AT PARKERS FARM, DELENTY DRIVE,  
ON TUESDAY 28<sup>TH</sup> FEBRUARY 2023**

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

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

**Apologies:** Councillor Brereton (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.

*Councillor Ellis – Birchwood Youth and Community Centre*

*Councillors Atkin, Reeves and Simcock – Birchwood Carnival Committee*

314/22-23 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 228 to 229 below).

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

315/22-23 **JANUARY 2023 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Scott **proposed**, Councillor Sheridan **seconded** and it was unanimously **resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 24<sup>th</sup> January 2023, be approved as an accurate record and signed by the Chair.

**PROGRESS REPORT**

316/22-23 **LOCKING STUMPS – PLAY AREA REFURBISHMENT**

The RFO stated that our team took some photographs of the work underway at the play area in Locking Stumps. The Clerk has circulated these to Councillors via email. A written ‘report’ that we have received from WBC is extremely brief. It states, ‘*On site works started Monday 13<sup>th</sup> and making progress*’.

The RFO commented that we have still not had any direct contact with WBC Officers regarding this matter.

The RFO added that as BTC is contributing a significant amount of funding to this project (£20,000) it is very frustrating that we are not being offered any useful updates regarding the ongoing works. The communication is currently very poor.

### 317/22-23 SPEED INDICATOR DEVICE

The RFO reported that we have not yet progressed the installation of speed indicator devices in Birchwood due to time commitments on other matters.

The RFO added that if we are unable to progress this in the current financial year, the reserves allocated for the devices will be carried forward into next year's balances.

### 318/22-23 MEMORIAL PLAQUE BIRCHWOOD FOREST PARK

The RFO said that we had received a very brief update via a written report from WBC. This states, *'Work live to be completed in due course, pending ground conditions. Spinal path cleanse completed.'*

The Clerk has circulated some additional information received from WBC regarding the information lectern and the plaque. The cost has been quoted as being around £2,167.

Members are happy with the design of the memorial and lectern. The RFO commented that the Clerk has noticed an error on the proof. This will be conveyed to WBC.

The RFO reminded Members that the Council has previously resolved to part-fund the memorial and lectern and pledged a donation of either half the total amount or a maximum of £1,500, whichever is the lowest figure.

### 319/22-23 INTERIM INTERNAL AUDIT REPORT 2023/2024

- (a) The RFO reported that the internal auditor has made only one recommendation regarding the 2023/2024 interim internal audit.

The recommendation relates to the notification of any future pay rise information to BTC's payroll bureau – that the email with updated details should be sent from the Chair of the Council instead of from BTC Officers.

The RFO stated that she and the Clerk had considered that there may be a potential for GDPR breaches if asking the Chair to send an email from a non BTC account or from a device that could potentially be accessed by other people.

We have consulted with the internal auditor regarding the best way to do this and it has been agreed with the internal auditor that when the Clerk prepares the detailed wages schedule which informs our payroll bureau of pay rises, some text will be added confirming that the Chair has checked the figures and that they have been approved by full Council. This will then be signed by the Chair and be scanned to the Clerk's pc before being sent by email from the Clerk to the payroll bureau.

This agreed process will be implemented the next time the payroll bureau is notified of pay rise details.

- (b) To note the receipt of the internal auditor's invoice (£345.00 +VAT) for the Interim Internal Audit 2022/2023.

Councillor Allen **proposed**, Councillor Scott **seconded** and it was **unanimously resolved** that this invoice be paid.

**Action** Clerk's office to arrange for the payment of this invoice.

### 320/22-23 **PROPOSED NEW POLICIES / STRATEGIES**

At the January 2023 Meeting, Members agreed that the Town Council required four additional policies/strategies to formalise some governance processes. It was resolved (Minute 295/22-23 (b)) that the RFO would prepare these for consideration. Three of the proposed draft policies were circulated to Members in their papers.

The RFO asked Members to consider these three documents and enquired if they have any changes to make to any of the policies as presented: Expenses Policy, Gifts and Hospitality Policy and the Debt and Write Offs Policy.

Members did not have any changes or amendments to make to these three policies.

The RFO asked Members to consider formal approval of the three proposed policies.

Councillor Simcock **proposed**, Councillor Evans **seconded** and it was **unanimously resolved** that the Expenses Policy, Gifts and Hospitality Policy and the Debt and Write Offs Policy be adopted by the Council.

The RFO stated that work on the Treasury Management and Investment Strategy is currently ongoing and will be presented to Members as soon as possible. She said that it had involved quite a lot of research and decisions had to be made on how to adapt some quite detailed information to ensure that it is relevant for the Town Council's purposes.

### 321/22-23 **BENCHES**

- (a) Councillors discussed a number of location suggestions for proposed new benches, which will need to be considered in liaison with WBC to assess their suitability.

At the November 2022 Budget, Strategy and Precept Meeting (Minute 233/22-23 (c)) the Council resolved to install (if permission is given from relevant landowners) two new benches in the 2023/2024 financial year.

**Action** Clerk's office to liaise with WBC regarding potential sites for new benches.

- (b) The RFO reported that, coincidentally, we received a query from Locking Stumps Primary School, requesting advice on where a bench could be placed within the local community. They have received a £500 grant from NISA to purchase a bench.

The Clerk exchanged emails with the school regarding costs that we had been quoted for benches.

The RFO asked if Councillors might wish to work with Locking Stumps Primary School to install a bench in Locking Stumps. Their bench needs to have a plaque added to it to show support for NISA's Make a Difference Locally (MADL) campaign, and World Mental Health Day.

The RFO added that it would require BTC to agree to fund the rest of the costs. This could also be an opportunity to see a third bench installed in Birchwood within the 2023/2024 financial year, at a reduced cost to the Council.

It was suggested that as this bench must be installed in Locking Stumps, that the other two benches (discussed in (a) above) be located one in Gorse Covert and the other in Oakwood.

Councillor Sheridan **proposed**, Councillor Scott **seconded** and it was **unanimously resolved** that the Council would be happy to work with the Primary School re: the siting of the bench, and to fund the rest of the cost of purchasing and installing the bench (with their plaque).

**Action** Clerk's office to liaise with Locking Stumps Primary School and WBC regarding the bench for Locking Stumps.

### 322/22-23 **GENERAL ITEMS FOR NOTING/REPORTING**

The RFO asked Members to note the following:

- (a) That the contract with our specialist Employment Law Consultants has been renewed (see Minute 296/22-23 from the January 2023 meeting).
- (b) That Officers are continuing to make enquires and investigating options for a new (second-hand) tipper. The RFO said that two of the maintenance team had been to look at a vehicle today, but it had proved not to be suitable. At present costs for a good quality second-hand vehicle are beyond the Council's agreed budget range.

The RFO said that she has sent an enquiry to WBC to ask if they have any tipper vehicles that BTC could hire for a short time in order to be able to take our current tipper off the road for repairs which may take a week or so to complete. We are awaiting a reply.

- (c) The recruitment processes for a part-time Administrative Assistant, and a full-time Maintenance Team Operative remain ongoing.
- (d) We are still awaiting an update regarding the second EV charger grant of £350.00 that we have not yet received. This has been 'chased' again.

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

#### 323/22-23 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2022 – 31st January 2023.

The payroll figure for December 2022 was £13,482.00 (9 staff) which included some back-pay for two members of staff and pay in lieu of notice for a leaver. The payroll figure for January 2023 was £11,041.09 (8 staff).

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 reconciliation.

#### 324/22-23 **KEY HOLDING CONTRACT**

The RFO stated that we have renewed our annual key holding contract. This service is used when our intruder alarm goes off out of hours. The company sends someone out to investigate, in case there is an intruder on the premises; they would call emergency services if necessary, and they reset all the alarms, etc.

The RFO reminded Members that we do not routinely compare the services of our key holding company to others as we feel that it is a specialist service. They have all the keys to our buildings and internal doors and know the layout of the barn/office complex.

Our last price comparison exercise showed them to be the least expensive provider in the area at that point in time.

The RFO informed Members that in September 2022 we were advised that the invoicing arrangements have changed and that the company trading name was changing from Uniqwin to Atlas Contractors Limited on 1<sup>st</sup> October 2022. The annual fee has increased to £437.18 (up £49.85 from last year). All call-out charges remain at the same rate.

Members confirmed that they are happy to continue with the services of our current provider.

### 325/22-23 **DATA PROTECTION SERVICES**

The RFO reported that we have received the invoice from our Data Controller for their 2022/2023 Data Protection Services (£1,062 +VAT).

Councillor Simcock **proposed**, Councillor Dempsey **seconded** and it was **unanimously resolved** that this invoice be paid.

**Action** Clerk's office to arrange for the payment of this invoice.

### 326/22-23 **BIRCHWOOD CARNIVAL GRANT**

The RFO reminded Members that, at the October 2022 meeting (minute 197/22-23 (f)) it was resolved that a maximum grant of £2,500 will be approved if the Carnival Committee needs to apply for grant funding from the Council to support the 2023 Birchwood Carnival.

The RFO stated that actual costs and a grant aid application form have now been received from the Carnival Committee for Council approval, to assist in the funding of the annual Birchwood Carnival. The cost for the hire (including transport/delivery/rigging and takedown) of the marquee, tables, chairs, and a generator and fuel (for Zoo2U - their reptile attraction) and 5 portaloos (two with disabled access) is £2,375.50 +VAT.

The RFO asked Councillors to formally ratify the approval of this grant.

Councillor Evans **proposed**, Councillor Allen **seconded** and it was **unanimously resolved** that the grant be awarded and that BTC will pay the invoices when they are received.

For information, Councillor Atkin, who is Chair of the Carnival Committee, informed Members of the other funding that has been secured for the carnival from various other organisations.

### 327/22-23 **HANGING BASKETS AND PLANTERS**

- (a) The RFO said that the shopping centre management has stated that they would like BTC to supply and maintain eight hanging baskets for the 2023 season. They have agreed a fee of £950 for this service.
- (b) The RFO reminded Members that last year BTC had resolved to pay for the eight baskets that are normally displayed at the entrance to the high school, and to maintain them. She asked if Members wished to do the same this year.

Councillor Sheridan **proposed**, Councillor Dempsey **seconded** and it was **unanimously resolved** that BTC would supply and maintain the hanging baskets at the entrance to the high school for 2023 (at no cost to the school).

- (c) The RFO stated that we have now received the invoice relating to the 2022/2023 winter plants for the planters (£203.70 +VAT). The nursery has advised that costs, including those for the hanging baskets, has increased this year.

### 328/22-23 **GENERAL ITEMS FOR REPORTING/NOTING**

The RFO asked Councillors to note the following:

- (a) Received – February 2023 Employer Bulletin.
- (b) One of the Council's two monthly water bills will be reduced by £4.59 to £92.81 from March 2023.
- (c) We have received notification that the appropriate sum for the purpose of Section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Parish and Town Councils in England for 2023-24 is £9.93 (per registered elector).  
  
This is the amount resulting from increasing the amount of £8.82 for 2022-2023 by the percentage increase in the retail index between September 2021 and September 2022 in accordance with Schedule 12B to the 1972 Act.
- (d) We have received the renewal invoice for our 2023/2024 contract with Zurich, our current insurance company (£4,996.92 + £599.64 Insurance Premium Tax – total £5,596.56). This will be paid on 1st April 2023, in the new financial year. This is the second year of the three-year contract that we have with them.
- (e) The second of two Public Works Loan Board payments for the 2022/2023 financial year will be made by direct debit on 10th March 2023 (£9,900.00). The final payment of this loan is due to be made in September 2027.
- (f) Refresher training has been booked with St John Ambulance for three members of the Maintenance Team for later in the year. The payment (£795.00 +VAT) will be paid out of the new financial year's budget.
- (g) We have received, completed and returned a form received from WBC regarding the potential use of Parkers Farm as a polling station for the next elections. We have increased the amount we would charge for the hire of the room for an election day to £200, in light of increased heating and lighting costs.

The last elections were held in Birchwood Youth and Community Centre (BYCC), as WBC deemed it to be a better space for accessibility, social distancing, etc.

Councillor Ellis, for information, acknowledged that he has completed and returned the forms from BYCC.

**This part of the meeting concluded at 7.20 pm**

Payment of Accounts:						
Resolved: that the following payments be approved as the residual December 2022 and part of the January 2023 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
07.12.2022	DD	Allstar	Fuel (vans & equipment)	£ 61.16	£ 12.22	£ 73.38
07.12.2022	*	ESI	Call-out, diagnose fault (intruder alarm) & replace battery	£ 125.32	£ 25.06	£ 150.38
07.12.2022	*	December 2022 Wages		£ 13,482.00		£ 13,482.00
07.12.2022	*	Broxap Limited	2 x replacement bin liners & 6 x replacement covers & locks/key	£ 822.00	£ 164.40	£ 986.40
07.12.2022	*	JDH Business Services	Data protection services 2021/2022	£ 1,007.00	£ 201.40	£ 1,208.40
12.12.2022	DD	Waterplus	Water/w astew ater services (4083867607)	£ 97.40		£ 97.40
10.12.2022	DD	Allstar	Fuel (equipment)	£ 8.18	£ 1.63	£ 9.81
15.12.2022	DD	Avoira	IT support, backups, internet services (4 x inv.)	£ 234.68	£ 46.94	£ 281.62
15.12.2022	DD	Copyrite	Photocopying charges	£ 12.16	£ 2.44	£ 14.60
15.12.2022	DD	Financial Direct Fees	Online banking charges	£ 39.40		£ 39.40
16.12.2022	*	PREMIClean	Office cleaning services	£ 446.98	£ 89.40	£ 536.38
21.12.2022	DD	Allstar	Fuel (vans & equipment)	£ 118.93	£ 23.79	£ 142.72
22.12.2022	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 6.77	£ 0.34	£ 7.11
23.12.2022	*	ESI	Annual intruder alarm maintenance and system monitoring	£ 175.77	£ 35.15	£ 210.92
23.12.2022	*	Reimburse C Caddock	(The Works) - Stationery and w all planners	£ 17.29	£ 3.46	£ 20.75
23.12.2022	*	Reimburse C Caddock	(Herschel Infrared Ltd) - infrared heater	£ 165.83	£ 33.17	£ 199.00
28.12.2022	DD	Allstar	Fuel (vans & equipment)	£ 79.01	£ 15.80	£ 94.81
28.12.2022	DD	Avanti Gas	Gas - Parkers Farm (final invoice prior to British Gas takeover)	£ 127.17	£ 0.26	£ 127.43
29.12.2022	DD	Firstcom Europe	Office phone charges	£ 71.51	£ 14.30	£ 85.81
30.12.2022	DD	James Todd (Go Cardless)	Payroll services (November 2022)	£ 54.00	£ 10.80	£ 64.80
30.12.2022	*	Society for Local Council Clerks	Annual membership fees for the Clerk	£ 296.00		£ 296.00
30.12.2022	*	Warrington Borough Council	Wildflow ers 2022 season	£ 544.00	£ 108.80	£ 652.80
30.12.2022	*	Infotone	Black toner cartridges (x 20)	£ 604.95	£ 120.99	£ 725.94
30.12.2022	*	Terrain	Specialist H&S Services January to December 2023	£ 1,575.00	£ 315.00	£ 1,890.00
03.01.2023	DD	Waterplus	Water and w astew ater services (4083868280)	£ 26.72		£ 26.72
03.01.2023	DD	LEVL	Geotab Pro Plus (December monthly subscription)	£ 30.00	£ 6.00	£ 36.00
04.01.2023	DD	Allstar	Fuel (vans & equipment)	£ 51.55	£ 10.31	£ 61.86
04.01.2023	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
04.01.2023	*	HMRC	Tax £1,694.00 NI £2,418.29 (6 Dec 2022 to 5 Jan 2023)	£ 4,112.29		£ 4,112.29
04.01.2023	*	Cheshire Pension Fund	Pension contributions re: Dec 22 Eee £931.98 Eer £3,237.16	£ 4,169.14		£ 4,169.14
05.01.2023	*	FMG Repair Service	Excess and VAT to pay for (insurance claim) repair to MK71 FU	£ 150.00	£ 392.95	£ 542.95
06.01.2023	*	Environment Agency	Registration Renew al to 27th January 2026	£ 105.00		£ 105.00
06.01.2023	*	January 2023 Wages	8 staff	£ 11,041.09		£ 11,041.09
11.01.2023	*	Risley MOT & Truck	New tyre HK64 NNM	£ 88.70	£ 17.74	£ 106.44
12.01.2023	DD	Waterplus	Water/w astew ater services (4083867607)	£ 97.40		£ 97.40
15.01.2023	DD	Copyrite	Photocopying charges	£ 49.36	£ 9.87	£ 59.23
17.01.2023	*	Reimburse C Caddock	Petty cash float	£ 100.00		£ 100.00
17.01.2023	*	Reimburse C Caddock	Discounted Cleaning Supplies Ltd - 5 x spray bottles	£ 9.16	£ 1.83	£ 10.99
17.01.2023	*	Reimburse C Caddock	Amazon - scourers	£ 3.08	£ 0.62	£ 3.70
17.01.2023	*	Reimburse C Caddock	Bargain Hunt Ltd - pack 12 centrefeed rolls	£ 13.32	£ 2.67	£ 15.99

**Payments of Account since 17th December 2022**

Date	Ref	Payee	Description	Net	VAT	Gross
17.01.2023	DD	Avoira	IT support, backups, internet services (4 x inv.) - We were charged twice in error - the overpayment has been reimbursed	£ 469.36	£ 93.88	£ 563.24
17.01.2023	DD	Financial Direct Fees	Online banking charges	£ 40.60		£ 40.60
20.01.2023	*	PREMIOClean	Office cleaning services	£ 343.84	£ 68.77	£ 412.61
24.01.2023	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 11.05	£ 0.55	£ 11.60
24.01.2023	*	Reimburse C Caddock	Urban Hygiene - 5lt Graffiti Remover	£ 90.82	£ 18.17	£ 108.99
25.01.2023	DD	Allstar	Fuel (vans & equipment)	£ 116.96	£ 23.40	£ 140.36
30.01.2023	DD	James Todd (Go Cardless)	Payroll services (December 2022) - inc. back pay calculations	£ 84.00	£ 16.80	£ 100.80
30.01.2023	DD	Firstcom Europe	Office phone charges	£ 71.51	£ 14.30	£ 85.81
30.01.2023	DD	BNP Paribas	Copier Lease	£ 170.00	£ 34.00	£ 204.00
30.01.2023	*	Viking	Stationery	£ 122.74	£ 24.55	£ 147.29
31.01.2023	DD	LEVL	Geotab Pro Plus (in advance - February monthly subscription)	£ 30.00	£ 6.00	£ 36.00
01.02.2023	DD	Waterplus	Water and wastewater services (4083868280)	£ 26.72		£ 26.72
01.02.2023	DD	Allstar	Fuel (vans & equipment)	£ 69.13	£ 13.83	£ 82.96
02.02.2023	*	Reimburse C. Caddock	Direct2publik Ltd - 5 x snow shovel/spade	£ 45.60	£ 9.15	£ 54.75
02.02.2023	*	Reimburse C. Caddock	PegDev Limited - 32 tine poly-head landscape rakes x 3	£ 89.10	£ 17.82	£ 106.92
02.02.2023	*	Reimburse C. Caddock	Amazon - 2 x 12-inch floor scrapers	£ 44.46	£ 8.90	£ 53.36
03.02.2022	*	SAS Daniels LLP	Specialist employment law consultants - annual renewal	£ 1,433.00	£ 286.60	£ 1,719.60
03.02.2022	*	HMRC	Tax £1,273.20 NI £1,797.80 (6 Jan 2023 to 5 Feb 2023)	£ 3,071.00		£ 3,071.00
03.02.2022	*	Cheshire Pension Fund	Pension contributions re: Jan 2023 Eee £782.59 Eer £2,744.89	£ 3,527.48		£ 3,527.48
06.02.2023	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
07.02.2023	*	February 2023 Wages	8 staff	£ 11,041.09		£ 11,041.09
08.02.2023	DD	Allstar	Fuel (equipment)	£ 6.66	£ 1.33	£ 7.99
13.02.2023	DD	Waterplus	Water/wastewater services (4083867607)	£ 97.40		£ 97.40
15.02.2023	DD	Copyrite	Photocopying charges	£ 11.57	£ 2.31	£ 13.88
15.02.2023	DD	Allstar	Fuel (vans & equipment)	£ 85.04	£ 17.01	£ 102.05
15.02.2023	DD	Financial Direct Fees	FD online charges (re: January 2023 charges)	£ 39.40		£ 39.40
16.02.2023	*	SRS Sales and Services Ltd	Shredder - on site service and repair	£ 188.60	£ 37.72	£ 226.32
16.02.2023	DD	Avoira	IT support, backups, internet services (4 x inv.) Dec 2022	£ 234.68	£ 46.94	£ 281.62
17.02.2023	*	JDH Business Services Ltd	Interim Internal Audit 2022/2023	£ 345.00	£ 69.00	£ 414.00

**Payments of accounts for approval at the February 2023 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) (reduced from £97.40)	£ 92.81		£ 92.81
	DD	Financial Direct Fees	FD online charges (re: February 2023 charges)	tbc		
	DD	Avoira	IT support, backups, internet services (4 x inv.) Dec 2022	£ 234.68	£ 46.94	£ 281.62
	DD	James Todd	January 2023 payroll fee	£ 48.00	£ 9.60	£ 57.60
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 10.85	£ 0.54	£ 11.39
	DD	Allstar	Fuel (office vans and equipment)	£ 68.83	£ 13.76	£ 82.59
	DD	CopyriteSystems	Photocopying charges	£ 12.93	£ 2.59	£ 15.52
	*	Cheshire Pension Fund	Pension contributions re: Feb 2023 Eee £782.59 Eer £2744.89	£ 3,527.48		£ 3,527.48
	*	HMRC	Tax £1,273.20 NI £1,797.80 (6 Feb 2023 to 5 March 2023)	£ 3,071.00		£ 3,071.00
	*	Premiclean	Cleaning services February 2023	£ 446.98	£ 89.40	£ 536.38
	DD	LEVL	Geotab Pro Plus (monthly subs. - in advance) January 2023	£ 30.00	£ 6.00	£ 36.00
	*	ESI	6 monthly servicing of fire alarm system and equipment	£ 173.60	£ 34.72	£ 208.32
	*	ESI	6 monthly testing of the emergency lighting system	£ 75.95	£ 15.19	£ 91.14
	*	ESI	Replacement of 8 x fire extinguishers, commissioning the new extinguishers and disposal of the old extinguishers	£ 388.00	£ 77.60	£ 465.60
	*	Helping Hands	13 Litter pickers	£ 175.18	£ 35.04	£ 210.22
	DD	SWALEC	Electricity - Parkers Farm	£ 396.99	£ 19.84	£ 416.83
	*	E Smith & Son	Winter planter plants and compost	tbc		
	*	St John Ambulance	3 x First Aid Refreshers Courses (in new financial year)	£ 795.00	£ 159.00	£ 954.00
	*	Zurich	Insurance 1st April 2023 to 31st March 2024 (inc. £599.64 IPT)	£ 5,596.56		£ 5,596.56
	*	JDH Business Services Ltd	Data Protection Services 2022/2023	£ 1,062.00	£ 212.40	£ 1,274.40
	DD	Public Works Loan Board	Loan Repayment (ref: PW487017)	£ 9,900.00		£ 9,900.00