



## DUSTON PARISH COUNCIL

Parish Office  
Duston Community Centre  
Pendle Road  
NORTHAMPTON  
NN5 6DT

Tel: 01604 583626  
Email: [office@duston-pc.gov.uk](mailto:office@duston-pc.gov.uk)  
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### FINANCE AND GENERAL PURPOSES COMMITTEE

Cllr Alan Bottwood (Chair), Cllr Mike Pepper (Vice-Chair),  
Cllr David Huffadine-Smith, Cllr John Caswell, Cllr Mike Ingram,  
Cllr Paul Anderson, Cllr Ken Clarke, Cllr Sandie Maitland

25<sup>th</sup> January 2019

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 31<sup>st</sup> January 2019 7pm** when the following business will be transacted.

### **AGENDA**

**45. To receive apologies for absence**

**46. To receive and approve the minutes of the meeting held on Thursday 29<sup>th</sup> November 2018 -(APPENDIX A)**

**47. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda** (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

**48. Public participation session** (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

**49. Bank reconciliations**

- To approve bank reconciliations for November and December 2018 (APPENDIX B)

**50. Invoices for approval**

- To approve invoices for November and December 2018 (APPENDIX C)

**51. Grants**

- a) To consider a grant application from Duston Parochial Church Council
- b) To consider a grant application from Duston Old People's Welfare Association

**52. St Luke's Centre**

- To discuss the freehold of the St Luke's Centre

Justin Gleich

*Signed on original*

Clerk to Duston Parish Council



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### FINANCE AND GENERAL PURPOSES COMMITTEE

#### MINUTES 29<sup>th</sup> November 2018

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

PRESENT: Cllrs Caswell, Maitland, Ingram, Pepper, Huffadine-Smith, Clarke

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#### IN ATTENDANCE:

Justin Gleich – Parish Clerk,  
Gary Youens – Deputy Parish Clerk  
Cllr Pape

#### **35.To receive apologies for absence**

Cllr Anderson

#### **36.To receive and approve the minutes of the meeting held on 1<sup>st</sup> November 2018**

It was RESOLVED:

- The minutes of the previous meeting were approved and the Chairman authorised to sign the same (APPENDIX A).

#### **37.To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

Cllr Huffadine-Smith declared a non-pecuniary interest in regards to the grant for St. Luke's Church Bell Ringers, Duston.

### 38. Public Participation Session

There were no public speakers

### 39. Bank reconciliations

It was RESOLVED:

- To approve the Bank Reconciliations (APPENDIX B).

### 40. Invoices and Cheques for Signature

It was RESOLVED:

- The invoices were approved for signature (APPENDIX C).

### 41. Draft Financial Regulations

It was RESOLVED:

- To make the amendments recommended in Appendix D with the following changes:

4.1 to read:

*Expenditure on revenue items may be authorised by the Clerk or duly delegated member of staff up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the council for all items over £10,000.*

*Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.*

*Contracts may not be disaggregated to avoid controls imposed by these regulations.*

Proposed by Cllr Bottwood and seconded by Cllr Maitland and approved by the Committee for recommendation to Council.

4.5 to read:

*In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council, if the Chairman and Chairman of the Finance Committee cannot be contacted, which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.*

Proposed by Cllr Caswell and seconded by Cllr Pepper and approved by the Committee for recommendation to Council.

#### **42. Draft Financial Risk Assessment**

It was RESOLVED:

- To recommend the draft Financial Risk Assessment to Full Council as presented.

#### **43. Draft Budget 2019/20**

It was RESOLVED:

- To recommend the draft budget 2019/20 to Full Council as presented.

#### **44. Grants**

It was RESOLVED:

- To approve £250 for Duston and Upton Church.



APPENDIX B  
NOVEMBER 2018

Duston Parish Council

Bank reconciliation report for finance committee

2018/19

Current account

Month ended	Opening balance	Money received in	Transfer from savings account	Money paid out supplier etc	Salaries HMRC/Pension	Public works loan	Closing balance	Comments
Apr-18	68,306.49	32,645.38	50,000.00	25,812.36	27,605.43		97,534.08	Salaries includes councillors allowances from March pd April
May-18	97,534.08	15,095.82	50,000.00	29,120.41	23,582.50	8,610.00	101,316.99	
Jun-18	101,316.99	12,312.60		26,385.22	24,287.85	51,726.15	11,230.37	
Jul-18	11,230.37	35,177.26	80,000.00	25,832.84	21,312.51		79,262.28	HMRC payment delayed
Aug-18	79,262.28	19,242.23		17,150.15	29,626.73		51,727.63	HMRC payment from July in addition
Sep-18	51,727.63	11,918.11	40,000.00	32,568.44	25,116.03		45,961.27	Suppliers includes chq to insurance co £11,553
Oct-18	45,961.27	29,725.66	50,000.00	10,265.62	36,136.10		79,285.21	HMRC/AGSS 2 months paid due to timing of BACS. Suppliers lowers as cheques raised 1.11.18
Nov-18	79,285.21	16,082.54		51,724.64	13,525.03		30,118.08	HMRC paid in previous month due to timing. Suppliers payments higher as 2 cheque runs raised
Dec-18	30,118.08						30,118.08	
Jan-19	30,118.08						30,118.08	
Feb-19	30,118.08						30,118.08	
Mar-19	30,118.08						30,118.08	





Duston Parish Council

Bank reconciliation report for finance committee

2018/19

Savings account

Month ended	Opening balance	Precept	Interest	Transfer to current account			Closing balance	Comments
Apr-18	467,725.48	233,600.00		50,000.00			651,325.48	
May-18	651,325.48			50,000.00			601,325.48	
Jun-18	601,325.48		272.27				601,597.75	
Jul-18	601,597.75			80,000.00			521,597.75	
Aug-18	521,597.75		324.22	40,000.00			481,921.97	
Sep-18	481,921.97	233,600.00		50,000.00			665,521.97	
Oct-18	665,521.97						665,521.97	
Nov-18	665,521.97						665,521.97	
Dec-18	665,521.97						665,521.97	
Jan-19	665,521.97						665,521.97	
Feb-19	665,521.97						665,521.97	
Mar-19	665,521.97						665,521.97	



## Bank Reconciliation Statement as at: 30/11/2018 for Cash Book 1 Current A/c 03573680

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	30/11/2018	11	50,308.44
			<u>50,308.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/11/2018 103064	AA PAT TESTING LTD	202.20	
01/11/2018 103069	The Print & Copy Shop	244.80	
01/11/2018 103166	Natalie Green & Co	2,706.00	
01/11/2018 103179	Super Cool Central	864.00	
29/11/2018 103071	Complete Ground Management	1,847.00	
29/11/2018 103072	DA Heating Ltd	300.00	
29/11/2018 103073	Natalie Green & Co	2,130.00	
29/11/2018 103074	ROSPA	2,118.00	
29/11/2018 103075	SRCL Ltd	117.00	
29/11/2018 103076	Barnett Landscapes Ltd	144.00	
29/11/2018 103077	Northants CALC	91.00	
29/11/2018 103078	MGL Electrical Services Ltd	921.36	
29/11/2018 103079	Duston Players	84.00	
29/11/2018 103080	Fabtronic Group	84.00	
29/11/2018 103081	K & J Hird Ltd	72.00	
29/11/2018 103082	Bee Tee Alarms Ltd	39.00	
29/11/2018 103083	Swarco Traffic Ltd	2,532.37	
29/11/2018 103084	Grants Construction & Home So	2,138.81	
29/11/2018 103085	Ricoh UK Ltd	419.56	
29/11/2018 103087	ESPO	448.22	
29/11/2018 103088	Building Energy Systems Ltd	480.00	
29/11/2018 103089	Northamptonshire Highways	300.00	
29/11/2018 103090	Alison Grantham (Staff)	452.64	
29/11/2018 103086	P B Electrical Services	1,454.40	
			<u>20,190.36</u>
			30,118.08
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			30,118.08
		<b>Balance per Cash Book is :-</b>	<b>30,118.08</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at: 30/11/2018 for Cash Book 2 Business Saver A/c 63253058**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	30/11/2018	11	665,521.97
			<u>665,521.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>665,521.97</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>665,521.97</u>
		Balance per Cash Book is :-	665,521.97
		Difference is :-	0.00



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**Bank Reconciliation Statement as at: 30/11/2018 for Cash Book 5 Petty Cash**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2018	11	145.87
			<hr/> 145.87
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			145.87
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			145.87
		<b>Balance per Cash Book is :-</b>	<b>145.87</b>
		<b>Difference is :-</b>	<b>0.00</b>

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Duston Parish Council

Petty cash count and reconciliation

30.11.18	Float	
	20	40.00
	10	80.00
	5	15.00
	2	4.00
	1	0.00
	0.5	
	0.2	
	0.1	0.00
	0.05	4.90
	0.02	
	0.01	1.97
		<u>145.87</u> IN TIN 30.11.18

TOTAL RECEIPTS & TIN as at  
145.87 30.11.18  
 0.00

Reconciliation to RBS

In tin b'wd 31.10.18	33.95	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
2.11.18	200.00	
12.11.18	100.00	
12.11.18	100.00	
Deposit returned	40.00	
	<u>473.95</u>	
Cash paid out in month	<u>328.08</u>	
= Cash in tin 30.11.18	145.87	0.00
Balance per RBS 30.11.18	<u>145.87</u>	

Petty cash expenses paid

Ref	Description	£
PC Nov 1	Poster Talia Grantham	100.00
PC Nov 2	Alison stationery	16.84
PC Nov 3	Musicality Rembrance Day music	50.00
PC Nov 4	Musicality Xmas market music	50.00
PC Nov 5	Transfer to Pete's float	11.24
PC Nov 6	Transfer to Café float 12.11.18	100.00
		<u>328.08</u>



**Bank Reconciliation Statement as at: 30/11/2018 for Cash Book 7 Hospitality Float**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Hospitality Float	30/11/2018	11	75.00
			<hr/> 75.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			75.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			75.00
		<b>Balance per Cash Book is :-</b>	<b>75.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Bank Reconciliation Statement as at: 30/11/2018 for Cash Book 8 Facilities float**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	30/11/2018	11	33.05
			<hr/> 33.05
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			33.05
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			33.05
		<b>Balance per Cash Book is :-</b>	<b>33.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

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APPENDIX B  
DECEMBER 2018

Duston Parish Council

Bank reconciliation report for finance committee

2018/19

Current account

Month ended	Opening balance	Money received in	Transfer from savings account	Money paid out supplier etc	Salaries HMRC/Pension	Public works loan	Closing balance	Comments
Apr-18	68,506.49	32,645.38	50,000.00	25,812.36	27,605.43		97,534.08	Salaries includes councillors allowances from March pd April
May-18	97,534.08	15,095.82	50,000.00	29,120.41	23,582.50	8,610.00	101,316.99	
Jun-18	101,316.99	12,312.60		26,385.22	24,287.85	51,726.15	11,230.37	
Jul-18	11,230.37	35,177.26	80,000.00	25,832.84	21,312.51		79,262.28	HMRC payment delayed
Aug-18	79,262.28	19,242.23		17,150.15	29,626.73		51,727.63	HMRC payment from July in addition
Sep-18	51,727.63	11,918.11	40,000.00	32,558.44	25,116.03		45,961.27	Suppliers includes chq to insurance co £11,553
Oct-18	45,961.27	29,725.66	50,000.00	10,265.62	36,136.10		79,285.21	HMRC/LGSS 2 months paid due to timing of BACS. Suppliers lowers as cheques raised 1.1.1.18
Nov-18	79,285.21	16,082.54		51,724.64	13,525.03		30,118.08	HMRC paid in previous month due to timing. Suppliers payments higher as 2 cheque runs raised
Dec-18	30,118.08	12,231.95	50,000.00	19,645.46	23,941.82	51,726.15	2,963.40	Trf from savings £50,000 early Jan to top up current. Van purchased. Main supplier cheque run in January.
Jan-19	2,963.40						2,963.40	
Feb-19	2,963.40						2,963.40	
Mar-19	2,963.40						2,963.40	





Duston Parish Council

Bank reconciliation report for finance committee

2018/19

Savings account

Month ended	Opening balance	Precept	Interest	Transfer to current account		Closing balance	Comments
Apr-18	467,725.48	233,600.00		50,000.00		651,325.48	
May-18	651,325.48			50,000.00		601,325.48	
Jun-18	601,325.48		272.27			601,597.75	
Jul-18	601,597.75			80,000.00		521,597.75	
Aug-18	521,597.75		324.22	40,000.00		481,921.97	
Sep-18	481,921.97	233,600.00		50,000.00		665,521.97	
Oct-18	665,521.97					665,521.97	
Nov-18	665,521.97					665,521.97	
Dec-18	665,521.97		434.93	50,000.00		615,956.90	
Jan-19	615,956.90					615,956.90	
Feb-19	615,956.90					615,956.90	
Mar-19	615,956.90					615,956.90	



## Bank Reconciliation Statement as at: 31/12/2018 for Cash Book 1 Current A/c 03573680

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/12/2018	12	3,516.41
			<u>3,516.41</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
01/11/2018 103064 AA PAT TESTING LTD		202.20	
01/11/2018 103069 The Print & Copy Shop		244.80	
01/11/2018 103179 Super Cool Central		864.00	
29/11/2018 103072 DA Heating Ltd		300.00	
29/11/2018 103073 Natalie Green & Co		2,130.00	
29/11/2018 103076 Barnett Landscapes Ltd		144.00	
29/11/2018 103079 Duston Players		84.00	
29/11/2018 103081 K & J Hird Ltd		72.00	
29/11/2018 103084 Grants Construction & Home So		2,138.81	
29/11/2018 103089 Northamptonshire Highways		300.00	
			<u>6,479.81</u>
			-2,963.40
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			<u>0.00</u>
			-2,963.40
			<u>-2,963.40</u>
		<b>Balance per Cash Book is :-</b>	<b>-2,963.40</b>
		<b>Difference is :-</b>	<b>0.00</b>



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**Bank Reconciliation Statement as at: 31/12/2018 for Cash Book 2 Business Saver A/c 63253058**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/12/2018	12	615,956.90
			<hr/> 615,956.90
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			615,956.90
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			615,956.90
		Balance per Cash Book is :-	615,956.90
		Difference is :-	0.00

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**Bank Reconciliation Statement as at: 31/12/2018 for Cash Book 5 Petty Cash**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2018	12	151.95
			<hr/> 151.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			151.95
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			151.95
		Balance per Cash Book is :-	151.95
		Difference is :-	0.00

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Duston Parish Council

Petty cash count and reconciliation

22.1.19	Float	
	20	
	10	90.00
	5	25.00
	2	2.00
	1	21.00
	0.5	
	0.2	4.00
	0.1	4.00
	0.05	3.90
	0.02	
	0.01	2.05
		<u>151.95</u> IN TIN 30.11.18

151.95	TOTAL RECEIPTS & TIN as at
	22.1.19
0.00	

Reconciliation to RBS

In tin b'wd 30.11.18	145.87	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
20.12.18	228.00	
	<u>373.87</u>	
Cash paid out in month	<u>221.92</u>	
= Cash in tin 31.12.18	151.95	0.00
Balance per RBS 31.12.18	<u>151.95</u>	

Petty cash expenses paid

Ref	Description	£
PC Dec 1	Xmas tree St Lukes	45.83
PC Dec 2	Van MOT	40.00
PC Dec 3	Jade Chilton Bond deposit refund	100.00
PC Dec 4	Alison lemons	1.55
PC Dec 5	Alison lemons etc	4.05
PC Dec 6	Volunteer drinks	20.49
PC Dec 7	Festive windows trophy	10.00
		<u>221.92</u>



**Bank Reconciliation Statement as at: 31/12/2018 for Cash Book 7 Hospitality Float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Hospitality Float	31/12/2018	12	75.00
			<hr/> 75.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			75.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			75.00
		<b>Balance per Cash Book is :-</b>	<b>75.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



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**Bank Reconciliation Statement as at: 31/12/2018 for Cash Book 8 Facilities float**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/12/2018	12	81.44
			<hr/> 81.44
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			81.44
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			81.44
		Balance per Cash Book is :-	81.44
		Difference is :-	0.00

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 8

Time :- 11:16

Ledger No 1 for Month No 8

Supplier A/c Order

Items marked with a \* are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
30/11/2018	65185		1ST REACTION	1ST001	27.50	5.50	33.00	4160	101	27.50	65185/1ST REACTION SECURITY LI
06/11/2018	9070370915		ANGLIAN WATER	ANGL01	1,569.05	0.00	1,569.05	4207	102	1,569.05	Anglian Water 7.8.18-6.11.18
30/11/2018	AVIVANOV		AVIVA	AVIVA001	83.28	0.00	83.28	4000	101	45.42	AVIVANOV/AVIVA
19/11/2018	CHGNOV		BARCLAYS	B0001	7.20	0.00	7.20	4006	101	37.86	AVIVANOV/AVIVA
05/11/2018	714799		BACA	BACA01	168.21	33.64	201.85	4125	201	7.20	CHGNOV/Barclays
01/11/2018	7334		BARNETT LAND	BARN01	120.00	24.00	144.00	4227	101	168.21	714799/BACA Safety & Workwear
16/10/2018	246507		BEE TEE ALARMS	BEET01	82.00	16.40	98.40	4226	211	120.00	7334/Barnett Landscapes Ltd
26/11/2018	247968		BEE TEE ALARMS	BEET01	32.50	6.50	39.00	4226	102	82.00	246507/Bee Tee Alarms Ltd
26/11/2018	247969		BEE TEE ALARMS	BEET01	12.00	2.40	14.40	4226	101	32.50	247968/Bee Tee Alarms Ltd
08/11/2018	4951		BUILDING ENERGY	BES01	400.00	80.00	480.00	4226	102	12.00	247969/Bee Tee Alarms Ltd
06/11/2018	0440685		BOOKERS	BOOKERS01	167.42	21.51	188.93	4133	101	400.00	BES BMS Service
14/11/2018	0308675		BOOKERS	BOOKERS01	30.46	1.60	32.06	4133	101	167.42	0440685/Bookers Cash & Carry
14/11/2018	0308676		BOOKERS	BOOKERS01	14.49	2.90	17.39	4133	101	30.46	0308675/Bookers Cash & Carry
28/11/2018	0224510		BOOKERS	BOOKERS01	50.45	7.99	58.44	4133	101	14.49	0308676/Bookers Cash & Carry
30/11/2018	5183		COMPLETE GROUND MAN. CGM001	CGM001	1,159.17	231.83	1,391.00	4226	211	50.45	0224510/Bookers Cash & Carry
30/11/2018	5193		COMPLETE GROUND MAN. CGM001	CGM001	650.00	130.00	780.00	4226	211	1,159.17	CGM Grounds maintenance
16/11/2018	2162		DA HEATING LTD	DA001	70.00	14.00	84.00	4225	101	650.00	CGM Christmas tree
31/10/2018	182468		DAVID OGILVIE	DAVIDO	809.50	161.90	971.40	4220	211	70.00	2162/DA Heating Ltd
20/11/2018	INV-		DBFB	DBFB	22.50	4.50	27.00	4120	201	809.50	David Ogilvie World War I seat
12/11/2018	SLEEPINGB		DUSTON PLAYERS	DP0001	84.00	0.00	84.00	4127	213	22.50	INV-X622896/Database for Busin
23/11/2018	229-367087		EDMUNDSON ELEC.	EDMUND01	72.60	14.52	87.12	4227	101	84.00	Players- tickets panto
30/10/2018	5052767		ESPO	ESPO01	210.51	42.11	252.62	4151	101	72.60	229-367087/Edmundson Electrica
30/10/2018	5053277		ESPO	ESPO01	15.00	3.00	18.00	4115	201	210.51	5052767/ESPO
01/11/2018	5056372		ESPO	ESPO01	148.00	29.60	177.60	4220	101	15.00	5053277/ESPO
20/11/2018	5078253		ESPO	ESPO01	186.80	37.36	224.16	4151	101	148.00	ESPO display system
20/11/2018	50758252		ESPO	ESPO01	248.78	49.76	298.54	4115	201	186.80	ESPO hand towels
								4227	101	217.65	ESPO Frames etc
										31.13	ESPO Frames etc





**Ledger No 1 for Month No 8**

Items marked with a \* are disputed invoices.

**Supplier A/c Order**

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
09/11/2018	IN1735		FABTRONIC	FABT01	70.00	14.00	84.00	4128	215	70.00	Fabtronic, lights poppy casca
29/11/2018	EXPNOV		ALISON GRANTHAM	GRANTHAM01	418.72	33.92	452.64	4100	201	28.99	AG - Ram for PC
14/11/2018	1015		GRANTS CONST	GRANTS	1,782.34	356.47	2,138.81	4133	215	150.60	AG Food xmas mkt/players
30/11/2018	5521		NATALIE GREEN & CO.	GREE001	2,295.00	459.00	2,754.00	4128	215	86.82	AG Xmas tree & decs
11/11/2018	4009009267		HEWLETT	HEWLETT	448.91	0.00	448.91	4128	215	152.31	AG Xmas tree & decs
08/11/2018	INV-0565		K & J HIRD	HH001	60.00	12.00	72.00	4220	101	1,782.34	Grants Const 7 fire doors
30/11/2018	NOVPAYE		HMRC	HMRC01	5,013.24	0.00	5,013.24	4050	201	2,295.00	N Green November (inc budgets)
30/11/2018	LGSSNOV		NCC - PENSION	LPGS	5,055.82	0.00	5,055.82	4502	201	448.91	400900926761/Hewlett Packard
15/11/2018	INV-11134		MGL ELEC	MGL	767.80	153.56	921.36	4150	101	30.00	INV-0565/K & J Hird Ltd
10/09/2018	1486		MINT WEAR LTD	MINT	44.50	8.90	53.40	4150	102	30.00	INV-0565/K & J Hird Ltd
21/09/2018	7186		NCALC	NCALC01	72.00	0.00	72.00	4005	201	290.47	NOVPAYE/HMRC PAYE & NI
16/11/2018	7266		NCALC	NCALC01	42.00	0.00	42.00	4005	101	773.01	NOVPAYE/HMRC PAYE & NI
27/11/2018	7285		NCALC	NCALC01	49.00	0.00	49.00	4005	102	536.06	NOVPAYE/HMRC PAYE & NI
29/11/2018	HIGHWAYS		NCC HIGHWAYS	NCCHIGH01	300.00	0.00	300.00	4000	201	913.34	NOVPAYE/HMRC PAYE & NI
17/11/2018	27378137		NISSAN FINANCE	NF001	247.12	49.25	296.37	4000	101	1,471.28	NOVPAYE/HMRC PAYE & NI
								4000	102	1,029.08	NOVPAYE/HMRC PAYE & NI
								4000	201	210.52	LGSSNOV/Employers & School Adm
								4000	101	424.31	LGSSNOV/Employers & School Adm
								4000	102	327.73	LGSSNOV/Employers & School Adm
								4006	201	897.90	LGSSNOV/Employers & School Adm
								4006	101	1,871.20	LGSSNOV/Employers & School Adm
								4006	102	1,324.16	LGSSNOV/Employers & School Adm
								4227	102	767.80	MGL Elec, full electrical test
								4167	215	44.50	1486/Mint Wear Ltd
								4019	201	72.00	NCalc Planning training JG/GY
								4019	201	42.00	NCalc S Maitland
								4019	201	49.00	NCALC M Ingram
								4062	211	300.00	Highways licence for speed cam
								4140	212	247.12	27378137/Nissan Finance



PURCHASE LEDGER INVOICE LISTING FOR MONTH No 8

Ledger No 1 for Month No 8

Supplier A/c Order

Items marked with a \* are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
21/11/2018	6096/18		P B ELECTRICAL SER.	PBE001	1,211.67	242.33	1,454.00	4225	102	1,211.67	PB Elec, repairs, repl lights
21/11/2018	6096/18B		P B ELECTRICAL SER.	PBE001	0.33	0.07	0.40	4225	102	0.33	6096/18B/P B Electrical Serv
17/11/2018	140052		PHIPPS STU	PHIPPS	87.50	0.00	87.50	4102	201	87.50	140052/Stu Phipps
06/11/2018	57624156		RICOH	RICOH01	349.00	69.80	418.80	4107	201	349.00	57624156/Ricoh UK Ltd
16/11/2018	101245903		RICOH	RICOH01	0.63	0.13	0.76	4107	201	0.63	101245903/Ricoh UK Ltd
30/11/2018	NOVEMBER		SALARIES	SALARIES01	13,525.03	0.00	13,525.03	4000	201	2,441.13	NOVEMBER/STAFF SALARIES
								4000	101	6,605.84	NOVEMBER/STAFF SALARIES
								4000	102	4,478.06	NOVEMBER/STAFF SALARIES
30/11/2018	K5840		SUPER COOL CENTRAL	SCC01	80.00	16.00	96.00	4226	201	80.00	K5840/Super Cool Central
30/11/2018	0001288209		SRCL LTD	SRCL	65.00	13.00	78.00	4226	101	65.00	0001288209/SRCL Ltd
06/11/2018	921715335/		SOUTHERN ELECTRIC	SSE01	1,019.20	203.84	1,223.04	4206	101	1,019.20	SSE 1.10.18-31.10.18
29/11/2018	90012211		SWARCO	SWARCO	2,110.31	422.06	2,532.37	4220	211	2,110.31	Swarco speed signs
17/07/2018	9216AZQ47		TRAVIS PERKINS	TRAVIS01	51.24	10.25	61.49	4227	101	51.24	9216AZQ475/Travis Perkins Trad
01/10/2018	9216BAC53		TRAVIS PERKINS	TRAVIS01	61.45	12.29	73.74	4227	101	61.45	9216BAC530/Travis Perkins Trad
03/10/2018	9216BAC89		TRAVIS PERKINS	TRAVIS01	111.30	22.26	133.56	4227	101	111.30	9216BAC893/Travis Perkins Trad
03/10/2018	C9216BAE3		TRAVIS PERKINS	TRAVIS01	-84.42	-16.88	-101.30	4227	101	-84.42	C9216BAE308/Travis Perkins Tra
30/11/2018	9216BAL51		TRAVIS PERKINS	TRAVIS01	69.71	13.94	83.65	4227	101	69.71	9216BAL514/Travis Perkins Trad
01/11/2018	TVNOV		TV LICENSING	TV001	12.83	0.00	12.83	4062	101	12.83	TVNOV/TV Licensing
22/11/2018	690818276		VODAFONE	VODA01	17.12	3.43	20.55	4121	101	8.56	690818276/Vodafone
								4121	102	8.56	690818276/Vodafone

TOTAL INVOICES 41,795.77 3,020.64 44,816.41 41,795.77



PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

Items marked with a \* are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
11/12/2018	9071458817		ANGLIAN WATER	ANGL01	238.96	0.00	238.96	4207	101	238.96	Anglian Water 15.9.-6.12.18
31/12/2018	AVIVAPEND		AVIVA	AVIVA001	83.28	0.00	83.28	4000	101	45.42	AVIVAPENDEC/AVIVA
05/12/2018	CHGDEC		BARCLAYS	B0001	60.39	0.00	60.39	4125	201	37.86	AVIVAPENDEC/AVIVA
03/12/2018	7411		BARNETT LAND	BARN01	320.00	64.00	384.00	4226	211	60.39	CHGDEC/Barclays
05/12/2018	0523282		BOOKERS	BOOKERS01	273.36	47.68	321.04	4133	101	320.00	Nov maint, rose garden bedding
14/12/2018	V11099567D		CATHEDRAL	CATH01	319.80	63.96	383.76	4226	201	273.36	Bookers catering supplies
31/12/2018	5209		COMPLETE GROUND MAN.	CGM001	1,159.17	231.83	1,391.00	4226	211	26.65	V11099567DEC/Cathedral Leasing
01/12/2018	INV-		DBFB	DBFB	45.00	9.00	54.00	4120	201	133.25	V11099567DEC/Cathedral Leasing
02/12/2018	1117607		DBFB	DBFB	317.47	63.49	380.96	4120	201	159.90	V11099567DEC/Cathedral Leasing
16/11/2018	INV-		DBFB	DBFB	816.00	163.20	979.20	4220	201	1,159.17	CompleteGM, ground maintenance
26/11/2018	INV-		DBFB	DBFB	605.00	121.00	726.00	4220	201	45.00	DBFB wifi
19/12/2018	0788		DENHAM	DEN001	8,449.00	1,639.80	10,088.80	4146	212	317.47	DBFB telephone line
20/12/2018	OP/1323568		DTP GROUP	DTP001	44.49	8.90	53.39	4107	201	816.00	DBFB Wifi hardware
12/12/2018	IN18836341		EDENRED	EDENRED	360.15	3.43	363.58	4000	201	605.00	DBFB router/install etc
16/11/2018	IN18653680		EDENRED	EDENRED	360.15	3.43	363.58	4000	201	8,449.00	Denham Van MD17 HTT Peugeot
14/12/2018	90719258		ENTERPRISE MANAGED	EMS001	8.33	1.67	10.00	4155	101	44.49	DTP toners
03/12/2018	5096735		ESPO	ESPO01	102.04	20.41	122.45	4151	101	360.15	IN188363416/EDENRED
17/12/2018	5111685		ESPO	ESPO01	163.80	32.75	196.55	4151	101	360.15	IN186536800/EDENRED
05/12/2018	56670		NORTHANTS FIRE	FIRE01	409.31	81.86	491.17	4226	101	8.33	90719258/Enterprise Managed Se
12/12/2018	MG1811		GOLBY	GOLBY	650.00	130.00	780.00	4240	211	102.04	5096735/ESPO
31/12/2018	5522		NATALIE GREEN & CO.	GREE001	215.00	43.00	258.00	4050	201	118.24	ESPO cleaning
31/12/2018	PAYEDEC		HIMRC	HIMRC01	5,024.35	0.00	5,024.35	4005	201	32.66	ESPO Stationery
								4005	101	12.90	ESPO Batteries
								4227	101	12.90	ESPO Batteries
								4226	101	409.31	Northis Fire, extinguishr serv
								4240	211	650.00	MG1811/J Golby & Son
								4050	201	215.00	5522/Natalie Green & Co Dec
								4005	201	290.47	PAYEDEC/HMRC PAYE & NI
								4005	101	774.83	PAYEDEC/HMRC PAYE & NI



## PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

## Ledger No 1 for Month No 9

Items marked with a \* are disputed invoices.

## Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
27/12/2018	SLCC		JUSTIN GLEICH	JUSTIN	243.00	0.00	243.00	4000	102	537.51	PAYEDEC/HMRC PAYE & NI
18/12/2018	61362		LINDUM FIRE	L0004	90.00	18.00	108.00	4000	201	913.38	PAYEDEC/HMRC PAYE & NI
31/12/2018	LGSSDEC		NCC - PENSION	LPGS	5,068.20	0.00	5,068.20	4000	101	1,475.67	PAYEDEC/HMRC PAYE & NI
								4000	102	1,032.49	PAYEDEC/HMRC PAYE & NI
								4060	201	243.00	SLCC J Gleich fees
								4226	102	90.00	Lindum fire inspection
								4000	201	210.52	LGSSDEC/Employers & School Adm
								4000	101	425.74	LGSSDEC/Employers & School Adm
								4000	102	328.68	LGSSDEC/Employers & School Adm
								4006	201	897.90	LGSSDEC/Employers & School Adm
								4006	101	1,877.20	LGSSDEC/Employers & School Adm
								4006	102	1,328.16	LGSSDEC/Employers & School Adm
31/12/2018	2200280142		NISSAN FINANCE	NF001	178.16	0.00	178.16	4140	212	178.16	Nissan final bill, damage
04/12/2018	140057		PHIPPS STU	PHIPPS	105.00	0.00	105.00	4102	201	105.00	140057/Stu Phipps
31/12/2018	SALARIESD		SALARIES	SALARIES01	13,509.18	0.00	13,509.18	4000	201	2,441.09	SALARIESDEC/STAFF SALARIES
								4000	101	6,593.34	SALARIESDEC/STAFF SALARIES
								4000	102	4,474.75	SALARIESDEC/STAFF SALARIES
31/12/2018	0001298996		SRCL LTD	SRCL	32.50	6.50	39.00	4226	101	32.50	0001298996/SRCL Ltd
05/12/2018	231641116/		SOUTHERN ELECTRIC	SSE01	969.40	193.88	1,163.28	4206	102	969.40	SSE St L 15.9.18-4.12.18
05/12/2018	281641215/		SOUTHERN ELECTRIC	SSE01	1,115.68	223.14	1,338.82	4205	102	1,115.68	281641215/0025/Southern Electr
06/12/2018	921715335/		SOUTHERN ELECTRIC	SSE01	1,169.07	233.81	1,402.88	4206	101	1,169.07	SSE Elec 1.11-30.11
31/12/2018	TVDEC		TV LICENSING	TV001	12.83	0.00	12.83	4062	101	12.83	TVDEC/TV Licensing
30/11/2018	RCO109922		VEOLIA	V0002	297.71	59.54	357.25	4155	101	220.59	RCO1099220/Veolia ES (UK) Ltd
								4155	102	77.12	RCO1099220/Veolia ES (UK) Ltd
31/12/2018	RCO110073		VEOLIA	V0002	374.14	74.83	448.97	4155	101	268.44	RCO1100733/Veolia ES (UK) Ltd
								4155	102	105.70	RCO1100733/Veolia ES (UK) Ltd
22/12/2018	B4-		VODAFONE	VODA01	16.67	3.33	20.00	4121	101	8.34	B4-327517791/Vodafone
								4121	102	8.33	B4-327517791/Vodafone
20/12/2018	PLANS		GARY YOUENS	YOUENS	6.00	0.00	6.00	4055	201	6.00	G Youens - Land registry title





Ledger No 1 for Month No 9

Items marked with a \* are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail	
<b>TOTAL INVOICES</b>						<u>43,212.59</u>	<u>3,542.44</u>	<u>46,755.03</u>			<u>43,212.59</u>	



## Summary Income &amp; Expenditure by Budget Heading 31/12/2018

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Duston Community Centre	Expenditure	236,401	206,576	253,889	47,313		47,313
	Income	257,189	263,563	259,389	4,174		
102 St Lukes Community Centre	Expenditure	161,824	126,743	156,025	29,282		29,282
	Income	126,832	124,450	161,275	-36,825		
103 Duston Sports Centre	Expenditure	26,122	26,845	26,500	-345		-345
	Income	30,000	26,500	26,500	0		
201 Administration	Expenditure	210,362	94,745	136,044	41,299		41,299
	Income	117,197	112,766	111,821	945		
202 Civic Expenditure	Expenditure	3,700	905	8,400	7,495		7,495
	Income	8,800	8,400	8,400	0		
203 Grants	Expenditure	1,872	4,858	10,500	5,642		5,642
	Income	10,500	10,500	10,500	0		
204 Communications	Expenditure	6,124	3,897	11,500	7,604		7,604
	Income	10,750	11,000	11,000	0		
210 Planning	Expenditure	0	0	1,000	1,000		1,000
	Income	700	1,000	1,000	0		
211 Environment	Expenditure	47,714	20,933	68,000	47,067		47,067
	Income	58,010	43,000	43,000	0		
212 Parish Van	Expenditure	3,423	11,021	3,600	-7,421		-7,421
	Income	3,600	3,600	3,600	0		
213 Youth	Expenditure	26,138	19,307	27,590	8,283		8,283
	Income	27,623	27,140	27,590	-450		
215 Events	Expenditure	5,977	7,046	10,000	2,954		2,954
	Income	20,912	3,950	3,750	200		
<b>INCOME - EXPENDITURE TOTALS</b>							
	Expenditure	729,657	522,876	713,048	190,172	0	190,172
	Income	672,113	635,870	667,825	-31,955		
	Net Expenditure over Income	57,545	-112,994	45,223	158,217		

