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LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 22 FEBRUARY 2021 AT 7.30 PM

Present: Councillors S Jones (Chair)
 A Dodwell (Vice-Chair)
 C Palmer
 R Berry
 T Morris
 G Perham
 D Scott
 M Freeman
 R Goodchild
 S Owen
 F Kharawala

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services
 C Cummins, Finance Officer
 A Harrison, Markets Manager
 M Jahn, Committee Officer
 Cllr V Harvey – part meeting
 Cllr R Yates

Members of the public: 0

191/PF **APOLOGIES FOR ABSENCE**

No apologies for absence were received

192/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.

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

There were no questions from the public.

194/PF **MINUTES OF THE PREVIOUS MEETING**

(a) The Committee received the minutes of the Policy and Finance Committee meeting held on 18 January 2021.

RESOLVED that the minutes of the Policy and Finance Committee meeting held on 18 January 2021 be approved as a correct record, to be signed at a later date when safe to do so.

(a) Several verbal updates were given in respect of the previous meeting minutes.

Minute reference 185/PF (Neighbourhood Plan): the brief for consultants would be ready by the end of this week and circulated to members of the Committee for their comments with recommendations of a consultant appointment available for the April meeting. It was hoped that some direction could be provided by the July meeting.

Minute reference 188/PF (Community Volunteer Award Nominations 2021): it was confirmed the recipients would be included in the Civic Service to be held virtually on Sunday 28 February 2021, with the awards being presented when able to do so.

Minute reference 190/PF (Van Hire): it was confirmed the recommendation would be taken to the next Grounds & Environmental Services Committee meeting scheduled for 8 March 2021.

195/PF **COMMITTEE OBJECTIVES AND WORK PLAN**

The Committee received and considered the Work Plan and Objectives for 2020-2021. Members were informed the Freedom of Information Policy and Complaints Policy review were deferred to the April meeting. The Health and Safety policy would also be brought to the April meeting.

RESOLVED to note the information.

196/PF **JANUARY PAYMENTS**

The Committee received schedules of payments for January 2021 which had previously been approved for payment by the Town Clerk and countersigned by two signatories. There were no anomalies or matters of concern to draw to the attention of the Committee.

The schedule for January 2021 dated 18 January 2021 included BACS payments amounting to £117,738.42 (page numbers 2849 – 2858) including petty cash payments to TACTIC of £95.28 and cheque payments of £5,035.00 (cheque numbers 17256-17257). The monthly salaries listing for January 2021 amounting to £100,299.30 gross was received. A cash book report for January 2021, including details of all direct debit payments, was also received.

RESOLVED to receive the schedules of payments for January 2021, which had been approved for payment by the Town Clerk and two councillor signatories.

RESOLVED to note the report.**197/PF MARKET RENTS**

The Committee received and considered a report regarding payment of market rents. As the situation regarding the decision to waive market rents during the pandemic was fluid with ever changing timescales, an amendment to the recommendations was proposed by Councillor Freeman. On voting the proposal was carried unanimously.

RESOLVED:

(a) To waive payment of Market rents for those permanent traders who are classified as essential traders (and therefore able to trade currently) until first Tuesday Market after the date that the Government allow non-essential traders to resume trading.

(b) To waive payments of Market rents for those permanent traders who are classified as non-essential traders (and therefore unable to trade currently) for a period expiring 12 weeks after the first Tuesday market after the date that the Government allow non-essential traders to resume trading.

RECOMMENDED to the Market Sub-Committee to consider that those casual traders who had supported the market during the lockdown period, and paid rent be given priority for casual pitches for six months after the date that the Government allow non-essential traders to resume trading.

198/PF CALENDAR OF MEETINGS

The Committee received and considered a report on the proposed Calendar of Meetings for 2021-2022 and meeting considerations from May 2021, when the current temporary legislation allowing virtual meetings to take place would come to an end.

The proposed meeting calendar was based on the normal timetable, but the format of meetings from 7 May 2021 until such time as Coronavirus restrictions were lifted or amended was uncertain. It was noted that a thorough risk assessment process would need to take place prior to commencement of any face-to-face meetings and that expenditure might be required in terms of technology or mitigation measures to protect against the virus.

A request was made for an extra Council meeting to be added to the calendar on 29 November 2021. A question was raised regarding the date of the Annual Council Meeting and whether this should be brought forward to 5 May 2021 to enable the meeting to take place before the proposed possible ending of remote meetings on the 7 May 2021. After discussion members agreed to defer this decision until the April Council meeting.

199/PF FIVE YEAR FINANCIAL PLAN (FUTURE PROJECTS FUNDING)

- (a) The Committee received and considered the recommendations made by the Cultural and Economic Committee on 7 December 2020 in respect of funding allocation for Older Persons projects. It was noted that the required funding of £80,000 had been included in the reprofiled Five Year Financial Plan, for 2021-22 and 2022-23.
- (b) The Committee received and considered a report which outlined the most recent position in respect of the 5 Year Financial Plan and the proposed projects which would be included in it. This was an iterative document which would continue to be amended as projects came forward through the standing committees in more detail.

Members agreed to defer until 2022/2023 the installation of water fountains as it was not felt appropriate to have shared drinking facility in the present situation.

A question was raised for clarification on the capacity of the cemetery and whether additional space was being sought. It was agreed an update report should be brought to the next appropriate Grounds and Economic Services meeting regarding this and also the commitment of Central Bedfordshire Council in this search following the agreement made regarding COVID burials in our cemeteries.

RESOLVED:

(i) To note the most recent iteration (Appendix 2) of the 5 Year Financial Plan and to recommend its endorsement by Council.

(ii) To recommend to Council that the £50,000 as requested by the Cultural and Economic Services Committee at its meeting held 7th December 2020 be met from the 5 Year Financial Plan for the financial period 2021-22 for the purposes of:

- **Digital Inclusion**
- **Directory/information hub**
- **Older Persons Visual Identity – branding of work**
- **Direct support of local activity groups**

(iii) To recommend to Council that £50,000 as identified within the 5 Year Financial Plan over the financial periods 2021-22 and 2022-23 be endorsed for the purposes of providing dedicated provision for young person's activities within the parish.

(iv) To recommend to Council that the anticipated budget of £50,000 as agreed by Council at its meeting held 24th June 2019 for the purposes of installing drinking water fountains within town council parks be reduced to £25,000 based on more detailed scoping work undertaken by officers since the resolution made by Council.

200/PF INVESTMENT POLICY

The Committee received a report to approve and recommend to Council the re-adoption of the Investment Strategy.

RECOMMENDED to Council to approve the re-adoption of the Town Council's Investment Strategy.

201/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 information.

202/PF COMMUNICATIONS UPDATE

The Committee received a report in respect of communications, including the Town Council website, social media channels, electronic signage and overall communications strategy. It was noted that the Covid-19 pandemic had necessitated numerous changes in communications over the previous year.

The Market website had been relaunched and extensive work had taken place during the last year to move towards more services and information being offered digitally.

The Committee recognised the ever-increasing workload in respect of communications and requested that thanks to Town Council staff be minuted for the professional, timely issue of communications.

RESOLVED to note the information regarding Town Council communications and to thank all staff involved in the communications process.

203/PF LOTTERIES LICENCE RETURNS

The Committee received a request to appoint two Councillors to approve and sign the return forms required after each lottery event to return to Licensing at Central Bedfordshire Council. The licence related to Mayoral charity fundraising activity.

RESOLVED that Councillors Berry, Jones or Bowater act as signatories for Lotteries Licence Returns.

204/PF EXCLUSION OF 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: Employee Assistance Programme Renewal

205/PF EMPLOYEE ASSISTANCE PROGRAMME RENEWAL

Members agreed the Employee Assistance Programme was a valuable support for staff and on voting it was unanimously agreed to the renewal of said programme.

RESOLVED to renew the Employee Assistance Programme for 2021-2022.

The meeting closed at 9.00 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 22 FEBRUARY 2021.

Chair

19 APRIL 2021

18/01/2021

Leighton-Linslade Town Council

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List of Purchase Ledger Payments

User: JEB

Linked to Cashbook 1

Entered Month 10
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LBF001 LB First							
<i>On-Line Business Portal</i>	20/11/2020	13370	1	5,000.00	0.00	5,000.00	0.00
					0.00	5,000.00	
Above paid on 18/01/2021 by Cheque 17526							
ROY004 The Royal Horticultural Society							
<i>Annual subscription</i>	28/12/2020	31978437	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 18/01/2021 by Cheque 17527							
Total Purchase Ledger Payments					0.00	5,035.00	





Linked to Cashbook 1

Entered Month 10
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AUK001 Simon Auko							
<i>Sunday Craft Market</i>	19/01/2021	PAYMENT	1	72.00	0.00	72.00	0.00
					<u>0.00</u>	<u>72.00</u>	
Above paid on 19/01/2021 by Online Payment Ref AUK001							
BEA007 Simon Beaumont							
<i>Sunday Craft Market</i>	19/01/2021	PAYMENT	1	72.00	0.00	72.00	0.00
					<u>0.00</u>	<u>72.00</u>	
Above paid on 19/01/2021 by Online Payment Ref BEA007							
IRV003 Mr Chris Irvine							
<i>Refund duplicated payment</i>	19/01/2021	REFUND	1	19.50	0.00	19.50	0.00
					<u>0.00</u>	<u>19.50</u>	
Above paid on 19/01/2021 by Online Payment Ref IRV003							
MTF001 MT Fabricators Ltd							
<i>Repair works at cemeteries</i>	18/12/2020	301	1	1,416.00	0.00	1,416.00	0.00
					<u>0.00</u>	<u>1,416.00</u>	
Above paid on 19/01/2021 by Online Payment Ref MTF001							
SBA001 Scott Baxter							
<i>Sunday Craft Market</i>	19/01/2021	PAYMENT	1	72.00	0.00	72.00	0.00
					<u>0.00</u>	<u>72.00</u>	
Above paid on 19/01/2021 by Online Payment Ref SBA001							
Total Purchase Ledger Payments					<u>0.00</u>	<u>1,651.50</u>	

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
4IM001 4imprint							
<i>Engraved Star Awards</i>	15/01/2021	1373438	1	505.26	0.00	505.26	0.00
					0.00	505.26	

Above paid on 31/01/2021 by Online Payment Ref 4IM001

ABR001 Abraham Investments Ltd							
<i>Service charge/admin fees</i>	27/01/2021	6282	1	4,420.93	0.00	4,420.93	0.00
<i>Est. elect. Feb - April</i>	27/01/2021	6285	1	689.15	0.00	689.15	0.00
					0.00	5,110.08	

Above paid on 31/01/2021 by Online Payment Ref ABR001

ARE01 Area Pest Control UK							
<i>Pest Mangement Advice</i>	19/01/2021	4523	1	588.00	0.00	588.00	0.00
					0.00	588.00	

Above paid on 31/01/2021 by Online Payment Ref LEIG01

AUB001 Aubergine							
<i>Annual support for websites</i>	21/01/2021	AUB8746	1	477.60	0.00	477.60	0.00
<i>1/4 tech support LLTC</i>	01/02/2021	AUB8781	1	234.00	0.00	234.00	0.00
					0.00	711.60	

Above paid on 31/01/2021 by Online Payment Ref AUB001

AUD002 Auditing Solutions Ltd							
<i>Interim internal audit</i>	28/01/2021	A6805	1	534.00	0.00	534.00	0.00
					0.00	534.00	

Above paid on 31/01/2021 by Online Payment Ref AUD002

AVG001 Avery's Garage							
<i>Ins. claim 27201380382</i>	28/01/2021	E19484	1	150.00	0.00	150.00	0.00
<i>VAT Invoice</i>	28/01/2021	E19485	1	701.18	0.00	701.18	0.00
					0.00	851.18	

Above paid on 31/01/2021 by Online Payment Ref AVG001

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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BKE001 B Kent Electrical Ltd

<i>Xmas lights & repairs MSCP</i>	29/01/2021	3471	1	106.80	0.00	106.80	0.00
					0.00	106.80	

Above paid on 31/01/2021 by Online Payment Ref BKE001

BPF001 Bedfordshire Pension Fund

<i>Added years Dec 2020</i>	19/01/2021	744270	1	389.09	0.00	389.09	0.00
					0.00	389.09	

Above paid on 31/01/2021 by Online Payment Ref BPF001

BPF003 Bedfordshire Pension Fund

<i>Pension contributions</i>	31/01/2021	JANUARY2021	1	21,897.75	0.00	21,897.75	0.00
					0.00	21,897.75	

Above paid on 31/01/2021 by Online Payment Ref 101011

BTE001 BT Events Ltd

<i>Events Management January</i>	01/02/2021	452	1	2,544.00	0.00	2,544.00	0.00
					0.00	2,544.00	

Above paid on 31/01/2021 by Online Payment Ref BTE001

BUZ011 Buzzy Bee Tyres Ltd

<i>Tyre ordered and fitted</i>	25/11/2020	759163	1	115.00	0.00	115.00	0.00
<i>Repairs to KJU13 EKM</i>	07/01/2021	759318	1	118.80	0.00	118.80	0.00
					0.00	233.80	

Above paid on 31/01/2021 by Online Payment Ref BUZ011

CAB002 Cable Ties Direct

<i>Cable ties for Markets</i>	13/01/2021	338652	1	229.49	0.00	229.49	0.00
					0.00	229.49	

Above paid on 31/01/2021 by Online Payment Ref CAB002

CEN005 Central Bedfordshire Council

<i>Supported employment</i>	01/02/2021	1800076227	1	537.98	0.00	537.98	0.00
					0.00	537.98	

Above paid on 31/01/2021 by Online Payment Ref CEN005

Continued over page

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN009 Central Bedfordshire Council							
<i>AOE payment</i>	31/01/2021	JANUARY2021	1	27.34	0.00	27.34	0.00
					0.00	27.34	
Above paid on 31/01/2021 by Online Payment Ref 401752969							
CHB001 Chubb Fire & Security Ltd							
<i>Service fire extinguishers</i>	27/01/2021	8573847	1	1,099.19	0.00	1,099.19	0.00
<i>Service agreement Tactic</i>	02/02/2021	8576815	1	148.73	0.00	148.73	0.00
					0.00	1,247.92	
Above paid on 31/01/2021 by Online Payment Ref CHB001							
COL006 The Columbaria Company							
<i>Sanctum Panorama Plaque</i>	27/01/2021	INV0075967	1	205.20	0.00	205.20	0.00
					0.00	205.20	
Above paid on 31/01/2021 by Online Payment Ref COL006							
DAT002 Datashredders Limited							
<i>Confidential shredding</i>	15/01/2021	94238	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 31/01/2021 by Online Payment Ref DAT002							
DWP001 Department of Work & Pensions							
<i>AOE payment</i>	31/01/2021	JANUARY2021	1	13.67	0.00	13.67	0.00
					0.00	13.67	
Above paid on 31/01/2021 by Online Payment Ref WM815231A							
DZL001 DZL Construction							
<i>Repair hot water tap MSCP</i>	31/01/2021	1217	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 31/01/2021 by Online Payment Ref DZL001							
EAR001 Earth Anchors Ltd							
<i>Inserts for bins</i>	22/01/2021	EA33884	1	2,133.60	0.00	2,133.60	0.00
					0.00	2,133.60	
Above paid on 31/01/2021 by Online Payment Ref EAR001							

Continued over page

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ELE003 Elephant WiFi							
<i>WiFi support</i>	01/02/2021	1543	1	441.00	0.00	441.00	0.00
					0.00	441.00	

Above paid on 31/01/2021 by Online Payment Ref ELE003

GAR003 Garden Machinery Services							
<i>Service machinery</i>	18/01/2021	40114	1	425.73	0.00	425.73	0.00
					0.00	425.73	

Above paid on 31/01/2021 by Online Payment Ref GAR003

GEM001 Gemelli Solutions Ltd							
<i>Childcare vouchers</i>	07/02/2021	338384	1	263.41	0.00	263.41	0.00
					0.00	263.41	

Above paid on 31/01/2021 by Online Payment Ref GEM001

GEO001 George Browns Ltd							
<i>Pop-rivet / hand riviter</i>	07/01/2021	121502	1	26.64	0.00	26.64	0.00
<i>Wire brush</i>	07/01/2021	121503	1	6.00	0.00	6.00	0.00
<i>Safety hiker boots</i>	14/01/2021	121900	1	56.95	0.00	56.95	0.00
<i>Blowlamp autostart</i>	26/01/2021	122536	1	24.70	0.00	24.70	0.00
<i>Repair jet wash</i>	03/02/2021	1238183	1	138.60	0.00	138.60	0.00
					0.00	252.89	

Above paid on 31/01/2021 by Online Payment Ref GEO001

GRA01 Gratte Brothers							
<i>Maintenance visit</i>	29/01/2021	24219	1	727.80	0.00	727.80	0.00
<i>Works at Astral Park</i>	02/02/2021	24437	1	82.40	0.00	82.40	0.00
<i>Works at Astral Park</i>	02/02/2021	24438	1	63.20	0.00	63.20	0.00
<i>Works at Astral Park</i>	02/02/2021	24439	1	365.78	0.00	365.78	0.00
<i>Works at Astral Park</i>	02/02/2021	24440	1	215.30	0.00	215.30	0.00
					0.00	1,454.48	

Above paid on 31/01/2021 by Online Payment Ref GRA01

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GRE009 The Great Outdoor Gym Company Ltd							
<i>Energy Cross Trainer Bearings</i>	29/01/2021	4177	1	573.60	0.00	573.60	0.00
					0.00	573.60	
Above paid on 31/01/2021 by Online Payment Ref GRE009							
HAR002 Harrisons Electrical & Property Services							
<i>MSCP maintenance</i>	14/01/2021	36410	1	625.20	0.00	625.20	0.00
					0.00	625.20	
Above paid on 31/01/2021 by Online Payment Ref HAR002							
HM001 HM Revenue & Customs							
<i>PAYE & NI payments</i>	31/01/2021	JANUARY2021	1	19,205.99	0.00	19,205.99	0.00
					0.00	19,205.99	
Above paid on 31/01/2021 by Online Payment Ref HM001							
INI001 Initial							
<i>Annual servicc 21/22</i>	15/01/2021	33744522	1	3,891.30	0.00	3,891.30	0.00
					0.00	3,891.30	
Above paid on 31/01/2021 by Online Payment Ref INI001							
JAM005 Jam on Toast							
<i>Market Support</i>	03/02/2021	#219	1	1,300.00	0.00	1,300.00	0.00
					0.00	1,300.00	
Above paid on 31/01/2021 by Online Payment Ref JAM005							
JGO001 Mr J Gordon							
<i>Health & Safety Support</i>	01/02/2021	234/20	1	692.40	0.00	692.40	0.00
					0.00	692.40	
Above paid on 31/01/2021 by Online Payment Ref JGO001							
LBRC001 Leighton Buzzard Rugby Club							
<i>NHS Banner Donation</i>	03/02/2021	272	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 31/01/2021 by Online Payment Ref LBRC001							

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Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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LHC001 Leighton Hire Centre

<i>Toilet hire at Vandyke</i>	31/01/2021	64353	1	113.40	0.00	113.40	0.00
					0.00	113.40	

Above paid on 31/01/2021 by Online Payment Ref LHC001

LTS001 Linslade Tyre Sales Ltd

<i>Tyres for Isuzu</i>	03/02/2021	OLI-20291	1	662.40	0.00	662.40	0.00
					0.00	662.40	

Above paid on 31/01/2021 by Online Payment Ref LTS001

MAN001 Manton Office Equipment Ltd

<i>Cleaning items</i>	29/01/2021	120114	1	109.68	0.00	109.68	0.00
					0.00	109.68	

Above paid on 31/01/2021 by Online Payment Ref MAN001

MAN004 Mann Motors (Leighton Buzzard) Ltd

<i>Repairs KY59 TVT</i>	02/02/2021	82251	1	227.52	0.00	227.52	0.00
					0.00	227.52	

Above paid on 31/01/2021 by Online Payment Ref MAN004

MCS001 M.C.S Contract Cleaning Limited

<i>Pavilions cleaned</i>	29/01/2021	40486	1	3,949.99	0.00	3,949.99	0.00
<i>Toilets cleaned MSCP</i>	29/01/2021	40500	1	4,550.40	0.00	4,550.40	0.00
<i>Toilets cleaned Parson's</i>	29/01/2021	40503	1	1,456.00	0.00	1,456.00	0.00
					0.00	9,956.39	

Above paid on 31/01/2021 by Online Payment Ref MCS001

MIC002 Microshade Business Consultants Ltd

<i>Monthly Omega Hosting</i>	26/01/2021	14009	1	312.46	0.00	312.46	0.00
<i>Accounting support Jan 2021</i>	29/01/2021	14060	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,512.46	

Above paid on 31/01/2021 by Online Payment Ref MIC002

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MTF001							
MT Fabricators Ltd							
<i>Trailer hitch repairs</i>	20/01/2021	307	1	42.00	0.00	42.00	0.00
<i>Covers for bollard locks</i>	26/01/2021	312	1	93.60	0.00	93.60	0.00
<i>Repairs at Skate Park</i>	01/02/2021	294	1	930.00	0.00	930.00	0.00
<i>Fencing at Pages</i>	02/02/2021	317	1	596.40	0.00	596.40	0.00
<i>Repairs at Vandyke</i>	02/02/2021	320	1	288.00	0.00	288.00	0.00
<i>Repair water heater Vandyke</i>	08/02/2021	321	1	343.20	0.00	343.20	0.00
<i>Repairs Parson's Toilets</i>	09/02/2021	328	1	132.00	0.00	132.00	0.00
					0.00	2,425.20	

Above paid on 31/01/2021 by Online Payment Ref MTF001

ODD002							
Odyssey Trees							
<i>Removal of Xmas tree</i>	18/01/2021	0275	1	200.00	0.00	200.00	0.00
<i>Tree works - canal</i>	18/01/2021	0276	1	750.00	0.00	750.00	0.00
					0.00	950.00	

Above paid on 31/01/2021 by Online Payment Ref ODD002

PEA003							
Pear Technology Services Ltd							
<i>Annual Maplink Support</i>	20/01/2021	129190	1	102.00	0.00	102.00	0.00
					0.00	102.00	

Above paid on 31/01/2021 by Online Payment Ref PEA003

PHS001							
PHS Group plc							
<i>Annual Service</i>	22/01/2021	68032231	1	396.02	0.00	396.02	0.00
					0.00	396.02	

Above paid on 31/01/2021 by Online Payment Ref PHS001

PIT001							
Pitney Bowes Purchase Power							
<i>Underfranked postage</i>	18/01/2021	BH875511	1	0.58	0.00	0.58	0.00
					0.00	0.58	

Above paid on 31/01/2021 by Online Payment Ref PIT001

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRU001 Prudential - LEIGH/LINS TWN							
<i>AVC payment</i>	31/01/2021	JANUARY2021	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 31/01/2021 by Online Payment Ref LLTC							
REY001 Reynolds Landscaping Services Limited							
<i>Litter clearance Ouzel</i>	30/09/2020	1	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 31/01/2021 by Online Payment Ref REY001							
ROS006 Mr JJ & Mrs MJ Duignan							
<i>Additional charges</i>	19/01/2021	19012021	1	180.00	0.00	180.00	0.00
<i>Insurance Feb21-Feb22</i>	04/02/2021	#INS/LB/02/21	1	523.62	0.00	523.62	0.00
					0.00	703.62	
Above paid on 31/01/2021 by Online Payment Ref ROS006							
RTM001 R T Machinery Ltd							
<i>Repairs to Scag SWZ 32</i>	26/01/2021	136336	1	433.40	0.00	433.40	0.00
<i>Repairs to Scag SWZ 32A</i>	29/01/2021	136245	1	535.17	0.00	535.17	0.00
<i>Repairs to Scag STT 61V</i>	29/01/2021	136343	1	645.80	0.00	645.80	0.00
<i>Repairs to Scag SWZ 32</i>	29/01/2021	136344	1	583.51	0.00	583.51	0.00
<i>Repairs to scag SWZ 32A</i>	29/01/2021	136346	1	599.47	0.00	599.47	0.00
					0.00	2,797.35	
Above paid on 31/01/2021 by Online Payment Ref RTM001							
SOC001 Society of Local Council Clerks							
<i>Webinar Word/PDF</i>	06/11/2020	BK199501	1	42.00	0.00	42.00	0.00
					0.00	42.00	
Above paid on 31/01/2021 by Online Payment Ref SOC001							
SPA002 Sparkx Ltd							
<i>Removal of Christmas Lights</i>	21/01/2021	INV-3118	1	8,599.14	0.00	8,599.14	0.00
<i>Repairs to 3D Motif</i>	21/01/2021	INV-3119	1	477.60	0.00	477.60	0.00
					0.00	9,076.74	
Above paid on 31/01/2021 by Online Payment Ref SPA002							

Continued over page

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STE008 Steel and Company Contractors							
<i>Pages Park final certificate</i>	22/09/2020	20064	1	11,586.44	0.00	11,586.44	0.00
					0.00	11,586.44	
Above paid on 31/01/2021 by Online Payment Ref STE008							
STR006 Street Furnishings Ltd							
<i>North Street Post & Rail</i>	04/02/2021	15447	1	6,516.68	0.00	6,516.68	0.00
					0.00	6,516.68	
Above paid on 31/01/2021 by Online Payment Ref STR006							
TIN002 Tindall Security Ltd							
<i>Air Monitoring</i>	13/11/2020	76427	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 31/01/2021 by Online Payment Ref TIN002							
UNI002 UNISON							
<i>Monthly subscriptions</i>	31/01/2021	JANUARY2021	1	34.50	0.00	34.50	0.00
					0.00	34.50	
Above paid on 31/01/2021 by Online Payment Ref 10821							
VEO001 Veolia							
<i>Waste collection W.House</i>	31/01/2021	8661229754	1	40.80	0.00	40.80	0.00
<i>Waste collections Astral Park</i>	31/01/2021	8661229755	1	53.28	0.00	53.28	0.00
<i>Enclosed skip animal waste</i>	31/01/2021	8661229756	1	1,070.40	0.00	1,070.40	0.00
<i>Waste collections Vandyke</i>	31/01/2021	8661229757	1	236.70	0.00	236.70	0.00
<i>Waste collections markets</i>	31/01/2021	8661229758	1	484.68	0.00	484.68	0.00
<i>Waste collection Parson's</i>	31/01/2021	8661229759	1	142.02	0.00	142.02	0.00
<i>Bags supplied Tactic</i>	31/01/2021	8661229760	1	62.40	0.00	62.40	0.00
					0.00	2,090.28	
Above paid on 31/01/2021 by Online Payment Ref VEO001							
ZEN001 Zen Internet							
<i>Unlimited Zen Fibre</i>	18/01/2021	32512852	1	50.40	0.00	50.40	0.00
					0.00	50.40	
Above paid on 31/01/2021 by Online Payment Ref ZEN001							
Total Purchase Ledger Payments						0.00	117,736.42

Linked to Cashbook 1

Entered Month 11
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PETTYCASHT Petty Cash - Sarah Sandiford/M Saccoccio							
<i>Petty cash top up Tactic</i>	31/01/2021	PCTOPUP	1	95.28	0.00	95.28	0.00
					0.00	95.28	
Above paid on 12/02/2021 by Cheque 17528							
Total Purchase Ledger Payments						0.00	95.28





Leighton-Linslade Town Council
Salaries Analysis 31 January 2021
Month 10

	Total Pay	Mileage	Car Allowance	Redundancy Pay	Gross Pay	Paye	NI	Pension	AVC	Unison	Student Loan	Other Deds	Net pay	Ers NI	Ers Pension	Journal Entry	DR	CR
Cost Centre																		
12 Admin	20,732.11	0.00	103.25	0.00	20,628.86	2,601.80	1,491.12	1,595.60	400.00	0.00	0.00	43.01	14,600.58	2,108.44	5,176.21	4000/12 Admin 4008 Mileage	27,913.50	0.00
20 Democratic	2,811.14	0.00	0.00	0.00	2,811.14	236.40	227.56	219.43	0.00	0.00	0.00	0.00	2,127.75	219.57	706.11	4008 Cycle 4008 Allowance 4000/20 Democratic 4008 Mileage	103.25 3,736.82	0.00
104 Youth	10,312.84	0.00	0.00	0.00	10,312.84	913.80	700.16	619.23	0.00	0.00	0.00	70.28	8,009.37	839.40	2,473.85	4008 Cycle 4000/104 Youth 4008 Mileage	13,626.10	0.00
230 Parks	23,135.96	0.00	0.00	0.00	23,135.96	2,246.40	1,822.62	1,330.14	0.00	17.25	0.00	0.00	17,719.55	2,182.58	5,218.36	4008 Allowance 4000/230 Parks 4008 Mileage	30,536.90	0.00
401 Cemetery	4,793.27	0.00	0.00	0.00	4,793.27	314.20	304.81	255.38	0.00	17.25	0.00	243.00	3,901.83	425.76	1,193.21	4008 Allowance 4000/401 Cemetery 4008 Mileage	6,412.24	0.00
412 Market	6,010.76	0.00	0.00	0.00	6,010.76	605.40	227.09	151.62	0.00	0.00	0.00	0.00	4,783.65	277.72	578.48	4008 Cycle 4008 Allowance	0.00	0.00
101 Community	8,469.88	99.19	0.00	0.00	8,370.69	793.20	612.39	497.57	0.00	0.00	0.00	0.00	6,566.72	751.09	1,882.56	4000/401 Cemetery 4008 Mileage	6,412.24	0.00
111 Pavilions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4000/412 Markets 4008 Mileage	6,866.96	0.00
117 Astral Pk Car	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4000/101 Ec Dev 4008 Mileage	11,004.34	0.00
	76,265.96	99.19	103.25	0.00	76,063.52	7,711.20	5,385.75	4,668.97	400.00	34.50	0.00	356.29	57,709.25	6,804.56	17,228.78	4000/230 Pavilions 4008 Mileage	0.00	0.00
													57,709.25			4000/117 Astral catering	0.00	0.00
													57,709.25			516 PAYE/NI Due 517 Pension Due 518 Unison Due 516 Student Loan 515 Net Pay	19,901.51 22,297.75 34.50 0.00 57,709.25	0.00
																Childcare Other Deductions	243.00 113.29	0.00

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Current Account

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2021	J Duignan	DD	5,120.00		Rent & management depot
04/01/2021	B T	DD	103.32		Telephone charges Astral
04/01/2021	NatWest Onecard	DDR	2,589.08		Credit Card Payments
07/01/2021	Grenke Leasing	DD	897.59		1/4 fee W/house copier
07/01/2021	Grenke Leasing	DD	270.64		Equip protection 2021
07/01/2021	Grenke Leasing	DD	64.80		1/4 fee Tactic copier
07/01/2021	Grenke Leasing	DD	106.80		Equip. protection copier
08/01/2021	Orbtalk	DD	434.70		Telephone charges
13/01/2021	BACS P/L Pymnt Page 2840	BACS Pymnt	103,352.41		BACS P/L Pymnt Page 2840
13/01/2021	FuelGenie	DD	319.25		Fuel charges
15/01/2021	Bankline	BACS	66.00		Monthly service fee
15/01/2021	EDF Energy	DD	42.00		Market electricity
15/01/2021	FuelCard Services	DD	114.89		Fuel charges
15/01/2021	NatWest	BACS	57,709.25		January salaries
18/01/2021	LB First	17526	5,000.00		On-Line Business Portal
18/01/2021	The Royal Horticultural Societ	17527	35.00		Annual subscription
18/01/2021	Virtual IT	DD	1,170.10		IT Support
18/01/2021	British Gas	DD	341.62		Electricity Parson's Close
19/01/2021	BACS P/L Pymnt Page 2849	BACS Pymnt	1,651.50		BACS P/L Pymnt Page 2849
19/01/2021	WorldPay Service Line	DD	105.96		Charges summary
19/01/2021	WorldPay	DD	17.02		Charge summary
19/01/2021	CNG Energy	DD	146.15		Gas charges Pages
19/01/2021	CNG Energy	DD	94.24		Gas charges TACTIC
21/01/2021	World Pay	DD	25.38		Charges summary
22/01/2021	DataSim	DD	22.27		Electronic signage
25/01/2021	BNP Paribas	DD	404.46		Vehicle leasing
26/01/2021	De Lage Landen F S	DD	242.40		Big Belly Bins
29/01/2021	Nat West	DD	54.20		December service charges
29/01/2021	MHR International	DD	238.56		Process January payroll
29/01/2021	E E Telephones	DD	280.86		Mobile telephone charges
30/01/2021	Anglian Water - 100793264	Std Ord	8.00		Water - Vandyke Cemetery
30/01/2021	Anglian Water - 117053033	Std Ord	4.50		Water - Linslade Park
30/01/2021	Anglian Water - 119731644	Std Ord	29.00		Water - Allotments
30/01/2021	Anglian Water - 125016543	Std Ord	10.50		Water - Mentmore Road
31/01/2021	Anglian Water - 104438205	Std Ord	385.00		Water - Astral Park
31/01/2021	Anglian Water - 126336965	Std Ord	23.81		Water - Tactic
31/01/2021	BACS P/L Pymnt Page 2850	BACS Pymnt	117,736.42		BACS P/L Pymnt Page 2850

Total Payments	299,217.68
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List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2021	Jane	694	6.00		TANG items
31/01/2021	Jane	695	8.10		TANG items
31/01/2021	Jane	696	2.00		TANG items
31/01/2021	Jane	697	5.85		TANG Items
31/01/2021	Jane	698	4.00		TANG items - magazines
31/01/2021	Jane	699	9.28		Refreshments - TANG
31/01/2021	Jane	700	6.00		Misc items - TANG
31/01/2021	Jane	701	11.15		Refreshments - Xmas party
31/01/2021	Jane	702	2.00		Luxury crackers Xmas
31/01/2021	Cristina	703	15.00		Cellophane for hampers
31/01/2021	Jane	704	7.50		Misc items - TANG
31/01/2021	Jane	705	7.00		Misc items - TANG
31/01/2021	Jane	706	5.15		Cooking items - TANG
31/01/2021	Jane	707	4.25		Hampers - TANG
31/01/2021	Jane	708	2.00		Cooking items
Total Payments			<u>95.28</u>		



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