

Public Document Pack

LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 29 MARCH 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
 M Jahn, Committee Officer
 S Barrett, Central Bedfordshire Council
 D Maltby, Global MSC Security

Members of the public: 0

206/PF **APOLOGIES FOR ABSENCE**

No apologies for absence were absence were received.

207/PF **DECLARATIONS OF INTEREST**

No declarations of interest were made and no dispensations were requested.

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

There were no questions from members of the public.

209/PF **CCTV DIGITAL UPGRADE PROJECT**

(a) By invitation Steve Barrett, Safer Neighbourhood Manager at Central Bedfordshire Council and Derek Maltby of Global SMC Security attended the meeting to provide an update on the area-wide CCTV Digital upgrade with anticipated costs and timescales.

A location for the control room had been confirmed and new operators

recruited. The CCTV system would be upgraded to offer 24/7 digital imaging on a cloud-based system where images could be stored and made immediately available to the police or camera owners. All cameras would be replaced and wireless transmission used where images would be relayed back to the control room. This would significantly reduce the current annual costs of using BT Fibre connection to transmit data and would give flexibility to add or take away cameras to the network. Some BT Fibre connection would still be needed but significantly less than at the present time.

Next steps anticipated were –

- (a) Appointment of installer in early April
- (b) Order key fibre connection from BT
- (c) Agree a plan for delivery late summer/autumn 2021
- (d) Upgrade of shop watch radios to digital from analogue

Members agreed the upgrade would be the best option to improve effectiveness of the CCTV system. The location of the cameras would be important as when using Wi-Fi a clear line of sight would be needed to enable images to be captured. Any foliage/trees would need to be managed effectively to enable an efficient operation of the system. There would be no adverse impact on the redeployable cameras which transmitted data via 3G/4G; transmission could be redirected to the new control room at no additional cost.

A question was raised as to whether the Town Council paid for monitoring and servicing the system. It was confirmed that only Astral Park and the redeployable cameras were a charged service.

A question was raised regarding the potential downtime whilst the system changed from analogue to digital. It was confirmed this would be minimal as the analogue system could still be used whilst the new digital system was being installed. The downtime for each camera would be a few hours.

Thanks were given to Steve Barrett and Derek Maltby for their informative update on the proposed CCTV digital update.

RESOLVED to note the information.

(b) Members considered approving expenditure from the Future Projects earmarked reserve 9033/925 to fund the upgrade of 7 cameras in Town Council parks to digital, with associated costs for installation and transmission links.

RESOLVED:

(a) That a maximum of £40,000 be committed from the Town Council Reserves 9033/925 with any anticipated shortfall made up from underspend within the Operation Dodford budget for the period 2020/21.

(b) To ensure sufficient budget in the CCTV budget line (4400/410) for the ongoing annual fibre costs for the Astral Park cameras (anticipated at £1,460 per annum and expected to be offset by savings on current fibre costs from other sites following the change to Wi-Fi transmission).

210/PF **MINUTES OF SUB COMMITTEES**

(a) The Committee received the minutes of the Standing Orders Task and Finish Group meeting held on 26 November 2020 and 11 January 2021.

RESOLVED to receive the minutes of the Standing Orders Task and Finish Group meeting held on 26 November 2020 and 11 January 2021.

(b) The Committee received the draft minutes of the Standing Orders Task and Finish Group meeting held on 26 February 2021.

RESOLVED that the minutes of the Standing Orders Task and Finish Group meeting held on 26 February 2021 be approved as a correct record, to be signed at a later date when safe to do so.

211/PF **PROPOSED AMENDMENTS TO STANDING ORDERS**

The Committee received and considered draft amendments to Town Council Standing Orders. Thanks were given to Sarah Sandiford for her work in bringing together the amendments for the Task and Finish Group who agreed that the changes made gave a better model to follow. The review had been quite short but intense and all involved were thanked for their positive contributions to the process.

Once the Committee recommended approval of the changes to Council on 26 April, and once proposed and seconded, those changes should stand adjourned without discussion until the next ordinary meeting of the Council (currently scheduled for Monday 17 May but this date may be subject to change).

RECOMMENDED to Council adoption of revisions to Town Council Standing Orders, particularly in respect of: public questions, councillor questions, ordinary Council meetings, delegated authority to the Town Clerk and political groups.

212/PF **ENVIRONMENTAL AMBITIONS AND EQUALITIES STATEMENT**

ACTIONS

The Committee received and considered a report to seek direction on which Town Council Committee is best placed to deliver the Town Council's Environmental Ambitions and Equality and Diversity Agenda.

RESOLVED that Council takes ownership of the Town Council's Environmental Ambitions and Equality and Diversity Statement and in doing so, provides direction to the various standing committees and sub-committees who act on its behalf.

213/PF **POLICY REVIEW**

The Committee received and considered a report to look at priorities for policy review during 2021-2022 and the addition of a Policy Index.

Some policies had not been reviewed for several years and committee approval was sought to prioritise these. The policies listed in the Index would be reviewed as some might no longer be relevant or their review could be directed to another committee or sub committee. The work involved in maintaining and reviewing the significant number of policies was acknowledged.

RESOLVED to note the Policy Index and to agree priorities for review in 2021-2022 as set out in the report.

214/PF **THIRD PARTY FUNDING/USE OF ASSETS PROTOCOL**

The Committee received and considered a draft Protocol in respect of funding to third parties (outside of established council grant schemes) and/or use of Council assets by third parties.

RECOMMEND to Council for approval subject to the addition of the wording in red below.

- (a)Point 2 - The funding request, of any amount, must be authorised by a committee with budget spending approval **or if a meeting cannot be held in a timely manner, authority delegated to the Proper Officer to approve the request and then report it back to committee retrospectively.**
- (b)Point 6 – The requestor must sign a user agreement on receipt of the asset. Such agreement will set out any terms and conditions applicable to the loan of the **asset and be drawn to the attention of the relevant Committee or Sub Committee.** For example, the loan of a mobile telephone may be subject to conditions regarding use of mobile data or downloading of applications. The loan of vehicle may be subject to a mileage limit or use within a geographical area. Other considerations may include: security, insurance, location stored, arrangements for running costs, arrangement for repairs.

215/PF FEBRUARY PAYMENTS 2021

The Committee received schedules of payments for February 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 February 2021 dated 15 March 2021 included BACS payments amounting to £108,339.47 (page numbers 2860-2869). The monthly salaries listing for February 2021 amounting to £100,065.36 gross was received. A cash book report for February 2021, including details of all direct debit payments, was also received.

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

RESOLVED to note the report.

216/PF INTERNAL AUDIT REPORT

The Committee received the final internal audit report for 2020-2021 and noted that no issues had been identified, with a robust and thorough report.

However, one concern was raised with the content of the report in the section 'Review of Petty Cash and Fuel Cards' as views of some councillors had not been taken into account regarding the processes used to log spend on Fuel Cards in the past. It was felt the report had not been rigorous enough on this particular point.

On being taken to a vote 7 voted for, 2 against with 2 abstentions.

RESOLVED to note the report.

217/PF BUDGET UNDERSPEND RECOMMENDATION

The Committee received and considered a recommendation made by Cultural & Economic Services Committee on 1 March 2021 to carry forward underspend of £2000 to fund annual maintenance to the Children's Trail.

RECOMMENDED to Council to carry forward underspend of £2,000 from Buzzard Trails (4509/101) to earmarked reserve (9018/970) to fund annual maintenance to the Children's Trail.

The meeting closed at 9.21 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 29 MARCH 2021.

Chair

19 APRIL 2021

15/03/2021

Leighton-Linslade Town Council

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List of Purchase Ledger Payments

User: JEB

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
MIL009	Millstream Estate Services Ltd						
<i>Attenuation pond clearance</i>	26/01/2021	INV6498	1	4,614.00	0.00	4,614.00	0.00
<i>Attenuation ditches cleared</i>	05/02/2021	INV6526	1	3,660.00	0.00	3,660.00	0.00
					0.00	8,274.00	

Above paid on 24/02/2021 by Online Payment Ref MIL009

Total Purchase Ledger Payments	0.00	8,274.00
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Linked to Cashbook 1

Entered Month 12
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AGR002 Agri-Gem Ltd							
<i>Katoun Gold-5L x 4</i>	01/03/2021	INV-189600	1	676.20	0.00	676.20	0.00
					<u>0.00</u>	<u>676.20</u>	
Above paid on 11/03/2021 by Online Payment Ref AGR002							
AUT001 Auto Electrical Services							
<i>Repairs to LT68 JTV</i>	19/02/2021	95083	1	264.00	0.00	264.00	0.00
					<u>0.00</u>	<u>264.00</u>	
Above paid on 11/03/2021 by Online Payment Ref AUT001							
BED002 Bedford/Bletchley Rail Users Association							
<i>Renewal Form</i>	28/02/2021	01032021	1	5.00	0.00	5.00	0.00
					<u>0.00</u>	<u>5.00</u>	
Above paid on 11/03/2021 by Online Payment Ref BED002							
BPF001 Bedfordshire Pension Fund							
<i>Added years January 21</i>	12/02/2021	744528	1	389.09	0.00	389.09	0.00
					<u>0.00</u>	<u>389.09</u>	
Above paid on 11/03/2021 by Online Payment Ref BPF001							
BPF003 Bedfordshire Pension Fund							
<i>February contributions</i>	10/03/2021	FEBRUARY2021	1	21,865.47	0.00	21,865.47	0.00
					<u>0.00</u>	<u>21,865.47</u>	
Above paid on 11/03/2021 by Online Payment Ref 101011							
BTE001 BT Events Ltd							
<i>Events Management February</i>	01/03/2021	479	1	2,544.00	0.00	2,544.00	0.00
					<u>0.00</u>	<u>2,544.00</u>	
Above paid on 11/03/2021 by Online Payment Ref BTE001							
BTRED01 British Telecommunications plc							
<i>CCTV 2021/22</i>	02/02/2021	20031485	1	5,886.74	0.00	5,886.74	0.00
					<u>0.00</u>	<u>5,886.74</u>	
Above paid on 11/03/2021 by Online Payment Ref BTRED01							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN001	Central Bedfordshire Council						
Rates - Pages Park Pavilion	05/11/2020	2017/18	1	3,262.00	0.00	3,262.00	0.00
Rates - Pages Park Pavilion	05/11/2020	2018/19	1	3,360.00	0.00	3,360.00	0.00
Rates - Pages Park Pavilion	05/11/2020	2019/20	1	3,437.00	0.00	3,437.00	0.00
Rates - Pages Park Pavilion	05/11/2020	2020/21	1	3,777.36	0.00	3,777.36	0.00
					0.00	13,836.36	

Above paid on 11/03/2021 by Online Payment Ref 33211310

CEN005	Central Bedfordshire Council						
20/21 CCTV monitor/maintenance	15/02/2021	1800080846	1	5,652.00	0.00	5,652.00	0.00
					0.00	5,652.00	

Above paid on 11/03/2021 by Online Payment Ref CEN005

CEN009	Central Bedfordshire Council						
AOE payment	10/03/2021	FEB2021	1	27.31	0.00	27.31	0.00
					0.00	27.31	

Above paid on 11/03/2021 by Online Payment Ref 401752969

CHB001	Chubb Fire & Security Ltd						
Equipment maintenance Tactic	11/02/2021	8601599	1	104.69	0.00	104.69	0.00
					0.00	104.69	

Above paid on 11/03/2021 by Online Payment Ref CHB001

CIT002	City B Group Ltd						
19022021	11/02/2021	44342	1	678.00	0.00	678.00	0.00
					0.00	678.00	

Above paid on 11/03/2021 by Online Payment Ref CIT002

DWP001	Department of Work & Pensions						
AOE payment	10/03/2021	FEB2021	1	13.67	0.00	13.67	0.00
					0.00	13.67	

Above paid on 11/03/2021 by Online Payment Ref WM815231A

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Linked to Cashbook 1

Entered Month 12
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DZL001 DZL Construction							
<i>Gutters cleaned at Astral</i>	12/02/2021	1224	1	456.00	0.00	456.00	0.00
<i>Linslade Memorial Works</i>	22/02/2021	1228	1	114.00	0.00	114.00	0.00
					0.00	570.00	
Above paid on 11/03/2021 by Online Payment Ref DZL001							
EAG001 Eagle Graphics (Printers) Ltd							
<i>About Town March/April</i>	26/02/2021	27539	1	557.00	0.00	557.00	0.00
					0.00	557.00	
Above paid on 11/03/2021 by Online Payment Ref EAG001							
ELE003 Elephant WiFi							
<i>WiFi Support</i>	01/03/2021	1589	1	441.00	0.00	441.00	0.00
					0.00	441.00	
Above paid on 11/03/2021 by Online Payment Ref ELE003							
EVE006 Everfarm Turf							
<i>Hire of lorry and driver</i>	16/02/2021	30279	1	840.00	0.00	840.00	0.00
					0.00	840.00	
Above paid on 11/03/2021 by Online Payment Ref EVE006							
GAR003 Garden Machinery Services							
<i>Service Stihls</i>	18/02/2021	40174	1	1,043.40	0.00	1,043.40	0.00
					0.00	1,043.40	
Above paid on 11/03/2021 by Online Payment Ref GAR003							
GEM001 Gemelli Solutions Ltd							
<i>Childcare vouchers</i>	07/03/2021	338642	1	263.41	0.00	263.41	0.00
					0.00	263.41	
Above paid on 11/03/2021 by Online Payment Ref GEM001							
GEO001 George Browns Ltd							
<i>Servoce Toro LTF3000</i>	16/02/2021	124047	1	796.80	0.00	796.80	0.00
<i>Syphon pump</i>	18/02/2021	124167	1	11.98	0.00	11.98	0.00

Linked to Cashbook 1

Entered Month 12
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Trousers and boots</i>	05/03/2021	125467	1	133.71	0.00	133.71	0.00
<i>Repairs to Jet Wash</i>	06/03/2021	125599	1	246.57	0.00	246.57	0.00
					0.00	1,189.06	

Above paid on 11/03/2021 by Online Payment Ref GEO001

GLE001 Gleamclean		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Windows cleaned W/House</i>		31/01/2021	65980	1	84.00	0.00	84.00	0.00
<i>Windows cleaned 15/02/2021</i>		28/02/2021	66099	1	54.00	0.00	54.00	0.00
						0.00	138.00	

Above paid on 11/03/2021 by Online Payment Ref GLE001

HEA007 Healthy Performance Ltd		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Staff Wellbeing Webinars</i>		26/02/2021	HPINV-12222	1	1,194.00	0.00	1,194.00	0.00
						0.00	1,194.00	

Above paid on 11/03/2021 by Online Payment Ref HEA007

HM001 HM Revenue & Customs		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>PAYE & NI payments - Feb21</i>		10/03/2021	FEBRUARY2021	1	19,253.36	0.00	19,253.36	0.00
						0.00	19,253.36	

Above paid on 11/03/2021 by Online Payment Ref HM001

JAM005 Jam on Toast		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Create Social Media Form</i>		01/03/2021	#201	1	140.00	0.00	140.00	0.00
<i>Market Support</i>		01/03/2021	#220	1	1,560.00	0.00	1,560.00	0.00
<i>Social Media Security</i>		03/03/2021	#202	1	630.00	0.00	630.00	0.00
						0.00	2,330.00	

Above paid on 11/03/2021 by Online Payment Ref JAM005

JEW001 Jewson Ltd		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Joist treated</i>		08/02/2021	0347/00166423	1	10.32	0.00	10.32	0.00
						0.00	10.32	

Above paid on 11/03/2021 by Online Payment Ref JEW001

Linked to Cashbook 1

Entered Month 12
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>	28/02/2021	64753	1	108.00	0.00	108.00	0.00
					<u>0.00</u>	<u>108.00</u>	
Above paid on 11/03/2021 by Online Payment Ref LHC001							
LLA001 Leighton Linslade Allotment Association							
<i>Contribution - repair costs</i>	10/03/2021	10/03/2021	1	525.00	0.00	525.00	0.00
					<u>0.00</u>	<u>525.00</u>	
Above paid on 11/03/2021 by Online Payment Ref LLA001							
LOC001 Lock Services							
<i>Keys supplied</i>	01/03/2021	9052	1	40.50	0.00	40.50	0.00
					<u>0.00</u>	<u>40.50</u>	
Above paid on 11/03/2021 by Online Payment Ref LOC001							
MAN001 Manton Office Equipment Ltd							
<i>Cleaning Items</i>	18/02/2021	120384	1	145.15	0.00	145.15	0.00
					<u>0.00</u>	<u>145.15</u>	
Above paid on 11/03/2021 by Online Payment Ref MAN001							
MCS001 M.C.S Contract Cleaning Limited							
<i>Toilets cleaned all pavilions</i>	28/02/2021	40559	1	3,949.99	0.00	3,949.99	0.00
<i>Toilets cleaned MSCP</i>	28/02/2021	40574	1	4,550.40	0.00	4,550.40	0.00
<i>Toilets cleaned Parson's Close</i>	28/02/2021	40577	1	1,456.00	0.00	1,456.00	0.00
					<u>0.00</u>	<u>9,956.39</u>	
Above paid on 11/03/2021 by Online Payment Ref MCS001							
MIC002 Microshade Business Consultants Ltd							
<i>Monthly Omega Hosting</i>	28/02/2021	14127	1	312.46	0.00	312.46	0.00
<i>Accounting Services Feb 21</i>	28/02/2021	14168	1	1,200.00	0.00	1,200.00	0.00
					<u>0.00</u>	<u>1,512.46</u>	
Above paid on 11/03/2021 by Online Payment Ref MIC002							

Linked to Cashbook 1**Entered Month 12
by user CLC**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MTF001							
MT Fabricators Ltd							
<i>Fix Gulley at Depot</i>	12/02/2021	322	1	943.20	0.00	943.20	0.00
<i>Welding Market Stall Legs</i>	16/02/2021	331	1	100.00	0.00	100.00	0.00
<i>Installation of Swift House</i>	25/02/2021	336	1	450.00	0.00	450.00	0.00
<i>Repairs to Swift Tower</i>	03/03/2021	340	1	144.00	0.00	144.00	0.00
					0.00	1,637.20	

Above paid on 11/03/2021 by Online Payment Ref MTF001

ODD002							
Odyssey Trees							
<i>Tree Works at Parson's</i>	27/12/2020	0270	1	3,415.00	0.00	3,415.00	0.00
<i>Tree Works at Parson's</i>	27/12/2020	0271	1	685.00	0.00	685.00	0.00
<i>Tree Works Astral Park</i>	10/02/2021	0281	1	125.00	0.00	125.00	0.00
					0.00	4,225.00	

Above paid on 11/03/2021 by Online Payment Ref ODD002

PCL001							
pcl corporatewear ltd							
<i>PPE for Grounds Team</i>	25/02/2021	75234	1	3,498.84	0.00	3,498.84	0.00
					0.00	3,498.84	

Above paid on 11/03/2021 by Online Payment Ref PCL001

PEA003							
Pear Technology Services Ltd							
<i>Technical Support to Feb 22</i>	19/02/2021	129529	1	240.00	0.00	240.00	0.00
					0.00	240.00	

Above paid on 11/03/2021 by Online Payment Ref PEA003

PGM001							
Auckland Manufacturing T/A PGM Signs							
<i>Metal Signs for Market</i>	16/02/2021	20373	1	346.78	0.00	346.78	0.00
<i>Market Closed Signs</i>	16/02/2021	20397	1	346.78	0.00	346.78	0.00
					0.00	693.56	

Above paid on 11/03/2021 by Online Payment Ref PGM001

PIT001							
Pitney Bowes Purchase Power							
<i>Underfranked Postage</i>	18/02/2021	BH940778	1	1.14	0.00	1.14	0.00
					0.00	1.14	

Above paid on 11/03/2021 by Online Payment Ref PIT001

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Linked to Cashbook 1

Entered Month 12
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRO004 Proludic Limited							
<i>Parts for Play Areas</i>	25/02/2021	SIN003601	1	123.69	0.00	123.69	0.00
					0.00	123.69	

Above paid on 11/03/2021 by Online Payment Ref PRO004

PRU001 Prudential - LEIGH/LINS TWN							
<i>AVC payment</i>	10/03/2021	FEBRUARY2021	1	400.00	0.00	400.00	0.00
					0.00	400.00	

Above paid on 11/03/2021 by Online Payment Ref LLTC

RBS001 RBS Software Solutions							
<i>Annual Support Omega</i>	24/02/2021	SM23078	1	979.20	0.00	979.20	0.00
					0.00	979.20	

Above paid on 11/03/2021 by Online Payment Ref RBS001

SEN002 Sentinel Door Supervision Ltd							
<i>Gate locking security Dec 20</i>	24/02/2021	1565	1	465.00	0.00	465.00	0.00
<i>Gate locking security</i>	01/03/2021	1566	1	420.00	0.00	420.00	0.00
					0.00	885.00	

Above paid on 11/03/2021 by Online Payment Ref SEN002

SOC001 Society of Local Council Clerks							
<i>International Womens' Day</i>	17/02/2021	BK200902	1	5.00	0.00	5.00	0.00
<i>On-line training</i>	25/02/2021	BK201122	1	42.00	0.00	42.00	0.00
<i>On-line training</i>	25/02/2021	BK201123	1	42.00	0.00	42.00	0.00
<i>On-line training</i>	25/02/2021	BK201124	1	42.00	0.00	42.00	0.00
<i>On-line training</i>	25/02/2021	BK201125	1	42.00	0.00	42.00	0.00
<i>On-line training</i>	25/02/2021	BK201126	1	36.00	0.00	36.00	0.00
<i>On-line training</i>	25/02/2021	BK201127	1	36.00	0.00	36.00	0.00
<i>On-line training</i>	25/02/2021	BK201128	1	42.00	0.00	42.00	0.00
<i>On-line training</i>	25/02/2021	BK201129	1	42.00	0.00	42.00	0.00
<i>Word/PDF Webinar</i>	25/02/2021	BK201158	1	42.00	0.00	42.00	0.00
<i>Word/PDF Webinar</i>	25/02/2021	BK201159	1	42.00	0.00	42.00	0.00
<i>Word/Pdf Webinar</i>	25/02/2021	BK201160	1	42.00	0.00	42.00	0.00

Continued over page

Linked to Cashbook 1

Entered Month 12
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Word/PDF Webinar	25/02/2021	BK201161	1	42.00	0.00	42.00	0.00
Word/PDF Webinar	25/02/2021	BK201162	1	42.00	0.00	42.00	0.00
					0.00	539.00	

Above paid on 11/03/2021 by Online Payment Ref SOC001

SOL002 SoloPress		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Roller Banners		12/02/2021	2571912	1	264.60	0.00	264.60	0.00
Posters		12/02/2021	2571940	1	55.40	0.00	55.40	0.00
						0.00	320.00	

Above paid on 11/03/2021 by Online Payment Ref SOL002

SUT001 Sutcliffe Play		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Spare parts for play areas		17/02/2021	OP/1116951	1	119.05	0.00	119.05	0.00
						0.00	119.05	

Above paid on 11/03/2021 by Online Payment Ref SUT001

TIN002 Tindall Security Ltd		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Alarm maintenance depot		25/02/2021	77919	1	266.40	0.00	266.40	0.00
Alarm maintenance Tactic		25/02/2021	77928	1	302.40	0.00	302.40	0.00
						0.00	568.80	

Above paid on 11/03/2021 by Online Payment Ref TIN002

TUD001 Tudor (UK) Ltd		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Goods supplied		01/03/2021	IN0111666	1	563.94	0.00	563.94	0.00
						0.00	563.94	

Above paid on 11/03/2021 by Online Payment Ref TUD001

UNI002 UNISON		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
February subscriptions		10/03/2021	FEBRUARY2021	1	34.50	0.00	34.50	0.00
						0.00	34.50	

Above paid on 11/03/2021 by Online Payment Ref 10821

VEO001 Veolia		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Waste collection W./House		28/02/2021	866123257	1	40.80	0.00	40.80	0.00

Continued over page

Linked to Cashbook 1**Entered Month 12
by user CLC**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Waste collection Astral Park</i>	28/02/2021	8661232158	1	31.56	0.00	31.56	0.00
<i>Enclosed skip animal waste</i>	28/02/2021	8661232159	1	1,131.36	0.00	1,131.36	0.00
<i>Waste collection Vandyke</i>	28/02/2021	8661232160	1	142.02	0.00	142.02	0.00
<i>Waste collections Market</i>	28/02/2021	8661232161	1	493.14	0.00	493.14	0.00
<i>Waste collection Parson's</i>	28/02/2021	8661232162	1	110.46	0.00	110.46	0.00
					0.00	1,949.34	

Above paid on 11/03/2021 by Online Payment Ref VEO001

WAT005 Waterdene Foodservice Ltd

<i>Cleaning supplies Tactic</i>	28/02/2021	775014	1	74.78	0.00	74.78	0.00
					0.00	74.78	

Above paid on 11/03/2021 by Online Payment Ref AST100

ZEN001 Zen Internet

<i>Unlimited Zen Fibre</i>	19/02/2021	32805374	1	50.40	0.00	50.40	0.00
					0.00	50.40	

Above paid on 11/03/2021 by Online Payment Ref ZEN001

Total Purchase Ledger Payments	0.00	108,963.02
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Current Account

Payments made between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/02/2021	SSE Energy	DD	424.18		20.19	4131	111	403.99	Electricity chgs Pages Park
04/02/2021	NatWest Onecard	DDR	623.07		63.87	9507	925	205.01	Various credit card payments
						4009	104	24.55	Various credit card payments
						4014	104	157.50	Various credit card payments
						4005	12	45.00	Various credit card payments
						4301	230	89.75	Various credit card payments
						4329	12	14.39	Various credit card payments
						4100	111	23.00	Various credit card payments
06/02/2021	Orbtalk	DD	470.59		78.43	4320	12	341.82	Telephone charges
						4320	104	50.34	Telephone charges
08/02/2021	SSE Gas	DD	892.66		148.77	4132	111	743.89	Gas charges Astral Park
08/02/2021	SSE Electricity	DD	3,035.28		505.88	4131	111	2,529.40	Electricity charges Astral
10/02/2021	British Gas - Electricity A/c	DD	878.29		146.38	4131	111	731.91	Electricity charges Linslade
12/02/2021	Petty Cash - Sarah Sandiford/M	17528	95.28	95.28		501			Petty cash top up Tactic
15/02/2021	NatWest Bankline	DD	47.50			4381	12	47.50	Service Fee
15/02/2021	Fuel Card Services	DD	243.86		40.64	4200	230	203.22	Fuel Charges
15/02/2021	Fuel Genie	DD	198.28		33.04	4200	230	165.24	Fuel Charges
15/02/2021	EDF Energy	DD	42.00		2.00	4131	412	40.00	Electricity - Market
15/02/2021	NatWest	DDR	57,642.43			515		57,642.43	February salaries
16/02/2021	British Gas - Electricity A/c	DD	377.43		62.90	4131	120	314.53	Electricity - Parson's
18/02/2021	WorldPay	DD	24.06		4.01	4381	12	20.05	Subscription Fees
19/02/2021	Virtual IT	DD	1,170.10		195.02	4309	12	975.08	IT Support
19/02/2021	CNG Power	DD	113.68		5.41	4132	104	108.27	Gas charges Tactic
19/02/2021	CNG Energy	DD	122.16		5.82	4132	111	116.34	Gas charges Pages
19/02/2021	WorldPay	DD	17.26		0.38	4381	12	16.88	Charges Jan 2021
19/02/2021	WorldPay	DD	111.96		11.16	4381	12	100.80	Transaction charges
22/02/2021	SSE Hydro	DD	309.88		14.75	4131	104	161.90	Electricity Vandke & Tactic
						4131	401	133.23	Electricity Vandke & Tactic
22/02/2021	SSE Hydro	DD	163.89		7.80	4131	110	156.09	Electricity - Depot
23/02/2021	DataSim	DD	22.27		3.71	4907	103	18.56	Electronic Signage

Subtotal Carried Forward:

67,026.11

95.28

1,350.16

65,580.67

Current Account

Payments made between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/02/2021	Virtual IT	DD	1,521.60		253.60	4309	12	1,268.00	RAID Disks - extra storage
24/02/2021	BACS P/L Pymnt Page 2860	BACS Pymnt	8,274.00	8,274.00		501			BACS P/L Pymnt Page 2860
24/02/2021	D L L Financial	DD	242.40		40.40	4503	230	202.00	Big Belly Bins
25/02/2021	BNP Paribas	DD	404.46			598		404.46	Vehicle Leasing
26/02/2021	MHR International	DD	238.56		39.76	4010	12	198.80	Process November Payroll
26/02/2021	NatWest/Banklime	DD	38.18			4381	12	38.18	Bank charges/fees
28/02/2021	Anglian Water - 100793264	Std Ord	8.00			4135	401	8.00	Water - Vandyke Cemetery
28/02/2021	Anglian Water - 104438205	Std Ord	385.00			4135	111	385.00	Water - Astral Park
28/02/2021	Anglian Water - 117053033	Std Ord	4.50			4135	230	4.50	Water - Linslade Park
28/02/2021	Anglian Water - 119731644	Std Ord	29.00			4135	200	29.00	Water - Allotments
28/02/2021	Anglian Water - 126336965	Std Ord	23.81			4135	104	23.81	Water - Tactic
Total Payments:			78,195.62	8,369.28	1,683.92			68,142.42	

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