

**MINUTES OF THE PART I FINANCE, AUDIT & PERSONNEL MEETING OF
BIRCHWOOD TOWN COUNCIL
HELD AT PARKERS FARM, DELENTY DRIVE,
ON TUESDAY 24TH OCTOBER 2023**

- Present:** Councillor Sheridan in the Chair
Councillors Atkin, Ball, Ellis, Scott and Simcock
Clerk – Mrs. F. McDonald
RFO / Deputy Clerk – Mrs. C. Caddock
Administrative Assistant – Mrs. H. Thomas
- Apologies:** Councillors Allen (away), Bowden (personal), Brereton (personal),
Dempsey (health), Evans (health) and Reeves (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.

*Councillors Atkin, Sheridan and Simcock - Birchwood Carnival Committee
Councillor Ellis – Birchwood Youth and Community Centre*

195/23-24 **PAYMENT OF ACCOUNTS**

Members were asked to consider and approve the payment of accounts schedule – (see pages 129 to 130 below).

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

196/23-24 **SEPTEMBER 2023 PART I FINANCE, AUDIT & PERSONNEL MEETING MINUTES**

Councillor Ellis **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that: the Minutes of the Part I Finance, Audit & Personnel Meeting, held on 26th September 2023, be approved as an accurate record and signed by the Chair.

197/23-24 **PRE-BUDGET, STRATEGY AND PRECEPT WORKING PARTY MEETING**

Councillor Ellis **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that: the Notes taken of the Pre-Budget, Strategy and Precept Working Party Meeting, held on 12th October 2023, be approved as an accurate record and signed by the Chair.

198/23-24 **FORMAL CONSIDERATION OF RECOMMENDATIONS MADE AT THE
PRE-BUDGET, STRATEGY AND PRECEPT WORKING PARTY MEETING**

The RFO explained that the detailed notes prepared following the Pre-budget, Strategy and Precept Working Party Meeting (circulated to Members in their papers) included a number of recommendations, presented tonight, below, for formal consideration (incorporating consideration of Earmarked Reserves for 2024/2025).

The Working Party (WP) Meeting had been attended by Councillors Dempsey, Atkin, Ball, Ellis, Scott, Simcock and Reeves, the Clerk, RFO/Deputy Clerk and the Senior Maintenance Operative. Councillors Allen and Evans had sent their apologies.

Declaration of Interests were made by:

*Councillor Ellis – Birchwood Youth and Community Centre.
Councillor Atkin and Councillor Simcock – Birchwood Carnival Committee.*

- (a) The RFO stated that the purpose of the WP Meeting was to consider various financial and strategy options to give her a steer on main items that will need to be taken into account when preparing formal proposed strategy and related figures for the 2024/2025 municipal / financial year.

A Working Party can make recommendations to take forward to the next Council meeting, but cannot make any resolutions.

- (b) At the WP Meeting, Members received some information from the Senior Maintenance Operative regarding matters relating to the work of the Maintenance Team, that might impact the 2024/2025 strategy and budget including a detailed overview of the types of work they routinely undertake, and some that is more seasonal .

For information the Senior Maintenance Operative stated that the team has undertaken 140 flytipping collections from 1st April to date this year and 67 hedgecutting jobs.

Ideally, they prefer to do the hedgecutting work at least twice per year, but are currently running behind due to a shortage of resources. Instead of being pro-active, they have, this year, been working reactively. The cutting they do currently is not to make areas look 'pretty', but to ensure footpaths are opened up, sightlines are maintained, sharp, thorny plants, nettles, etc. are not going to cause a health and safety issue, and so on.

In the late spring/summer months, for the past few years the Maintenance Team has been undertaking intermittent grass cutting between the cuts that WBC does.

A discussion took place regarding the intermittent grass cutting that BTC undertakes. Several points were considered, including:

- This year the mowing has, in the Senior Maintenance Operative's words, 'gone to pot' for a number of reasons.
- WBC loan us very old mowers that are prone to breaking down, have bits falling off, and can take a long time to be fixed and returned to us by them. One of the mowers was with WBC for 7 weeks waiting for nothing more than a new bolt to be fitted. WBC does not hold spares, it orders parts when required.
- WBC need to come and pick up the mowers when they are broken down and take them on a trailer back to WBC's depot. This can cause further delays. Also, WBC's vehicles take priority in their workshop for repair/maintenance.
- WBC has larger mowers – they can do in one mowing run what takes BTC two runs to cut.
- Overhanging shrubbery that needs cutting by WBC, but is not (at least not in a timely manner and sometimes not at all) prevents our Team cutting as close to the hedge lines for health and safety issues in some areas.
- Our member of staff who was our 'expert' at mowing retired earlier than expected. This has left our mowing resources depleted. He knew all the routes and which residents do not like BTC to mow in front of their properties, but preferred to do it themselves, etc. The plan had been for two other members of staff who are trained on the mowers to shadow him, to learn the routes, etc.
- The retirement of this member of staff will mean that the Senior Maintenance Operative will have to train the other mower-trained staff on the routes in next year's mowing season. The consequence of this is that there will be even less resources available to undertake the ongoing day-to-day and general work of the Maintenance Team.

During the WP meeting, Councillors asked a number of questions regarding the mowers and mowing.

Councillor Ellis asked what it would cost to buy a new mower and whether WBC might contribute towards it.

The Senior Maintenance Operative replied that it would not be just one, but two mowers that were required, as there is only a 3-week gap between the WBC cuts for BTC to complete their round. He added that if BTC has its own mowers, we would not be able to ask WBC to undertake repairs and if they broke down off site and were immovable, BTC does not have the type of trailer vehicle to load them onto to get them back to wherever they need to go to be repaired.

Councillors discussed, given the inadequacy of the WBC mowers, the time that it is taking resources off other work, etc. whether it would be better to stop doing the grass cutting and concentrate on other work, such as the hedgecutting for safety reasons, that the team has not been able to keep up with as much as they would have liked.

It was acknowledged by Councillors and Officers that the area looks much nicer when BTC does the second cut.

Members weighed up the pros and cons.

WP Recommendation: That BTC stops their intermittent mowing for the 2024/2025 season in order to concentrate on other work priorities.

At tonight's meeting, the RFO stated that following the WP meeting, Officers looked into the costs of purchasing its own ride-on mowers. For commercial mowers, the costs are around £20,000 per mower.

Other costs would have to be investigated, such as maintenance and repair. BTC would also require a means of moving a mower, should it break down, and space to garage the mowers.

Another matter to possibly consider further is, if BTC stops the mowing, WBC might reallocate the mowers we currently loan from them to another Parish. If BTC then resolves to start the mowing again, the option to loan the mowers from WBC may not be available.

Members commented that, given that WBC is loaning us mowers that are hardly fit for purpose, this would probably not be a great loss.

Officers have considered, if BTC wished to go down the route of purchasing its own commercial ride-on mowers, whether WBC might consider agreeing a maintenance contract with BTC to cover maintenance/repairs and possibly breakdown pick-up (with a Service Level Agreement in place to ensure that any relatively routine or easy maintenance or repair matters take place within an agreed timeframe).

The above would also presume that WBC would wish us to recommence the intermittent grass cutting, as we would have to have their permission as landowners.

Areas cut by other landowners may be cut more frequently, so there may be an obvious discrepancy in heights of grass on a stretch of verge.

The RFO asked Members to consider the additional points raised above and then to reconsider the WP recommendation as made above: *'That BTC stops their intermittent mowing for the 2024/2025 season and to concentrate on other work priorities.'*

Following further discussions, taking all the above into consideration, Members **unanimously resolved** to approve the original recommendation.

RESOLVED: That BTC stops their intermittent mowing for the 2024/2025 season and to concentrate on other work priorities.

Action: To liaise with WBC regarding the above.

- (c) At the WP Meeting, Councillors had the opportunity to ask the Senior Maintenance Operative other questions relating to the Maintenance Team's work, resources, etc.

One of the questions that the Senior Maintenance Operative was asked was regarding staff resources.

He replied that with a three-day a week staff member retiring early, and a two-day per week member of staff indicating that they are considering retiring at the end of March 2024, the Team will be struggling to cover all of the usual work next year, even if the Council decides to not do the grass cutting for the 2024/2025 season.

Once Members had no further questions to ask the Senior Maintenance Operative, they thanked him for attending and he left the meeting.

- (d) **Items that were further considered/discussed by Members at the WP Meeting**

To note that all figures proposed below are based on best estimations and may be subject to some changes.

- (i) **Staff Resources** - Potential strategy and budget implications relating to Maintenance Team resources for the 2024/2025 municipal and financial year:

The RFO reiterated that at the end of April 2023 one of the part-time Maintenance Team Operatives who worked three days a week, retired. At the beginning of June 2023 we hired one additional full-time Maintenance Team Operative. This meant that we gained the equivalent of two additional working days per week in operative hours.

The other part-time Maintenance Team Operative who currently works two days per week, has indicated that he may wish to retire at the end of March 2024. This will leave the team levels back to where they were before we hired the most recent additional full-time member of staff.

Members referred to the discussions that took place earlier during the WP Meeting with the Senior Maintenance Operative.

The RFO stated that there was sufficient funding within the proposed budget, to take on one additional full-time member of the Maintenance Team.

The Members present felt that it would be appropriate, in order for the team to be able to continue to deliver a high level of service to the community.

WP Recommendation: That BTC hires one additional full-time member of the Maintenance Team to start work in the 2024/2025 financial year.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: That BTC hires one additional full-time member of the Maintenance Team to start work in the 2024/2025 financial year.

Action: Officers to start the recruitment process early in the New Year.

(ii) ***Staff Wages***

Staff wages were discussed as a Part II item.

(iii) ***BTC Vehicles and Vehicle Replacement Policy / General Equipment Reserves***

The RFO suggested that BTC considers continuing to maintain around £70,000 of earmarked reserves for vehicle replacement/general equipment funds. If in future years BTC wishes to purchase its own ride-on mowers, the purchase would be covered by this fund.

She added that this (and other figures) may have to be 'tweaked' slightly once we have Band D figures from WBC, and other matters have been considered.

WP Recommendation: That the BTC Vehicles and Vehicle Replacement Policy / General Equipment Reserves for 2024/2025 be in the region of £70,000.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: That the BTC Vehicles and Vehicle Replacement Policy / General Equipment Reserves for 2024/2025 is in the region of £70,000.

(iv) ***Community Development Fund Earmarked Reserves***

The RFO reminded Members about the purchases made this financial year, that were covered by this earmarked reserve (2 x SIDs the Memorial at Birchwood Forest Park and the Locking Stumps play area refurbishment).

She asked Members to note that, going forward, the cost of items such as additional SIDs (approx. £3,000 each), benches (approx. £1,400 each), litter bins (approx. £250.00 each), play area refurbishments, events and any other potential community projects would be 'covered' by this fund.

Members were asked whether they have any suggestions for potential new community projects going forward.

Those Members present did not have any suggestions at this point in time.

The RFO suggested that BTC considers continuing to build up/maintain around £40,000 of earmarked reserves for the Community Development Fund, in addition to the proposed £7,000 within the main budget line for 2024/2025.

WP Recommendation: That the Community Development Fund Reserves for 2024/2025 is in the region of £40,000.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: That the Community Fund Reserves for 2024/2025 is in the region of £40,000.

(v) *Elections Earmarked Reserves*

At the WP Meeting, the RFO reminded Members that all-out elections will take place on 2nd May 2024. The costs for these will depend on many different factors.

The RFO gave an example of previous election costs from May 2021. The Chatfield, Gorse Covert and Oakwood Wards were uncontested. The Locking Stumps Ward was contested. Total charges were £3,239.50, so if all wards are contested, BTC may have to pay election fees of around £13,000 plus. The Council is usually given the option of paying this amount over a period of up to four years (not yet confirmed for 2024).

The RFO suggested BTC considers maintaining an earmarked £10,000 of earmarked reserves for the Elections Fund, in addition to the proposed 2024/2025 £6,000 in the budget line for Schedule A. This will also 'cover' the possibility of unexpected by-elections that might occur within the four-year term of office of the new Council.

WP Recommendation: Election Earmarked Reserves for 2024/2025 is around £10,000.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: That the Election Earmarked Reserves for 2024/2025 is in the region of £10,000.

(vi) *Contingency Fund*

At tonight's meeting, following discussions of the WP Meeting notes, the RFO suggested that BTC considers an earmarked £30,000 reserves for the Contingency Fund for 2024/2025.

WP Recommendation: That the Contingency Fund Reserves for 2024/2025 is in the region of £30,000

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: That the Contingency Reserves for 2024/2025 is in the region of £30,000.

(vii) *Utilities*

The RFO reported that an in depth discussion (detailed in the Notes of the WP Meeting) had taken regarding Gas, Electricity, Water and Sewage costs going forward. BTC's current gas and electricity contracts will come to an end in September 2024.

Because of the market uncertainties, and the likelihood that we will be paying around twice as much for gas and electricity when our current contracts finish (we can get a more specific update in February 2024) the RFO is proposing that Item 1 on Schedule A 'General and Water Rates/Gas/Electric' is increased to around £9,500 (the projected outturn this year on our current favourable contracts is £4,500).

WP Recommendation: To agree the increase to around £9,500 within the budget line on Schedule A for utilities for the 2024/2025 financial year.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: To increase the proposed Item 1 amount on Schedule A 'General and Water Rates/Gas/Electric' to around £9,500.

(viii) *Wildflowers*

The RFO asked ask Members if they wish to continue to finance some wildflower areas in Birchwood for the 2024/2025 season. In 2023/2024 a budget of £600 was agreed.

WP Recommendation: To agree a budget of £600 for wildflowers in the 2024/2025 financial year.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: To agree a budget of £600 for wildflowers in the 2024/2025 financial year.

(ix) *Birchwood Carnival*

The first Carnival Committee meeting for the 2024 Carnival took place on 12th October 2023.

At the WP Meeting, the RFO asked whether BTC wishes to consider continuing to support Birchwood Carnival financially.

The Town Council has historically supported the event financially by providing grant aid for the marquee, tables, chairs and portaloos. The amount of grant aid awarded in 2023/2024 was £2,375.50 plus VAT.

The RFO said that the costs to hire the same items may be slightly higher in 2024.

WP Recommendation: To, in principal, agree to support the 2024 Carnival by granting funding to cover the hire of the marquee, tables, chairs and portaloos.

This will have to be officially approved by Council when a formal application is presented.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation, in principal.

RESOLVED: To agree, in principal, to financially support the 2024 Carnival by way of funding the hire of the marquee, tables, chairs and portaloos.

(x) *North Warrington Cavy Club (NWCC) Storage Fees*

The RFO asked what level of fees the Council wishes to apply for the storage of the NWCC items for 2024/2025.

The 2023/2024 fees were set at £300, but the amount of items increased following the setting of that initial fee. NWCC has already been advised that the fee might increase.

Following discussion, it was suggested that the storage fee for 2024/2025 for the NWCC items in BTC's barn area be increased by £100 to £400.

WP Recommendation: To increase the storage fees for NWCC items within the barn area to £400 for the 2024/2025 financial year.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: To increase the storage fees for NWCC items within the barn area to £400 for the 2024/2025 financial year.

Action: Clerk's office to advise NWCC accordingly.

(xi) ***Birchwood Youth and Community Centre (BYCC) Tenancy***

At the WP Meeting, the RFO stated that the tenancy fee is currently agreed as a peppercorn rent of £1 per year, and confirmed that the 2023/2024 rent has been paid.

The RFO asked whether the Council wishes to maintain this level of rent. She also asked whether the Council might wish to consider setting an amount for a fixed number of years, so an amount can be paid in advance.

Following discussion, it was suggested that the above considerations be made by the new Council following the elections in May 2024.

WP Recommendation: To revisit the question of the BYCC rent level with the new Council in the 2024/2025 municipal year.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: To revisit the question of the BYCC rent level with the new Council in the 2024/2025 municipal year.

(xii) ***Replacing the remaining fluorescent light units***

At the WP Meeting, the RFO reported that five lighting units in the office building will be changed from fluorescent units to LED lighting units on 11th December 2023.

She asked whether the Council will consider budgeting for the replacement of the remaining fluorescent lighting units in the 2024/2025 financial year. The expected costs would be in the region of around £1,000.00

Following discussions, Members agreed that this would be an appropriate action.

WP Recommendation: To arrange for the remaining fluorescent lighting units to be replaced in the 2024/2025 financial year.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: To arrange for the remaining fluorescent lighting units to be replaced in the 2024/2025 financial year.

Action: Clerk's office to arrange for the lights to be replaced at an appropriate time.

(xiii) ***Band D Figures***

To note that BTC will not receive Band D figures from WBC for another few weeks, therefore it is currently unknown what impact these figures may have on the budget.

(xiv) ***Income***

To note that the main income this year has been from bank account / saving account interest. There has been additional income of £400 from the sale of PO51 WLE and some vehicle tax has been received back following this sale (£293.33).

Depending on the interest rate from October 2023 to the end of March 2024, we expect a 'general income' figure of around £6,500.

It is expected that income for 2024/2025 will remain similar at around £6,000 if interest rates remain around the same levels that they are now.

(xv) ***Proposed Schedule A / Projected Year End March 2024 Balances and Precept Options***

At the WP Meeting, the RFO reminded Members that these figures are all based on a 'best estimate' using the 2023/2024 6-monthly actual figures as guidance, i.e. to the end of September 2023.

The RFO also asked Members to consider the proposed Schedule A figures (pg. 124 below).

- (1) **Schedule A** – The proposed changes to Schedule A from the projected expenditure outturn 2023/2024 to the budget estimated expenditure 2024/2025 are as follows:

Item 1 – General and Water Rates/Gas/Electric - due to the expected significant increase in gas and electricity bills from September 2024, and the ongoing volatility of the utilities markets, this item has been increased from £4,500 to £9,500.

Item 2 – Insurance/Subs/Fees etc. – Propose slight increase by £500 (effectively just over £800 as, due to its sale, we will not have to pay vehicle tax for PO51 WLE in 24/25).

Item 3 – Employment costs – The projected outturn is £240,000, partly due to the retirement of one of the part-time members of the Maintenance Team, despite taking on one additional member of maintenance staff in June 2023 and also a part-time Administrative Assistant in May 2023.

The 2024/2025 estimated expenditure is £285,000. This takes into account any currently unknown wages increase for all staff, slightly increased hours for the Administrative Assistant (up to 20 hours per week from 15) and the potential for one additional full-time Maintenance Team Operative.

At tonight's meeting, the RFO stated that this figure (£285,000) may have to change, as the Living Wage figures, as published by the Living Wage Foundation (which BTC usually mirrors) had been released earlier today. She added that she had not yet had a chance to calculate how this might affect the proposed 2024/2025 employment figures.

Items 4A and 4B – Civic expenditure inc. newsletter & other miscellaneous – no change.

Item 5 – Town Council Revenue Expenditure(etc.). The £6,000 reduction from the projected outturn is because in 2023/2024 BTC purchased the new tipper van. However, there is still an increase from the original 2023/2024 budget line to take into consideration the continuing increases in rates of inflation.

Item 6 – Community Developments / Projects – Reduced from £27,000 projected outturn to £7,000 estimated expenditure, as BTC has not yet proposed any further significant projects going forward. The £22,000 over the budget line for 2023/2024 is covered by the 2023/2024 Community Development earmarked reserves.

Item 7 – Town Council Elections – Proposal to increase this to £6,000 from £1,500 initial budget, due to all-out elections taking place. BTC can usually pay election costs to WBC over a number of years. If not, we have the proposed £10,000 earmarked reserves fund to cover the cost.

Item 8 – Grants – proposed to keep the level at the initial 2023/2024 budget line of £5,000.

Item 9 – Parkers Farm Estate, etc. – To increase the budget slightly from £3,000 to £4,000, to cover any unexpected maintenance costs that might arise (such as the replacement of inadequate drains in this financial year).

Item 10 – Loans, etc. – To note that this amount is reducing slightly annually as the Public Works Loan continues to be ‘paid off’. The last payment is due to be made in September 2027.

WP Recommendation: To agree to the proposed figures above for the Schedule A budget line for the 2024/2025 financial year. They may need to be ‘tweaked’ slightly before formal approval if we receive significantly unexpected Band D figures.

Following consideration at tonight’s meeting, Members **unanimously resolved** to amend the above recommendation.

New Recommendation: To agree the proposed figures above in principal for the Schedule A budget lines for the 2024/2025 financial year, but to ask the RFO to prepare some amended figures to take into account a potential review of staff wages and, if received in time, Band D figures.

RESOLVED: To review amended figures at the November 2023 Budget, Strategy and Precept meeting, prior to formal approval.

Action: RFO to prepare amended figures for consideration at the November 2023 Budget, Strategy and Precept Meeting.

(2) **Projected Year End March 2024 Balances and Precept Options (pg. 125 below)**

At the WP Meeting, the RFO asked Members to consider the following:

- To note that a £200,000 6-month cash flow level is being proposed from 2024/2025 onwards.
- It is proposed that an estimated amount of £32,952.00 is taken from earmarked reserves, which will be reduced for 2023/2024 and put back into general balances.
- To note the draft projection year end balances for 2023/2024 and projected year end expenditure for 2024/2025, using the estimated schedule A figures; with 0% and 1% precept increase options for 2024/2025 shown.
- BTC has managed to keep a relatively tight hold on its spending in 2023/2024 and is in a good position to be able to keep the 2024/2025 precept increase very low or level compared to 2023/2024.
- To note that the currently unknown Band D figures may have an effect on these projections, when they are known.

The RFO asked Members if they could give a ‘steer’ to make recommendations for the formal precept discussions to take place at the October and November 2023 meetings.

Members discussed the options presented, and also the ongoing cost of living crisis and acknowledged the financial difficulties that the majority of people all over the country, including within the BTC community are experiencing.

WP Recommendation: To propose to full Council that BTC aims for a NIL precept increase for the 2024/2025 financial year.

New Recommendation: Following consideration at tonight's meeting, Members agreed to propose that the above recommendation be reconsidered at the November 2023 Meeting, once other figures had been reviewed.

RESOLVED: To review the proposal for the NIL 2024/2025 precept increase at the November 2023 Budget, Strategy and Precept Meeting, once the RFO has re-presented the figures.

(xvi) **Strategic Plan**

At the WP Meeting, the RFO proposed that Members might wish to consider leaving the preparation of a new plan until after the 'all-out' elections in May 2024, to allow the new Council to steer the strategy.

Members discussed this briefly. It was suggested that the current Council could possibly offer some 'pointers' for consideration by the new Council that they might wish to consider going forward.

WP Recommendation: To leave the preparation of a new Strategic Action Plan to the new Council following the May 2024 elections.

Following consideration at tonight's meeting, Members **unanimously resolved** to formally approve the above recommendation.

RESOLVED: To leave the preparation of a new Strategic Action Plan to the new Council following the May 2024 elections.

DRAFT Schedule A							9th Oct 2023
BIRCHWOOD TOWN COUNCIL							
YEAR-END PROJECTED OUTTURN 2023/2024							
AND FINANCIAL PROJECTION FOR 2024/2025 AND 2025/2026							
ITEM NO.	EXPENDITURE ITEM	BUDGET 2023/2024	PROJECTED EXPENDITURE OUTTURN 2023/2024	BUDGET ESTIMATED EXPENDITURE 2024/2026	BUDGET ESTIMATED EXPENDITURE 2025/2026		
1	General and Water Rates/Gas/Electric	£ 5,500	£ 4,500	£ 9,500	£ 10,500		
2	Insurance/Subs/Fees/Car Tax/Bank Charges	£ 18,500	£ 18,500	£ 19,000	£ 19,500		
3	Employment costs (inc employer NI & superannuation)	£ 275,000	£ 240,000	£ 285,000	£ 295,000		
4A	Civic - Chairman's Allowance	£ 1,000	£ 1,000	£ 1,000	£ 1,000		
4B	Civic - Newsletter	£ 1,000	£ 1,000	£ 1,000	£ 1,000		
4C	Councillors Allowances/Expenses	NIL	NIL	NIL	NIL		
5	Town Council Revenue Expenditure (inc. cleaning services)	£ 41,000	Δ £ 56,000	£ 50,000	£ 55,000		
6	Community Developments/Projects	£ 5,000	* £ 27,000	£ 7,000	£ 7,000		
7	Town Council Elections	£ 1,500	£ 2,000	£ 6,000	£ 6,000		
8	Grants	£ 5,000	£ 3,600	£ 5,000	£ 5,000		
9	Parkers Farm Estate/Maintenance/Equipment fund	£ 3,000	£ 3,000	£ 4,000	£ 4,000		
10	Loans inc. Mortgage Fund for Parkers Farm Estate	£ 19,300	£ 19,300	£ 18,500	£ 17,800		
	TOTALS	£ 376,800	£ 375,800	£ 408,000	£ 420,800		
	Signed _____	Chair					
	Signed _____	Clerk					
	Signed _____	RFO					
	Date: October 2023						
	Δ An amount of £24,655.00 - is covered by the earmarked reserves for 'General Equipment (inc. vehicles)' of £9,190.53 re: purchase of Tipper SC BTYF						
	* £5,000 from budget & £22,000 from earmarked community development reserves (including the not yet invoiced by VBC for L/S play area and BFP memo item) plus approx £6,000 for 2 x speed indicator devices.						

OCTOBER 2023 - DRAFT PROJECTION YEAR END BALANCES 23-24 AND 24-25					
Birchwood Town Council		Projection - Year End March 2025 Balances (rounded)			
Projection - Year End March 2024 Balances (rounded)		0% Increase		1% Increase	
Income					
Balances B/F March 2023 (audited)	£ 373,807.00	Balances B/F March 2024	£ 377,952.00	Balances B/F March 2024	£ 377,952.00
Precept 23-24	£ 373,445.00	Precept 24-25	£ 373,445.00	Precept 24-25	£ 377,179.45
General Income approx. (bank interest & other)	£ 6,500.00	from previous earmarked reserves brought back into general balances	£ 6,000.00 £ 32,952.00	£ 6,000.00 £ 32,952.00	£ 6,000.00 £ 32,952.00
2024/2025 reduction/increase in Band D properties (currently unknown)					
Total		£ 753,752.00		£ 790,349.00	
Expenditure					
See Budget Schedule A					
Projected Expenditure: 23-24	£ 375,800.00	Projected Expenditure: 24-25	£ 406,000.00	Projected Expenditure: 24-25	£ 406,000.00
Projected March 2024 Balances C/F	£ 377,952.00	Projected March 2025 Balances C/F	£ 384,349.00	Projected March 2025 Balances C/F	£ 388,083.45
Less 6 months Cash flow	£ 195,000.00	Less 6 months Cash flow	£ 200,000.00	Less 6 months Cash flow	£ 200,000.00
Therefore projected Reserves / Earmarked funds available	£ 182,952.00	Therefore projected Reserves / Earmarked funds available	£ 184,349.00	Therefore projected Reserves / Earmarked funds available	£ 188,083.45
Elections	£ 10,000.00				
Vehicles/Equipment	£ 70,000.00				
Community Development (inc. SIDs, benches, etc.)	£ 40,000.00				
Contingency Fund	£ 30,000.00				
To put back into general balances for 2024/2025	£ 32,952.00				
	£ 182,952.00				

PROGRESS REPORT

199/23-24 LOCKING STUMPS – PLAY AREA REFURBISHMENT

The RFO reiterated, as mentioned earlier in the meeting (Minute 186/23-24 (a)) that we have been informed that WBC is drafting a press release regarding the refurbishment.

200/23-24 SPEED INDICATOR DEVICE (SID)

- (a) The RFO stated that, as mentioned earlier in the meeting (Minute 186/23-24 (i)) that the two SIDs have been installed – one on Warrington Road, on the approach to Risley Village from Culcheth, and the other on Admirals Road, near Keys Close.
- (b) The RFO stated that BTC's original mobile SID has been serviced by Westcotec. It required a new battery and tripod (which Cheshire Constabulary is paying for). We are awaiting for the Police to arrange for delivery of the device back to BTC.

201/23-24 MEMORIAL BIRCHWOOD FOREST PARK

This was also discussed earlier in the meeting, when Councillor Ellis gave an update on the arrangements for laying a wreath at the Memorial on 12th November. (See minute 187/23-24.)

202/23-24 **BENCHES**

The RFO said that Officers are still working on a consultation document to send out to residents regarding the proposed areas for two additional benches to be located.

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

203/23-24 **BTC VEHICLES**

To RFO asked Members note that PO51 WLE has sold for £400 and we have received 11 month's of vehicle tax refund (£293.33). This will be accounted for at the end of year as 'Other Income' on the 'Income Summary Statement 2023/2024'.

204/23-24 **STORAGE FOR THE NORTH WARRINGTON CAVY CLUB (NWCC)**

The RFO stated that this was discussed earlier in the meeting see Minute 198/23-24 (x) above when the WP recommendation to increase the storage fees for 2024/2025 was **unanimously resolved** at tonight's meeting.

205/23-24 **LEGIONELLA RISK ASSESSMENT**

The RFO asked Councillors Atkin and Ellis whether they had been able to give further consideration to undertaking the required Legionella Risk Assessment for BTC.

Councillor Atkin and Councillor Ellis both indicated that although they have the expertise in Legionella Risk Assessment, they might not be able to commit to undertaking the ongoing monitoring, or provide any certification required.

After a short discussion, the Council **resolved** that Officers should arrange for an external company to undertake a Legionella Risk Assessment at the Parkers Farm premises.

Action Officers to arrange for the Legionella Risk Assessment to be undertaken.

206/23-24 **EXTERNAL AUDITOR'S REPORT**

The RFO noted that nobody had requested to see hard copies of the externally audited AGAR and related documents for the year end March 2023. They remain on our website.

207/23-24 **REPLACEMENT OF FIVE LIGHTING UNITS**

The RFO reported that five of the fluorescent lighting units within the offices will be replaced with new LED units on 11th December 2023. We negotiated a £20 reduction in price.

208/23-24 **POPPY WREATHS**

The RFO stated that the Annual Community Service of Remembrance, which is organised by Birchwood Lions, will be taking place on Saturday 11th November, starting at 11am prompt.

Three poppy wreaths were ordered by BTC and have been received, to be laid on behalf of the community of Birchwood. One will be laid at the Shopping Centre Memorial Garden, another at the Cross Lane South Memorial, and this year, an additional wreath will be laid at the Memorial at Birchwood Forest Park, dedicated to those people who worked in the Risley Ordnance Factories.

The actual cost of the three wreaths (with a discount code) was £50.98, plus a donation of £99.02 – total £150.

209/23-24 **GENERAL MATTERS FOR REPORTING / NOTING**

- (a) To note that BTC is still awaiting the second grant payment for the EV Chargers to be paid to us.
- (b) To note that we are still trying to obtain an additional quote regarding the repair to the bodywork of MK71 FVC.

NEW FINANCE, AUDIT AND PERSONNEL ITEMS

210/23-24 **BANK ACCOUNT RECONCILIATION**

To receive the Town Council's Income and Expenditure Statements and Bank Reconciliation Schedules for the account period 1st April 2023 – 31st July 2023 and for the account period 1st April 2023 – 30th September 2023.

The payroll figure for July 2023 was £12,930.10 (9 staff), the payroll figure for August 2023 was £12,924.56 (9 staff) and the payroll figure for September 2023 was £12,893.75 (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.

Councillor Ball **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that Members are happy with the schedules as presented. These will be signed by the RFO and the Chair, following the meeting.

211/23-24 **GDPR**

The RFO told Members that we have received information from John Henry, in his role as our Data Controller, advising us that BTC needs to prepare for the changes to the DPA 2018/UK GDPR becoming enshrined in new legislation. This will introduce the concept of Privacy Management Programmes. Mr. Henry will design a template approach for the Council to bring together the various strands of Data Protection and the upcoming changes in legislation.

Officers need to confirm whether the personal data categories processed by the Town Council are the same or have changed. The Clerk and RFO will review the categories as soon as possible and report back to Mr. Henry.

212/23-24 **GRANT AID APPLICATIONS**

(a) **Birchwood Lions**

Birchwood Lions have submitted a grant aid application requesting a grant of £150 to support the annual Community Service of Remembrance, as the Council has in previous years. The funding would assist in paying for Birchwood Brass Band to play at the service.

The RFO asked Members to consider the application.

Councillor Ellis **proposed**, Councillor Scott **seconded**, and it was **unanimously resolved** that £150 be awarded to support the annual Community Service of Remembrance.

Action: Clerk's office to liaise with Birchwood Lions regarding the grant award.

(b) **Families United (Warrington)**

Families United (Warrington) – have submitted a grant aid application in the amount of £750 to support various Christmas activities for Warrington’s children/young adults with profound, neurodiverse and sensory disabilities. There are 12 families that live in Birchwood with one or more children on the Families United database.

The RFO asked Members to consider the application.

Following detailed discussion, Councillor Ellis **proposed**, Councillor Atkin **seconded**, and it was **unanimously resolved** that £400 be awarded, in principal, to Families United (Warrington). They will be asked to agree to a number of conditions, in order to comply with BTC’s terms and conditions for the awarding of grant aid.

Action: Clerk’s office to liaise with Families United (Warrington) regarding the grant award.

213/23-24 **BTC POLICIES**

The RFO asked Members to formally consider and approve / re-approve the following:

- Birchwood Town Council – Equality and Diversity Policy
- Birchwood Town Council – Dignity at Work / Anti-Harassment and Bullying Policy
- Content for the Grievance Procedure – currently part of the Employee Handbook – to be made into a separate policy document. This is based on the ACAS ‘Code of Practice on Disciplinary and Grievance Procedures’.

Members unanimously resolved to reapprove the above policies and the proposed content for a formal Grievance Procedure.

Action: Clerk’s office to create a formal Grievance Procedure as detailed above.

214/23-24 **GENERAL ITEMS FOR REPORTING/NOTING**

- (a) To note that an updated Letter of Engagement with our payroll service provider has been signed and returned to them. There is no change in the terms of service.
- (b) To note that we have made preliminary enquiries with a company that assists (free of charge) in finding the best deals for gas and electricity prices, as our current favourable deals will be ending in September 2024. Early indications are that we can expect the prices to be at least double, if not more, than we are currently paying.
- (c) Received – HMRC Employer Bulletin – October 2023.
- (d) To note that we have received a copy of the Certificate of Employers’ Liability Insurance from the North Warrington Cavy Club (NWCC) covering 21/10/2023 to 20/10/2024. NWCC stores some of their items in one of BTC’s barn rooms.

This part of the meeting concluded at 7.10pm

Payment of Accounts:

Resolved: that the following payments be approved as the residual July 2023, August 2023 and part of the September 2023 accounts

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	*	PREM/Clean	Office cleaning services July 2023	£ 446.88	£ 89.40	£ 536.38
25.07.2023	*	Farnworth 2000 t/a PSD	Part 1 payment inv 7253 - tipper SC19 TYF inc. £320 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 walets 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	*	Hallidays	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 Bwd Carnival	£ 1,775.50	£ 355.10	£ 2,130.60
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	*	Bite 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 600mm heavy duty pallet stretch wrap	£ 10.41	£ 2.08	£ 12.49
04.08.2023	*	Reimburse Mrs C Caddock	Utianji & 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	*	Clr J Dempsey	Part 1 Chair's allowance	£ 400.00		£ 400.00
25.08.2023	*	PREM/Clean	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	*	Clr J Dempsey	Part 2 Chair's allowance	£ 400.00		£ 400.00
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		£ 9,710.00
12.09.2023	DD	Waterplus	Water/wastewater services (4083867607)	£ 92.81		£ 92.81
13.09.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 64.53	£ 12.90	£ 77.43
15.09.2023	DD	Avoira	IT support, backups, internet services (4 x inv.) Sept 2023	£ 232.11	£ 46.42	£ 278.53
15.09.2023	DD	ASL (previously t/a CopyriteSystems)	Photocopying charges	£ 17.31	£ 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	£ 2,100.00	£ 420.00	£ 2,520.00
15.09.2023	*	HMRC	Tax £1,376.80 Nil £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 Account since 15th September 2023

Date	Ref	Payee	Description	Net	VAT	Gross
20.09.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 151.73	£ 30.34	£ 182.07
20.09.2023	*	Hollis Electrical & Security Services	Electrical work in the mess room and disabled toilet and repair to one of the car park lighting columns	£ 162.00	£ 32.40	£ 194.40
21.09.2023	DD	E-on Next	Electricity - Locking Stumps MUGA	£ 9.53	£ 0.48	£ 10.01
22.09.2023	*	PREMI Clean	Office cleaning services September 2023	£ 446.98	£ 89.40	£ 536.38
25.09.2023	*	CMJK Visual Safety (t/a Eureka)	First Aid supplies and stock refill	£ 181.55	£ 36.31	£ 217.86
27.09.2023	DD	British Gas	Gas - Parkers Farm 26/07/23 - 07/09/23	£ 5.70	£ 0.29	£ 5.99
28.08.2023	DD	Firstcom Europe	Office phone charges	£ 49.96	£ 9.99	£ 59.95
29.09.2023	*	ESI	6-monthly fire maintenance service & 2 x new 12v batteries	£ 219.60	£ 43.92	£ 263.52
29.09.2023	*	ESI	6-monthly emergency lighting maintenance service	£ 75.95	£ 15.19	£ 91.14
02.10.2023	DD	Waterplus	Water and wastewater services (4083868280)	£ 25.46		£ 25.46
02.10.2023	DD	LEVL	Geotab Pro Plus (in advance - October monthly subscription)	£ 30.00	£ 6.00	£ 36.00
02.10.2023	DD	James Todd (Go Cardless)	Payroll services (August 2023 fee)	£ 66.00	£ 13.20	£ 79.20
04.10.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 78.62	£ 15.73	£ 94.35
04.10.2023	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
06.10.2023	*	Cheshire Association of Local Councils	Training 'Meetings and Procedures' HT	£ 25.00		£ 25.00
06.10.2023	*	October 2023 Wages	9 staff	£ 12,804.96		£ 12,804.96
06.10.2023	*	C Caddock	Reimb. 3 x poppy wreaths	£ 150.00		£ 150.00
06.10.2023	*	Matco Direct	Mat maintenance October 2023 - March 2024	£ 251.72	£ 50.34	£ 302.06
06.10.2023	*	Warrington Borough Council	Election charges May 2021 - part 3/3 (final payment)	£ 1,079.83		£ 1,079.83
11.10.2023	DD	British Gas	Gas - Parkers Farm	£ 7.19	£ 0.36	£ 7.55
11.10.2023	DD	Allstar	Fuel (office vans, equipment, mowers)	£ 165.29	£ 33.06	£ 198.35

Payments of accounts for approval at the October 2023 meeting

Date	Ref	Payee	Description	Net	VAT	Gross
all tbc	DD	Legal and General	Ill health insurance	£ 159.87		£ 159.87
	DD	Firstcom Europe	Phone/enhanced internet speed charges	tbc		
	DD	Waterplus	Water and wastewater services (4083868280)	£ 25.46		£ 25.46
	DD	Waterplus	Water/wastewater services (4083867607)	£ 92.81		£ 92.81
	DD	Avovira	IT support, backups, internet services (4 x inv.) October 2023	£ 232.11	£ 46.42	£ 278.53
	DD	James Todd	September payroll fee	£ 66.00	£ 13.20	£ 79.20
	DD	E-on	Electricity - Locking Stumps multi-use games area	£ 9.63	£ 0.48	£ 10.11
	*	Premiclean	Cleaning services October 2023	£ 446.98	£ 89.40	£ 536.38
	DD	LEVL	Geotab Pro Plus (monthly subs.- in advance) November 2023	£ 30.00	£ 6.00	£ 36.00
	DD	Allstar	Fuel (office vans, equipment, mowers)	tbc		
	*	Elan City Ltd	2 x solar-powered speed indicator devices & related equipment	£ 4,948.80	£ 989.76	£ 5,938.56
	DD	Financial Direct Fees	FD online charges	£ 40.00		£ 40.00
	*	HMRC	Tax £1,244.40 NI £ 2,174.71 (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
	DD	BNP Paribas	Photocopier Lease	£ 170.00	£ 34.00	£ 204.00
	DD	Information Commissioner's Office	Data Protection Renewal Fee	£ 35.00		£ 35.00
	*	ASL (previously t/a Copyrite)	Photocopying charges	£ 11.05	£ 2.21	£ 13.26
	DD	British Gas	Gas - Parkers Farm	tbc		
	DD	B&Q Account	Items to repair bin store/fence and tarmac/concrete/gravel/sand and a hacksaw/woodsaw and screw driver bits	£ 103.70	£ 20.74	£ 124.44
	*	Viking	Stationery	£ 61.02	£ 12.20	£ 73.22
	*	Gallus Online Ltd	Office chair	£ 159.95	£ 31.99	£ 191.94
	*	ASL	Photocopying charges	£ 28.37	£ 5.68	£ 34.05
	*	HMRC	Tax £1,396.40 NI £ 2,163.15 (6 Oct 2023 to 5 Nov 2023)	£ 3,559.55		£ 3,599.55
	*	Cheshire Pension Fund	Pension conts. re: October 2023 Eee £965.03 Eer £3,545.34	£ 4,510.37		£ 4,510.37
	DD	B&Q Account	Toilet seal, rubble sacks, sharp sand and sealant	£ 43.54	£ 8.71	£ 52.25