

Public Document Pack

LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 19 APRIL 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

Also in attendance I Haynes, Head of Grounds and Environmental
 Services
 M Saccoccio, Town Clerk
 C Cummins, Finance Officer
 S Sandiford, Head of Democratic and Central
 Services
 M Jahn, Committee Officer
 Cllr Harvey
 Cllr Kharawala

Members of the public: 0
Members of the press 0

218/PF **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

219/PF **DECLARATIONS OF INTEREST**

Councillor Kharawala declared an interest in the March 2021 payments listing due to receiving the Mayoral expenses allowance.

Councillor Palmer declared a personal interest in the minutes of the Community Safety Sub-Committee due to his wife having spoken in the public question session on behalf of the Friends of Leighton-Linslade in Bloom, with whom he was also a volunteer.

No pecuniary interests were declared and no dispensations were requested.

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

There were no questions from the public.

221/PF **MINUTES OF PREVIOUS MEETING**

- (a) The Committee received the minutes of the Policy & Finance Committee Meeting held 22 February 2021 and 29 March 2021.

RESOLVED that the minutes of the Policy & Finance Committee held on the 22 February 2021 and 29 March 2021 be approved as correct records, to be signed at a later date when safe to do so.

- (b) Any updates needed would be covered in the meeting.

222/PF **MINUTES OF SUB COMMITTEES**

- (a) The Committee received the minutes of the Personnel Sub-Committee meeting held on 23 March 2021.

The Committee considered recommendations made by the Personnel Sub-Committee on 23 March 2021.

RESOLVED:

- (i) **To renew the Service Level Agreement with Luton Borough Council for Human Resources and Occupational Health support for a three-year term from 1 April 2021- 31 March 2024, at a cost of £23,541 for the three-year period, based on up to 72 days service provision over the contract period.**
- (ii) **That the Service Level Agreement for HR and Occupational Health support be funded by the existing HR budget line (12/4388), which will be increased by £500 per annum for 2022-23 and 2023-24.**
- (iii) **To endorse that should the level of HR support needed exceed that outlined within the proposed SLA, that any additional cost be met from the Professional Fees budget (12/4384) where appropriate, or that where required, Committee approval be sought for budget from another source.**

Minute reference 60/PR (Town Clerk's Appraisal): Members were informed Councillor S Owen would replace Councillor R Goodchild for the Town Clerk's appraisal panel.

RESOLVED to receive the minutes of the Personnel Sub-Committee meeting held on 23 March 2021.

- (b) The Committee received the draft minutes of the Community Safety Sub-Committee meeting held on 12 April 2021.

RESOLVED to receive the draft minutes of the Community Safety Sub-Committee meeting held on 12 April 2021.

A problem had been experienced with the postal service and late delivery of Agenda papers. It was confirmed the post office had encountered problems during the pandemic with less staff than usual, but contact would be made with them ascertain if this problem had been solved.

223/PF MARKET POWERS

The Committee received a report to seek endorsement in respect to Market Powers and re-enforce our position as a Charter Market. Any market operating outside normal charter market days would need to inform the Town Council, this would include any regular car boot sales in the area. Members agreed the Town Council needed some control over other markets in the area so our market could survive and we could work in tandem with others.

RECOMMENDED to Council:

- (a) To endorse the use of the provisions of Part 111 of the Food Act 1984 alongside the Market Charter.**
- (b) To endorse the Market Rights public statement.**
- (c) To endorse the Visiting Markets Terms and Conditions.**

224/PF MARCH 2021 PAYMENTS

The Committee received schedules of payments for March 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 March 2021 dated 9 April 2021 included BACS payments amounting to £99,476.38 (page numbers 2871-2877). The monthly salaries listing for March 2021 amounting to £99,468,50 gross was received. A cash book report for March 2021, including details of all direct debit payments, was also received.

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

225/PF ANNUAL REVIEW OF FINANCIAL REGULATIONS AND INTERNAL CONTROLS

The Committee received a report to review the Town Council's Financial Regulations after leaving the European Union when slight amendments were made. Also the credit card procedure was revisited to reflect changes in personnel and to the reporting system given the deletion of the Accounts Sub Committee.

RESOLVED to note the report.

RECOMMENDED to Council:

- (a) That minor amendments to the Town Council's credit card procedure as set out at Appendix A of the report be endorsed**
- (b) To endorse minor amendments to Standing Orders to fairly reflect Brexit transitional advertising of contract arrangement as set out.**
- (c) To endorse minor amendments to Financial Regulations to fairly reflect Brexit transitional advertising of contracts arrangements as set out.**

226/PF HEALTH AND SAFETY POLICY

The Committee received a report to review the previously endorsed Health and Safety Policy to ensure it was fit for purpose.

A question was raised regarding the number and type of recorded accidents over the past few years. It was confirmed there were very few accidents with none being reportable.

RESOLVED to note the report.

RECOMMENDED to Council to endorse the Town Council's Health and Safety Policy which had been the subject of its annual review.

227/PF LONE WORKING POLICY

The Committee received the previously endorsed Lone Working Policy to ensure it was fit for purpose.

A question was raised regarding whether an analysis had been undertaken of staff over the past year particularly with home working. It was confirmed this policy did not include home working.

In respect of home working over the past year due to the Covid-19 pandemic, staff had been asked to complete display screen assessments and to request any equipment they needed. Staff were encouraged to talk to their line manager and a monthly reminder was sent to remind employees that the Employee Assistance Helpline offered online and telephone based support on a range of subjects 24/7.

RESOLVED to note the report.

RECOMMENDED to Council to endorse the Town Council's Lone Working Policy which had been subject to review.

228/PF PARSON'S CLOSE RECREATION GROUND: ACCESSIBLE ADVENTURE PLAY

The Committee considered the recommendation made by the Grounds & Environmental Services Committee on 8 March: to consider the funding options to deliver this £297,946.00 project and to consider funding through the United Kingdom Debt Management Office via Public Work Loan or from Town Council held reserves.

Funding via a loan would provide a long term option and the repayments could be met through the revenue budget without any impact on the Town Council precept.

Members agreed this was an excellent project providing extensive accessible play equipment in the park. A question was raised regarding insurance for this extra equipment and it was confirmed the insurance company would be informed and they would assess our processes and equipment and decide the appropriate insurance required.

RESOLVED to note the report.

RECOMMENDED to Council to endorse the application for funding of the project up to £300,000 through the United Kingdom Debt Management Office via a Public Works Loan application.

229/PF COMPLAINTS POLICY

The Committee received a report regarding the Complaints Procedure. Following a thorough review which included guidance from the Local Councils Ombudsman and the National Association of Local Councils, a new policy was recommended for approval. It was felt that the new policy provided clearer information to members of the public about the complaints process.

RECOMMENDED to Council to approve the proposed revised Complaints Procedure.

230/PF FREEDOM OF INFORMATION POLICY

The Committee received a report regarding the Freedom of Information Policy, which had been in effect since 2004. The fundamental legislation had not changed and only minor amendments to the Policy were recommended to bring it up to date (for example, removal of the reference to fax).

RESOLVED

- (a) **To note the information in the report and appendices concerning Freedom of information.**
- (b) **To endorse the use of the flowchart published by the Information Commissioner to process requests, as set out in Appendix D.**

RECOMMENDED to Council to approve minor amendments to the Freedom of Information Policy.

231/PF **DRAFT ANNUAL REPORT 2020-2021**

The Committee received the draft Town Council Annual Report 2020-2021. The report followed a more abbreviated format and contained key highlights from the year. It was noted that financial information would be finalised following completion of the year end accounts. A number of amendments were suggested including the addition in the introduction of Church of St.Mary's as being another ancient building in the Parish and the addition of the names to the photographs of the volunteers bestowed with the Community Volunteer awards for 2020-21. Also some typographical errors which needed to be amended were highlighted and Councillors were encouraged to contact The Head of Central and Democratic Services of any other amendments required.

Members agreed that an acknowledgement should be added on the change in meeting structure over the past year due to the pandemic restrictions which meant cancelled meetings, delegated decisions and on-line meetings.

RECOMMENDED to Council to approve the written content of the annual report for 2020-2021 with the amendments highlighted above (financial information to follow after completion of the financial year end).

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

- (a) The Committee received the Committee work plan and objectives for 2020-21.

RESOLVED to note the committee work plan and objectives for 2020-21.

- (b) The Committee received the draft Committee work plan and objectives for 2021-2022 and was asked to consider deferring a Council software review (addressing Objectives 1,2 & 3 in the Council's Five Year Plan) due to the need to focus on actions arising from the recent Social Media Audit and Risk Register action plan for 2021-22. Some work had been necessarily delayed due to the pandemic and needed attention in 2021-22. This included IT security, data protection, social media security and meeting of accessibility legal requirements for the website and apps.

RESOLVED to approve a change in the work plan to progress actions arising from the Council's Risk Register Action Plan for 2021-2022, including recommendations from a recent social media security audit, during 2021-22 and to defer the Council software review project (linked to approved Council objectives 1-3) until the municipal year 2022-23.

233/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: Appointment of Planning Consultant.

234/PF APPOINTMENT OF PLANNING CONSULTANT

Members received a report regarding the potential appointment of a consultant to provide direction or otherwise on the merits of creating a neighbourhood plan or other similarly appropriate document to better inform parish wide improvements. A brief was issued to a total of 11 consultants and in addition the brief was circulated within a neighbourhood planning network comprising 21 businesses who specialised in creating neighbourhood plans and advising town and parish councils. From this a total of 6 expressions of interest were received which were provided to the Committee for consideration.

Following discussion the Committee decided to invite two of the companies to an informal meeting where they would separately be asked a set of questions to enable a final decision to be made on who would be engaged to take this project forward.

RESOLVED

(a) To note the report

(b) That two consultants be invited to attend an informal meeting with Councillors and the Town Clerk and a decision made following this meeting.

The meeting closed at 8.59 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 19 APRIL 2021.

Chair

21 JUNE 2021

09/04/2021

Leighton-Linslade Town Council

Page 2871

16:49

List of Purchase Ledger Payments

User: CLC

Linked to Cashbook 1

Entered Month 1
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALL009 Alltech Signs & Graphics Ltd							
<i>Names on Board in Chamber</i>	11/03/2021	INV7944	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 09/04/2021 by Online Payment Ref ALL009							
AUT001 Auto Electrical Services							
<i>1 x bulb</i>	29/03/2021	95375	1	3.60	0.00	3.60	0.00
					0.00	3.60	
Above paid on 09/04/2021 by Online Payment Ref AUT001							
BPF001 Bedfordshire Pension Fund							
<i>Added Years Feb 2021</i>	10/03/2021	744680	1	389.09	0.00	389.09	0.00
					0.00	389.09	
Above paid on 09/04/2021 by Online Payment Ref BPF001							
BPF003 Bedfordshire Pension Fund							
<i>March Pension contributions</i>	09/04/2021	MARCH2021	1	21,815.71	0.00	21,815.71	0.00
					0.00	21,815.71	
Above paid on 09/04/2021 by Online Payment Ref 101011							
BPOL001 The Police & Crime Commissioner for Beds							
<i>Operation Dodford Dec 2020</i>	10/03/2021	B0002231	1	1,705.28	0.00	1,705.28	0.00
<i>Operation Dodford Jan 2021</i>	10/03/2021	B0002232	1	1,880.56	0.00	1,880.56	0.00
<i>Operation Dodford Feb 2021</i>	24/03/2021	B0002268	1	1,530.00	0.00	1,530.00	0.00
					0.00	5,115.84	
Above paid on 09/04/2021 by Online Payment Ref BPOL001							
BTE001 BT Events Ltd							
<i>Event Pre Production</i>	25/03/2021	497	1	422.40	0.00	422.40	0.00
<i>Event Pre Production</i>	25/03/2021	498	1	120.00	0.00	120.00	0.00
<i>Events Consultancy March</i>	07/04/2021	503	1	2,544.00	0.00	2,544.00	0.00
					0.00	3,086.40	
Above paid on 09/04/2021 by Online Payment Ref BTE001							

Continued over page

Linked to Cashbook 1

Entered Month 1
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>	09/04/2021	MARCH2021	1	27.34	0.00	27.34	0.00
					<u>0.00</u>	<u>27.34</u>	
Above paid on 09/04/2021 by Online Payment Ref 401752969							
DWP001 Department of Work & Pensions							
<i>AOE payment</i>	09/04/2021	MARCH2021	1	13.67	0.00	13.67	0.00
					<u>0.00</u>	<u>13.67</u>	
Above paid on 09/04/2021 by Online Payment Ref WM815231A							
ELE003 Elephant WiFi							
<i>WiFi support</i>	01/04/2021	1636	1	441.00	0.00	441.00	0.00
					<u>0.00</u>	<u>441.00</u>	
Above paid on 09/04/2021 by Online Payment Ref ELE003							
ENT002 Enterprise RAC UK Ltd							
<i>Van hire for July 20</i>	14/09/2020	850039213215	1	331.30	0.00	331.30	0.00
					<u>0.00</u>	<u>331.30</u>	
Above paid on 09/04/2021 by Online Payment Ref ENT002							
FIR007 Fire & Electrical Safety Ltd							
<i>Repairs to equipment at A/Park</i>	11/03/2021	INV-10024	1	284.40	0.00	284.40	0.00
					<u>0.00</u>	<u>284.40</u>	
Above paid on 09/04/2021 by Online Payment Ref FIR007							
GEM001 Gemelli Solutions Ltd							
<i>Childcare vouchers</i>	07/04/2021	338900	1	263.41	0.00	263.41	0.00
					<u>0.00</u>	<u>263.41</u>	
Above paid on 09/04/2021 by Online Payment Ref GEM001							
GEO001 George Browns Ltd							
<i>Service Kubota</i>	27/03/2021	127557	1	625.18	0.00	625.18	0.00
<i>Windscreen wiper</i>	30/03/2021	127751	1	32.70	0.00	32.70	0.00
<i>Service Kubota</i>	01/04/2021	128173	1	676.80	0.00	676.80	0.00

Continued over page

Linked to Cashbook 1

Entered Month 1
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Service Trimax Pegasus</i>	01/04/2021	128177	1	753.61	0.00	753.61	0.00
<i>Service Trimas Pegasus</i>	01/04/2021	128195	1	3,917.66	0.00	3,917.66	0.00
					0.00	6,005.95	

Above paid on 09/04/2021 by Online Payment Ref GEO001

HAR008 Peter Harland

<i>Refund allotment fees</i>	31/03/2021	REFUND	1	16.00	0.00	16.00	0.00
					0.00	16.00	

Above paid on 09/04/2021 by Online Payment Ref HAR008

HM001 HM Revenue & Customs

<i>PAYE & NI payment</i>	09/04/2021	MARCH2021	1	19,221.39	0.00	19,221.39	0.00
					0.00	19,221.39	

Above paid on 09/04/2021 by Online Payment Ref HM001

JAM005 Jam on Toast

<i>Market Support</i>	01/04/2021	#223	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	

Above paid on 09/04/2021 by Online Payment Ref JAM005

KEE004 Keep Britain Tidy

<i>Green Flag Application</i>	23/03/2021	INV-S009117	1	1,974.00	0.00	1,974.00	0.00
					0.00	1,974.00	

Above paid on 09/04/2021 by Online Payment Ref KEE004

KHA002 Mrs Farzana Kharawala

<i>Quaterly Town Mayor Allowance</i>	09/04/2021	APRIL2021	1	1,003.50	0.00	1,003.50	0.00
					0.00	1,003.50	

Above paid on 09/04/2021 by Online Payment Ref KHA002

KOM001 Kompan Ltd

<i>Parts for playgrounds</i>	26/03/2021	234255	1	1,385.28	0.00	1,385.28	0.00
					0.00	1,385.28	

Above paid on 09/04/2021 by Online Payment Ref KOM001

Continued over page

Linked to Cashbook 1

Entered Month 1
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LHC001 Leighton Hire Centre							
<i>Toilet hire at Vandyke</i>	31/03/2021	65079	1	124.20	0.00	124.20	0.00
					0.00	124.20	

Above paid on 09/04/2021 by Online Payment Ref LHC001

LYR001 Lyreco UK Ltd							
<i>Stationery for W/House</i>	12/03/2021	6650188491	1	691.37	0.00	691.37	0.00
<i>Flipchart for Tactic</i>	19/03/2021	6650188510	1	30.48	0.00	30.48	0.00
					0.00	721.85	

Above paid on 09/04/2021 by Online Payment Ref LYR001

MAN001 Manton Office Equipment Ltd							
<i>Plastic folding table</i>	31/03/2021	120706	1	268.20	0.00	268.20	0.00
<i>Tables and chairs</i>	31/03/2021	120867	1	2,126.74	0.00	2,126.74	0.00
<i>Cleaning items for grounds</i>	31/03/2021	120928	1	180.24	0.00	180.24	0.00
					0.00	2,575.18	

Above paid on 09/04/2021 by Online Payment Ref MAN001

MCS001 M.C.S Contract Cleaning Limited							
<i>Pavilions Cleaned</i>	01/04/2021	40662	1	3,949.99	0.00	3,949.99	0.00
<i>MSCP Toilet Cleaning</i>	01/04/2021	40677	1	4,550.40	0.00	4,550.40	0.00
<i>Parson's Close Toilet Cleaning</i>	01/04/2021	40680	1	1,456.00	0.00	1,456.00	0.00
					0.00	9,956.39	

Above paid on 09/04/2021 by Online Payment Ref MCS001

MIC002 Microshade Business Consultants Ltd							
<i>Annual Rental Pear Tech</i>	19/03/2021	14239	1	60.00	0.00	60.00	0.00
<i>Monthly Omega Hosting</i>	26/03/2021	14238	1	312.46	0.00	312.46	0.00
<i>Accounting Support March 2021</i>	31/03/2021	14284	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,572.46	

Above paid on 09/04/2021 by Online Payment Ref MIC002

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MOD001 Civica UK Limited							
<i>Modern.gov Annual licence/sup</i>	17/03/2021	M/MG085053	1	8,998.09	0.00	8,998.09	0.00
					0.00	8,998.09	

Above paid on 09/04/2021 by Online Payment Ref MOD001

MTF001 MT Fabricators Ltd							
<i>Repair door at Market store</i>	25/02/2021	335	1	102.00	0.00	102.00	0.00
<i>Railing repairs play areas</i>	13/03/2021	319	1	312.00	0.00	312.00	0.00
<i>Barrier Repairs Linslade</i>	07/04/2021	360	1	840.00	0.00	840.00	0.00
<i>Post Replacements Astral</i>	07/04/2021	361	1	372.00	0.00	372.00	0.00
					0.00	1,626.00	

Above paid on 09/04/2021 by Online Payment Ref MTF001

NAB001 Nat Assoc of British Market Authorities							
<i>Subscription 2021/22</i>	01/04/2021	21/110	1	369.00	0.00	369.00	0.00
					0.00	369.00	

Above paid on 09/04/2021 by Online Payment Ref NAB001

PRU001 Prudential - LEIGH/LINS TWN							
<i>AVC payment</i>	09/04/2021	MARCH 2021	1	400.00	0.00	400.00	0.00
					0.00	400.00	

Above paid on 09/04/2021 by Online Payment Ref LLTC

RBS001 RBS Software Solutions							
<i>Annual Bookings Support</i>	31/03/2021	SM23217	1	355.20	0.00	355.20	0.00
					0.00	355.20	

Above paid on 09/04/2021 by Online Payment Ref RBS001

REC003 Record UK Ltd							
<i>Maintenance at Astral Park</i>	25/03/2021	0000323483	1	235.20	0.00	235.20	0.00
					0.00	235.20	

Above paid on 09/04/2021 by Online Payment Ref REC003

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
REM001 Remedy Sound							
<i>Broadcast Services</i>	28/03/2021	INV-1624	1	240.00	0.00	240.00	0.00
<i>Broadcast Services</i>	28/03/2021	INV1625	1	240.00	0.00	240.00	0.00
					0.00	480.00	

Above paid on 09/04/2021 by Online Payment Ref REM001

RIG001 Rigby Taylor							
<i>Sport Supplies</i>	09/03/2021	RSIN0363427	1	3,066.30	0.00	3,066.30	0.00
					0.00	3,066.30	

Above paid on 09/04/2021 by Online Payment Ref RIG001

SAN006 Pippa Sandford							
<i>Plants/sundries LL in Bloom</i>	19/03/2021	19032021	1	28.25	0.00	28.25	0.00
					0.00	28.25	

Above paid on 09/04/2021 by Online Payment Ref SAN006

SEN002 Sentinel Door Supervision Ltd							
<i>Gate locking security</i>	02/04/2021	1569	1	465.00	0.00	465.00	0.00
					0.00	465.00	

Above paid on 09/04/2021 by Online Payment Ref SEN002

TUD001 Tudor (UK) Ltd							
<i>Tree Planting Items</i>	07/04/2021	SO0073661	1	2,365.74	0.00	2,365.74	0.00
					0.00	2,365.74	

Above paid on 09/04/2021 by Online Payment Ref TUD001

UNI002 UNISON							
<i>March subscriptions</i>	09/04/2021	MARCH2021	1	34.50	0.00	34.50	0.00
					0.00	34.50	

Above paid on 09/04/2021 by Online Payment Ref 10821

VEO001 Veolia							
<i>Waste collection W/House</i>	31/03/2021	8661234540	1	51.00	0.00	51.00	0.00
<i>Waste collection Astral Park</i>	31/03/2021	8661234541	1	69.06	0.00	69.06	0.00

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Waste collection depot	31/03/2021	8661234542	1	706.50	0.00	706.50	0.00
Waste collection Vandyke	31/03/2021	8661234543	1	252.48	0.00	252.48	0.00
Waste collection Markets	31/03/2021	8661234544	1	647.04	0.00	647.04	0.00
Waste collection Parson's	31/03/2021	8661234545	1	94.68	0.00	94.68	0.00
Waste collection Weston Ave	31/03/2021	8661234546	1	486.72	0.00	486.72	0.00
					0.00	2,307.48	

Above paid on 09/04/2021 by Online Payment Ref VEO001

WOO006 Woodside Clinic

Pigeon Management Grant	26/02/2021	4585	1	735.26	0.00	735.26	0.00
					0.00	735.26	

Above paid on 09/04/2021 by Online Payment Ref WOO006

ZEN001 Zen Internet

Unlimited Zen Fibre	19/03/2021	33066739	1	50.40	0.00	50.40	0.00
					0.00	50.40	

Above paid on 09/04/2021 by Online Payment Ref ZEN001

Total Purchase Ledger Payments	0.00	99,476.38
---------------------------------------	-------------	------------------

Current Account

Payments made between 01/03/2021 and 31/03/2021

										Nominal Ledger Analysis	
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>		
01/03/2021	Public Works Loans	DD	15,769.46			4390	14	11,782.88	Loan repayment		
						4391	14	3,986.58	Loan repayment		
01/03/2021	E E	DD	356.92		59.49	4320	12	297.43	Mobile telephone charges		
01/03/2021	DVLA	DD	157.50			4384	12	157.50	TV licence		
02/03/2021	Fuel Card Services	DD	163.85		27.31	4200	230	136.54	Fuel charges		
02/03/2021	Control Print Solutions	DD	14.41		2.40	4324	12	12.01	Charge for a/c's copies		
08/03/2021	NatWest Onecard	DDR	1,936.77		285.12	4202	230	111.67	Chainsaw sundries		
						4518	101	5.99	Trail Map		
						4322	20	21.27	Stationery		
						4005	12	5.00	SLCC course		
						4006	12	200.00	Photo ID cards		
						4322	12	86.50	Lanyards		
						4301	230	405.93	Polesaw set and sundries		
						4301	230	412.81	Chainsaw consumables		
						4384	12	157.50	TV licence - WH		
						4322	12	27.50	Printer cartridge		
						4320	12	16.30	Mobile phone cases		
						4321	104	123.26	Tactic stationery		
						4014	104	59.54	Equipment - TV		
						4014	104	3.99	Tactic - Jigsaw puzzles		
						4309	12	14.39	Market Website domain renewal		
10/03/2021	Orbtalk Ltd	DD	456.17		76.03	4320	12	330.14	Telephone charges		
						4320	104	50.00	Telephone charges		
11/03/2021	BACS P/L Pymnt Page 2861	BACS Pymnt	108,963.02	108,963.02		501			BACS P/L Pymnt Page 2861		
12/03/2021	British Gas	DD	492.61		82.10	4131	111	410.51	Electricity bill Linslade		
12/03/2021	DataSim Ltd	DD	2.30		0.38	4907	103	1.92	Electronic signage charges		
15/03/2021	Atos - Fuel Genie	DD	253.71		42.28	4200	230	211.43	Fuel charges		
15/03/2021	Fuel Card	DD	150.77		25.13	4200	230	125.64	Fuel Charges		
15/03/2021	BankLine	DD	49.50			4381	12	49.50	Monthly service fee		
15/03/2021	NatWest	DD	57,482.40			515		57,482.40	March salaries		
16/03/2021	British Gas (Electricity)	DD	386.17		64.36	4131	120	321.81	Electricity Parson's Close		
17/03/2021	Virtual IT	DD	1,198.92		199.82	4309	12	999.10	IT Support		
17/03/2021	EDF Energy	DD	42.00		2.00	4131	412	40.00	Electricity charges Market		
Subtotal Carried Forward:			187,876.48	108,963.02	866.42			78,047.04			

Current Account

Payments made between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/03/2021	Virtual IT	DD	0.01			4309	12	0.01	IT Services
18/03/2021	WorldPay	DD	23.94		3.99	4381	12	19.95	Charges summary
19/03/2021	CNG Power	DD	102.22		4.87	4132	104	97.35	Gas charges Tactic
19/03/2021	CNG Energy	DD	109.84		5.23	4132	111	104.61	Gas charges Pages
19/03/2021	WorldPay	DD	17.06		0.34	4381	12	16.72	Transaction charges
19/03/2021	WorldPay	DD	111.90		11.15	4381	12	100.75	Transaction charges
23/03/2021	Virtual IT	DD	347.38		57.90	4309	12	289.48	Server Warranty
24/03/2021	De Lage Landen	DD	242.40		40.40	4503	230	202.00	Leasing Big Belly Bins
24/03/2021	Data Sim	DD	22.27		3.71	4907	103	18.56	Electronic Signage
25/03/2021	BNP Paribas Leasing	DD	404.46			4200	230	404.46	Vehicle leasing
25/03/2021	Abraham Investments Limited	DD	14,250.00		2,375.00	110		11,875.00	Rent for White House
26/03/2021	SSE Hydro	DD	908.55		151.42	4131	110	757.13	Electricity at Depot
28/03/2021	Anglian Water - 100793264	Std Ord	8.00			4135	401	8.00	Water - Vandyke Cemetery
28/03/2021	Anglian Water - 104438205	Std Ord	385.00			4135	111	385.00	Water - Astral Park
28/03/2021	Anglian Water - 117053033	Std Ord	4.50			4135	230	4.50	Water - Linslade Park
28/03/2021	Anglian Water - 119731644	Std Ord	29.00			4135	200	29.00	Water - Allotments
29/03/2021	British Gas	DD	1,377.96		229.66	4131	111	1,148.30	Electricity charges Linslade
29/03/2021	E E Mobile	DD	317.56		52.93	4320	12	264.63	Mobile telephone charges
30/03/2021	BACS P/L Pymnt Page 2870	BACS Pymnt	491.82	491.82		501			BACS P/L Pymnt Page 2870
30/03/2021	Fuel Card Services	DD	283.28		47.21	4200	230	236.07	Fuel Charges
30/03/2021	Control Print Solutions	DD	457.87		76.30	4324	12	316.85	Charges for photocopies
						4321	104	64.72	Charges for photocopies
31/03/2021	MHR	DD	244.52		40.75	4010	12	203.77	Process February Payroll
31/03/2021	NatWest	DD	34.27			4381	12	34.27	Bank charges
31/03/2021	Anglian Water - 126336965	Std Ord	12.00			4135	104	12.00	Water - Tactic
Total Payments:			208,062.29	109,454.84	3,967.28			94,640.17	

