



DUSTON PARISH COUNCIL

Parish Office
Duston Community Centre
Pendle Road
NORTHAMPTON
NN5 6DT

Tel: 01604 583626
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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

22nd March 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 28th March 2019 7pm** when the following business will be transacted.

AGENDA

55.To receive apologies for absence

56.To receive and approve the minutes of the meeting held on Thursday 21st February 2019 -(APPENDIX A)

57.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).

58. 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).

59. Bank Reconciliations

- To review bank reconciliations (APPENDIX B)

60. Invoices for approval

- To approve invoices for January 2019 (APPENDIX C)

Justin Gleich

Signed on original

Clerk to Duston Parish Council

The next meeting of the Finance and General Purposes Committee is scheduled for Thursday 25th April 2019.

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

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FINANCE AND GENERAL PURPOSES COMMITTEE**MINUTES 21st February 2019**

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

PRESENT: Cllrs Pepper, Huffadine-Smith, Clarke, Ingram, Anderson

IN ATTENDANCE:

Justin Gleich – Parish Clerk

53. To receive apologies for absence

Cllrs Caswell, Pape, Maitland

54. To receive and approve the minutes of the meeting held on 31st January 2019 -

It was RESOLVED:

- At the previous Finance and General Purposes Committee meeting on 31st January 2019, Cllr Ingram declared an interest under Item 51a as a member of Duston Old Peoples Welfare Association, which had not been recorded.
- The minutes of the previous meeting were approved and the Chairman authorised to sign the same (APPENDIX A).

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

None

56. Public participation session

There were no public speakers.

57. Bank reconciliations

It was RESOLVED:

- To approve the Bank Reconciliations for January 2019.

58. Invoices for approval

In response to a previous issue raised, the Clerk clarified that it is the RFO's responsibility to ensure that the council's financial systems are adequate and robust, and to make appropriate arrangements for that within the budget agreed by Council. Power to do this is delegated to the RFO by Council and set out in law. All payments are fully listed and presented to the Finance and General Purposes Committee each month, and spending on accountancy fees was not in excess of the budgeted amount set by Full Council for 2018/19. The RFO proposed a reduction to the accountancy budget of £8,000 in the 2019/20 budget, reflecting a decrease in the use of external accountancy services, which was approved by Council on 17th January 2019.

It was RESOLVED:

- To approve invoices for January 2019.

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	Supplier's 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. Supplier's 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. Supplier's 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	2,868.40	TF 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	22,274.21	50,000.00	19,425.77	24,717.39		61,197.29	
Mar-19	61,197.29						61,197.29	

Bank Reconciliation Statement as at: 28/02/2019 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	28/02/2019	2	84,944.37
			<u>84,944.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
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	
28/01/2019 103186 SRCL Ltd		78.00	
07/02/2019 103190 P B Electrical Services		264.00	
07/02/2019 103194 Complete Ground Management		1,391.00	
07/02/2019 103195 Swarco Traffic Ltd		5,908.87	
07/02/2019 103196 ESPO		400.50	
07/02/2019 103192 DOWPA		1,000.00	
07/02/2019 103193 Duston PCC		621.00	
14/02/2019 103197 Natalie Green & Co		2,442.00	
21/02/2019 103201 Wings Events Ltd		349.20	
21/02/2019 103202 ESPO		403.66	
21/02/2019 103203 Northampton Borough Council		180.00	
21/02/2019 103204 Complete Ground Management		1,776.00	
21/02/2019 103200 L Butler		100.00	
28/02/2019 103206 Super Cool Central		204.00	
28/02/2019 103207 Tutorcare Ltd		1,578.24	
			<u>23,867.08</u>
			61,077.29
<u>Receipts not Banked/Cleared (Plus)</u>			
07/02/2019		120.00	
			<u>120.00</u>
			61,197.29
		Balance per Cash Book is :-	61,197.29
		Difference is :-	0.00

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				84,606.37
28 Feb	Giro Direct Credit From Favell House Day Ref: Sdf0001		338.00	84,944.37
28 Feb	Balance carried forward			84,944.37
Total Payments/Receipts		16,593.99	5,884.10	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 02 Aug 2018 was	0.750%
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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			50,000.00			515,956.90	
Mar-19	515,956.90						515,956.90	

Bank Reconciliation Statement as at: 28/02/2019 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	28/02/2019	2	515,956.90
			<hr/> 515,956.90
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			515,956.90
<u>Receipts not Banked/Cleared (Plus)</u>			<hr/> 0.00
			515,956.90
		Balance per Cash Book is :-	515,956.90
		Difference is :-	0.00

DUSTON PARISH COUNCIL

Sort Code 20-61-51

Account No 63253058

SWIFTBIC BUKBGB22

IBAN GB52 BUKB 2061 5163 2530 58

Issued on 04 March 2019

 MRS PHILLIPPA PAGE
 DUSTON PARISH COUNCIL
 DUSTON COMMUNITY CENTRE
 PENDLE ROAD
 NORTHAMPTON
 NN5 6DT

Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
2 Feb	Start Balance			565,956.90
6 Feb	to Account 03573680 at 20-61-51 Internet Banking	50,000.00		515,956.90
1 Mar	Balance carried forward			515,956.90
	Total Payments/Receipts	50,000.00	0.00	

02 Feb - 01 Mar 2019

Start balance	£565,956.90
Money out	£50,000.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£515,956.90

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Bank Reconciliation Statement as at: 28/02/2019 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	28/02/2019	2	195.08
			<hr/> 195.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<hr/> 195.08
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<hr/> 195.08
		Balance per Cash Book is :-	195.08
		Difference is :-	0.00

Duston Parish Council

Petty cash count and reconciliation

12.3.19	Float	
	20	120.00
	10	40.00
	5	
	2	2.00
	1	19.00
	0.5	
	0.2	4.20
	0.1	3.70
	0.05	4.10
	0.02	
	0.01	2.08
		<u>195.08</u> IN TIN 30.11.18

Receipts Feb 19

	TOTAL RECEIPTS & TIN as at
<u>195.08</u>	22.1.19
0.00	

Reconciliation to RBS

In tin b'wd 31.1.19	138.70	
Cash received (trf from bankings sheets)		
Trf in from cash takings	200.00	
	<u>338.70</u>	
Cash paid out in month	<u>143.62</u>	
= Cash in tin 28.2.19	195.08	0.00
Balance per RBS 28.2.19	<u>195.08</u>	

Petty cash expenses paid

Ref	Description	£
PC Feb 1	Teabags café/sponges kitchen	6.20
PC Feb 2	Top up Facilities Float	68.93
PC Feb 3	Alison Train, EMIB etc	56.20
PC Feb 4	Jenny Evan Youth Club balance	12.29
		<u>143.62</u>

Bank Reconciliation Statement as at: 28/02/2019 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	28/02/2019	2	55.50
			<u>55.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			55.50
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			55.50
		Balance per Cash Book is :-	55.50
		Difference is :-	0.00

Bank Reconciliation Statement as at: 28/02/2019 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	28/02/2019	2	75.00
			<u>75.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			75.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			75.00
		Balance per Cash Book is :-	75.00
		Difference is :-	0.00

Ledger No 1 for Month No 11

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Analysis Detail

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
28/02/2019	66248		1ST REACTION	1ST001	27.50	5.50	33.00	4160	101	27.50	66248/1ST REACTION SECURITY LI
28/01/2019	28/1/19		ALLSTAR	ALL001	43.35	8.67	52.02	4145	212	43.35	28/1/19/Allstar
25/02/2019	25/2/19		ALLSTAR	ALL001	20.83	4.17	25.00	4145	212	20.83	25/2/19/Allstar van fuel
06/02/2019	9073011930		ANGLIAN WATER	ANGL01	669.12	0.00	669.12	4207	102	669.12	Anglian Water 7/1/18-6/2/19
01/02/2019	1000000418		AVIVA	AVIVA001	492.00	0.00	492.00	4055	201	492.00	Aviva Pension Charge
28/02/2019	AVVAFEB1		AVIVA	AVIVA001	83.28	0.00	83.28	4000	101	45.42	AVVAFEB19/AVIVA
19/02/2019	CHGFEB19		BARCLAYS	B0001	93.29	0.00	93.29	4125	201	93.29	CHGFEB19/Barclays
07/02/2019	0322317		BOOKERS	BOOKERS01	158.12	27.51	185.63	4133	101	158.12	0322317/Bookers Cash & Carry
22/02/2019	VI/1141357		CATHEDRAL	CATH01	6.20	1.24	7.44	4226	101	6.20	VI/1141357/Cathedral Leasing L
07/02/2019	5292		COMPLETE GROUND MAN.	CGM001	1,480.00	296.00	1,776.00	4227	211	1,480.00	CGM Tree works Duston Dell
28/02/2019	5329		COMPLETE GROUND MAN.	CGM001	1,159.17	231.83	1,391.00	4226	211	1,159.17	CGM Grounds maint Feb
22/02/2019	2044		DA HEATING LTD	DA001	228.00	45.60	273.60	4225	101	228.00	D A Heating, new immersion
22/02/2019	2396		DA HEATING LTD	DA001	285.00	57.00	342.00	4225	101	285.00	DA Heating new water heater
22/02/2019	2397		DA HEATING LTD	DA001	243.47	48.69	292.16	4225	102	243.47	DA Heating - boiler repair
01/02/2019	INV-		DBFB	DBFB	45.00	9.00	54.00	4120	201	45.00	INV-X623529/Database for Busin
28/02/2019	DHA19		DUSTON HORTICULTURAL	DHA001	35.50	0.00	35.50	4127	213	35.50	DHA Allotment
13/02/2019	IN19242952		EDENRED	EDENRED	360.15	3.43	363.58	4000	201	360.15	IN192429528/EDENRED
05/02/2019	5157890		ESPO	ESPO01	336.38	67.28	403.66	4115	201	336.38	ESPO stationery
26/02/2019	5181220		ESPO	ESPO01	43.68	8.73	52.41	4151	102	43.68	5181220/ESPO
26/02/2019	15181221		ESPO	ESPO01	319.72	63.96	383.68	4151	101	319.72	15181221/ESPO cleaning etc
28/02/2019	5549		NATALIE GREEN & CO.	GREEN001	1,135.00	227.00	1,362.00	4050	201	1,135.00	N Green accountancy payroll Feb
09/02/2019	4009008549		HEWLETT	HEWLETT	448.91	0.00	448.91	4502	201	448.91	HP photocopier 1/4/19-30/6/19
28/02/2019	HMRCFEB19		HMRC	HMRC01	5,121.56	0.00	5,121.56	4005	201	290.47	HMRCFEB19/HMRC PAYE & NI
								4005	101	796.12	HMRCFEB19/HMRC PAYE & NI
								4005	102	545.53	HMRCFEB19/HMRC PAYE & NI
								4000	201	913.28	HMRCFEB19/HMRC PAYE & NI
								4000	101	1,525.06	HMRCFEB19/HMRC PAYE & NI

APPENDIX C

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Ledger No 1 for Month No 11

Supplier Alc Order

Nominal Ledger Analysis

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier Alc Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
28/02/2019	LGSSFEB19		NCC - PENSION	LPGS	5,049.63	0.00	5,049.63	4000	102	1,051.10	HMRCFEB19/HMRC PAYE & NI
								4000	201	210.52	LGSSFEB19/Employers & School A
								4000	101	423.60	LGSSFEB19/Employers & School A
								4000	102	327.25	LGSSFEB19/Employers & School A
								4006	201	897.90	LGSSFEB19/Employers & School A
								4006	101	1,868.20	LGSSFEB19/Employers & School A
								4006	102	1,322.16	LGSSFEB19/Employers & School A
19/02/2019	10806508		NBC	NBC01	180.00	0.00	180.00	4062	101	180.00	NBC Licence fees 1/2/19-31/12
20/11/2018	SMT19636		RBS	RBS01	119.00	23.80	142.80	4101	201	119.00	RBS Sigma fixed assets
28/02/2019	SALFEB19		SALARIES	SALARIES01	14,258.97	0.00	14,258.97	4000	201	2,441.20	SALFEB19/STAFF SALARIES
								4000	101	7,121.85	SALFEB19/STAFF SALARIES
								4000	102	4,695.92	SALFEB19/STAFF SALARIES
08/01/2019	K5907		SUPER COOL CENTRAL	SCC01	170.00	34.00	204.00	4225	101	170.00	Supercool New fan guard
28/02/2019	0001318969		SRCL LTD	SRCL	65.00	13.00	78.00	4226	101	65.00	0001318969/SRCL Ltd
06/02/2019	921715335/		SOUTHERN ELECTRIC	SSE01	1,514.05	302.81	1,816.86	4206	101	1,514.05	SSE 1/1/19-31/1/19
19/02/2019	INV-70765		TOP SECURITY	TOP01	25.00	5.00	30.00	4160	101	25.00	Top Security assist lock up
26/02/2019	99229		TUTORCARE	TUTOR	1,315.20	263.04	1,578.24	4220	102	1,315.20	Tutorcare defibrillator St Luk
01/02/2019	TVFEB19		TV LICENSING	TV001	12.85	0.00	12.85	4062	101	12.85	TVFEB19/TV Licensing
28/02/2019	RCO110437		VEOLIA	V0002	310.72	62.14	372.86	4155	101	226.16	RCO1104375/Veolia ES (UK) Ltd
								4155	102	84.56	RCO1104375/Veolia ES (UK) Ltd
22/02/2019	B4-		VODAFONE	VODA01	18.96	3.79	22.75	4121	101	9.48	B4-339655571/Vodafone
								4121	102	9.48	B4-339655571/Vodafone
01/02/2019	2480		WINGS EVENTS	WINGS01	291.00	58.20	349.20	4128	215	291.00	Wings 20% deposit marque
28/02/2019	PO4009658		WORLDPAY	WORLD001	26.27	4.00	30.27	4137	201	26.27	PO4009658267/Worldpay (UK) Ltd
TOTAL INVOICES					36,191.88	1,875.39	38,067.27			36,191.88	

