



## 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, Cllr David Huffadine-Smith, Cllr John Caswell,  
Cllr Mike Ingram, Cllr Mike Pepper, Cllr Paul Anderson

21<sup>st</sup> June 2018

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 28<sup>th</sup> June 2018 7pm** when the following business will be transacted.

### AGENDA

1. **Election of Chairman of Finance and General Purposes Committee for 2018/19**
2. **Election of Vice-Chairman of Finance and General Purposes Committee for 2018/19**
3. **To receive apologies for absence**
4. **To receive and approve the minutes of the meeting held on Thursday 10<sup>th</sup> May 2018 -(APPENDIX A)**
5. **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)

**6. 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).

**7. Bank Reconciliations**

- To review bank reconciliations (APPENDIX B).

**8. Invoices and cheques for signature**

- To review invoices & cheques for signature (APPENDIX C)

**9. Grants**

- Update on Royal British Legion Grant Application

**10. Replacement Flooring for Green Room**

- To approve funding for replacement of flooring in the Green Room at Duston Community Centre.

**Justin Gleich**  
*Signed on original*  
**Clerk to Duston Parish Council**





**DUSTON PARSH COUNCIL**

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**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES 10<sup>th</sup> May 2018**

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

PRESENT: Cllrs Anderson, Ingram, Caswell, Huffadine-Smith

IN ATTENDANCE:

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

**1. To receive apologies for absence**

None

**2. To receive and approve the minutes of the meeting held on 5<sup>th</sup> April 2018 -**

It was RESOLVED that:

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

Signature of Chairman.....

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

None.

**4. Public participation session**

There were no public speakers

**5. Bank reconciliations**

It was RESOLVED that:

- Bank Reconciliations were approved (APPENDIX B).

**6. To review invoices**

It was RESOLVED that:

- Invoices were approved (APPENDIX C).

**7. Cheques for signature**

There were no cheques for signature

**8. Grants**

It was RESOLVED that:

- The Clerk would make further enquiries regarding the Royal British Legion grant application.
- To note the Clerk's report on the further enquiries made into the Village Hall Grant application.
- To note that following the approval of previous Grant applications cheques for the appropriate amounts had been issued.

Signature of Chairman.....

**9. Asset Register**

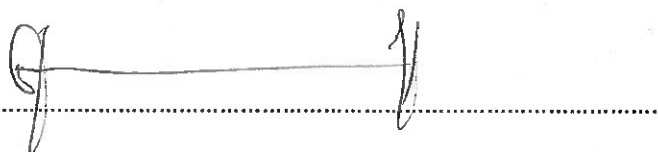
This item was deferred to a future meeting.

**10. Staffing update**

It was RESOLVED that:

- The Committee noted the appointment of Mr James Reed as caretaker.

Signature of Chairman.....

A handwritten signature in black ink is written over a horizontal dotted line. The signature is stylized and appears to be the initials 'J.R.' followed by a surname.

Duston Parish Council

Bank reconciliation report for finance committee

2017/18

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-17	127,054.50	9,479.19	-	6,546.95	24,000.54		105,986.20	Only 1 supplier cheques raised, DD only
May-17	105,986.20	10,162.87		55,714.25	19,009.79	8,737.50	32,687.53	
Jun-17	32,687.53	27,909.07	100,000.00	41,901.37	19,824.82	51,726.15	47,144.26	Alderman roofing £11,652.00
Jul-17	47,144.26	15,539.87	100,000.00	5,459.26	58,172.22		99,052.65	No suppliers cheques raised DD only/ salaries incl settlement
Aug-17	99,052.65	17,739.47		48,481.90	19,532.18		48,778.04	
Sep-17	48,778.04	25,890.57	50,000.00	57,322.02	16,414.02		50,932.57	Phoenix Surfacing = £29,883.77
Oct-17	50,932.57	14,214.56	50,000.00	37,899.59	27,748.27		49,499.27	Insurance payment = £12,908.50/salaries incl settlement
Nov-17	49,499.27	34,798.39	100,000.00	22,166.58	18,570.18	8,673.75	134,887.15	
Dec-17	134,887.15	14,779.35		20,961.83	19,782.94	54,726.15	57,195.58	
Jan-18	57,195.58	31,810.31		10,810.39	20,928.75		57,266.75	
Feb-18	57,266.75	30,282.07		28,473.03	22,878.34		36,197.45	
Mar-18	36,197.45	21,162.50	50,000.00	20,708.98	18,344.48		68,306.49	Pension was paid in April not March, bank error

APPENDIX B  
 21/6/18  
 J.S.

Duston Parish Council

Bank reconciliation report for finance committee

2017/18

Savings account

Month ended	Opening balance	Precept	Interest	Transfer to current account	Closing balance	Comments
Apr-17	465,643.50	225,859.50			691,503.00	
May-17	691,503.00				691,503.00	
Jun-17	691,503.00			100,000.00	591,503.00	
Jul-17	591,503.00			100,000.00	491,503.00	
Aug-17	491,503.00				491,503.00	
Sep-17	491,503.00			50,000.00	441,503.00	
Oct-17	441,503.00	225,859.50		50,000.00	617,362.50	
Nov-17	617,362.50			100,000.00	517,362.50	
Dec-17	517,362.50		104.96		517,467.46	
Jan-18	517,467.46				517,467.46	
Feb-18	517,467.46				517,467.46	
Mar-18	517,467.46		258.02	50,000.00	467,725.48	

## Bank Reconciliation Statement as at: 31/03/2018 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	31/03/2018	3	72,637.05
			<u>72,637.05</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
05/02/2018 102889	Perkins Florists		38.00
22/02/2018 102903	Natalie Green & Co		948.00
08/03/2018 102914	G Old		35.00
19/03/2018 102916	Complete Ground Management		240.00
19/03/2018 102917	DA Heating Ltd		432.00
19/03/2018 102924	K & J Hird Ltd		144.00
19/03/2018 102925	Northampton Association of You		48.00
19/03/2018 102926	B & D Publications		420.00
19/03/2018 102928	Society of Local Council Clerk		237.60
19/03/2018 102929	SRCL Ltd		74.40
19/03/2018 102931	TOP SECURITY RANGERS UK		72.00
19/03/2018 102933	Sanders Print People Ltd		760.00
19/03/2018 102936	Nordis Signs		16.52
19/03/2018 102937	Justin Gleich		49.99
19/03/2018 102934	Kelly Wayman		87.50
26/03/2018 102938	Terry Manktelow		159.99
29/03/2018 102939	Justin Gleich		599.00
29/03/2018 102940	Pete Wisbey		49.99
29/03/2018 102941	A Grantham		111.57
			<u>4,523.56</u>
			68,113.49
<u>Receipts not Banked/Cleared (Plus)</u>			
31/03/2018		193.00	
			<u>193.00</u>
			68,306.49
			<b>Balance per Cash Book is :- 68,306.49</b>
			<b>Difference is :- 0.00</b>



Bank Reconciliation Statement as at: 31/03/2018 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	31/03/2018	3	467,725.48
			<u>467,725.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>467,725.48</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>467,725.48</u>
		Balance per Cash Book is :-	467,725.48
		Difference is :-	0.00

## Bank Reconciliation Statement as at: 31/03/2018 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	31/03/2018	3	122.06
			<u>122.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			122.06
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			122.06
		Balance per Cash Book is :-	122.06
		Difference is :-	0.00

Duston Parish Council

Petty cash count and reconciliation

29.3.18	Float	
	20	60.00
	10	30.00
	5	5.00
	2	4.00
	1	18.00
	0.5	2.00
	0.2	2.00
	0.1	0.70
	0.05	0.20
	0.02	0.08
	0.01	0.08
		<u>122.06</u>
		IN TIN 29.3.18
		Cash trf in October
		<u>122.06</u>
		TOTAL RECEIPTS & TIN as at
		29.3.18
		0.00
		REIMBURSEMENT CHEQUE
		MATCH

Omega

Reconciliation to RBS

In tin b'wd 28.2.18	14.11
Cash received (trf from bankings sheets)	
9.3.18	200.00
	<u>214.11</u>
Cash paid out in month	<u>92.05</u>
= Cash in tin 31.3.18	122.06
Balance per RBS 31.3.18	<u>122.06</u> Month 12 March

Petty cash expenses paid

Ref	Description	£
Mar 1	Alison milk/lemon	1.20
Mar 2	Alison milk/lemon	0.70
Mar 3	Parking - Justin Clerk forum	2.40
Mar 4	Teabags	3.00
Mar 5	Stamps	27.30
Mar 6	Drycleaning	32.50
Mar 7	Alison - blackboard for café	24.95
		<u>92.05</u>

**Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 6 Youth Club Float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Youth Club Float	31/03/2018	3	50.00
			<hr/> 50.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			50.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			50.00
		Balance per Cash Book is :-	50.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at: 31/03/2018 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	31/03/2018	3	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

## Bank Reconciliation Statement as at: 31/03/2018 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	31/03/2018	3	13.09
			<u>13.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			13.09
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			13.09
		<b>Balance per Cash Book is :-</b>	<b>13.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

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				651,325.48	
Jun-18	651,325.48				651,325.48	
Jul-18	651,325.48				651,325.48	
Aug-18	651,325.48				651,325.48	
Sep-18	651,325.48				651,325.48	
Oct-18	651,325.48				651,325.48	
Nov-18	651,325.48				651,325.48	
Dec-18	651,325.48				651,325.48	
Jan-19	651,325.48				651,325.48	
Feb-19	651,325.48				651,325.48	
Mar-19	651,325.48				651,325.48	

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	
May-18	97,534.08						97,534.08	
Jun-18	97,534.08						97,534.08	
Jul-18	97,534.08						97,534.08	
Aug-18	97,534.08						97,534.08	
Sep-18	97,534.08						97,534.08	
Oct-18	97,534.08						97,534.08	
Nov-18	97,534.08						97,534.08	
Dec-18	97,534.08						97,534.08	
Jan-19	97,534.08						97,534.08	
Feb-19	97,534.08						97,534.08	
Mar-19	97,534.08						97,534.08	





**Bank Reconciliation Statement as at: 30/04/2018 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	30/04/2018	4	651,325.48
			<u>651,325.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			651,325.48
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			651,325.48
		Balance per Cash Book is :-	651,325.48
		Difference is :-	0.00



## Bank Reconciliation Statement as at: 30/04/2018 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	30/04/2018	4	27.97
			<u>27.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			27.97
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			27.97
		Balance per Cash Book is :-	27.97
		Difference is :-	0.00

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**Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 6 Youth Club Float**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Youth Club Float	30/04/2018	4	50.00
			<hr/> 50.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			50.00
<u>Receipts not Banked/Cleared (Plus)</u>			<hr/> 0.00
			50.00
		<b>Balance per Cash Book is :-</b>	<b>50.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at: 30/04/2018 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	30/04/2018	4	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

**Bank Reconciliation Statement as at: 30/04/2018 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	30/04/2014	4	4.00
			<u>4.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			4.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			4.00
		<b>Balance per Cash Book is :-</b>	4.00
		<b>Difference is :-</b>	0.00

Duston Parish Council  
PRELIMINARY PURCHASE DAY BOOK

Printed On : 22/06/2018  
At : 09:35

Order by Supplier A/c Number

Ledger No 1 for Month No 2

Items marked with a \* are disputed invoices.

Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
24/05/2018	62154		1ST REACTION	1ST001	250.00	50.00	300.00	4160	101	250.00	1st Reaction Key
16/05/2018	704995		BACA	BACA01	181.93	36.39	218.32	4227	101	181.93	BACA batteries etc
24/05/2018	241650		BEE TEE ALARMS	BEET01	32.50	6.50	39.00	4160	102	32.50	241650/Bee Tee Alarms Ltd
09/05/2018	1020	£7713.20	CLUBS FOR YP	CFYP01	6,397.67	1,279.53	7,677.20	4057	213	6,397.67	Youth service Apr-Jun 18
31/05/2018	1046		CLUBS FOR YP	CFYP01	30.00	6.00	36.00	4127	213	30.00	Youth- recharge Pacesetter
30/05/2018	4824		COMPLETE GROUND MAN.	CGM001	140.00	28.00	168.00	4227	211	140.00	Complete Grd - clear footpath
31/05/2018	4819	£1739.00	COMPLETE GROUND MAN.	CGM001	1,159.17	231.83	1,391.00	4226	211	1,159.17	4819/Complete Ground Management
31/05/2018	4841		COMPLETE GROUND MAN.	CGM001	150.00	30.00	180.00	4226	211	150.00	Complete GM - Errington Park
15/05/2018	4838725		ESPO	ESPO01	72.57	14.51	87.08	4115	201	72.57	ESPO Stationery
29/05/2018	4853548	£511.15	ESPO	ESPO01	116.34	23.26	139.60	4151	102	116.34	ESPO cleaning mats
29/05/2018	4853549		ESPO	ESPO01	237.07	47.40	284.47	4151	101	237.07	ESPO cleaning mats
06/05/2018	INV-0037		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	INV-0037/K & J Hird Ltd
								4150	102	30.00	INV-0037/K & J Hird Ltd
04/05/2018	69521		JOHNSON UNDERWOOD	JOHN01	521.04	104.20	625.24	4030	101	260.52	Jphnson 30.4.18-4.5.18
11/05/2018	69544	£2112.20	JOHNSON UNDERWOOD	JOHN01	334.00	66.80	400.80	4030	101	167.00	Johnson 7.5.18-11.5.18
18/05/2018	69573		JOHNSON UNDERWOOD	JOHN01	444.22	88.84	533.06	4030	101	167.00	Johnson 7.5.18-11.5.18
25/05/2018	69599		JOHNSON UNDERWOOD	JOHN01	460.92	92.18	553.10	4030	101	222.11	Johnsin 14.5.18-18.5.18
03/05/2018	7036		NCALC	NCALC01	98.00	0.00	98.00	4019	201	230.46	Johnson 21.5.18-25.5.18
28/05/2018	421000082955		NCC (OTHER)	NCC002	70.00	0.00	70.00	4019	101	230.46	Johnson 21.5.18-25.5.18
22/05/2018	5650		PRINT & COPY SHOP	PRINT	789.00	0.00	789.00	4128	215	98.00	NCacl Data Protection course
10/05/2018	101114556		RICOH	RICOH01	503.65	100.73	604.38	4106	201	70.00	NCC - Safeguarding course
04/05/2018	125556		SLCC	SLCC01	290.00	58.00	348.00	4019	201	789.00	Print & Copy shop Duston Fun D
31/05/2018	1229552		SRCL LTD	SRCL	112.00	22.40	134.40	4226	101	126.07	Ricoh rent 1.5.18-31.7.18
28/05/2018	70287		TOP SECURITY	TOP01	15.00	3.00	18.00	4160	101	377.58	Ricoh copying charges
25/05/2018	3102AP300		TRAVIS PERKINS	TRAVIS01	143.83	28.76	172.59	4227	101	290.00	SLCC Training



PRELIMINARY PURCHASE DAY BOOK

Ledger No 1 for Month No 2

Order by Supplier A/c Number

Items marked with a \* are disputed invoices.

Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C Centre	Amount	Analysis Description
TOTAL INVOICES										
					12,608.91	2,330.33	14,939.24		12,608.91	
			VAT ANALYSIS CODE S @ 20.00 %		11,651.91	2,330.33	13,982.24			
			VAT ANALYSIS CODE Z @ 0.00 %		957.00	0.00	957.00			
TOTALS										
					12,608.91	2,330.33	14,939.24			