

Public Document Pack

LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 26 FEBRUARY 2018 AT 7.30 PM

Present: Councillors S Jones
 R Berry
 S Cotter
 K Cursons
 S Cursons
 A Dodwell
 K Ferguson
 M Freeman
 C Palmer
 T Morris

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services
 A Holden, Senior Administrator
 M Jahn, Committee Officer

Members of the public: 0
Members of the press 0

322/PF APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor E Wallace, Councillor F Kharawala and Councillor G Perham (substituted by Councillor T Morris).

323/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. No declarations were made.

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

There were no questions from members of the public.

325/PF MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 15th January 2018.

RESOLVED that the minutes of the Policy and Finance Committee

meeting held on 15 January 2018 be approved as a correct record and signed accordingly.

326/PF COMMITTEE OBJECTIVES AND WORKPLAN

The Committee received the Work Plan and objectives for 2017-2018. A question was raised regarding the progress of on-line bookings/payments and e-ticketing. The Committee was advised that on-line bookings would be difficult to implement because of the variation of facilities offered in the different sites and buildings, meaning that an element of human intervention was needed in considering the most appropriate site, room or pitch for a booking. However, it remained the intention to trial e-ticketing in certain circumstances.

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

327/PF PAYMENTS - JANUARY 2018

JANUARY PAYMENTS 2018

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

The schedule for January dated 9 February 2018 included BACS payments amounting to £116,556.36 (page numbers 2276 - 2287) and cheque payments amounting to £2,368.23 (cheque numbers 17142-17151), including White House petty cash amounting to £71.66, Astral Park £160.32.

The monthly salaries listing for January 2018 amounting to £93,389.27 gross was received. A cash book report for January 2018, including details of all direct debit payments, was also received.

RESOLVED to note the schedules of accounts for January 2018.

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.

328/PF TOWN COUNCIL MEMBERSHIPS

The Committee received a list advising of all current memberships of other bodies, for the Town Council and/or employees.

RESOLVED to note the report.

329/PF COMMUNICATIONS UPDATE

The Committee received a report and work plan in respect of communications, including the Town Council website, social media channels

and overall communications strategy.

A question was raised about the number of copies of the About Town which were printed each time and whether they were all distributed. It was confirmed that 2,000 copies were printed and a further 700 viewed on-line for each publication. It was suggested that seeking more advertising income might allow further pages to be printed and therefore help in ensuring enough space to support the promotion of local events or organisations. This would be given consideration but it was noted that a balance was to be achieved between the amount of paid advertising, the amount of promotion of other organisations and ensuring enough focus on key Town Council communications and messages.

RESOLVED to note the report.

330/PF COMMUNITY EMERGENCY PLAN

The Committee received a verbal update in respect of the proposed Community Emergency Plan. Following some initial work by the volunteer co-ordinator for the Plan and officers, it was intended that an open evening be held in early May, to which representatives of key local organisations would be invited, as well as any interested members of the public. A Steering Group would then be formed to take the Plan forward by finalising the content, seeking Committee endorsement and setting up ongoing communication channels.

RESOLVED to note the information.

331/PF COMMUNITY ENGAGEMENT STRATEGY

The Committee received and considered a report and draft revised Community Engagement Strategy. It was noted that the existing document was out of date and required revision to ensure that an up to date and fit for purpose policy was in place in respect of community engagement.

RESOLVED to -

1.1 note the report.

1.2 endorse that a period of public consultation be commenced in respect of the draft revised Community Engagement Strategy.

332/PF DATA PROTECTION UPDATE

The Committee received a verbal update in respect of General Data Protection Regulation. An information pack had been sent out to all Councillors, staff training would continue over the next two weeks and policies would continue to be updated and older documents disposed of. The appointment of a Data Protection Officer would come back to Committee for discussion in April.

RESOLVED to note the information.

333/PF MARKET TOWN REGENERATION PROJECT UPDATE

The Committee received a brief verbal update on the projects currently underway and part funded by the grant funding received as part of Central Bedfordshire Council's Market Towns Regeneration Fund. A verbal update was also provided in respect of the High Street Improvement Scheme, electronic signage, architectural lighting and the market redevelopment.

RESOLVED to note the information.

334/PF CALENDAR OF MEETINGS 2018-2019

The Committee received a draft Calendar of Meetings for the municipal year 2018-2019 for consideration, based on the committee structure and meeting frequency approved by Council in June 2016. It was clarified that additional, provisional dates for the Cultural & Economic Services Committee had been included in order that any grant applications for the Youth Promise grant could be considered, but the meetings would not otherwise take place.

RECOMMENDED to Council to approve the proposed Calendar of Meetings for the municipal year 2018-2019 (see Appendix A).

335/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: (a) Town Council premises.

336/PF TOWN COUNCIL PREMISES

The Committee received a verbal update on the Town Council premises informing them that the appointed Estate Surveyor is still in negotiations with the Landlord to challenge the proposed rent increase

The meeting closed at 2037 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 26 FEBRUARY 2018.

Chair

16 APRIL 2018.

APPENDIX A**CALENDAR OR MEETINGS 2018-2019****May 2018**

Thur	03	Partnership
Mon	07	BANK HOLIDAY
Wed	09	Planning & Transport Committee
Mon	14	Grants & Awards Sub Committee
Thur	17	Market Sub Committee (1030)
Mon	21	COUNCIL ANNUAL MEETING (Astral Park)
Mon	28	BANK HOLIDAY
Wed	30	Planning & Transport Committee

June 2018

Mon	04	Grounds & Environmental Services Committee
Thur	07	Partnership Committee
Wed	13	Cultural & Economic Services Committee
Mon	18	Policy & Finance Committee
Wed	20	Planning & Transport Committee
Mon	25	COUNCIL

July 2018

Mon	02	Personnel Sub-Committee
Wed	11	Planning & Transport Committee
Mon	16	Police Liaison Sub-Committee
Mon	23	Cultural & Economic Services Committee (provisional)
Mon	30	Policy & Finance Committee

August 2018

Wed	01	Planning & Transport Committee
Thur	16	Market Sub-Committee (1030)
Wed	22	Planning & Transport Committee
Mon	27	BANK HOLIDAY

September 2018

Mon	03	Cultural & Economic Services Committee
Thur	06	Partnership Committee
Mon	10	Grounds & Environmental Services Committee
Wed	12	Planning & Transport Committee
Mon	17	Policy & Finance Committee
Mon	24	COUNCIL

October 2018

Wed	03	Planning & Transport Committee
Mon	08	Personnel Sub-Committee
Mon	15	Cultural & Economic Committee (provisional)
Mon	22	Police Liaison Sub-Committee
Wed	24	Planning & Transport Committee

November 2018

Mon	05	Grants & Awards Sub-Committee
Wed	14	Planning & Transport Committee
Mon	19	Policy & Finance Committee
Thur	22	Market Sub-Committee (1030)

Thur 29 Partnership Committee

December 2018

Mon 03 Grounds & Environmental Services
Committee

Mon 10 Cultural & Economic Services
Committee

Wed 12 Planning & Transport Committee

January 2019

Mon 07 Personnel Sub-Committee

Wed 09 Planning & Transport Committee

Mon 14 Police Liaison Sub-Committee

Mon 21 Policy & Finance Committee

Mon 28 **COUNCIL**

Wed 30 Planning & Transport Committee

February 2019

Thur 07 Partnership Committee

Wed 20 Planning & Transport Committee

Thur 21 Market Sub-Committee (1030)

Mon 25 Policy & Finance Committee

March 2019

Mon 04 Grounds & Environmental Services
Committee

Mon 11 Cultural & Economic Services
Committee

Wed 13 Planning & Transport Committee

Mon 18 **PARISH MEETING**

Mon 25 Personnel Sub-Committee

April 2019

Mon 01 Police Liaison Sub-Committee

Wed 03 Planning & Transport Committee

Mon 08 Grants & Awards Sub-Committee

Thur 11 Partnership Committee

Mon 15 Policy & Finance Committee

Mon 22 **BANK HOLIDAY**

Mon 29 **COUNCIL**

May 2019

Wed 01 Planning & Transport Committee

Mon 06 **BANK HOLIDAY**

Mon 20 **COUNCIL ANNUAL MEETING**
(Astral Park)

Mon 27 **BANK HOLIDAY**

Wed 29 Planning & Transport Committee

Thur 30 Market Sub-Committee (1030)

Minute Item 327/PF

Printed on : 09/02/2018

At : 14:06

Leighton-Linslade Town Council List of Purchase Ledger BACS Payments

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User : JEB

Ledger : 1

Month : 11

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 : Adspace 2000 Ltd			ADS001				
31/01/2018	02856	Maintenance agreement shelters		1,800.00	0.00	1,800.00	0.00
					0.00	1,800.00	
			Above paid on :	09/02/2018		BACS No	ADS001
Supplier : Argos for Business			ARG001				
14/01/2018	01614349	Toilet seat		23.98	0.00	23.98	0.00
28/01/2018	01618238	Kettle		23.98	0.00	23.98	0.00
					0.00	47.96	
			Above paid on :	09/02/2018		BACS No	ARG001
Supplier : Aubergine			AUB001				
07/02/2018	AUB6135	Mgiration costs for websites		1,104.00	0.00	1,104.00	0.00
					0.00	1,104.00	
			Above paid on :	09/02/2018		BACS No	AUB001
Supplier : Auto Electrical Services			AUT001				
31/01/2018	85161	Work carried out to KP14 AOX		48.94	0.00	48.94	0.00
					0.00	48.94	
			Above paid on :	09/02/2018		BACS No	AUT001
Supplier : Avadale Ltd			AVA001				
23/01/2018	3536	Extra work as agreed 04/01		1,398.12	0.00	1,398.12	0.00
					0.00	1,398.12	
			Above paid on :	09/02/2018		BACS No	AVA001
Supplier : A. W. R. Pickersgill Limited			AWR001				
29/01/2018	12845	Decorate Astral Park		3,460.80	0.00	3,460.80	0.00
					0.00	3,460.80	
			Above paid on :	09/02/2018		BACS No	AWR001
Supplier : Best Bar None Prof. & Safer Venues			BES002				
25/01/2018	254	Inn keeping training		720.00	0.00	720.00	0.00

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List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

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	720.00	
				Above paid on : 09/02/2018		BACS No BES002	
		Supplier : Blachere Illuminations UK Ltd	BLA002				
22/01/2018	36088	Removal services		3,746.70	0.00	3,746.70	0.00
24/01/2018	36092	Call out charge damaged motifs		300.00	0.00	300.00	0.00
					0.00	4,046.70	
				Above paid on : 09/02/2018		BACS No BLA002	
		Supplier : Bedfordshire Pension Fund	BPF001				
12/01/2018	732586	Added years Dec 2017		362.73	0.00	362.73	0.00
					0.00	362.73	
				Above paid on : 09/02/2018		BACS No BPF001	
		Supplier : Bedfordshire Pension Fund	BPF003				
09/02/2018	JANUARY2018	Pension contribution Jan 18		18,832.50	0.00	18,832.50	0.00
					0.00	18,832.50	
				Above paid on : 09/02/2018		BACS No 101011	
		Supplier : The Police & Crime Commissioner for	BPOL001				
11/12/2017	B0000349	Operation Dodford Sept 17		2,778.99	0.00	2,778.99	0.00
19/12/2017	B0000372	Operation Dodford Oct 17		3,023.65	0.00	3,023.65	0.00
25/01/2018	B0000434	Operation Dodford December 17		2,690.07	0.00	2,690.07	0.00
					0.00	8,492.71	
				Above paid on : 09/02/2018		BACS No BPOL001	
		Supplier : BT Events	BTE001				
24/01/2018	INV-0116	Event management		2,448.00	0.00	2,448.00	0.00
					0.00	2,448.00	
				Above paid on : 09/02/2018		BACS No BTE001	
		Supplier : British Telecommunications plc	BTRED01				
01/02/2018	20026087	Annual CCTV Charges		5,886.74	0.00	5,886.74	0.00
					0.00	5,886.74	
				Above paid on : 09/02/2018		BACS No BTRED01	

List of Purchase Ledger BACS Payments

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Month : 11

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Buzzard Skip Hire			BUZ007				
31/01/2018	2199	Skip hire x 3 during Jan 2018		860.68	0.00	860.68	0.00
					0.00	860.68	
				Above paid on : 09/02/2018		BACS No BUZ007	
Supplier : CashFriday			CAS003				
17/01/2018	1867757	Temp catering staff at Astral		95.88	0.00	95.88	0.00
					0.00	95.88	
				Above paid on : 09/02/2018		BACS No CAS003	
Supplier : City B Group Ltd			CIT002				
26/01/2018	42483	New leg for gazebo		108.00	0.00	108.00	0.00
					0.00	108.00	
				Above paid on : 09/02/2018		BACS No CIT002	
Supplier : H G Collins			COL003				
11/01/2018	730652	Food order for Astral Park		30.69	0.00	30.69	0.00
					0.00	30.69	
				Above paid on : 09/02/2018		BACS No COL003	
Supplier : Datashredders Limited			DAT002				
12/01/2018	72722	Various shredding at W/House		80.40	0.00	80.40	0.00
01/02/2018	73235	Confidential shredding		78.00	0.00	78.00	0.00
					0.00	158.40	
				Above paid on : 09/02/2018		BACS No DAT002	
Supplier : Diversified Business Comm. UK Limited			DIV001				
17/01/2018	080722	CDC Yearbook Entry		186.00	0.00	186.00	0.00
					0.00	186.00	
				Above paid on : 09/02/2018		BACS No DIV001	
Supplier : Eagle Graphics (Printers) Ltd			EAG001				
15/01/2018	23431	About Town Jan/Feb 2018		676.00	0.00	676.00	0.00
15/01/2018	23434	Wedding Fayre Banner		105.60	0.00	105.60	0.00
15/01/2018	23436	Wedding Fayre Posters		35.40	0.00	35.40	0.00

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
15/01/2018	23437	Wedding Fayre Leaflets		91.00	0.00	91.00	0.00
26/01/2018	23494	Youth Promise Grant Leaflet		73.00	0.00	73.00	0.00
26/01/2018	23498	What's On Leaflet 2018		361.00	0.00	361.00	0.00
					0.00	1,342.00	
				Above paid on : 09/02/2018		BACS No EAG001	
Supplier : Garden Machinery Services				GAR003			
11/01/2018	37027	Service/repair Etesias/mulcher		524.00	0.00	524.00	0.00
					0.00	524.00	
				Above paid on : 09/02/2018		BACS No GAR003	
Supplier : Gemelli Solutions Ltd				GEM001			
07/02/2018	326318	Admin fee		526.82	0.00	526.82	0.00
					0.00	526.82	
				Above paid on : 09/02/2018		BACS No GEM001	
Supplier : George Browns Ltd				GEO001			
07/12/2017	157860	Antifreeze and WD40		39.18	0.00	39.18	0.00
19/01/2018	161769	Protective boots		60.56	0.00	60.56	0.00
19/01/2018	161814	Service Kubota		618.22	0.00	618.22	0.00
19/01/2018	161815	Service Pegasus		204.72	0.00	204.72	0.00
22/01/2018	162011	Recoil assy, starting cup		79.12	0.00	79.12	0.00
24/01/2018	162245	Boots and trousers		98.18	0.00	98.18	0.00
31/01/2018	163014	Grounds supplies		391.81	0.00	391.81	0.00
31/01/2018	163065	Service Sisis rake		271.64	0.00	271.64	0.00
31/01/2018	163073	Equipment servicing		540.01	0.00	540.01	0.00
01/02/2018	163126	Equipment servicing		1,196.42	0.00	1,196.42	0.00
01/02/2018	163131	Machine services		376.35	0.00	376.35	0.00
02/02/2018	801604	Trailer hire 10 days		144.00	0.00	144.00	0.00
					0.00	4,020.21	
				Above paid on : 09/02/2018		BACS No GEO001	
Supplier : Glitter Body Art Ltd				GLI001			
29/01/2018	1886	Tatoos and glue		184.88	0.00	184.88	0.00
					0.00	184.88	
				Above paid on : 09/02/2018		BACS No GLI001	

Leighton-Linslade Town Council
List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

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 : Good Skills Training Ltd			GOO007				
09/01/2018	INV-105035	First Aid Training		415.14	0.00	415.14	0.00
					0.00	415.14	
			Above paid on :	09/02/2018		BACS No	GOO007
Supplier : Ian Haynes			HAY003				
16/01/2018	16012018	Sundry Items / Cleaning Prods		42.60	0.00	42.60	0.00
					0.00	42.60	
			Above paid on :	09/02/2018		BACS No	HAY003
Supplier : HM Revenue & Customs			HM001				
09/02/2018	JANUARY2018	PAYE & NI January 2018		16,460.41	0.00	16,460.41	0.00
					0.00	16,460.41	
			Above paid on :	09/02/2018		BACS No	HM001
Supplier : Hospitality & Retail Recruitment Co. Ltd			HOS002				
28/01/2018	200-0113	Temp catering staff Astral		95.88	0.00	95.88	0.00
					0.00	95.88	
			Above paid on :	09/02/2018		BACS No	HOS002
Supplier : Impact			IMP002				
23/01/2018	18547	Wedding Brochure Redesign		1,065.60	0.00	1,065.60	0.00
					0.00	1,065.60	
			Above paid on :	09/02/2018		BACS No	IMP002
Supplier : Initial			INI001				
15/01/2018	32614377	Service contract 02/18 - 02/19		2,724.67	0.00	2,724.67	0.00
					0.00	2,724.67	
			Above paid on :	09/02/2018		BACS No	INI001
Supplier : Jam on Toast - Chloe Peters			JAM005				
01/02/2018	LL011	Market promotion		250.00	0.00	250.00	0.00
					0.00	250.00	
			Above paid on :	09/02/2018		BACS No	JAM005

List of Purchase Ledger BACS Payments

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Jewson Ltd			JEW001				
11/08/2017	0347/0104550	Credit re: Inv. 0102539		-306.00	0.00	-306.00	0.00
21/09/2017	0347/0106452	Diamond cutting blades		37.61	0.00	37.61	0.00
12/10/2017	0347/0107545	Sundries for grounds' team		76.65	0.00	76.65	0.00
11/12/2017	0347/0110364	Rock salt		96.00	0.00	96.00	0.00
14/12/2017	0347/0110527	Postcrete and adhesive		198.70	0.00	198.70	0.00
04/01/2018	0347/0110912	Credit re; inv 0110527		-54.48	0.00	-54.48	0.00
12/01/2018	0347/0111234	Sealant		37.94	0.00	37.94	0.00
17/01/2018	0347/0111399	Drain and gravel		49.61	0.00	49.61	0.00
					0.00	136.03	
			Above paid on :	09/02/2018		BACS No JEW001	
Supplier : Mr J Gordon			JGO001				
01/02/2018	HAS465/18	HAS Support Services		692.40	0.00	692.40	0.00
					0.00	692.40	
			Above paid on :	09/02/2018		BACS No JGO001	
Supplier : Kingcombe Aquacare Ltd			KIN003				
26/01/2018	10150	Attenuation Pond Works Astral		2,254.56	0.00	2,254.56	0.00
					0.00	2,254.56	
			Above paid on :	09/02/2018		BACS No KIN003	
Supplier : KPR Midlink Ltd			KPR001				
18/01/2018	13254	MACCS Training		600.00	0.00	600.00	0.00
					0.00	600.00	
			Above paid on :	09/02/2018		BACS No KPR001	
Supplier : Krystal Hygiene Ltd			KRY001				
02/01/2018	333712	Cleaning products		78.00	0.00	78.00	0.00
11/01/2018	334033	Cleaning products		11.38	0.00	11.38	0.00
31/01/2018	334798	Cleaning products		196.75	0.00	196.75	0.00
					0.00	286.13	
			Above paid on :	09/02/2018		BACS No KRY001	
Supplier : Leighton Hire Centre			LHC001				
30/11/2017	51914	Heras Fencing		96.00	0.00	96.00	0.00
30/11/2017	51915	Road Closure Equipment		91.20	0.00	91.20	0.00

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List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
31/01/2018	52612	Hire of security fencing		21.60	0.00	21.60	0.00
31/01/2018	52675	White spray paint		42.77	0.00	42.77	0.00
					0.00	251.57	
				Above paid on : 09/02/2018		BACS No LHC001	
		Supplier : Lock Services	LOC001				
31/01/2018	7827	New master padlock keys		45.00	0.00	45.00	0.00
					0.00	45.00	
				Above paid on : 09/02/2018		BACS No LOC001	
		Supplier : Lovely Parties	LOV003				
02/12/2017	1576	Balloon modelling Xmas Fest.		315.00	0.00	315.00	0.00
					0.00	315.00	
				Above paid on : 09/02/2018		BACS No LOV003	
		Supplier : Jilly Lydon - Just Biscuits	LYD001				
26/01/2018	26012018	Refund duplicated Canal p/ment		23.00	0.00	23.00	0.00
					0.00	23.00	
				Above paid on : 09/02/2018		BACS No LYD001	
		Supplier : Manton Office Equipment Ltd	MAN001				
09/01/2018	101943	Stationery for W/House		70.03	0.00	70.03	0.00
22/01/2018	102158	Cleaning products for Grounds		294.96	0.00	294.96	0.00
22/01/2018	102216	Stationery for W/House		194.05	0.00	194.05	0.00
31/01/2018	102349	Mop bucket and wringer		56.64	0.00	56.64	0.00
31/01/2018	102395	Laminating pouches		9.82	0.00	9.82	0.00
					0.00	625.50	
				Above paid on : 09/02/2018		BACS No MAN001	
		Supplier : M C Wren	MCW001				
15/12/2017	0/9034	Gate repairs at Depot		384.00	0.00	384.00	0.00
24/01/2018	0/9053	Market equipment - frame		576.00	0.00	576.00	0.00
					0.00	960.00	
				Above paid on : 09/02/2018		BACS No MCW001	
		Supplier : Microshade Business Consultants Ltd	MIC002				

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Ledger : 1

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
26/01/2018	10344	Monthly hosting fee		278.58	0.00	278.58	0.00
31/01/2018	10386	Accounting support January 18		1,291.80	0.00	1,291.80	0.00
				0.00		1,570.38	

Above paid on : 09/02/2018

BACS No MIC002

Supplier : Reconomy UK

MT002

31/12/2017	363251	1 x permit 04/12/2017		61.44	0.00	61.44	0.00
31/12/2017	3631856	Glass waste Astral Park		50.80	0.00	50.80	0.00
31/01/2018	3657279	Light mixed waste W/House		49.10	0.00	49.10	0.00
31/01/2018	3657280	General mixed Astral Park		93.65	0.00	93.65	0.00
31/01/2018	3657281	Sanitary bin Astral Park		33.84	0.00	33.84	0.00
31/01/2018	3657282	Special clinical Astral Park		14.16	0.00	14.16	0.00
31/01/2018	3657283	General mixed Vandyke		374.60	0.00	374.60	0.00
31/01/2018	3657560	General mixed Market		505.71	0.00	505.71	0.00
31/01/2018	3657561	Mixed recyclables Market		130.56	0.00	130.56	0.00
31/01/2018	3657562	General mixed Market		192.30	0.00	192.30	0.00
31/01/2018	3658735	Glass waste Astral Park		203.20	0.00	203.20	0.00
31/01/2018	3660015	Animal waste enclosed skip		715.49	0.00	715.49	0.00
31/01/2018	3660080	Glass waste Astral Park		101.60	0.00	101.60	0.00
				0.00		2,526.45	

Above paid on : 09/02/2018

BACS No MT002

Supplier : Nat Assoc of British Market Authorities

NAB001

12/01/2018	17/468	Diploma in Market Admin.		1,200.00	0.00	1,200.00	0.00
				0.00		1,200.00	

Above paid on : 09/02/2018

BACS No NAB001

Supplier : Northgate Vehicle Hire

NOR002

30/01/2018	SL04827546	Single Cab Dropside Van Hire		582.53	0.00	582.53	0.00
				0.00		582.53	

Above paid on : 09/02/2018

BACS No NOR002




Supplier : Nurture Landscapes Ltd

NUR001

31/12/2017	1MDF1001264	23ft Norway Spruce Tree		1,741.20	0.00	1,741.20	0.00
				0.00		1,741.20	

Above paid on : 09/02/2018

BACS No NUR001

Ledger : 1

Month : 11

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 : pcl corporatewear ltd			PCL001				
10/10/2017	3022	Returned goods (Inv 53189)		-67.07	0.00	-67.07	0.00
16/11/2017	3080	Credit re Invoice 53189		-34.45	0.00	-34.45	0.00
21/11/2017	55115	Work shoes		49.02	0.00	49.02	0.00
22/11/2017	3089	Delivery charge refunded		-10.74	0.00	-10.74	0.00
02/02/2018	56382	PPE for Astral Park Staff		223.02	0.00	223.02	0.00
					0.00	159.78	
			Above paid on :	09/02/2018		BACS No PCL001	
Supplier : PGM Signs			PGM001				
09/01/2018	17182	Peacock Mews Signage		305.76	0.00	305.76	0.00
					0.00	305.76	
			Above paid on :	09/02/2018		BACS No PGM001	
Supplier : PHS Group plc			PHS001				
22/01/2018	65571668	Sanitary equipment at Tactic		298.58	0.00	298.58	0.00
					0.00	298.58	
			Above paid on :	09/02/2018		BACS No PHS001	
Supplier : Prudential - LEIGH/LINS TWN			PRU001				
09/02/2018	JANUARY2018	AVC payment		300.00	0.00	300.00	0.00
					0.00	300.00	
			Above paid on :	09/02/2018		BACS No LLTC	
Supplier : Rampost Services Ltd			RAM002				
16/01/2018	2701	Repair & Service Bollards		382.80	0.00	382.80	0.00
					0.00	382.80	
			Above paid on :	09/02/2018		BACS No RAM002	
Supplier : Rowland Brothers Exhumation Services			ROW002				
15/01/2018	EX012/17	Exhumation & re-interment		3,980.00	0.00	3,980.00	0.00
					0.00	3,980.00	
			Above paid on :	09/02/2018		BACS No ROW002	
Supplier : R T Machinery Ltd			RTM001				

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
23/01/2018	122171	Dennis FT 610 with cassettes		11,944.65	0.00	11,944.65	0.00
07/02/2018	122337	2 x Mulch Mowers		1,290.00	0.00	1,290.00	0.00
					0.00	13,234.65	
				Above paid on : 09/02/2018		BACS No RTM001	
		Supplier : Scarlett Entertainment & Management	SCA002				
26/01/2018	INV-306841	Deposit for Big Lunch Carver		210.00	0.00	210.00	0.00
					0.00	210.00	
				Above paid on : 09/02/2018		BACS No SCA002	
		Supplier : Sentinel Door Supervision Ltd	SEN002				
10/01/2018	SDS/0412	Gate locking security		70.00	0.00	70.00	0.00
17/01/2018	SDS/0418	Gate locking security		70.00	0.00	70.00	0.00
23/01/2018	SDS/0423	Gate locking security		70.00	0.00	70.00	0.00
31/01/2018	SDS/0428	Gate locking security		70.00	0.00	70.00	0.00
07/02/2018	SDS/0433	Gate locking security		70.00	0.00	70.00	0.00
					0.00	350.00	
				Above paid on : 09/02/2018		BACS No SEN002	
		Supplier : Siemens Financial Services Ltd	SIE002				
27/01/2018	230/18/0008410	Big Belly Bins - Leasing		1,521.00	0.00	1,521.00	0.00
					0.00	1,521.00	
				Above paid on : 09/02/2018		BACS No SIE002	
		Supplier : SRM (Security Risk Management)	SRM001				
07/02/2018	3842	Market security		1,035.18	0.00	1,035.18	0.00
					0.00	1,035.18	
				Above paid on : 09/02/2018		BACS No SRM001	
		Supplier : Stockton Bradley Limited	STO003				
19/01/2018	JB/8261	Survey Mentmore Bowls Pav		1,152.00	0.00	1,152.00	0.00
					0.00	1,152.00	
				Above paid on : 09/02/2018		BACS No STO003	
		Supplier : Simone Aylward	STO004				
31/01/2018	0780	Map Design Linslade Rec.		450.00	0.00	450.00	0.00

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
19/01/2018	485861	Food Order Astral Park		76.58	0.00	76.58	0.00
02/02/2018	490129	Food order Astral Park		41.82	0.00	41.82	0.00
05/02/2018	490599	Food order Astral Park		23.90	0.00	23.90	0.00
					0.00	402.67	

Above paid on : 09/02/2018

BACS No WAT005

Supplier : Zen Internet

ZEN001

19/01/2018	24465976	Business line rental/internet		50.40	0.00	50.40	0.00
					0.00	50.40	

Above paid on : 09/02/2018

BACS No ZEN001

PAYMENT TOTALS

0.00

116,556.36

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List of Purchase Ledger CHEQUES PRINTED

Ledger : 1

Month : 11

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 : Elegent Covers			ELE001				
26/01/2018	JAN2018	Crockery for Mayor's Civic		70.00	0.00	70.00	0.00
					0.00	70.00	
				Above paid on : 09/02/2018 By Cheque No 17142			
Supplier : Mr & Mrs Foglia			FOG001				
31/01/2018	31012018	Refund re: reserved graves		400.00	0.00	400.00	0.00
					0.00	400.00	
				Above paid on : 09/02/2018 By Cheque No 17143			
Supplier : Go Bowling Ltd			GOB001				
08/01/2018	08012018	Bowling Trip 2018		110.50	0.00	110.50	0.00
					0.00	110.50	
				Above paid on : 09/02/2018 By Cheque No 17144			
Supplier : Petty Cash - Sarah Sandiford/M Saccoccio			PETTYCASH				
01/02/2018	JAN2018	Petty Cash Top Up January		71.66	0.00	71.66	0.00
					0.00	71.66	
				Above paid on : 09/02/2018 By Cheque No 17145			
Supplier : Petty Cash - Sarah Sandiford/M Saccoccio			PETTYCASHA				
01/02/2018	JAN2018	Petty Cash Top Up January		160.32	0.00	160.32	0.00
					0.00	160.32	
				Above paid on : 09/02/2018 By Cheque No 17146			
Supplier : Post Office Ltd			POL001				
24/01/2018	KU13EKM	Vehicle tax		240.00	0.00	240.00	0.00
					0.00	240.00	
				Above paid on : 09/02/2018 By Cheque No 17147			
Supplier : Mr Syed Rahman			RAH001				
01/02/2018	FEB2018	Town Mayor's Allowance Feb 18		909.00	0.00	909.00	0.00
					0.00	909.00	
				Above paid on : 09/02/2018 By Cheque No 17148			

List of Purchase Ledger CHEQUES PRINTED

Ledger : 1

Month : 11

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 : Society of Local Council Clerks			SOC001				
22/01/2018	124612	Regional Seminar MS/SS		192.00	0.00	192.00	0.00
					0.00	192.00	
				Above paid on : 09/02/2018 By Cheque No 17149			
Supplier : Tokko Limited			TOK001				
29/01/2018	1379	Sexual Identity Training		144.00	0.00	144.00	0.00
					0.00	144.00	
				Above paid on : 09/02/2018 By Cheque No 17150			
Supplier : UNISON			UNI002				
09/02/2018	JANUARY2018	Subscriptions January 2018		70.75	0.00	70.75	0.00
					0.00	70.75	
				Above paid on : 09/02/2018 By Cheque No 17151			
PAYMENT TOTALS					0.00	2,368.23	

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Direct Debit Payments made between 01/01/2018 and 31/01/2018

Nominal Ledger Analysis

Date	Payee Name	Gross Total	VAT	Code	Centre	Net Total	Transaction Details
01/01/2018	Greinke	245.66	40.94	4324	12	204.72	Photocopier protection
04/01/2018	Greinke	64.80	10.80	4324	104	54.00	Photocopier lease
04/01/2018	Greinke	814.79	135.80	4324	12	678.99	Photocopier lease
04/01/2018	Greinke	106.80	17.80	4324	104	89.00	Equipment protection
02/01/2018	Duignan	300.00		4146	10	300.00	Depot Management fee
03/01/2018	British Telecom	153.12	25.52	4320	115	127.60	Phone - Astral Park
04/01/2018	NatWest OneCard	851.49	40.93	4320	12	810.56	Various purchases
11/01/2018	EE	422.64	65.94	4320	12	356.70	Mobile Phone Bill
07/01/2018	Orbitalk	252.02	42.00	4320	12	210.02	Phone - WH
15/01/2018	NatWest	55.90		4381	12	55.90	Bankline charge
15/01/2018	Control Print Solutions	526.77	87.80	4324	12	297.43	Photocopier charges
15/01/2018	Anglian Water - 100793264	2.50		4321	104	141.54	Photocopier charges
15/01/2018	Anglian Water - 102682259	30.50		4135	401	2.50	Water - Vandyke Cemetery
15/01/2018	Anglian Water - 104113345			4135	114	30.50	Water - Vandyke Pavilion
15/01/2018	Anglian Water - 104438205			4135	210		Water - Ment Rec Ground
15/01/2018	Anglian Water - 112322961	26.00		4135	111	26.00	Water - Pgs Plk Pav
15/01/2018	Anglian Water - 117053033			4135	120		Water - Parsons Close
15/01/2018	Anglian Water - 119731644	3.50		4135	210	3.50	Water - Linslade Park
15/01/2018	Anglian Water - 120281209	10.50		4135	200	10.50	Water - Allotments
15/01/2018	Anglian Water - 125016543	18.50		4135	401	18.50	Water - Linslade Cem
15/01/2018	Anglian Water - 126336965	4.00		4135	113	4.00	Water - Mentmore Gardens
15/01/2018	Anglian Water - 145302733	20.00		4135	104	20.00	Water - Tactic
15/01/2018	Anglian Water - 145302725	9.00		4135	115	9.00	Water - Astral Park
15/01/2018	Shell UK	152.85		4135	115	152.85	Water - Astral Park
15/01/2018	EDF	201.08	33.51	4200	230	167.57	Fuel card
15/01/2018	EDF	340.00	56.67	4131	412	283.33	Electricity - Mentmore
15/01/2018	EDF	30.00	5.00	4131	412	25.00	Electricity - Market
15/01/2018	EDF	288.00	48.00	4131	412	240.00	Electricity - Pages Park Pavilion
16/01/2018	Virtual IT	677.40	112.90	4309	12	564.50	IT support
19/01/2018	Tegs	236.69	49.45	4132	111	187.24	Gas - Pages Park Pav
19/01/2018	Tegs	105.18	5.01	4132	104	100.17	Gas - Tactic
19/01/2018	Streamline/Worldpay	93.63	4.33	4381	12	89.30	Transactions charges
19/01/2018	Worldpay	24.78	4.13	4381	12	20.65	Monthly bankline charge
22/01/2018	SSE	51.79	2.46	4131	110	49.33	Electricity - Depot
22/01/2018	SSE	254.96	42.48	4131	110	212.47	Electricity - Depot
24/01/2018	Unicom	140.56	23.43	4320	104	23.43	Phone/Alarm - Tactic
29/01/2018	SSE Gas	484.04		4320	12	17.48	Fax - WH
29/01/2018	SSE Electricity	1,963.99	80.67	4132	115	403.37	Gas - Astral Park
31/01/2018	MHR	244.46	327.33	4131	115	1,636.66	Electricity - Astral Park
31/01/2018	Shell UK	426.75	40.74	4010	12	203.72	Payroll cost
31/01/2018	NatWest	92.17	71.13	4200	230	356.63	Fuel - Grounds
31/01/2018	Central Beds Council	583.00		4381	12	114.09	Bank charges
31/01/2018	Central Beds Council	1,250.00		4145	115	583.00	Rates - Astral Park
31/01/2018	Central Beds Council	150.00		4145	412	1,250.00	Rates - Markets
31/01/2018	Central Beds Council	2,539.00		4145	13	150.00	Rates - White House
31/01/2018	Central Beds Council	583.00		4145	13	2,539.00	Rates - White House
31/01/2018	Central Beds Council	524.00		4145	110	583.00	Rates - Depot
31/01/2018	Central Beds Council	136.00		4145	104	524.00	Rates - Tactic
31/01/2018	Central Beds Council	268.00		4145	113	136.00	Rates - Mentmore Pavilion
31/01/2018	Central Beds Council	40.00		4145	401	268.00	Rates - Vandyke Road
31/01/2018	PWLB	16,105.95		4145	401	40.00	Rates - Cemetery - Old Linslade
	Total D/D Payments	£ 31,905.77	£ 1,169.44	4390/91	14	16,105.95	Loan repayment

£ 30,477.70

£ 31,905.77

£ 1,169.44

£ 30,477.70

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At : 11:15

Petty Cash

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2018	Sarah Sandiford	4472	10.15		Newspapers/jugs/sugar
17/01/2018	Adrian	4473	10.00		Waterproof trousers
25/01/2018	Julie	4474	12.36		Picture frames
30/01/2018	Adrian	4475	25.00		Market Vouchers 5 @ £5
31/01/2018	Sarah Jewell	4476	14.15		Train ticket BBN event

Total Payments	<u>71.66</u>
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At : 11:30

Petty Cash Astral Park

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2018	Mark	299	24.50		Christmas party equipment
01/01/2018	Mark	302	33.70		Various catering
01/01/2018	John	303	4.50		Sauce / Cups
01/01/2018	Mark	303A	19.20		Various catering
03/01/2018	Mark	300	3.00		Various catering
09/01/2018	Mark	301	42.89		Various catering
16/01/2018	Mark	305	1.50		Various catering
18/01/2018	Mark	306	8.95		Various catering
19/01/2018	Mark	307	2.20		Various catering
22/01/2018	Mark	308	16.50		Various catering
26/01/2018	Mark	309	3.38		Various catering

Total Payments 160.32

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