

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING OF
BIRCHWOOD TOWN COUNCIL
HELD AT PARKERS FARM, DELENTY DRIVE,
ON TUESDAY 26TH SEPTEMBER 2023**

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

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

Apologies: Councillors Scott (away), and Sheridan (personal).

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.

163/23-24 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 102 to 104 below).

Councillor Reeves **proposed** the payment of accounts be approved; Councillor Ellis **seconded** the proposal. This was **unanimously resolved** by those Members present.

164/23-24 **JULY 2023 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Evans **proposed**, Councillor Brereton **seconded**, and it was **unanimously resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 25th July 2023, be approved as an accurate record and signed by the Chair.

PROGRESS REPORT

165/23-24 **LOCKING STUMPS – PLAY AREA REFURBISHMENT**

The RFO stated that WBC still have no information regarding Councillor Higgins' availability for a formal opening. She suggested that the time for a formal opening may have now passed and asked if Members would consider publishing a joint press release with WBC instead, as suggested in the report from Simone. The Council unanimously agreed.

Action Clerk's Office to liaise with WBC regarding draft press release.

166/23-24 **SPEED INDICATOR DEVICE (SID)**

- (a) The RFO informed Members that the SIDs have been ordered and WBC have agreed to do the installation work at an estimated cost of £213.01 plus VAT. She explained that while we could have deployed the BTC maintenance team to install the SIDs, they do not have experience with electronic installations, and WBC have a lot more appropriate equipment such as a cherry picker, that may be needed during the installation.

The RFO said that WBC have a two week rolling work programme so once the signs arrive at BTC we can arrange for them to be installed.

- (b) The RFO stated that we still have not received BTC's original mobile SID back from the Police.

167/23-24 **MEMORIAL PLAQUE BIRCHWOOD FOREST PARK**

The RFO stated that Councillor Ellis has provided feedback regarding an additional unveiling of the memorial. This was discussed earlier in the meeting. (*See minute 155/23-24.*)

168/23-24 **BENCHES**

The RFO stated that in the July Town Council meeting, she explained that WBC suggested that BTC undertake consultations with adjacent properties regarding the locations that BTC and Locking Stumps Primary School have indicated they would like additional benches to go.

The RFO asked how far Member's wished the consultations to extend geographically.

Member's stated they wish for only the residents or businesses closest to the possible locations to be considered in the consultation and agreed that Locking Stumps Primary School should conduct their own consultation.

Action Clerk's office to arrange a consultation for the proposed bench in Gorse Covert and to ask Locking Stumps Primary School to arrange their own consultation for the bench in Locking Stumps.

169/23-24 **TIPPER PURCHASE**

The RFO stated that the new tipper has been a useful addition to the fleet. She said that there was a minor issue regarding contact with a keypad at Birchwood Primary School. She explained that, with approval from the school's surveyor, the very slight repair, where a corner of a tarmac pad had lifted, was undertaken by the BTC maintenance team. The supplies for the repair cost less than £30.00.

The RFO stated that The Chair, Vice Chair and Leader of the Council were informed of the situation during the August recess.

170/23-24 **TELEPHONE SYSTEM**

The RFO stated that the broadband upgrade has now been completed.

171/23-24 **STORAGE FOR THE NORTH WARRINGTON CAVY CLUB (NWCC)**

The RFO stated that, following the signing of the amended Storage Agreement between BTC and NWCC, the NWCC's items are now stored in one of the barn rooms at the BTC offices.

The RFO said the Council will consider any changes to next year's storage fees at the budget and precept meeting.

172/23-24 **LEGIONELLA RISK ASSESSMENT**

The RFO explained that Officers fed back Member's opinions of the need for a Legionella Risk Assessment to be conducted, and our specialist advisor is still recommending that this is something we need to arrange and suggested that someone from BTC undertakes training regarding Legionella, or goes down the route of an external specialist assessment.

The RFO has requested multiple quotes and so far, has one from Direct 365, who we use for other services already, for £285.00 plus VAT, and one from Swift for £388.00 plus VAT, but noted that this quote offered a more in-depth service than we need. The RFO said she is still waiting for other quotes.

Councillor Ellis and Councillor Atkin stated that they both have prior expertise in Legionella Risk Assessment. Councillor Ellis said that BTC does not have many legionella risks, so a more in-depth assessment should not be necessary.

After a short discussion, the Council **resolved** for Councillors Atkin and Ellis to assess if this is something they could undertake, and the Council can decide from there.

Action Councillors Atkin and Ellis to liaise with Officers regarding them potentially undertaking the Legionella Risk Assessment.

173/23-24 **EXTERNAL AUDITOR'S REPORT**

(a) The RFO stated that we have received the external auditor's report and certificate 2022/2023.

She said that on Section 3 of the AGAR there is an 'except for' comment, due to two 'typo' errors the RFO made on he submitted AGAR, Section 2:

"The AGAR was not accurately completed before submission for review:

• The figures in Section 2, Boxes 4 and 6 of the prior year comparative column do not agree to the prior year final signed AGAR. Section 2, Boxes 4 and 6 for the prior year should read £232,953 and £126,722 respectively."

The RFO apologised to the Council, explaining that she had inadvertently inserted these 'comparison' figures from the 2020/2021 year, instead of the 2021/2022 year. However, the correct figures were on the proforma that was submitted, and all the end of year account figures for 2022/2023 are correct.

(b) The RFO noted the receipt / payment of the invoice from the external auditor for professional services regarding the Limited Assurance Review of Annual Governance & Accountability Return for year ended 31 March 2023. This is a statutory fee which must be paid: £840.00 plus £168.00 VAT – total £1,008.00.

(c) The RFO noted that the Notice of Conclusion of audit has been posted on BTC's notice boards and website as required. The dates during which the AGAR may be inspected by the public (by appointment) are from Tuesday 12th September 2023 to Monday 2nd October 2023.

(d) The RFO noted that the externally audited AGAR year end March 2023 and related documents were published on BTC's website and placed on our notice board on 11th September 2023.

174/23-24 **BLOCKED DRAINS**

The RFO stated that during recess, the drains had once again become blocked and required jetting. She said that because it was a health and safety matter, Officers contacted the company who had previously dealt with this matter for a quote. The quote was circulated to The Chair, Vice Chair and Leader of the Council who approved the work and, under delegated powers, Officer's arranged for the work to be undertaken.

The work involved was: “to renew 3 x gullies and the soil pipe from the upstairs toilet, and all the related pipework to the rear of the building (all the pipework to the rear of the building, including the downstairs toilet will then be new) and to divert all the waste into the main sewage drain.”

This included a lot of groundworks (digging up the grass and concrete footpath to the rear of the building) and all the old pipework was replaced with new, plastic pipes.

The RFO stated that it took two operatives three days to complete the work at a cost of £2,100.00 plus VAT.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

175/23-24 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council’s Income and Expenditure Statements and Bank Reconciliation Schedules for the account periods 1st April 2023 – 31st July 2023 and 1st April 2023 – 31st August 2023.

The payroll figure for June 2023 was £13,422.92 (9) staff. The payroll figure for July 2023 was £12,930.10 (9 staff) and the payroll figure for August 2023 was £12,924.56 (9 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.

Members **unanimously resolved** that they are happy with the schedules as presented. These will be signed by the RFO and the Chair, following the meeting.

176/23-24 **ELECTRICAL WORK**

(a) To note that during recess we had some necessary electrical work undertaken. This included the replacement of the light fitting in the disabled toilet with an LED fixture as the unit had stopped working. The emergency pull cord needed servicing and testing. The light fitting in the mess room hallway was loose and had to be resecured to the ceiling, and one of the lanterns in the car park needed removing, refitting, resecuring and testing. Total cost £162.00 plus VAT.

(b) When the electrician had attended site to assess the work in order to give us a quote (his was the only one company out of seven who responded to us) the RFO asked about the supply / fitting of a number (five) of new LED lighting units within the offices. This was circulated to Members (the cost would be £70.00 plus VAT per unit, although it might be a bit cheaper if more were replaced at the same time).

The double units would be replaced by single units as the light emitted is brighter. This would be a total of £350 plus VAT.

Subsequently the RFO asked the electrician to quote for the conversion of our fluorescent lighting units to LED units. This is not as simple as replacing the tubes and using a fitting to bypass the starter. It would probably either involve the removal of the ‘ballast’ and rewiring, or the replacement of the ‘ballast’ with an LED driver.

The cost quoted for the same five lights was £70.20 inc. VAT for each single unit (there are three) and £92.40 for each of the two double units. This would be a total of £368.30 plus VAT.

The RFO asked members if they wish to consider this purchase.

Members discussed the options and **unanimously resolved** to approve the replacement of five units. The Council will discuss any further replacements at the budget and precept meeting.

Action RFO to arrange for the replacement of the five lighting units.

177/23-24 **POPPY WREATHS**

The RFO asked the Council whether it wishes to make a donation to The Royal British Legion for the supply of poppy wreaths, as it has done in previous years. She explained that one is laid (usually by the Chair) on behalf of the community of Birchwood, at the Shopping Centre Memorial Garden, and the other is laid at the Cross Lane South Memorial. The RFO stated that in previous years, BTC has paid £100.00 for two poppy wreaths. Part of this is the actual cost of the wreath and the rest is a donation.

The RFO added that, this year, there is a new memorial in Birchwood Forest Park and asked if Members wished for a third poppy wreath to be laid here and if so, do they wish to increase the amount donated to the Royal British Legion?

Councillor Ellis said that he would liaise with the Park Rangers to find out if they would wish for a wreath to be laid at the Memorial at the Forest Park.

After a discussion, it was agreed that BTC would donate £100.00 for two wreaths and increase the amount to £150.00 if three are required.

Action Clerk's office to liaise with Councillor Ellis regarding the above.

178/23-24 **HK64 NNM, PO51 WLE and MK71 FVC**

- (a) The RFO stated that the tipper, HK64 NNM, has passed its MOT. We noticed that, unlike last year, there is no advisory relating to a requirement for the sub-frame to be replaced as it is bent. Last year we were quoted around £3,000.00 for this work to be undertaken. She said that there is no question that the frame is bent but asked whether Members wanted Officers to arrange for repairs to be done anyway, or if they would prefer to wait until it is noted again by the garage as an issue that may require attention.

After a short discussion, Members said that if the vehicle was safe, which it currently is, then they can see no reason to spend £3,000 unnecessarily.

- (b) The RFO stated that the caddy van, PO51 WLE also passed its MOT, but with a lot of advisories:

'Recommend timing belt replacement due to age, Auxiliary belt worn, Rear suspension leaf springs worn, Front brake pads 80% worn, Front tyres worn on inner edges, N/S/R tyre worn, recommend front wheel alignment, Exhaust back box corroded, Rear brake pads corroded, Radiator leaking, Front c.v. boots leaking'

The RFO said that she asked the garage for quotes for the work, and advice on what work they consider would be necessary to have done. The garage has advised that:

'the timing belt and radiator jobs be done first, as failure of these could cause potential damage to the engine. Estimated cost to carry out these repairs would be £750.00 inc. vat.' This price is more than the van is worth. The RFO added that at present it is only being driven as a 'spare' if required, and wanted to ask Members for their thoughts on the matter.

The RFO explained that the van is currently taxed despite not being used. She stated that BTC would receive a tax refund should we SORN, sell, or scrap the vehicle.

Councillor Dempsey asked if the vehicle was being used at all and if it is worth keeping it until it naturally deteriorates.

The Clerk stated that the vehicle was being used up until the purchase of the new tipper, and is now rarely used.

Councillor Simcock, who has experience with selling vehicles, offered to try to sell the vehicle on behalf of the Council, as he has seen similar vehicles sell for more money than their scrap value.

The Council agreed to let Councillor Simcock try to sell the vehicle and would revisit the matter if this did not prove fruitful.

At this point of the meeting, Councillor Bowden left.

Action Councillor Simcock to liaise with the office regarding the sale of PO51 WLE.

- (c) The RFO mentioned that one of our electric vans, MK71 FVC, has had a minor bump, and has some damage to the exterior. She stated that Officers are in the process of gathering quotes for the repairs and will bring them before the Council accordingly.

Councillor Atkin asked for Officers to make staff aware that they are not pleased with these recent occurrences and asked that more caution be taken when staff are driving Council vehicles.

Action Clerk's office to obtain some quotes for the repair of MK71 FVC.

Action Clerk's office to speak to the staff regarding Members' concerns.

179/23-24 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that we have chased up the second grant payment for the EV Chargers which is due to be paid to us soon.
- (b) To note that we have received the HMRC Employer Bulletin for August 2023
- (c) To note that September 2023 Public Works Loan Board payment has been made (£9,710.00).
- (d) To note that Cheshire Pension Fund's online portal has now been launched and the information has been circulated to staff.

The Clerk and RFO will be undertaking some (free) online Cheshire Pension Fund training, taking place tomorrow.

- (e) To note that the annual Data Protection renewal fee has been paid (£35.00).
- (f) To note that NALC has launched a consultation regarding Model Financial Regulations. BTC has based its Financial Regulations on NALC's previous model, with some additions. We will consider any further amendments that may be recommended as a result of this consultation.
- (g) To note that the interest rate on BTC's Nationwide Savings Account was increased on 3rd August 2023 from 1.45% AER/gross p.a. (variable) to 2.20% AER/gross p.a. (variable).

This part of the meeting concluded at 7.45 pm

Payment of Accounts:						
Resolved: that the following payments be approved as the residual June 2023 and part of the July 2023 accounts						
Date	Ref	Payee	Description	Net	VAT	Gross
21.06.2023	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 9.34	£ 0.47	£ 9.81
21.06.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 53.59	£ 10.71	£ 64.30
22.06.2023	*	M. Shallcross t/a Cheshire PA	Annual PAT testing 2023	£ 70.40		£ 70.40
23.06.2023	*	PREMI Clean	Office cleaning services June 2023 (amended re: May overpay)	£ 412.60	£ 82.53	£ 495.13
27.06.2023	DD	British Gas	Gas - Parkers Farm 26/04/23 - 07/06/23	£ 65.38	£ 3.26	£ 68.64
27.06.2023	*	Birchwood Heating	Supply and fit isolation valve to repair leak to pipe work	£ 70.00	£ 14.00	£ 84.00
27.06.2023	*	Mrs F McDonald	Reimbursement for petty cash float	£ 100.00		£ 100.00
28.06.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 125.95	£ 25.18	£ 151.13
29.06.2023	DD	Firstcom Europe	Office phone charges	£ 69.44	£ 13.89	£ 83.33
29.06.2023	*	Mrs C Caddock	Reimburse re: ITP Packaging Ltd - 6 x 25 litre plastic 'jerry cans'	£ 41.66	£ 8.33	£ 49.99
29.06.2023	*	Mrs C Caddock	Reimburse re: Amazon seller - garden hosepipe connectors	£ 3.57	£ 0.72	£ 4.29
30.06.2023	DD	James Todd (Go Cardless)	Payroll services (May 2023)	£ 52.80	£ 10.56	£ 63.36
30.06.2023	*	JDH Business Services	Year end internal audit 2022/2023	£ 350.00	£ 70.00	£ 420.00
30.06.2023	*	Swift Loos	Grant Δ - portals for Birchwood Carnival 2023 (Δ Public Health Act 1936, s.87)	£ 600.00	£ 120.00	£ 720.00
				£ -		
30.06.2023	*	Regal Polythene	40 x boxes refuse sacks and 3 x boxes paper hand towels	£ 663.50	£ 132.70	£ 796.20
03.07.2023	DD	Waterplus	Water and wastewater services (4083868280)	£ 25.83		£ 25.83
03.07.2023	DD	Direct365	Sanitary Hygiene Unit	£ 88.80	£ 17.76	£ 106.56
03.07.2023	DD	LEVL	Geotab Pro Plus (in advance - July monthly subscription)	£ 30.00	£ 6.00	£ 36.00
04.07.2023	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
05.07.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 70.32	£ 14.06	£ 84.38
07.07.2023	*	HMRC	Tax £1,277.80 Nil £ 2,259.00 (6 June 2023 to 5 July 2023)	£ 3,536.80		£ 3,536.80
07.07.2023	*	Cheshire Pension Fund	Pension conts. re: June 2023 Eee £995.60 Eer £3,668.19	£ 4,663.79		£ 4,663.79
07.07.2023	*	E Smith and Son	16 x hanging basket refills and plants for planters	£ 549.75	£ 109.95	£ 659.70
07.07.2023	*	July 2023 Wages	9 staff	£ 12,930.10		£ 12,930.10
11.07.2023	*	Risley MOT and Truck Ltd	PO51 WLE Replace contaminated clutch fluid / supply and fit new windscreen washer pump	£ 123.72	£ 24.74	£ 148.46
12.07.2023	DD	Waterplus	Water/wastewater services (4083867607)	£ 92.81		£ 92.81
12.07.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 70.06	£ 14.00	£ 84.06
14.07.2023	*	HiVis	Workwear and PPE	£ 158.40	£ 31.68	£ 190.08
14.07.2023	DD	CopyriteSystems	Photocopying charges	£ 28.91	£ 5.79	£ 34.70
16.07.2023	DD	Avoira	IT support, backups, internet services (4 x inv.) July 2023	£ 232.11	£ 46.42	£ 278.53
16.07.2023	DD	Avoira	2 x Adobe Acrobat Pro licences for 1 year	£ 349.80	£ 69.96	£ 419.76

Payments of Account since 16th July 2023

Date	Ref	Payee	Description	Net	VAT	Gross
17.07.2023	DD	Avoira	2 x Adobe Acrobat Pro licences for 1 year	£ 349.80	£ 69.96	£ 419.76
17.07.2023	DD	Financial Direct Fees	FD online charges	£ 41.00		£ 41.00
19.07.2023	DD	Allstar	Fuel (equipment)	£ 7.42	£ 1.48	£ 8.90
21.07.2023	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 8.85	£ 0.44	£ 9.29
21.07.2023	*	PREMclean	Office cleaning services July 2023	£ 446.98	£ 89.40	£ 536.38
25.07.2023	*	Farnworth 2000 t/a PSD *	Part 1 payment invoice 7253 - new (second-hand) tipper SC19 TYF and vehicle tax (inc. £320.00 vehicle tax)	£ 13,320.00	£ 2,600.00	£ 15,920.00
26.07.2023	*	Farnworth 2000 t/a PSD *	Final (Part 2) payment invoice 7253 - SC19 TYF	£ 11,655.00	£ 2,331.00	£ 13,986.00
26.07.2023	*	Reimburse C Caddock	Amazon Seller - plastic wallets A4 x 36	£ 13.24	£ 2.65	£ 15.89
26.07.2023	*	Reimburse C Caddock	OBCO Ltd - 12m Tipp-ex correction tape x 10	£ 17.39		£ 17.39
26.07.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 104.05	£ 20.80	£ 124.85
27.07.2023	DD	British Gas	Gas - Parkers Farm 8 June 2023 to 7 July 2023	£ 29.42	£ 1.47	£ 30.89
28.07.2023	*	Holidays	HR consultancy fees	£ 1,750.00	£ 350.00	£ 2,100.00
28.07.2023	*	S&S Marquees Ltd	(Grant) Hire of marquee/table/chairs 2023 Bw d Carnival	£ 1,775.50	£ 355.10	£ 2,130.60
			<i>(Local Government & Rating Act 1972 (Section 145) (Provision of Entertainment and Support of the Arts))</i>			
28.07.2023	DD	Firstcom Europe	Office phone charges	£ 68.14	£ 13.63	£ 81.77
28.07.2023	DD	BNP Paribas	Copier Lease	£ 210.00	£ 42.00	£ 252.00
31.07.2023	DD	LEVL	Geotab Pro Plus (in advance - August monthly subscription)	£ 30.00	£ 6.00	£ 36.00
31.07.2023	DD	James Todd (Go Cardless)	Payroll services (June 2023)	£ 59.40	£ 11.88	£ 71.28
01.08.2023	DD	Waterplus	Water and wastewater services (4083868280)	£ 25.83		£ 25.83
02.08.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 145.40	£ 29.08	£ 174.48
03.08.2023	*	Elite Industrial Supplies	PPE and workwear (inc. for new staff member)	£ 238.96	£ 47.79	£ 286.75
03.08.2023	*	Risley MOT & Truck Ltd	Repairs to tilt bed and supply / replace n/s mirror head	£ 654.59	£ 130.92	£ 785.51
04.08.2023	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
04.08.2023	*	Reimburse Mrs F McDonald	Petty Cash Float	£ 100.00		£ 100.00
04.08.2023	*	Warrington Borough Council	Fleet services on HK64 NNM - tyres (jobs 18550 & 18551)	£ 145.20	£ 29.04	£ 174.24
04.08.2023	*	Warrington Borough Council	Fleet services on HK64 NNM - tyres (jobs 18476)	£ 84.58	£ 16.92	£ 101.50
04.08.2023	*	HMRC	Tax £1,274.60 Nil £2,164.20 (6 July 2023 to 5 August 2023)	£ 3,438.80		£ 3,438.80
04.08.2023	*	Cheshire Pension Fund	Pension conts. re: July 2023 Eee £965.27 Eer £3,546.24	£ 4,511.51		£ 4,511.51
04.08.2023	*	Reimburse Mrs C Caddock	Amazon - 90 piece first aid kit for SC19 TYF	£ 7.89	£ 1.58	£ 9.47
04.08.2023	*	Reimburse Mrs C Caddock	Amazon - 1 x 500mm heavy duty pallet stretch wrap	£ 10.41	£ 2.08	£ 12.49
04.08.2023	*	Reimburse Mrs C Caddock	Uttamji & Sons Ltd - van mats for SC19 TYF	£ 9.99	£ 2.00	£ 11.99
04.08.2023	*	Reimburse Mrs C Caddock	Gearbybear Ltd - Eco spill control kit 20 ltr for SC19 TYF	£ 20.03	£ 4.00	£ 24.03
04.08.2023	*	Reimburse Mrs C Caddock	Asda - toilet rolls	£ 4.54	£ 0.91	£ 5.45
07.08.2023	*	August 2023 Wages	9 staff	£ 12,924.56		£ 12,924.56
08.08.2023	*	MidMeds	Paediatric Defibrillator pads (on back order nationwide)	£ 114.39	£ 22.88	£ 137.27
08.08.2023	*	Signs Unlimited	Supply and install graphics to tipper SC19 TYF	£ 200.00	£ 40.00	£ 240.00
09.08.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 37.16	£ 7.42	£ 44.58
14.08.2023	DD	Waterplus	Water/wastewater services (4083867607)	£ 92.81		£ 92.81
15.08.2023	DD	ASL (previously t/a CopyriteSystems)	Photocopying charges	£ 83.56	£ 16.71	£ 100.27
15.08.2023	DD	Financial Direct Fees	FD online charges	£ 40.00		£ 40.00
16.08.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 84.85	£ 16.96	£ 101.81
17.08.2023	DD	Avoira	IT support, backups, internet services (4 x inv.) April 2023	£ 232.11	£ 46.42	£ 278.53
22.08.2023	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 9.21	£ 0.46	£ 9.67
23.08.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 72.88	£ 14.58	£ 87.46
24.08.2023	*	JDW Services Ltd	Jetting / unblocking drains	£ 150.00	£ 30.00	£ 180.00
24.08.2023	*	Cllr J Dempsey	Part 1 Chair's allowance	£ 400.00		£ 400.00
25.08.2023	*	PREMclean	Office cleaning services August 2023	£ 412.60	£ 82.52	£ 495.12
30.08.2023	DD	James Todd (Go Cardless)	Payroll services (July 2023 fee)	£ 59.40	£ 11.88	£ 71.28
30.08.2023	DD	Firstcom Europe	Office phone charges	£ 68.14	£ 13.63	£ 81.77
30.08.2023	*	Viking	Brother replacement drum for RFO's printer	£ 59.50	£ 11.90	£ 71.40
31.08.2023	DD	SSE	Electricity - Parkers Farm	£ 391.24	£ 19.56	£ 410.80
31.08.2023	DD	LEVL	Geotab Pro Plus (in advance - September monthly subscription)	£ 30.00	£ 6.00	£ 36.00
01.09.2023	DD	Waterplus	Water and wastewater services (4083868280)	£ 25.83		£ 25.83
01.09.2023	DD	DVLA	HK64 NNM - vehicle tax (12 Months)	£ 320.00		£ 320.00
01.09.2023	DD	DVLA	PO51 WLE - vehicle tax (12 Months)	£ 320.00		£ 320.00
03.09.2023	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
06.09.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 66.08	£ 13.21	£ 79.29
07.09.2023	*	Risley MOT & Truck	HK64 NNM - MOT	£ 122.89	£ 13.58	£ 136.47
07.09.2023	*	Risley MOT & Truck	PO51 WLE - MOT & Service	£ 191.51	£ 28.31	£ 219.82
07.09.2023	*	September 2023 Wages	9 staff	£ 12,893.75		£ 12,893.75
07.09.2023	*	Cllr J Dempsey	Part 2 Chair's allowance	£ 600.00		£ 600.00
07.09.2023	*	PKF Littlejohn	Limited assurance review of AGAR for year end March 23	£ 840.00	£ 168.00	£ 1,008.00
11.09.2023	DD	Public Works Loan Board	Loan ref: PW487017			£ 9,710.00

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Date	Ref	Payee	Description	Net	VAT	Gross
12.09.2023	DD	Waterplus	Water/w astew ater services (4083867607)			£ 92.81
13.09.2023	DD	Allstar	Fuel (office vans, equipment, mow ers)	£ 64.53	£ 12.90	£ 77.43
15.09.2023	DD	Avoira	IT support, backups, internet services (4 x inv.) Sept 2023		£ 46.42	£ 278.53
15.09.2023	DD	ASL (previously t/a CopyriteSystems)	Photocopying charges		£ 3.47	£ 20.78
15.09.2023	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
15.09.2023	*	Viking	Stationery	£ 66.92	£ 13.38	£ 80.30
15.09.2023	*	JDW Services Ltd	Drainage work to rear of Parkers Farm - replacing old soil pipes from four outlets and diverting to main sewage drain	£ 2,100.00	£ 420.00	£ 2,520.00
				£ -		
15.09.2023	*	HMRC	Tax £1,376.80 NI £ 2,163.15 (6 Aug 2023 to 5 Sept 2023)	£ 3,539.95		£ 3,539.95
15.09.2023	*	Cheshire Pension Fund	Pension conts. re: August 2023 Eee £965.03 Eer £3,545.34	£ 4,510.37		£ 4,510.37

Payments of accounts for approval at the September 2023 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	ll health insurance	£ 159.87		£ 159.87
	DD	Firstcom Europe	Phone/enhanced internet speed charges	tbc		
	DD	Waterplus	Water and w astew ater services (4083868280)	£ 25.83		£ 25.83
	DD	Waterplus	Water/w astew ater services (4083867607)	£ 92.81		£ 92.81
	DD	Avoira	IT support, backups, internet services (4 x inv.) July 2023	£ 232.11	£ 46.42	£ 278.53
	DD	James Todd	August payroll fee	£ 66.00	£ 13.20	£ 79.20
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 9.53	£ 0.48	£ 10.01
	*	Premiclean	Cleaning services September 2023	£ 446.98	£ 89.40	£ 536.38
	DD	LEVL	Geotab Pro Plus (monthly subs.- in advance) October 2023	£ 30.00	£ 6.00	£ 36.00
	DD	Allstar	Fuel (office vans, equipment, mow ers)	£ 151.73	£ 30.34	£ 182.07
	*	Elan City Ltd	2 x solar-pow ered speed indicator devices & related equipment	£ 4,948.80	£ 989.76	£ 5,938.56
	DD	Financial Direct Fees	FD online charges	£ 40.40		£ 40.40
	*	HMRC	Tax £1,244.40 NI £ 2,2174.71(6 Sept 2023 to 5 Oct 2023)	£ 3,419.11		£ 3,419.11
	*	Cheshire Pension Fund	Pension conts. re: September 2023 Eee £967.63 Eer £3,555.23	£ 4,522.86		£ 4,522.86
	*	Warrington Borough Council	Third installment of three payments for May 2021PC elections	£ 1,079.83		£ 1,079.83
	DD	BNP Paribas	Photocopier Lease	£ 170.00	£ 34.00	£ 204.00
	DD	Information Commissioner's Office	Data Protection Renew al Fee	£ 35.00		£ 35.00
	*	ASL (previously t/a Copyrite)	Photocopying charges	£ 11.05	£ 2.21	£ 13.26
	DD	British Gas	Gas - Parkers Farm 8/6/23 to 7/7/23 (estimated)	£ 29.42	£ 1.47	£ 30.89
	DD	B&Q Account	Items to repair bin store/fence and tarmac/concrete/gravel/sand and a hacksaw /w oodsaw and screw driver bits	£ 103.70	£ 20.74	£ 124.44
	*	Hollis Electrical Services	Replace bulkhead light in mess room toilet, check/test emergency pull cord, resecur e light fitting in hallw ay, repair car park light	£ 162.00	£ 32.40	£ 194.40

* This payment was made in two parts due to Co-op bank restriction on maximum payment amounts.