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LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 15 JANUARY 2018 AT 7.30 PM

Present: Councillors E Wallace (Chair)
 S Jones (Vice-Chair)
 R Berry
 S Cotter
 K Cursons
 S Cursons
 A Dodwell
 K Ferguson
 M Freeman
 F Kharawala
 C Palmer

Also in attendance: M Saccoccio, Town Clerk
 C Cummins, Finance Officer
 S Sandiford, Head of Democratic and Central
 Services
 M Jahn, Committee Officer

Members of the public: 1
Members of the press 0

307/PF APOLOGIES FOR ABSENCE

Apologies for absence had been received Councillor G Perham

308/PF DECLARATIONS OF INTEREST

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting.

Councillor C Palmer declared a personal interest in agenda item 7 (payments) as the list of payments included a payment relating to Leighton-Linslade in Bloom, of which his wife was a committee member.

Councillor A Dodwell declared an interest in agenda item 12 (ii) (2018 Honorary Burgess nominations) as one of the nominees was known to her.

Councillor F Kharawala declared an interest in agenda items 7 and 8 (payments and nine month budget monitoring report) as her business was mentioned within the reports.

309/PF QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

There were no questions from members of the public.

310/PF MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on 20 November 2017 for consideration.

Minute reference 298/PF: the waste collection at Astral Park had been resolved reducing payments by approximately £2000 per year. It was noted that officers would be reviewing Financial Regulations and would bring any recommendations for changes to these or to existing procedures back to Committee for consideration.

Minute reference 304/PF: an update was given confirming a consultant had been appointed and attended three visits to date, giving advice and support to officers. Information would be available for Members before the next Policy and Finance Meeting to give advice to Councillors on complying with the new data protection regulations.

Minute reference 305/PF: the Committee received a verbal update confirming a February install date for the Modern Gov system with training for officers during March and April and then training for councillors if requested. It was anticipated that the system would go live in May 2018.

RESOLVED that the minutes of the Policy and Finance Committee meeting held on 20 November 2017 be approved as a correct record and signed accordingly

311/PF MINUTES OF SUB-COMMITTEE MEETINGS

The Committee received the draft minutes of the Police Liaison Sub-Committee meeting held on 8 January 2018. A brief verbal update was given in respect of the Town Council's redeployable CCTV cameras and the Dunstable truck convoy.

RESOLVED to receive the draft minutes of the Police Liaison Sub-Committee 9 October 2017.

312/PF COMMITTEE OBJECTIVES AND WORK PLAN

The Committee received the Work Plan and objectives for 2017-2018. A brief verbal update was given in respect of communications. The sign-off process for communications was queried and the Committee was advised that tightening up on this process was part of the reasoning behind development of an internal communications protocol. Members suggested that a named officer should oversee and sign off all communications to ensure not only accuracy but consistency in terms of style.

In respect of Operation Dodford, it was noted that a review meeting was due to be held with Bedfordshire Police, prior to consideration of a service level agreement for 2018-19.

A brief update was given on the Town Council Accommodation. The Town Clerk confirmed a surveyor had been appointed to act on the Town Council's behalf liaising with the landlord.

RESOLVED to note the Committee Objectives and Work Plan for 2017-2018.

313/PF PAYMENTS

NOVEMBER AND DECEMBER PAYMENTS 2017

The Committee received two sets of schedules of payments which had previously been approved for payment by the Town Clerk and countersigned by two account signatories.

The six schedules for November dated 20 November 2017, 8 December 2017 and 11 December 2017 included BACS payments amounting to £146,761.42 (page numbers 2245-2246 and 2251-2264) and cheque payments amounting to £7,729.83 (cheque numbers 17111-17132), including White House petty cash amounting to £182.54, Astral Park £87.77 and TACTIC petty cash amounting to £36.85.

The monthly salaries listing for November 2017 amounting to £93,554.65 gross was received. A cash book report for November 2017, including details of all direct debit payments, was also received.

The schedules for December included BACS payments amounting to £113,383.41 (page numbers 2267-2275) and cheque payments amounting to £970.85 (cheque numbers 17133-17139 including White House petty cash amounting to £32.90 and Astral Park £56.89.

The monthly salaries listing for December 2017 amounting to £57,620.45 gross was received. A cash book report for December 2017, including details of all direct debit payments, was also received.

RESOLVED to note the schedules of accounts for November and December 2017.

It was noted that all payments had been made within the budget and that there were no irregularities to be drawn to the attention of the Committee.

314/PF NINE MONTH BUDGET MONITORING REPORT

The Committee received a nine month budgeting report for the period April –

December 2017.

A question was raised regarding the market income and whether there would be a greater deficit than originally forecast. It was noted that there were many variables which could affect market income, in particular the weather conditions. Detailed financial reports were presented to the Market Sub-Committee. The Market was recognised to be a community asset and a benefit to the town and therefore, while the aspiration remained to increase income, the Town Council would continue to subsidise this as a service.

A further question was raised regarding the gap between income and expenditure at Astral Park and the prediction to year end.

RESOLVED to receive the report.

315/PF 2018-2019 BUDGET

The Committee received a report for the budget setting process 2018-2019. The budget was predicated on committee budgets which had been reviewed and endorsed by Town Council Standing Committees during December/January. The budget had been developed to achieve a 0% increase in council tax. Due to the completion of a longstanding loan, this had been achieved without any requirement to draw down from reserves and despite a lower than anticipated increase in the Council Tax base.

The Committee questioned the number of dwellings as provided by the local authority, as this seemed low when compared to the housing development which had taken place to the south of the town. It was agreed that the Town Clerk should seek clarification of this number from Central Bedfordshire Council.

In addition to the proposed budget, the Committee received an updated version of the Town Council five year financial plan, which outlined available funds for agreed and anticipated projects. The plan would continue to be the subject of ongoing iteration.

RESOLVED to note the report.

RECOMMENDED to Council to approve the proposed budget of £2,134,507 for the Financial Year 2018-2019, subject to clarification being sought from Central Bedfordshire Council on the number of new dwellings in the Parish.

RECOMMENDED to Council that the Council Tax of £149.58 (Band D Equivalent) remain unchanged for the Financial Year 2018-19.

316/PF BUCKINGHAM PALACE GARDEN PARTY

The Committee received information from the Bedfordshire Association of Town and Parish Councils regarding the annual nomination for the Summer

2018 Garden Party.

RESOLVED to nominate previous Town Mayor Cllr S Cotter for the draw to attend the 2018 Buckingham Palace Garden Party.

317/PF 2018-2019 RISK REGISTER AND ACTION PLAN

The Committee received a report regarding the Town Council Risk Register and Action Plan for 2018-2019 and considered the recommendations contained therein. No questions were raised in respect of the Risk Register or the proposed Action Plan.

RESOLVED to note the report.

RECOMMENDED to Council to approve the Risk Register and Action Plan for 2018-2019, to be signed by the Town Mayor and Responsible Financial Officer.

318/PF EXCLUSION TO THE PUBLIC

RESOLVED that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:

- (i) Websites support contract**
- (ii) 2018 Honorary Burgess nominations**
- (iii) Minutes of the Personnel Sub-Committee meeting held 8 January 2018.**

319/PF WEBSITES SUPPORT CONTRACT

The Committee received a report to seek endorsement in terms of a website support provider for 2018-2019. Three suppliers had been approached, two quoted and one declined to quote. Proposals were not only for secure hosting of the Town Council's four websites, but for technical support and content management support, given the increasing level of work needed to manage and maintain the sites. The level of external support needed would be monitored for the twelve month duration of the contract and would then inform any future agreement. During the initial twelve months, a full review of the websites would be undertaken and a development plan created to take forward into 2019 and onwards.

A number of minor queries were raised in respect of the quotations provided. While the Committee was broadly supportive of the recommendation made, it was agreed that clarification should be sought on these points and a final decision made by the Town Clerk.

RESOLVED to appoint Provider B as website support provider for twelve months from 26 February 2018, subject to final approval by the Town Clerk following clarification of the queries raised.

320/PF 2018 HONORARY BURGESS NOMINATIONS

The Committee received and considered three nominations for the 2018 award of Honorary Burgess., further to the recommendation made by the Grants and Awards Sub-Committee on 13 November 2017.

The Committee agreed to support all three nominations. Nominees would now be contacted to seek their agreement to progress to a final decision at Council.

RECOMMENDED to Council approval of three nominations for the 2018 Honorary Burgess award.

C Cummins and M Jahn left the meeting.

321/PF MINUTES OF PERSONNEL SUB-COMMITTEE MEETING HELD ON 8 JANUARY 2018.

The Committee received the draft minutes of the Personnel Sub-Committee meeting held on 8 January 2018. A brief verbal explanation was given in respect of the items discussed at that meeting. The Committee noted the resolutions made in respect of the Service Level Agreement for Human Resources and Occupational Health Support, TACTIC staffing and Cultural and Economic Services staffing.

RESOLVED to receive the draft minutes of the Personnel Sub-Committee meeting held on 8 January 2018.

The meeting closed at 2109 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 15 JANUARY 2018.

Chair

26 FEBRUARY 2018.

At : 15:55

Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Human Focus International Ltd	HUM001				
08/12/2017	21649	<i>E-Learning System</i>		238.80	0.00	238.80	0.00
					0.00	238.80	
				Above paid on : 09/01/2018 By Cheque			17133
		Petty Cash - Sarah Sandiford/M	PETTYCASH				
04/01/2018	DEC2017	<i>December Top Up</i>		32.90	0.00	32.90	0.00
					0.00	32.90	
				Above paid on : 09/01/2018 By Cheque			17134
		Petty Cash - Sarah Sandiford/M	PETTYCASHA				
04/01/2018	DEC2017	<i>December Top Up</i>		56.89	0.00	56.89	0.00
					0.00	56.89	
				Above paid on : 09/01/2018 By Cheque			17135
		Petty Cash - Sarah Sandiford/M	PETTYCASHT				
04/01/2018	DEC2017	<i>December Top Up</i>		97.67	0.00	97.67	0.00
					0.00	97.67	
				Above paid on : 09/01/2018 By Cheque			17136
		Power Precision Poweroll	POW001				
05/12/2017	171282	<i>Service to Cricket Roller</i>		307.04	0.00	307.04	0.00
					0.00	307.04	
				Above paid on : 09/01/2018 By Cheque			17137
		TS Print Group	TSG001				
30/11/2017	5399	<i>Correx signs Xmas festival</i>		97.20	0.00	97.20	0.00
21/12/2017	5449	<i>1 x banner</i>		69.60	0.00	69.60	0.00
					0.00	166.80	
				Above paid on : 09/01/2018 By Cheque			17138
		UNISON	UNI002				
09/01/2018	DECEMBER2017	<i>December subscriptions</i>		70.75	0.00	70.75	0.00
					0.00	70.75	
				Above paid on : 09/01/2018 By Cheque			17139
				PAYMENT TOTALS	0.00	970.85	

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List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Abraham Investments Ltd			ABR001				
30/10/2017	4773	Estimated electricity at W/H		789.28	0.00	789.28	0.00
					0.00	789.28	
				Above paid on : 09/01/2018		BACS No ABR001	
Supplier : Advanced Vehicle Glazing Ltd			ADV003				
06/12/2017	130965	Backlight for Hi-lux		417.60	0.00	417.60	0.00
					0.00	417.60	
				Above paid on : 09/01/2018		BACS No ADV003	
Supplier : Audiolink			AUD003				
07/12/2017	396128	Radio hire for Xmas event		224.52	0.00	224.52	0.00
					0.00	224.52	
				Above paid on : 09/01/2018		BACS No AUD003	
Supplier : B Kent Electrical Ltd			BKE001				
30/11/2017	2563	Electricity supply checks		90.00	0.00	90.00	0.00
13/12/2017	2562	Repairs to lights at Astral		268.80	0.00	268.80	0.00
					0.00	358.80	
				Above paid on : 09/01/2018		BACS No BKE001	
Supplier : Bedfordshire Pension Fund			BPF001				
18/12/2017	732345	Added Years November		362.73	0.00	362.73	0.00
					0.00	362.73	
				Above paid on : 09/01/2018		BACS No BPF001	
Supplier : Bedfordshire Pension Fund			BPF003				
09/01/2018	DECEMBER2017	December contributions		19,653.12	0.00	19,653.12	0.00
					0.00	19,653.12	
				Above paid on : 09/01/2018		BACS No 101011	
Supplier : BT Events			BTE001				
13/12/2017	INV-0103	Meal vouchers Christmas event		202.80	0.00	202.80	0.00
28/12/2017	INV-0107	Event management		2,448.00	0.00	2,448.00	0.00

Leighton-Linslade Town Council
List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	101.01	
				Above paid on : 09/01/2018		BACS No LYR001	
		Supplier : Majestic Trees	MAJ001				
06/12/2017	422006	Supply and plant trees		4,760.98	0.00	4,760.98	0.00
					0.00	4,760.98	
				Above paid on : 09/01/2018		BACS No MAJ001	
		Supplier : Manton Office Equipment Ltd	MAN001				
08/12/2017	101426	Washing up brushes		12.01	0.00	12.01	0.00
					0.00	12.01	
				Above paid on : 09/01/2018		BACS No MAN001	
		Supplier : M.C.S Contract Cleaning Limited	MCS001				
31/12/2017	36733	Multi storey toilet cleaning		4,550.40	0.00	4,550.40	0.00
					0.00	4,550.40	
				Above paid on : 09/01/2018		BACS No MCS001	
		Supplier : MH Goals Ltd	MHG001				
13/12/2017	121	Dimple Line Marker		1,186.80	0.00	1,186.80	0.00
					0.00	1,186.80	
				Above paid on : 09/01/2018		BACS No MHG001	
		Supplier : Microshade Business Consultants Ltd	MIC002				
26/12/2017	10274	Monthly hosting fee		278.58	0.00	278.58	0.00
31/12/2017	10309	Accounting Support December		1,291.80	0.00	1,291.80	0.00
					0.00	1,570.38	
				Above paid on : 09/01/2018		BACS No MIC002	
		Supplier : Reconomy UK	MT002				
30/11/2017	3611053	Glass waste Astral Park		203.20	0.00	203.20	0.00
30/11/2017	3611185	Animal waste enclosed skip		715.49	0.00	715.49	0.00
13/12/2017	3613894	General mixed Xmas event		276.00	0.00	276.00	0.00
15/12/2017	3617797	Light waste at White House		19.64	0.00	19.64	0.00
15/12/2017	3617798	General mixed at Astral Park		37.46	0.00	37.46	0.00
15/12/2017	3617799	Special clinical at Astral Par		16.92	0.00	16.92	0.00

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
15/12/2017	3617800	Clinical waste Astral Park		7.08	0.00	7.08	0.00
15/12/2017	3617901	Mixed waste Vandyke		149.84	0.00	149.84	0.00
15/12/2017	3618074	Mixed waste Market		280.95	0.00	280.95	0.00
15/12/2017	3618075	Mixed recyclables Market		97.92	0.00	97.92	0.00
15/12/2017	3618076	Mixed waste Markets		76.92	0.00	76.92	0.00
31/12/2017	3630714	Light mixed waste W/H		19.64	0.00	19.64	0.00
31/12/2017	3630715	General mixed waste Astral		37.46	0.00	37.46	0.00
31/12/2017	3630716	Sanitary clinical waste Astral		16.92	0.00	16.92	0.00
31/12/2017	3630717	Special clinical at Astral		7.08	0.00	7.08	0.00
31/12/2017	3630718	General mixed waste cemetery		149.84	0.00	149.84	0.00
31/12/2017	3630955	General mixed waste - Market		224.76	0.00	224.76	0.00
31/12/2017	3630956	Mixed recyclables - Market		65.28	0.00	65.28	0.00
31/12/2017	3630957	General mixed waste - Market		76.92	0.00	76.92	0.00

0.00 2,479.32

Above paid on : 09/01/2018

BACS No **MT002**

Supplier : Northgate Vehicle Hire

NOR002

27/12/2017	SL04787427	Vehicle hire		379.91	0.00	379.91	0.00
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0.00 379.91

Above paid on : 09/01/2018

BACS No **NOR002**

Supplier : Pauls Skip & Grab Hire

PAU001

12/12/2017	A2027	Hire of skips - November		966.00	0.00	966.00	0.00
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0.00 966.00

Above paid on : 09/01/2018

BACS No **PAU001**

Supplier : Pitney Bowes Purchase Power

PIT001

18/12/2017	BF181354	Top Up plus cartridges		836.88	0.00	836.88	0.00
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0.00 836.88

Above paid on : 09/01/2018

BACS No **PIT001**

Supplier : Produlic Limited

PRO004

21/11/2017	9665J4839	Improvements to Adam's Park		24,001.20	0.00	24,001.20	0.00
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0.00 24,001.20

Above paid on : 09/01/2018

BACS No **PRO004**

Supplier : Prudential - LEIGH/LINS TWN

PRU001

Handwritten signature/initials

Leighton-Linslade Town Council
List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
09/01/2018	DECEMBER2017	AVC payment		300.00	0.00	300.00	0.00
					0.00	300.00	
				Above paid on : 09/01/2018		BACS No LLTC	
		Supplier : Royal Mail Group Ltd	ROY002				
28/12/2017	1109332580	Royal mail charges		118.28	0.00	118.28	0.00
					0.00	118.28	
				Above paid on : 09/01/2018		BACS No ROY002	
		Supplier : R T Machinery Ltd	RTM001				
04/01/2018	122009	Plant Trailer		2,748.96	0.00	2,748.96	0.00
					0.00	2,748.96	
				Above paid on : 09/01/2018		BACS No RTM001	
		Supplier : Sentinel Door Supervision Ltd	SEN002				
14/12/2017	SDS/0390	Gate locking security		70.00	0.00	70.00	0.00
19/12/2017	SDS/0396	Gate locking security		70.00	0.00	70.00	0.00
04/01/2018	SDS/0401	Gate locking security		60.00	0.00	60.00	0.00
05/01/2018	SDS/0406	Gate locking security		50.00	0.00	50.00	0.00
					0.00	250.00	
				Above paid on : 09/01/2018		BACS No SEN002	
		Supplier : SRM (Security Risk Management)	SRM001				
08/01/2018	3767	Market security		920.16	0.00	920.16	0.00
					0.00	920.16	
				Above paid on : 09/01/2018		BACS No SRM001	
		Supplier : SV Stocktaking Services	SVS001				
10/10/2017	3619	Stocktake October		185.00	0.00	185.00	0.00
					0.00	185.00	
				Above paid on : 09/01/2018		BACS No SVS001	
		Supplier : Toolmonkey Ltd	TOO001				
31/12/2017	SI114751	Milwaukee shockwave set		47.99	0.00	47.99	0.00

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	47.99	
				Above paid on : 09/01/2018		BACS No TOO001	
		Supplier : Waterdene Foodservice Ltd	WAT005				
07/12/2017	474387	Food order for Astral Park		389.18	0.00	389.18	0.00
07/12/2017	475159	Supply of water		3.30	0.00	3.30	0.00
07/12/2017	475291	Christmas log		6.40	0.00	6.40	0.00
08/12/2017	475845	Christmas log not delivered		-6.40	0.00	-6.40	0.00
12/12/2017	476319	Food order Astral Park		58.64	0.00	58.64	0.00
12/12/2017	476410	Food order Astral Park		2.20	0.00	2.20	0.00
18/12/2017	475923	Food order for TACTIC		32.47	0.00	32.47	0.00
18/12/2017	477096	Food order for TACTIC		13.99	0.00	13.99	0.00
18/12/2017	477167	Food - senior citizens' meal		18.00	0.00	18.00	0.00
03/01/2018	481536	Tea and coffee		60.42	0.00	60.42	0.00
					0.00	578.20	
				Above paid on : 09/01/2018		BACS No WAT005	
		Supplier : William Yirrell	YIR001				
08/12/2017	1216	Christmas turkey		97.06	0.00	97.06	0.00
					0.00	97.06	
				Above paid on : 09/01/2018		BACS No YIR001	
		Supplier : Zen Internet	ZEN001				
19/12/2017	24271496	Internet charges		50.40	0.00	50.40	0.00
					0.00	50.40	
				Above paid on : 09/01/2018		BACS No ZEN001	
				PAYMENT TOTALS	0.00	113,243.41	

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List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : Local Council Public Advisory Service	LOC008				
18/12/2017	1192	Course - MS & SS to attend		140.00	0.00	140.00	0.00
					0.00	140.00	
				Above paid on : 09/01/2018		BACS No LOC008	
PAYMENT TOTALS					0.00	140.00	

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Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		354,432.46				354,432.46	
Banked on : 28/11/2017		771.90					
634	Tracey Rojek	28.00			545	28.00	AP deposit 20/01/2018
637	Tots and Teas	37.50	37.50		101		AP hall hire
638	Ruth Simmonds	6.00		1.00	1201 117	5.00	Teas n coffees
640	Headway	9.00		1.50	1201 117	7.50	Teas n coffees
641	Navyana Bobcheva	148.00		24.67	1030 115	33.33	AP hall & catering
					1201 117	90.00	AP hall & catering
642	Therapy through pilates	50.00	50.00		101		AP hall hire
643	AP bar takings	146.40		24.40	1201 116	122.00	AP bar takings
644	Football catering	110.00		18.33	1201 117	91.67	2 & 3 December
645	4 Networking	230.00		38.33	1201 117	191.67	Catering for 23 people
646	Monica Dekany-Brown	7.00		1.17	1201 117	5.83	Teas n coffees
Banked on : 04/12/2017		200.00					
	Sales Recpts Page 1419	200.00	200.00		101		Sales Recpts Page 1419
Banked on : 04/12/2017		180.00					
	Sales Recpts Page 1420	180.00	180.00		101		Sales Recpts Page 1420
Banked on : 04/12/2017		105.60					
	Sales Recpts Page 1421	105.60	105.60		101		Sales Recpts Page 1421
Banked on : 04/12/2017		437.00					
	Sales Recpts Page 1422	437.00	437.00		101		Sales Recpts Page 1422
Banked on : 05/12/2017		1,998.00					
3833-3841	Pop Up Market	151.00			1056 412	151.00	Pop Up Market
3842-3874	Market Income Saturday	1,025.60			1301 412	1,025.60	Market Income Saturday
3875-3897	Market Income Tuesday	821.40			1300 412	821.40	Market Income Tuesday
Banked on : 05/12/2017		77.50					
W/PAY	Alison Gulliver	77.50		12.92	1040 115	64.58	AP hall hire - 04/03/18
Banked on : 06/12/2017		139.40					
W/PAY	Craig Plendy	44.40		7.40	1000 111	37.00	Mentmore hire
W/PAY	G Matozza	95.00			1065 101	95.00	Christmas festival
Banked on : 06/12/2017		95.00					
W/PAY	M Leng	95.00	95.00		101		AP hall hire
Banked on : 06/12/2017		562.50					
	Sales Recpts Page 1423	562.50	562.50		101		Sales Recpts Page 1423
Banked on : 06/12/2017		53.40					
	Sales Recpts Page 1424	53.40	53.40		101		Sales Recpts Page 1424
Banked on : 06/12/2017		148.05					
	Sales Recpts Page 1425	148.05	148.05		101		Sales Recpts Page 1425
Banked on : 06/12/2017		1,499.25					
	Sales Recpts Page 1426	1,499.25	1,499.25		101		Sales Recpts Page 1426

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 07/12/2017		2,450.00					
W/PAY	Mr G Bucciero	2,450.00			1106 402	2,450.00	Mausoleum Chamber
Banked on : 07/12/2017		160.00					
	Sales Recpts Page 1427	160.00	160.00		101		Sales Recpts Page 1427
Banked on : 07/12/2017		25.80					
	Sales Recpts Page 1428	25.80	25.80		101		Sales Recpts Page 1428
Banked on : 07/12/2017		100.00					
	Sales Recpts Page 1429	100.00	100.00		101		Sales Recpts Page 1429
Banked on : 07/12/2017		51.60					
	Sales Recpts Page 1430	51.60	51.60		101		Sales Recpts Page 1430
Banked on : 08/12/2017		732.70					
6016	Ray Nixon Brown	96.80			1100 401	96.80	EROB Transfer - Norrington
6017	Austin & Carnley	96.80			1100 401	96.80	EROB Transfer - Biggerstaff
6018	Brian Sadler	57.60	57.60		101		Mentmore hall hire
6019	Headway	312.50	312.50		101		Hire of facilities
6020-6026	Various	99.00			1130 200	99.00	Allotment rents
6027-6028	LLIB	70.00			1420 220	70.00	Calendar sales
Banked on : 08/12/2017		2,450.00					
W/PAY	Mrs G Maurici	2,450.00			1106 402	2,450.00	Mausoleum Chamber
Banked on : 08/12/2017		378.50					
W/PAY	Lemara Raven	378.50		63.08	1201 116 1201 117	79.16 236.26	AP Bar & Catering AP Bar & Catering
Banked on : 08/12/2017		5,056.70					
	Sales Recpts Page 1431	5,056.70	5,056.70		101		Sales Recpts Page 1431
Banked on : 08/12/2017		220.00					
	Sales Recpts Page 1432	220.00	220.00		101		Sales Recpts Page 1432
Banked on : 08/12/2017		156.75					
BACS	Various - see list	156.75			1130 200	156.75	Allotment rents
Banked on : 08/12/2017		4,900.00					
BACS	Lovallo Erminia	4,900.00			1106 402	4,900.00	Mausoleum
Banked on : 08/12/2017		4,900.00					
BACS	Foglia Constantino	4,900.00			1106 402	4,900.00	Mausoleum
Banked on : 11/12/2017		160.20					
	Sales Recpts Page 1433	160.20	160.20		101		Sales Recpts Page 1433
Banked on : 12/12/2017		1,500.00					
BACS	Linslade Tennis Club	1,500.00	1,500.00		101		Invoice 10499
Banked on : 12/12/2017		240.64					

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Date: 09/01/2018

Leighton-Linslade Town Council

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Cash Book 1

User : CLC

Current Account

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
BACS	NCT	240.64	240.64		101		Invoice 10524
	Banked on : 13/12/2017	1,340.20					
3898-3926	Market Income Saturday	941.40			1301 412	941.40	Market Income Saturday
3927-3938	Market Income Tuesday	398.80			1300 412	398.80	Market Income Tuesday
	Banked on : 15/12/2017	1,634.90					
6029	RGR Memorials	210.65			1101 401	210.65	Memorial Permit - Taylor
6030	Memorials of Distinction	210.65			1101 401	210.65	Memorial Permit - Lee
6031	Memorials of Distinction	55.55			1101 401	55.55	Memorial Permit - Miceli
6032	Wing Raiders	25.80	25.80		101		Pitch hire
6033	Leighton Sunday League	480.00	480.00		101		Pitch hire
6034	Rosa Cristini	100.00	100.00		101		AP hall hire
6035	LLTWG	25.50	25.50		101		Hall hire
6036	Pages Park Café	403.00	403.00		101		Hall hire
6037-6044	Various	123.75			1130 200	123.75	Allotments rents
	Banked on : 15/12/2017	150.00					
BACS	Socatots	150.00	150.00		101		Invoice 10533
	Banked on : 15/12/2017	150.00					
BACS	Michelle Gannon	150.00	150.00		101		Invoice 10522
	Banked on : 15/12/2017	77.40					
BACS	Leighton COrinithains	77.40	77.40		101		Invoice 10507
	Banked on : 18/12/2017	134.37					
BACS	Ragdolly Annas	134.37	134.37		101		Invoice 10526
	Banked on : 18/12/2017	328.30					
BACS	Therapy through Pilates	328.30	328.30		101		Invoice 10532
	Banked on : 19/12/2017	100.00					
BACS	Various - Statement 2	100.00			1130 200	100.00	Allotment rents
	Banked on : 20/12/2017	44.40					
W/PAY	Kimberley Kavanagh	44.40		7.40	1000 111	37.00	Mentmore hall hire 17/12/2017
	Banked on : 21/12/2017	2,056.80					
3940-3949	Market Income Farmers	198.00			1302 412	198.00	Market Income Farmers
3950-3978	Market Income Saturday	909.40			1301 412	909.40	Market Income Saturday
3979-4005	Market Income Tuesday	949.40			1300 412	949.40	Market Income Tuesday
	Banked on : 21/12/2017	120.00					
	Sales Recpts Page 1439	120.00	120.00		101		Sales Recpts Page 1439
	Banked on : 21/12/2017	74,500.00					
	Sales Recpts Page 1440	74,500.00	74,500.00		101		Sales Recpts Page 1440
	Banked on : 22/12/2017	150.00					
	Sales Recpts Page 1441	150.00	150.00		101		Sales Recpts Page 1441
	Banked on : 27/12/2017	84.48					

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Date: 09/01/2018

Leighton-Linslade Town Council

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Cash Book 1

User : CLC

Current Account

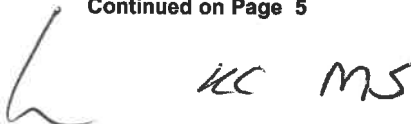
For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 1442	84.48	84.48		101		Sales Recpts Page 1442
	Banked on : 27/12/2017	124.00					
	Sales Recpts Page 1443	124.00	124.00		101		Sales Recpts Page 1443
	Banked on : 29/12/2017	988.40					
4011-4037	Market Income Saturday	888.40			1301 412	888.40	Market Income Saturday
4006-4010	Market Income HMIB	100.00			1304 412	100.00	Market Income HMIB
	Banked on : 29/12/2017	1,121.25					
6045-6056	Cooperative Funeralcare	907.50			1100 401	907.50	Interment - Wharton
6046	Linslade Academy	120.00	120.00		101		Invoice 10497
6047	UK Power Networks	3.00			1700 230	3.00	Rent - Sub station
6048-6056	Various	90.75			1130 200	90.75	Allotment rent
	Banked on : 29/12/2017	11.21					
INT	NatWest	11.21			1251 14	11.21	Interest SIBA
	Banked on : 31/12/2017	172.75					
BACS	Various - see list	172.75			1130 200	172.75	Allotment rents
Total Receipts for Month		113,038.95	88,226.19	200.20		24,612.56	
Cash Book Totals		467,471.41	88,226.19	200.20		379,045.02	

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Leighton-Linslade Town Council

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Cash Book 1

User : CLC

Current Account

For Month No : 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
08/06/2017	Reclaim Life	W/B 17032	-500.00			4353 102	-500.00	Write back cheque
07/07/2017	Filmbank distributors	W/B 17048	-127.00			599	-127.00	W/B 17048 and re issue
07/07/2017	Keith Bradbury	W/B 17042	-25.00			4515 101	-25.00	W/B cheque - not cashed
04/12/2017	BT	DDR	67.68		11.28	4320 401	56.40	Vandyke Road alarm
04/12/2017	BT	DDR	153.42		25.57	4320 115	127.85	Telephone charges Astral Park
05/12/2017	NatWest Onecard	3076.63	3,076.63		312.89	4511 101	66.00	Various payments
						4014 104	56.60	Various payments
						4511 101	74.25	Various payments
						4300 104	52.38	Various payments
						4326 12	403.00	Various payments
						4511 101	341.64	Various payments
						4511 101	280.00	Various payments
						4374 13	120.00	Various payments
						4322 20	13.00	Various payments
						4300 115	84.81	Various payments
						4920 101	1,041.66	Various payments
						4011 12	230.40	Various payments
08/12/2017	1st Leighton Buzzard Guides	17111	400.00	400.00		501		General grant 2017
08/12/2017	4th Leighton Buzzard Guides	17112	500.00	500.00		501		General grant 2017
08/12/2017	8th Leighton Buzzard Brownies	17113	500.00	500.00		501		General grant 2017
08/12/2017	Ampthill Town Band	17114	200.00	200.00		501		Christmas Festival
08/12/2017	Autism Bedfordshire	17115	500.00	500.00		501		General grant 2017
08/12/2017	Family Planning Association	17116	83.90	83.90		501		Delivery charge
08/12/2017	Freddie and Friends Sunshine S	17117	250.00	250.00		501		General grant 2017
08/12/2017	Friends of Tiddenfoot	17118	500.00	500.00		501		General grant 2017
08/12/2017	Hospice at Home Volunteers	17119	500.00	500.00		501		General grant 2017
08/12/2017	LB Historic Map Trust	17120	500.00	500.00		501		General grant
08/12/2017	1003 Leighton Buzzard Squadro	17121	500.00	500.00		501		General grant 2017
08/12/2017	L Buzzard Voluntary Patient Tr	17122	250.00	250.00		501		General grant 2017
08/12/2017	Linleighbridge District	17123	435.00	435.00		501		General grant 2017
08/12/2017	Linslade District Girl Guides	17124	440.97	440.97		501		General grant 2017
08/12/2017	Leighton-Linslade Homeless Ser	17125	500.00	500.00		501		General grant 2017
08/12/2017	OFF THE RAILS LB	17126	500.00	500.00		501		General grant 2017
08/12/2017	Petty Cash - Sarah Sandiford/M	17127	182.54	182.54		501		November top up
08/12/2017	Petty Cash - Sarah Sandiford/M	17128	87.77	87.77		501		November top up
08/12/2017	Petty Cash - Sarah Sandiford/M	17129	38.65	38.65		501		November top up
08/12/2017	SNAP Parent Carer Forum	17130	500.00	500.00		501		General grant
08/12/2017	UNISON	17131	61.00	61.00		501		NOVEMBER2017/UNISON
08/12/2017	Aleksandra Warchol	17132	300.00	300.00		501		Photography coverage
08/12/2017	BACS B/L Pymnt Page 2262	BACS	140,276.32	140,276.32		501		BACS B/L Pymnt Page 2262
11/12/2017	BACS B/L Pymnt Page 2263	BACS	120.08	120.08		501		BACS B/L Pymnt Page 2263

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Leighton-Linslade Town Council

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Cash Book 1

User : CLC

Current Account

For Month No : 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
11/12/2017	BACS B/L Pymnt Page 2264	BACS	2,993.02	2,993.02		501		BACS B/L Pymnt Page 2264
11/12/2017	Orbtalk	DDR	271.92		45.32	4320 12	226.60	Telephone charges
11/12/2017	EE & T-Mobile	DDR	422.51		65.92	4320 12	356.59	Telephone charges
15/12/2017	NatWest	DDR	57,620.45			515	57,620.45	December salaries
15/12/2017	Bankline	DDR	55.10			4381 12	55.10	Bank / service charges
15/12/2017	Fuel Card Services	DDR	566.43		94.42	4200 230	472.01	Fuel charges
15/12/2017	EDF	DDR	288.00		48.00	4131 120	240.00	Electricity charges Parson's
15/12/2017	EDF	DDR	30.00		1.43	4131 412	28.57	Electricity charges Markets
15/12/2017	EDF	DDR	340.00		56.67	4131 111	283.33	Electricity charges Mentmore
19/12/2017	TEGS	DDR	149.30		7.11	4132 111	142.19	Gas charges Pages Park
19/12/2017	TEGS	DDR	80.37		3.83	4132 104	76.54	Gas charges TACTIC
20/12/2017	S/Line	DDR	71.20			4381 12	71.20	Bank charges
20/12/2017	Virtual IT	DDR	878.98		146.50	4309 12	732.48	Monthly IT Charges
20/12/2017	Worldpay	DDR	24.30		4.05	4381 12	20.25	Monthly fees / charges
22/12/2017	Unicom	DDR	156.44		26.07	4320 12	16.82	Telephone charges
						4320 104	113.55	Telephone charges
27/12/2017	Abraham Investments	DDR	12,789.00		2,131.50	4146 13	10,282.50	Rent and parking spaces
						4146 13	375.00	Rent and parking spaces
27/12/2017	SSE Electricity	DDR	50.82		2.42	4131 110	48.40	Electricity charges depot
27/12/2017	SSE Electricity	DDR	163.35		7.77	4131 110	155.58	Electricity charges at depot
29/12/2017	NatWest	DDR	119.39			4381 12	119.39	Bank charges
29/12/2017	Midland Software	DDR	244.46		40.74	4010 12	203.72	Process November Payroll
29/12/2017	Fuel Card Services	DDR	600.53		100.09	4200 230	500.44	Fuel Charges
30/12/2017	CBC - 33095256	Std Ord	583.00			4145 115	583.00	Rates - Astral Park
30/12/2017	CBC - 3097676	Std Ord	136.00			4145 111	136.00	Rates - Mentmore Road
30/12/2017	CBC - 33051216	Std Ord	1,250.00			4145 412	1,250.00	Rates - Markets
30/12/2017	CBC - 3023815	Std Ord	40.00			4145 401	40.00	Rates - Cemetery
30/12/2017	CBC - 3043963	Std Ord	268.00			4145 401	268.00	Rates - Cemetery
30/12/2017	CBC - 3173404	Std Ord	524.00			4145 104	524.00	Rates - Tactic
30/12/2017	CBC - 33131473	Std Ord	583.00			4145 110	583.00	Rates - Unit N&T
30/12/2017	CBC - 3192243	Std Ord	150.00			4145 13	150.00	Rates - WH
30/12/2017	Anglian Water - 126336965	Std Ord	20.00			4135 104	20.00	Water - Tactic
30/12/2017	Anglian Water - 125016543	Std Ord	4.00			4135 111	4.00	Water - Mentmore Road
30/12/2017	Anglian Water - 119731644	Std Ord	10.50			4135 200	10.50	Water - Allotments
30/12/2017	Anglian Water - 117053033	Std Ord	3.50			4135 230	3.50	Water - Linslade Park
30/12/2017	Anglian Water - 104438205	Std Ord	26.00			4135 111	26.00	Water - Pages Park

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Leighton-Linslade Town Council

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Cash Book 1

User : CLC

Current Account

For Month No : 9

Payments for Month 9

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/12/2017	Anglian Water - 102682259	Std Ord	14.50			4135 230	14.50	Pavilion Water - Vandyke Road Playing
30/12/2017	Anglian Water - 100793264	Std Ord	0.00			4135 401	0.00	Water - Vandyke Cemetery
30/12/2017	Anglian Water - 145302725	Std Ord	0.00			4135 115	0.00	Water - Astral Park
30/12/2017	Anglian Water - 120281209	Std Ord	8.00			4135 401	8.00	Water - Linslade Cemetery
30/12/2017	Anglian Water - 112322961	Std Ord	0.00			4135 120	0.00	Water - Parsons Close
30/12/2017	Anglian Water - 145302733	Std Ord	9.00			4135 115	9.00	Water - Astral Park
30/12/2017	CBC - 33155550	Std Ord	386.00			4145 13	386.00	Rates - WH
30/12/2017	CBC - 33155577	Std Ord	48.00			4145 13	48.00	Rates - WH
30/12/2017	CBC - 33155585	Std Ord	24.00			4145 13	24.00	Rates - WH
30/12/2017	CBC - 33155607	Std Ord	132.00			4145 13	132.00	Rates - WH
30/12/2017	CBC - 33155542	Std Ord	352.00			4145 13	352.00	Rates - WH
30/12/2017	CBC - 33155534	Std Ord	348.00			4145 13	348.00	Rates - WH
30/12/2017	CBC - 33155526	Std Ord	172.00			4145 13	172.00	Rates - WH
30/12/2017	CBC - 33155518	Std Ord	157.00			4145 13	157.00	Rates - WH
30/12/2017	CBC - 33155496	Std Ord	120.00			4145 13	120.00	Rates - WH
30/12/2017	CBC - 33155488	Std Ord	168.00			4145 13	168.00	Rates - WH
30/12/2017	CBC - 33155461	Std Ord	498.00			4145 13	498.00	Rates - WH
30/12/2017	CBC - 3315453	Std Ord	96.00			4145 13	96.00	Rates - WH
30/12/2017	CBC - 33155445	Std Ord	38.00			4145 13	38.00	Rates - WH
Total Payments for Month			234,856.03	151,119.25	3,131.58		80,605.20	
Balance Carried Fwd			232,615.38					
Cash Book Totals			<u>467,471.41</u>	<u>151,119.25</u>	<u>3,131.58</u>		<u>313,220.58</u>	

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At : 12:20

Petty Cash

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2017	Adrain	4469	7.90		Paint for Market
15/12/2017	Clive	4470	5.00		Security key
19/12/2017	Adrian	4471	20.00		4 x L B Market Vouchers
Total Payments			<u>32.90</u>		

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At : 12:33

Petty Cash Astral Park

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2017	John	295	2.00		Ice
08/12/2017	Mark	296	32.25		Various catering
08/12/2017	Mark	297	11.45		Various catering
12/12/2017	Mark	298	11.19		Various catering
Total Payments			<u>56.89</u>		

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Leighan-Linnsade Town Council
 Salaries Analysis 31 December 2017
 Month 9

Cost Centre	Total Pay	Mileage	Car Allowance	Redun- dancy Pay	Gross Pay	Paye	NI	Pension	AVC	Unison	Studen Loan	Other Deds	Net pay	Ers NI	Ers Pension	Journal Entry	DR	CR
12 Admin	18,385.42	31.62	103.25	0.00	18,250.55	2,228.67	1,313.17	1,395.18	300.00	0.00	0.00	0.00	13,148.40	1,819.94	4,026.80	4000/12 Admin 4008 Mileage	24,097.09 31.62	
20 Democratic	3,323.56	0.00	0.00	0.00	3,323.56	293.00	235.63	192.77	0.00	0.00	0.00	0.00	2,602.16	270.97	724.53	4008 Cycle 4000 Allowance 4000/20 Democratic 4008 Mileage	103.25 4,319.06	
104 Youth	9,298.12	74.34	0.00	0.00	9,223.78	1,120.00	749.87	566.42	0.00	0.00	0.00	0.00	6,861.83	862.35	1,955.21	4000/104 Youth 4008 Cycle 4008 Mileage	12,041.34 74.34	
230 Parks	18,322.26	188.50	0.00	0.00	18,133.76	1,580.00	1,441.65	1,118.40	0.00	39.50	0.00	0.00	14,142.71	1,657.90	3,953.14	4008 Cycle 4008 Allowance 4000/230 Parks	0.00 0.00 23,744.80	
401 Cemetery	5,180.34	0.00	0.00	0.00	5,180.34	395.60	376.84	315.60	0.00	14.00	0.00	0.00	4,078.30	433.37	1,129.31	4008 Mileage 4008 Cycle	188.50 0.00	
412 Market	4,298.43	0.00	0.00	0.00	4,298.43	684.20	193.15	148.82	0.00	0.00	0.00	0.00	3,272.26	222.12	499.12	4008 Allowance 4000/401 Cemetery 4008 Mileage	6,743.02 0.00 0.00	
101 Comm Proj	9,407.96	130.10	0.00	0.00	9,277.86	852.80	705.78	516.00	0.00	0.00	0.00	0.00	7,333.38	818.67	1,918.91	4000/412 Markets 4008 Mileage	5,019.67 0.00	
115 Astral Park	7,985.79	0.00	0.00	0.00	7,985.79	895.60	629.34	262.19	0.00	17.25	0.00	0.00	6,181.41	723.75	930.92	4000/504 Ec Dev 4008 Mileage 4000/115 Astral Park 4008 Mileage	12,015.44 130.10 9,640.46 0.00	
	76,201.88	424.56	103.25	0.00	75,674.07	8,049.87	5,645.43	4,515.38	300.00	70.75	0.00	0.00	57,620.45	6,809.07	15,137.74			
													57,620.45					

98,148.69 98,148.69

0.00

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516 PAYE/NI Due	20,504.37
517 Pension Due	19,953.12
518 Unison Due	70.75
516 Student Loan	0.00
515 Net Pay	57,620.45
Chilicare	0.00
Other Deductions	0.00

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