



## DUSTON PARISH COUNCIL

Parish Office  
Duston Community Centre  
Pendle Road  
NORTHAMPTON  
NN5 6DT

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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 Shaun Pape, Cllr Sandie Maitland

15<sup>th</sup> February 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 21<sup>st</sup> February 2019 7pm** when the following business will be transacted.

### **AGENDA**

**53.To receive apologies for absence**

**54.To receive and approve the minutes of the meeting held on Thursday 31<sup>st</sup> January 2019 -(APPENDIX A)**

**55.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).

**56. 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).

**57. Bank reconciliations**

- To review bank reconciliations (APPENDIX B)

**58. Invoices for approval**

- To approve invoices for January 2019 (APPENDIX C)

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**Justin Gleich**

***Signed on original***

**Clerk to Duston Parish Council**



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**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES 31<sup>st</sup> January 2019**

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

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

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

**45. To receive apologies for absence**

Cllr Anderson

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

It was RESOLVED:

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

**47. 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 Item 51a.

#### **48. Public participation session**

Rev Mandy Marriott spoke on Item 51a.

#### **49. Bank reconciliations**

It was RESOLVED:

- To approve the Bank Reconciliations for November and December 2018 (APPENDIX B).

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#### **50. Invoices for approval**

It was RESOLVED:

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

#### **51. Grants**

It was RESOLVED:

- a) To approve the grant application from Duston Parochial Church Council  
Cllr Huffadine-Smith abstained.
- b) To approve a grant application from Duston Old People's Welfare Association.  
Cllr Ingram abstained.

#### **52. St Luke's Centre**

It was RESOLVED:

- To write to Northamptonshire County Council to enquire about the freehold of the St Luke's Centre.

Dunston 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	HMRC/Pension	Public works loan	Closing balance	Comments
Apr-18	68,306.49	32,645.38	50,000.00	25,612.36	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	13,312.60		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	29,626.79		51,727.63	HMRC payment from July in addition
Sep-18	51,727.63	11,918.11	40,000.00	32,568.44	25,116.09		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/GSS 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	12,231.95	50,000.00	19,645.46	23,941.82	51,726.15	2,963.40	Ttf from savings £50,000 early Jan to top up current. Van purchased. Main supplier cheque run in January.
Jan-19	2,963.40	39,246.08	50,000.00	29,236.57	23,979.87		33,066.24	Receipts includes £15,644.73 VAT refund. Two supplier chq runs in Jan 9/1 and 28/1
Feb-19	33,066.24						33,066.24	
Mar-19	33,066.24						33,066.24	



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			50,000.00			565,956.90	
Feb-19	565,956.90						565,956.90	
Mar-19	565,956.90						565,956.90	





**Bank Reconciliation Statement as at: 31/01/2019 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	31/01/2019	1	42,286.57
			<u>42,286.57</u>
<b><u>Unpresented Cheques (Minus)</u></b>			
		<b><u>Amount</u></b>	
01/11/2018 103069	The Print & Copy Shop	244.80	
29/11/2018 103079	Duston Players	84.00	
29/11/2018 103084	Grants Construction & Home So	2,138.81	
29/11/2018 103089	Northamptonshire Highways	300.00	
09/01/2019 103096	Natalie Green & Co	3,012.00	
09/01/2019 103105	Complete Ground Management	1,391.00	
09/01/2019 103114	Northants-CALC	72.00	
09/01/2019 103098	G Old	35.00	
28/01/2019 103186	SRCL Ltd	39.00	
28/01/2019 103184	BACA Safety & Workwear	466.80	
28/01/2019 103185	Edmundson Electrical Ltd	47.30	
28/01/2019 103186	SRCL Ltd	78.00	
28/01/2019 103187	Irin Dispensable	178.00	
28/01/2019 103188	Prestige Catering Equipment Lt	341.42	
28/01/2019 BT	Bee Tee Alarms Ltd	103.50	
30/01/2019 103182	Super Cool Central	438.00	
30/01/2019 103189	Stannah Lift Services Ltd	250.70	
			<u>9,220.33</u>
			33,066.24
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			<u>0.00</u>
			33,066.24
		<b>Balance per Cash Book is :-</b>	<b>33,066.24</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at: 31/01/2019 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	31/01/2019	1	565,956.90
			<u>565,956.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			565,956.90
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			565,956.90
		Balance per Cash Book is :-	565,956.90
		Difference is :-	0.00



**Bank Reconciliation Statement as at: 31/01/2019 for Cash Book 5 Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2019	1	138.70
			<u>138.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			138.70
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			138.70
		<b>Balance per Cash Book is :-</b>	<b>138.70</b>
		<b>Difference is :-</b>	<b>0.00</b>



11.2.19	Float	
	20	
	10	30.00
	5	5.00
	2	2.00
	1	13.00
	0.5	
	0.2	3.80
	0.1	3.80
	0.05	3.90
	0.02	
	0.01	2.07
		<u>63.57</u> IN TIN 30.11.18

75.13 Receipts Feb 19

	TOTAL RECEIPTS & TIN as at
<u>138.70</u>	22.1.19
0.00	

**Reconciliation to RBS**

In tin b'wd 31.12.18	151.95	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
	<u>151.95</u>	
Cash paid out in month	<u>13.25</u>	
= Cash in tin 31.1.19	138.70	0.00
Balance per RBS 31.1.19	<u>138.70</u>	

**Petty cash expenses paid**

Ref	Description	£
PC Jan 1	Alison 6 mugs and tray for office	2.00
PC Jan 2	Office cleaning supplies	4.25
PC Jan 3	Games for café from bargain shop	7.00
		<u>13.25</u>





**Bank Reconciliation Statement as at: 31/01/2019 for Cash Book 8 Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/01/2019	1	55.15
			<u>55.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			55.15
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			55.15
		<b>Balance per Cash Book is :-</b>	55.15
		<b>Difference is :-</b>	0.00



**Bank Reconciliation Statement as at: 31/01/2019 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	31/01/2019	1	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>



Ledger No 1 for Month No 10

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
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31/01/2019	AVVAJAN1		AVVA	AVVA001	83.28	0.00	83.28	4000	101	45.42	AVVAJAN19/AVVA
17/01/2019	CHGJAN19		BARCLAYS	B0001	56.60	0.00	56.60	4006	101	37.86	AVVAJAN19/AVVA
18/01/2019	718678		BACA	BACA01	389.00	77.80	466.80	4125	201	56.60	Barclays charges
14/01/2019	249133		BEE TEE ALARMS	BEET01	86.25	17.25	103.50	4227	101	389.00	BACA, salt
10/01/2019	0450357		BOOKERS	BOOKERS01	242.20	42.55	284.75	4133	101	86.25	249133/Bee Tee Alarms Ltd
12/01/2019	Q04480		BRITISH TELECOM	BT01	1,266.98	253.40	1,520.38	4120	101	242.20	Bookers catering
02/01/2019	59898190		CAME INSURANCE	CAMIE01	492.80	0.00	492.80	4120	102	422.33	Q04480/British Telecommunicati
03/01/2019	1223		CLUBS FOR YP	CFYP01	6,397.67	1,279.53	7,677.20	4120	201	422.33	Q04480/British Telecommunicati
31/01/2019	5265		COMPLETE GROUND MAN.	CGM001	1,159.17	231.83	1,391.00	4120	201	422.32	Q04480/British Telecommunicati
01/01/2019	INV-		DBFB	DBFB	45.00	9.00	54.00	4120	201	422.32	Q04480/British Telecommunicati
02/01/2019	1117811		DBFB	DBFB	238.10	47.62	285.72	4120	201	238.10	DBFB Line rental
09/01/2019	C10384430		EDENRD	EDENRD	360.15	3.43	363.58	4000	201	360.15	C10384430/EDENRD
04/01/2019	229-370241		EDMUNDSON ELEC.	EDMUND01	39.42	7.88	47.30	4225	101	39.42	Edmunson Elec parts
21/01/2019	5137846		ESPO	ESPO01	247.24	49.45	296.69	4151	101	217.64	ESPO cleaning etc
21/01/2019	5137847		ESPO	ESPO01	86.51	17.30	103.81	4115	201	29.60	ESPO stationery
31/01/2019	5536		NATALIE GREEN & CO.	GREEN001	2,035.00	407.00	2,442.00	4151	102	86.51	ESPO cleaning
03/01/2019	PC/0924		HADLANDS	HADL001	750.00	150.00	900.00	4055	201	2,035.00	N Green Jan work (Nov Dec accs)
02/01/2019	INV-0745		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	750.00	Hadland, valuation report
31/01/2019	HMRCLAN19		HMRCLAN19	HMRCLAN19	5,026.64	0.00	5,026.64	4150	102	30.00	K & J Hird Ltd windows
								4005	201	290.47	HMRCLAN19/HMRC PAYE & NI
								4005	101	775.24	HMRCLAN19/HMRC PAYE & NI
								4005	102	537.79	HMRCLAN19/HMRC PAYE & NI
								4000	201	913.41	HMRCLAN19/HMRC PAYE & NI
								4000	101	1,476.59	HMRCLAN19/HMRC PAYE & NI



PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10

Ledger No 1 for Month No 10

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
21/01/2019	157932		INN DISPENSABLE	IND01	150.00	28.00	178.00	4000	102	1,033.14	HMRCAJAN19/HMRC PAYE & NI
31/01/2019	LGSSJAN19		NCC - PENSION	LPSS	5,068.20	0.00	5,068.20	4000	201	210.52	LGSSJAN19/Employers & School A
								4000	101	425.74	LGSSJAN19/Employers & School A
								4000	102	328.68	LGSSJAN19/Employers & School A
								4006	201	897.90	LGSSJAN19/Employers & School A
								4006	101	1,915.06	LGSSJAN19/Employers & School A
								4006	102	1,290.30	LGSSJAN19/Employers & School A
30/01/2019	6119/19		P B ELECTRICAL SER.	PBE001	220.00	44.00	264.00	4225	101	220.00	PB Elec repairs to emer lights
09/10/2018	INV/8265		PRESTIGE	PCE01	284.52	56.90	341.42	4225	101	284.52	Prestige repairs/parts
31/01/2019	SALSJAN19		SALARIES	SALARIES01	13,523.83	0.00	13,523.83	4000	201	2,441.07	SALSJAN19/STAFF SALARIES
								4000	101	6,602.16	SALSJAN19/STAFF SALARIES
								4000	102	4,480.60	SALSJAN19/STAFF SALARIES
14/12/2018	K5866		SUPER COOL CENTRAL	SCC01	285.00	57.00	342.00	4227	101	285.00	Super Cool relocate controller
04/01/2019	K5895		SUPER COOL CENTRAL	SCC01	640.00	128.00	768.00	4226	101	640.00	Super Cool Central reg maint
31/01/2019	103179		SUPER COOL CENTRAL	SCC01	834.00	0.00	834.00	103	0	834.00	Cancel chq 103182 Supercool
31/01/2019	103179B		SUPER COOL CENTRAL	SCC01	30.00	0.00	30.00	103	0	30.00	Cancel chq 103179
31/01/2019	0001308851		SRCL LTD	SRCL	65.00	13.00	78.00	4226	101	65.00	0001308851/SRCL Ltd
07/01/2019	921715335/		SOUTHERN ELECTRIC	SSE01	1,031.30	206.26	1,237.56	4206	101	1,031.30	SSE Elec 1.12.18-31.12.18
16/01/2019	PO60191567		STANNAH	ST01	208.92	41.78	250.70	4226	101	208.92	PO60191567/Stannah Lift Servic
25/01/2019	90012492		SWARCO	SWARCO	4,924.06	984.81	5,908.87	4220	211	4,924.06	Swarco Traffic control
02/01/2019	TVJAN19		TV LICENSING	TV001	12.83	0.00	12.83	4062	101	12.83	TVJAN19/TV Licensing
31/01/2019	RCO110283		VEOLIA	V0002	310.72	62.14	372.86	4155	101	226.16	RCO1102834/Veolia ES (UK) Ltd
								4155	102	84.56	RCO1102834/Veolia ES (UK) Ltd
22/01/2019	B4-		VODAFONE	VODA01	15.74	3.16	18.90	4121	101	7.87	B4-333586256/Vodafone
								4121	102	7.87	B4-333586256/Vodafone
02/01/2019	SLCC		GARY YOUENS	YOUENS	220.00	0.00	220.00	4060	201	220.00	G Youens SLCC membership





PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10

Ledger No 1 for Month No 10

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
<b>TOTAL INVOICES</b>											
					46,886.13	4,231.09	51,117.22			46,886.13	



17:11

## Summary Income &amp; Expenditure by Budget Heading 31/01/2019

Month No : 10

## 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	222,487	253,889	31,402		31,402
	Income	257,189	273,156	259,389	13,767		
102 St Lukes Community Centre	Expenditure	161,824	135,045	156,025	20,980		20,980
	Income	126,832	126,302	161,275	-34,973		
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	103,661	136,044	32,383		32,383
	Income	117,197	112,778	111,821	957		
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	5,108	10,500	5,392		5,392
	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	27,017	68,000	40,984		40,984
	Income	58,010	43,000	43,000	0		
212 Parish Van	Expenditure	3,423	11,539	3,600	-7,939		-7,939
	Income	3,600	3,600	3,600	0		
213 Youth	Expenditure	26,138	25,705	27,590	1,885		1,885
	Income	27,623	27,140	27,590	-450		
215 Events	Expenditure	5,977	7,068	10,000	2,932		2,932
	Income	20,912	4,054	3,750	304		
<b>INCOME - EXPENDITURE TOTALS</b>							
	Expenditure	729,657	569,276	713,048	143,772	0	143,772
	Income	672,113	647,431	667,825	-20,394		
	Net Expenditure over Income	57,545	-78,155	45,223	123,378		

