



DUSTON PARISH COUNCIL

1

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

25th August 2022

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 1st September 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

62/22. To receive apologies for absence

63/22. To receive and approve the minutes of the meeting held on 4th August 2022 (APPENDIX A).

64/22. 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*)

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

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).

65/22. 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).*

66/22. Clerks Report

- To receive a verbal report from the Clerk regarding the action sheet – *information only*

67/22. Bank Reconciliations

- To approve bank reconciliations for July 2022 (APPENDIX B)

68/22. Payment of Invoices

- To note invoice payments for July 2022 (APPENDIX C)

69/22. Wet Pour Surfacing for St Luke’s Field and Mendip Park Playgrounds

- To agree how to fund the repair of the Wet Pour surfacing

70/22. Internal Controls Councillor Report

- To receive a report from the Internal Controls Councillor, Cllr Barnes (APPENDIX D)

71/22. Hanging Baskets / Floral Displays

- To discuss future hanging baskets and floral displays in Duston

72/22. Duston Food Bank

- To discuss practical ways Duston Parish Council can support the local Food Bank (APPENDIX E)
Proposed by Cllr S Maitland

73/22. Limehurst Square Surfacing

- To discuss the recent repairs made by West Northamptonshire Council to Limehurst Square
Proposed by Cllr S Maitland

74/22. Mendip Park Residents Public Meeting

- To discuss having a residents meeting with the possibility of helping to establish a Friends of Mendip Park group
Proposed by Cllr S Maitland

75/22. Letter to Andrew Lewer MP

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- To consider writing a letter to the local Member of Parliament for Northampton South asking them for assistance in obtaining outstanding Section 106 / CIL owed to Duston.
Proposed by Cllr M Ingram

76/22. Community Services Committee Working Party on Youth

- To receive an update from as to the progress on the Youth Working Party.
Proposed by Cllr S Roper



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FULL COUNCIL
MINUTES 4th August 2022

CHAIR: Councillor Bottwood

PRESENT: Councillors Barnes, Enright-King, Golby, Hinch, Ingram, Liddon, Maitland, Roper and Stonehouse.

IN ATTENDANCE:

Gary Youens – Parish Clerk
Ryan Ikavnieks – Assistant Clerk

46/22. To receive apologies for absence

- Apologies were received from Cllrs Ennis-Clark and Mumpford

47/22. To receive and approve the minutes of the meeting held on 7th July 2022 (APPENDIX A).

- **RESOLVED:** The minutes of the meeting held on the 7th July 2022 were approved as a true record and signed by the Chair.

48/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no declarations of interests

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49/22. Public Participation Session

- There were two member of the public present, with only one speaking, Cllr Greg Lunn. Cllr Lunn spoke to the council about the Active Quarter – cycling proposal, specifically discussing the notion of formally linking the bike lanes of Duston up.

50/22. Clerks Report

- Councillors noted that a version of the actions sheet that depicts completed actions during the previous month would be of use.
- **RESOLVED:** To note the verbal report from the Clerk regarding the action sheet.

51/22. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for June 2022 were approved (APPENDIX B)

52/22. Payment of Invoices

- **RESOLVED:** That the invoice payments for June 2022 were noted (APPENDIX C)

53/22. Updates from Committees

- **RESOLVED:**
 - a) That the report in the form of draft minutes from Planning Committee was received and noted (APPENDIX D)
 - b) That the report in the form of draft minutes from the Community Services Committee was received and noted (APPENDIX E).
 - c) That the report in the form of draft minutes from the Environment Committee was received and noted (APPENDIX F).

54/22. Appointment of the Proper Officer / Responsible Financial Officer

- **RESOLVED:**
 - a) To appoint Gary Youens as the Proper Officer (Local Government Act 1972 Section 112) and Responsible Financial Officer (Local Government Act 1972 Section 151) was approved. Gary Youens had been temporarily in the role for the previous 12 months.
 - b) The remuneration on National NALC/SLCC Pay Scales LC3 37-41.

55/22. Memorial Trees for John Caswell and Shaun Pape

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- **RESOLVED:** To seek permission to plant the memorial trees at Duston Sport Centre from Northampton Leisure Trust. It would be Council's preference if the trees were along Cotswold Avenue.

56/22. Amendments to Scheme of Delegation

- **RESOLVED:**
 - a) That the proposed amendments to the Scheme of Delegation (APPENDIX G) were approved and to include an annual £6,000 spending cap for the Environment Committee, Resources & General Purposes and the Community Services Committee.
 - b) To delegate to the Clerk to make the necessary changes to Standing Orders and Financial Regulations

57/22. Committee Membership

- **RESOLVED:**
To appoint:
 - Cllr Bottwood to the Environment Committee (Cllrs Enright-King, Ingram, Liddon, Ennis-Clark, Bottwood, +1 vacancies)
 - Cllr Mumford to the Resources & General Purposes Committee (Cllrs Bottwood, Ingram, Ennis-Clark, Maitland, Barnes, Mumford)

58/22. Recommendation from Environment Committee

- **RESOLVED:** That the bin to be placed on the Public Open Space between Westbury Road and Bants Lane (APPENDIX H) was approved and to delegate to the Clerk the responsibility of selecting the specific location.

59/22. Recommendation from Planning Committee

- **RESOLVED:** To delegate to the Clerk to enquire into getting the footpath between Kerrfield Estate and Timken Estate (which includes Right of Way KL/010) tidied up.

60/22. The Grow together Allotment

- **RESOLVED:**
 - a) Permission to establish a Grow Together Allotment Sub-Committee that will report to the Community Services Committee was approved.
 - b) Community Services Committee to appoint the membership.

61/22. Communications from West Northamptonshire Council

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

- **RESOLVED:** To see how communications from West Northamptonshire Council can be improved for the future.

62/22. Community Services Committee Working Party on Publicity

- **RESOLVED:** To improve Cllrs profiles on the website by adding individual photographs and a description for each Councillor.

DRAFT

Date: 23/08/2022

Duston Parish Council

Page 1

Time: 14:12

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/07/2022	7	54,438.38
			<hr/> 54,438.38
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			54,438.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			54,438.38
			<hr/>
		Balance per Cash Book is :-	54,438.38
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 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	31/07/2022	7	508,350.80
			<u>508,350.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			508,350.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			508,350.80
		Balance per Cash Book is :-	508,350.80
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2022	7	132.30
			<u>132.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			132.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			132.30
		Balance per Cash Book is :-	132.30
		Difference is :-	0.00

Jul-22	Float	
	Per count	
	20	80.00
	10	20.00
	5	10.00
	2	18.00
	1	3.00
	0.5	0.00
	0.2	0.60
	0.1	0.30
	0.05	0.35
	0.02	0.00
	0.01	0.05
		<u>132.30</u> IN TIN
In safe		0.00
		<u>132.30</u> Agreed

Reconciliation to RBS

Jul-22

In tin b'wd		116.30	
Cash received (trf from bankings sheets)			
Trf in from cash takings		400.00	
Trf to Facilities float		-84.00	
Trf in from facilities			
		<u>432.30</u>	
Cash paid out in month		<u>300.00</u>	
= Cash in tin		132.30	0.00
Balance per RBS		<u>132.30</u>	

Petty cash expenses paid

Ref	Description	£
	Pay Boxeddy DJ DFD supplier invoice	300.00
		<u>300.00</u>

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/07/2022	7	90.85
			<hr/> 90.85
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			90.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			90.85
		Balance per Cash Book is :-	90.85
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 9 - Unity Current 20456870**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank - current account	31/07/2022	5	481.85
			<u>481.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			481.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			481.85
			Balance per Cash Book is :-
			481.85
			Difference is :-
			0.00

THE OFFICIALS
 DUSTON PARISH COUNCIL
 DUSTON COMMUNITY CENTRE
 PENDLE ROAD
 NORTHAMPTON
 NN5 6DT

Your Business Current Account

At a glance

29 Jul - 04 Aug 2022

Date	Description	Money out £	Money in £	Balance £
29 Jul	Start Balance			53,535.88
	Giro Direct Credit From L Eborall Ref: SL0003 4994		30.00	53,565.88
	Giro Direct Credit From Favell House Day Ref: 4993		682.50	54,248.38
	<input type="checkbox"/> Direct Credit From EK-L TA T/As Ref: Inv 5002 July 22		190.00	54,438.38
1 Aug	DD Direct Debit to Nbc Nndr Rates Ref: 217450725	113.00		54,325.38
	DD Direct Debit to TV Licence MBP Ref: 3785257662	12.47		54,312.91
	Giro Direct Credit From Pollard N CAA Ref: 5003		37.50	54,350.41
	Giro Direct Credit From Wilson G C Ref: Invoice 4976		90.00	54,440.41
2 Aug	DD Direct Debit to Aviva Pension Ref: 00117873890001	414.81		54,025.60
	Giro Direct Credit From HMRC VAT Ref: 158190301		1,219.20	55,244.80
3 Aug	DD Direct Debit to Vodafone Ltd Ref: 690818276-00001	228.72		55,016.08
	Giro Direct Credit From R Begum Ref: 4879 Deposit		150.00	55,166.08
	Giro Direct Credit From Beb Consultancy UK Ref: Beb Invoice 4921		2,780.40	57,946.48
4 Aug	DD Direct Debit to Hewlett Packard in Ref: 5437814183-1319096	570.46		57,376.02

Continued

Start balance	£53,535.88
Money out	£1,365.79
▶ Commission charges	£26.33
▶ Interest paid	£0.00
Money in	£5,179.60
End balance	£57,349.69

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

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 NORTHAMPTON
 NN5 6DT

Your Business Premium Account

At a glance

02 Jun - 01 Jul 2022

Date	Description	Money out £	Money in £	Balance £
2 Jun	Start Balance			628,307.82
6 Jun	% Interest Earned Gross For The Period 7 Mar - 5 Jun		42.98	628,350.80
14 Jun	to Account 03573680 at 20-61-51 Transfer Internet Banking	20,000.00		608,350.80
	to Account 03573680 at 20-61-51 Trf Funds Internet Banking	50,000.00		558,350.80
28 Jun	to Account 03573680 at 20-61-51 Trf Savings Internet Banking	50,000.00		508,350.80
1 Jul	Balance carried forward			508,350.80
	Total Payments/Receipts	120,000.00	42.98	

Start balance	£628,307.82
---------------	-------------

Money out	£120,000.00
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Money in	£42.98
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► Gross interest earned £42.98

End balance	£508,350.80
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Your deposit is eligible for protection by the Financial Services Compensation Scheme.

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

THE OFFICIALS
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Your Business Premium Account

At a glance

02 Jul - 03 Aug 2022

Date	Description	Money out £	Money in £	Balance £
	No transactions within the period			
3 Aug	Start Balance		508,350.80	
3 Aug	Balance carried forward			508,350.80
	Total Payments/Receipts	0.00	0.00	

Start balance	£508,350.80
Money out	£0.00
Money in	£0.00
▶ Gross interest earned £0.00	
End balance	£508,350.80

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.

Your Account Statement



Mr Gary Youens
Duston Parish Council
Duston Community Centre
Pendle Road
Northampton
NN5 6DT

Unity Trust Bank
PO Box 7193,
Planetary Road,
Willenhall,
WV1 9DG

0345 140 1000

Date: 31/07/2022

Account Name: Duston Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20456870

Your arranged overdraft limit is £0.00

Contact Us

 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **unity.co.uk**

Your pre-notification statement

We're improving how we communicate transactional information with you, you'll start to see an extra level of detail in your itemisation. These improvements put you in control of your finances, allowing you to make more informed decisions.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/06/2022		Balance brought forward	£0.00	£0.00	£481.85

Bank with us.
Bank on us.

Page number 1 of 2

Statement number 005

Purchase Ledger for Month No 4

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
22/07/2022	81468		1ST REACTION	1ST001	32.50	6.50	39.00	4226	101	32.50	1st React alarm response
20/07/2022	121271		1ST REACTION	1ST001	105.00	21.00	126.00	4226	102	105.00	1st React service alarm St L
05/07/2022	3890		2COMMUNE	2C001	150.00	30.00	180.00	4131	204	150.00	2 Comm domain name
06/07/2022	3891		2COMMUNE	2C001	35.00	7.00	42.00	4131	204	35.00	2 Comm email account
31/07/2022	AVIVAJUL22		AVIVA	AVIVA001	461.90	0.00	461.90	4000	101	237.03	AVIVAJUL22/AVIVA
								4000	211	26.91	AVIVAJUL22/AVIVA
								4006	101	177.78	AVIVAJUL22/AVIVA
								4006	211	20.18	AVIVAJUL22/AVIVA
06/07/2022	PSIB000225561		BACA	BACA01	164.36	32.87	197.23	4167	101	164.36	BACA trousers etc
06/07/2022	PSIB000223994		BACA	BACA01	163.20	32.64	195.84	4167	101	163.20	BACA Polo/hoodies
14/07/2022	PSIB000225390		BACA	BACA01	81.84	16.37	98.21	4167	101	81.84	BACA polo shirts
14/07/2022	PSIB000225391		BACA	BACA01	29.40	5.88	35.28	4167	101	29.40	BACA Clothing
14/07/2022	PSIB000225393		BACA	BACA01	76.44	15.29	91.73	4167	101	76.44	BACA clothing
18/07/2022	PSIB000226351		BACA	BACA01	701.79	140.36	842.15	4167	101	701.79	BACA polo/hoodies
31/07/2022	9179		BARNETT LAND	BARN01	260.00	52.00	312.00	4226	211	260.00	Barnett maintenance
31/07/2022	9720		BARNETT LAND	BARN01	120.00	24.00	144.00	4226	211	120.00	Barnett Timken
13/07/2022	BCARDJUL22		BARCLAYCARD	BCARD	2,100.41	189.00	2,289.41	4227	101	278.69	BCard maintenance etc
								4225	101	122.31	BCard keys,cables etc
								4225	211	122.80	BCard Defib
								4019	201	236.79	BCard training ILCA/Plan
								4151	101	59.04	BCard cleaning
								4151	101	283.33	BCard VAX cleaner
								4115	201	224.32	BCard stationery etc
								4116	201	11.40	BCard Stamps
								4128	215	22.17	BCard Tesco DFD
								4131	204	384.00	BCard Survey Monkey
								4060	201	249.00	BCard SLCC RI Membership
								4101	201	4.56	BCard Microsoft

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 4

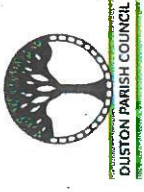
Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
05/07/2022	992524564		BRITISH GAS	BRIT01	2,117.83	423.56	2,541.39	103	0	102.00	Beard SLCC Jul 22 refund due
29/07/2022	7748		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4206	101	2,117.83	B Gas elec 1.6.22-30.6.22
27/07/2022	13274		COMMUNITY HEARTBEAT	COMM001	162.00	32.40	194.40	4226	211	1,460.00	CGM - maintenance
01/07/2022	220700100997		DBFB	DBFB	54.08	10.82	64.90	4225	211	162.00	Comm Heart defib spares
01/07/2022	220700101334		DBFB	DBFB	334.17	66.83	401.00	4231	102	54.08	DBFB CCTV St L
12/07/2022	55853		FIRE TRAINING CO	FIR001	192.50	38.50	231.00	4120	101	334.17	DBFB Telephones and broadband
01/07/2022	59196		FSE	FSE01	250.00	50.00	300.00	4019	101	192.50	Fire Training Warden 50%
04/07/2022	2206101		GRANTHAMTIM	GRA0002	390.00	0.00	390.00	4110	201	250.00	FSE Duston School Folder
01/07/2022	AGJUL22		ALISON GRANTHAM	GRANTHAM01	59.55	0.00	59.55	4128	215	390.00	T Grantham Jubilee displays
31/07/2022	6347		NATALIE GREEN & CO.	GREE001	1,818.75	363.75	2,182.50	4128	215	59.55	A Grantham DFD expenses
31/07/2022	HMRCJUL22		HMRC	HMRC01	5,252.30	0.00	5,252.30	4019	201	450.00	N Green accounts, training,etc
								4102	201	425.00	N Green accounts, training,etc
								4050	201	943.75	N Green accounts, training,etc
								4000	201	485.50	HMRCJUL22/HMRC PAYE & NI
								4000	101	1,532.79	HMRCJUL22/HMRC PAYE & NI
								4000	102	1,059.42	HMRCJUL22/HMRC PAYE & NI
								4000	211	318.56	HMRCJUL22/HMRC PAYE & NI
								4005	201	309.74	HMRCJUL22/HMRC PAYE & NI
								4005	101	874.71	HMRCJUL22/HMRC PAYE & NI
								4005	102	606.16	HMRCJUL22/HMRC PAYE & NI
								4005	211	65.42	HMRCJUL22/HMRC PAYE & NI
01/07/2022	147496		INTERCOUNTRY	ICCS01	415.74	83.15	498.89	4150	101	415.74	ICC cleaning July
07/07/2022	1367		INSTAPOWER	INS001	650.00	0.00	650.00	4225	101	650.00	Instapower remedial electrical
12/07/2022	AL JUL22		LEWISANDREW	LEW0001	53.84	10.77	64.61	4225	211	53.84	A Lewis garden misc
31/07/2022	LGSSJUL22		NCC - PENSION	LPGS	3,019.30	0.00	3,019.30	4000	201	143.01	LGSSJUL22/Pension
								4000	101	191.05	LGSSJUL22/Pension
								4000	102	289.65	LGSSJUL22/Pension
								4006	201	352.36	LGSSJUL22/Pension
								4006	101	1,169.75	LGSSJUL22/Pension

Purchase Ledger for Month No 4

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
19/07/2022	INV-MAC27465		MAC SYSTEMS	MACS01	183.00	36.60	219.60	4006	102	873.48	LGSSJUL22/Pension	
06/07/2022	INV-2182		NCALC	NCALC01	533.00	106.60	639.60	4225	101	183.00	MAC breakglass fault	
21/07/2022	PAS2022		PERSONNEL ADVICE	PAS01	480.00	0.00	480.00	4019	201	533.00	Ncalc Cils/Citca	
21/07/2022	6528/22		P B ELECTRICAL SER.	PBE001	293.00	58.60	351.60	4056	201	480.00	Personell Adv May/JJ/Aug	
04/07/2022	16054		PHIPPS STU	PHIPPS	189.58	37.92	227.50	4225	101	293.00	PB Elec emergency lights	
05/07/2022	250566		PATHFINDER LEGAL	PLS	173.60	34.72	208.32	4101	201	189.58	S Phipps computer support	
18/07/2022	29962		RBS	RBS01	25.00	5.00	30.00	4055	102	173.60	Pathfinder lease extension	
31/07/2022	SALARIESJUL22		SALARIES	SALARIES01	15,205.19	0.00	15,205.19	4101	201	25.00	RBS move software to computer	
31/07/2022	0001734515		SRCL LTD	SRCL	115.50	23.10	138.60	4000	201	3,006.21	SALARIESJUL22/STAFF SALARIES	
18/07/2022	1085446528		STANNAH	ST01	232.75	46.55	279.30	4000	101	6,462.04	SALARIESJUL22/STAFF SALARIES	
01/07/2022	TVJUL22		TV LICENSING	TV001	13.37	0.00	13.37	4000	102	4,555.15	SALARIESJUL22/STAFF SALARIES	
28/07/2022	RCO1189608		VEOLIA	V0002	12.32	2.46	14.78	4000	211	1,152.14	SALARIESJUL22/STAFF SALARIES	
22/07/2022	B4-557965892		VODAFONE	VODA01	211.72	17.00	228.72	4015	101	29.65	SALARIESJUL22/STAFF SALARIES	
08/07/2022	VOI0027519		ZENOFFICE	Z002	153.15	30.62	183.77	4155	101	78.92	SRCL waste removal	
								4155	102	36.58	SRCL waste removal	
								4226	101	232.75	Stannah lift service16.7-15.10	
								4062	101	13.37	TV licence Jul22	
								4155	101	8.80	Veolia fuel surcharge	
								4155	102	3.52	Veolia fuel surcharge	
								4121	101	105.86	Vodafone - mobile	
								4121	102	105.86	Vodafone - mobile	
								4107	201	153.15	Zen copier charges	
TOTAL INVOICES							38,533.08	2,343.86	40,876.94	38,533.08		



Quarterly Internal Controls Procedure and Report

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As per Duston Parish Council Financial Regulations 2.2. The Internal Controls Councilor must not be an account signatory.

Responsibilities

It is the responsibility of the Parish Clerk / RFO to ensure that all documents are available for inspection on the arranged date each quarter

It is the responsibility of the Internal Controls Councilor to conduct the monitoring inspection and report the findings at the next meeting of Full Council.

The Report of the Internal Controls Councilor will be kept for 12 months.

The Internal Controls Councilor Report

The Councilor must work through the Checklist on Page 2.

Signed by Internal Controls Councilor:

Date: 23.8.22.

Signed by Clerk/RFO:

Date: 23/8/22

Checklist	Approved Yes/No	Any Comments
1 All bank statements filed	Yes.	
2 Cheque counterfoil have been signed by at least two Councillors	Yes	NO using Cheques anymore.
3 Bank Reconciliations match bank statements	Yes.	
4 Bank Reconciliations have been approved by Full Council	Yes.	
5 Invoices have been signed by the Clerk/RFO	Yes	
6 Invoices have been signed by two Councillor authorising signatories	NO*	* Only Chair approving/signing invoices currently. Will change Full Unity.
7 Quarterly VAT return has been submitted to HMRC	Yes.	
8 Monthly Payroll pack filed	* Yes.	
9 Tax, NI and Contributions made	Yes.	
10 Pension Contributions up to date	Yes	
11 Insurance up to date	Yes.	
12 Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations	Yes.	
13 Minutes for the previous quarter have been signed	Yes.	
14 All existing tenants are up to date with their rent payments	Yes	
15 Standing Orders & Financial Regulations have been approved by Full Council within the last year	Yes	

* Report on transition to Unity Bank.
 * Approval & signing of invoices. How to manage going forwards.

*

Adopted by DPC Full Council 19/05/2022

→ Querry surveys for Geny

19/05/2022

FINAL REPORT OF FOOD BANK WORKING PARTY

The working Party met on 11th August and 25th August. Members included:

Councillors Hinch, Maitland, Roper, and Stonehouse,
Rev Mandy Marriott,
the Clerk
2 members of the Food Bank
Alison Grantham (at the second meeting).

Most of both meetings were an exchange of information with several ideas suggested for creating a core of (financial) supporters. Some of the links suggested were avenues already explored by the Food Bank whilst there were also some that were new.

We would like to make the following recommendations to Council:

- 1 A collection point will be set up in the entrance to the Community Centre for donated tins, which will be taken to the URC from which the Food Bank operates, each week.
- 2 The Parish Council will promote the Food Bank via all our outlets, such as our website, Facebook page, and in print form. Once the Food Bank has created a QR code, DPC will add that where relevant.
- 3 DPC will add the County wide Food Provision Directory to our electronic outlets.
- 4 DPC will ask for voluntary donations of either a tin of meat, a tin of fruit or both at all DPC events.
- 5 Alison will promote volunteering opportunities when appropriate.

Sandie Maitland 25th August 2022

