

# Public Document Pack

## LEIGHTON-LINSLADE TOWN COUNCIL

### MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 11 APRIL 2022 AT 7.30 PM

Present: Councillors            S Jones (Chair)  
   A Dodwell (Vice-Chair)  
   C Palmer  
   R Berry  
   G Perham  
   M Freeman  
   D Scott  
   R Goodchild  
   S Owen left at 2135 hours

Also in attendance:            M Saccoccio, Town Clerk  
   I Haynes, Head of Grounds and Environmental  
   Services  
   S Sandiford, Deputy Town Clerk  
   M Jahn, Committee Officer

Members of the public:        0  
Members of the press         0

#### 329/PF **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Morris.

#### 330/PF **DECLARATIONS OF INTEREST**

Councillor Owen declared a personal interest in agenda item 7 (Payments) as this included a petty cash payment to an employee who was a family member.

No pecuniary interests were declared and no dispensations were requested.

#### 331/PF **QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)**

There were no questions from the public.

**332/PF MINUTES OF PREVIOUS MEETING**

- (a) The Committee received the minutes of the Policy & Finance Committee Meeting held on 28 February 2022

**RESOLVED that the minutes of the Policy & Finance Committee held on 28 February 2022 be approved as a correct record and were signed accordingly.**

- (b) Updates in respect of the previous meeting:

Minute reference 310/PF Minutes of Previous Meeting – negotiations should continue with Central Bedfordshire Council regarding ownership of the surface level car parks within the town.

Minute reference 325/PF Building Management System for Astral Park – it was hoped this would be installed at the beginning of next week.

Minute reference 327/PF Land at Vandyke Road – it was confirmed the Contract of Sale had been received today and would be signed by the Town Mayor on behalf of the Council.

**333/PF MINUTES OF SUB-COMMITTEES, TASK GROUPS & WORKING PARTIES**

- (a) The Committee received the draft minutes of the Health Services Task and Finish group meeting held on 4 March 2022.

**RESOLVED to receive the draft minutes of the Health Services Task and Finish Group meeting held on 4 March 2022.**

Queries were raised regarding the wording of a section of item 33/HS and it was confirmed that some minor amendments to the wording could be undertaken prior to minute approval at the next meeting of the Health Services Task and Finish Group. A request was made for a further meeting to be held before the next full meeting of the Task and Finish Group to discuss new information received. Members suggested this meeting should include councillors, Andrew Selous MP and Dr Henderson and a full meeting should be held in June/July with representatives from the local authority and Clinical Commissioning Group invited to attend.

- (b) The Committee received the draft minutes of the South Side Working Party meeting held on 7 March 2022.

**RESOLVED to receive the draft minutes of the South Side Working Party meeting held on 7 March 2022.**

Minute reference 18/SSWP (Stakeholders): a correction was requested to the second paragraph of this section to remove the first sentence and replace “advise” with “discuss” in the last line. These changes would be taken to the

next meeting of the South Side Working Party on 21 April 2022.

(c) The Committee received the draft minutes of the Community Safety Sub-Committee meeting held on 6 April 2022.

**RECOMMENDED to Council to endorse the proposed Operation Dodford Section 92 grant agreement with Bedfordshire Police for the period for 2022-2023.**

**RECOMMENDED to Council that any underspend from the 2021-2022 Community Safety revenue budget be transferred to the Community Safety earmarked reserve.**

Minute reference 103/CS Community Safety Budget – a question was raised regarding the underspend from the Operation Dodford budget and whether this could be used towards funding for the anticipated Policing Contact Hub which the Police Crime Commissioner was committed to delivering. Legal powers would need to be checked.

**RESOLVED to receive the draft minutes of the Community Safety Sub-Committee meeting held on 6 April 2022.**

#### 334/PF **DELEGATED DECISIONS**

The Committee received a record of the decisions taken during March 2022 on behalf of both the Policy and Finance Committee and the Personnel Sub-Committee, in accordance with the scheme of delegation agreed by Council, with email approval by a majority of committee members.

Members were informed the projects discussed at Planning and Transport Committee had been approved and submitted for Rural Match Funding.

**RESOLVED to note the decisions.**

#### 335/PF **PAYMENTS**

The Committee received schedules of payments for February 2022 which had previously been approved for payment by the Town Clerk and countersigned by two signatories. There were no anomalies or matters of concern to draw to the attention of the Committee. Due to the timing of Easter, March invoices paid in April would come to the next meeting.

The schedule for February 2022 dated 15 February 2022 included BACS payments amounting to £159,049.07 (page numbers 3011 - 3023), including petty cash payments to TACTIC of £38.75 and Town Council of £153.49. A cash book report for February 2022, including details of all direct debit payments, was also received.

**RESOLVED to receive the schedules of payments for February 2022 which had been approved for payment by the Town Clerk and two**

**councillor signatories.****336/PF 2021-22 INTERIM INTERNAL AUDIT REPORT**

The Committee received an interim internal audit report for 2021-22 and noted that no issues had been identified and it was hoped the next report would be undertaken on-site at the Council offices.

**RESOLVED to note the report.**

**337/PF COMMITTEE OBJECTIVES AND WORK PLAN**

(a) The Committee received the Committee work plan and objectives for 2021-2022. It was noted that the Procurement and tendering documentation, Draft Annual Report 2021-22 and Annual review of Standing Orders, Financial Regulations, Investment Policy & System of Internal Control had been deferred until the June meeting due to lack of time to undertake this work.

**RESOLVED to note the committee work plan and objectives for 2021-22.**

(b) The Committee received the draft Committee work plan and objectives for 2022-2023. The format of the draft workplan had been changed as requested with the completed objectives shaded in green. It was noted that whilst many items had fixed deadlines, other anticipated discussion items would be dependent upon capacity and therefore subject to change.

A question was raised regarding the environmental ambitions and the climate emergency resolution passed unanimously by Council in 2021. This would be discussed further at the June meeting of the Grounds & Environmental Services Committee. At present it was proving difficult to find a reputable provider to undertake baseline carbon calculations which were needed as a first step.

**RESOLVED to note the draft committee work plan and objectives for 2022-2023.**

**338/PF HEALTH AND SAFETY POLICY**

The Committee received a report regarding the annual review of the Health and Safety Policy. It was felt that the policy remained fit for purpose given that legislation was fundamentally unchanged.

**RESOLVED to note the report.**

**RECOMMENDED to Council to endorse the Health and Safety Policy which had been the subject of its annual review.**

**339/PF ARRANGEMENTS WITH OTHER AUTHORITIES AND BODIES**

The Committee received a report outlining existing arrangements with local authorities including Bedfordshire Police, Central Bedfordshire Council and the Citizens' Advice Bureau, as set out as a requirement in standing orders.

**RESOLVED to note the annual review of arrangements with local authorities.**

#### 340/PF **EXPENDITURE FROM EARMARKED RESERVES**

The Committee received a report regarding clarifying delegated authority to appropriate committees to spend from earmarked reserves. The Committee agreed that clarity was needed to expedite expenditure on agreed projects, activities and services and to limit the need for committees to make recommendations to other committees for spending approval.

**RESOLVED to note the report.**

**RECOMMENDED to Council to approve that changes be made to appropriate documents including the Terms of Reference for standing committees and the Scheme of Delegation, to reflect authority to approve expenditure from earmarked reserves appropriate to that committee's responsibilities, for activities and projects for which there was specific Council/committee resolution, subject to any legal restrictions.**

#### 341/PF **FIVE YEAR PLAN AND OBJECTIVES**

The Committee received a report in respect of the review of the Five Year Plan and Objectives which had been agreed by Council in November 2021, following previous discussion regarding the document and objectives in 2019, 2020 and July 2021.

In March 2022, three of the standing committees had reviewed and put forward recommendations for minor amendments to objectives 11-48 and the Committee was asked to consider these, as well as considering objectives 1-10 which were largely within its remit.

The report and introduction set out a reminder of how the document had been developed and that other projects requiring third party involvement were set out in the Partnership Project List.

Councillor Owen introduced the discussion document put forward by the Liberal Democrat group and reiterated his view that the Plan should be shortened, with fewer but higher priority objectives and that councillors who had not joined the Council until after adoption of the Plan should have the opportunity to influence it.

Discussion took place and views were expressed. It was acknowledged that the plan had been in the public domain since its adoption in early 2019 and that it was designed to be a five year plan. It was felt that objectives should not be deleted during the lifespan of the plan but it was not necessarily the case that new ones could not be added with Council support and subject to legal powers and availability of finance and resources.

Looking ahead to the future, it was suggested that any proposal for development of plans beyond 2024 be given consideration first by committee to determine the process and timing to be followed.

Following some debate, Councillors Owen and Goodchild left the meeting at 21:35 hours as they felt there was no need to prolong the discussions as no changes were being agreed to the present format of the 5-year plan.

Remaining committee members voted unanimously as below.

**RESOLVED to recommend that no changes be made to objectives 1-10 of the Town Council's Five Year Plan and Objectives, other than to include further detail where possible and appropriate.**

**RECOMMENDED to Council to endorse the proposed amendments to the Council's Five Year Plan and Objectives 2019-2024 as put forward by the four standing committees.**

342/PF **EXCLUSION OF THE PUBLIC**

**RESOLVED that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding: Mobile Phone Contract.**

343/PF **MOBILE PHONE CONTRACT (to follow)**

The Committee received a report in respect of the mobile phone contract and considered the quotes provided.

**RESOLVED to award a two-year mobile phone contract to provider D (Daisy Communications) for the reasons set out in the report.**

The meeting closed at 9.40 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 11 APRIL 2022.

Chair

20 JUNE 2022

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15/02/2022

Leighton-Linslade Town Council

Page 3011

14:20

List of Purchase Ledger Payments

User: JEB

Linked to Cashbook 1

Entered Month 11  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>GRTRUST01    The Greensand Trust</b>							
<i>Rebuild Sands of Time Website</i>	15/02/2022	FUNDING 2022	1	2,180.00	0.00	2,180.00	0.00
					<b>0.00</b>	<b>2,180.00</b>	
Above paid on 15/02/2022 by Online Payment Ref GRTRUST01							
<b>IND003        Indespension</b>							
<i>New Trailer for Grounds</i>	11/02/2022	2634292	1	4,398.60	0.00	4,398.60	0.00
					<b>0.00</b>	<b>4,398.60</b>	
Above paid on 15/02/2022 by Online Payment Ref IND003							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>6,578.60</b>	

## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1ST011</b>	<b>1st Bedfordshire Inc Girlguiding Unit</b>						
<i>General Grant</i>	28/02/2022	GRANT21/22	1	391.13	0.00	391.13	0.00
					<b>0.00</b>	<b>391.13</b>	
	Above paid on 10/03/2022 by Online Payment Ref 1ST011						
<b>3LBB001</b>	<b>3rd Linslade Brownies</b>						
<i>General Grant</i>	28/02/2022	GRANT 21/22	1	500.00	0.00	500.00	0.00
					<b>0.00</b>	<b>500.00</b>	
	Above paid on 10/03/2022 by Online Payment Ref 3LBB001						
<b>4TH002</b>	<b>4th Linslade Guides</b>						
<i>General Grant</i>	28/02/2022	GRANT 21/22	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
	Above paid on 10/03/2022 by Online Payment Ref 4TH002						
<b>ACE003</b>	<b>Ace Fire and Security Ltd</b>						
<i>Intrudr Alarm AP 22/23</i>	01/03/2022	164466	1	1,403.34	0.00	1,403.34	0.00
					<b>0.00</b>	<b>1,403.34</b>	
	Above paid on 10/03/2022 by Online Payment Ref ACE003						
<b>AUD002</b>	<b>Auditing Solutions Ltd</b>						
<i>2nd Internal Audit</i>	24/02/2022	A7362	1	552.00	0.00	552.00	0.00
					<b>0.00</b>	<b>552.00</b>	
	Above paid on 10/03/2022 by Online Payment Ref AUD002						
<b>BED002</b>	<b>Bedford/Bletchley Rail Users Association</b>						
<i>Annual membership</i>	28/02/2022	SUBSCRIPTION 22	1	5.00	0.00	5.00	0.00
					<b>0.00</b>	<b>5.00</b>	
	Above paid on 10/03/2022 by Online Payment Ref BED002						
<b>BEDS002</b>	<b>Beds Scouts County Council</b>						
<i>General Grant</i>	28/02/2022	GRANT 21/22	1	500.00	0.00	500.00	0.00
					<b>0.00</b>	<b>500.00</b>	
	Above paid on 10/03/2022 by Online Payment Ref BEDS002						

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## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BPF001 Bedfordshire Pension Fund</b>							
<i>Added Years January 2022</i>	16/02/2022	748551	1	391.04	0.00	391.04	0.00
					<b>0.00</b>	<b>391.04</b>	
Above paid on 10/03/2022 by Online Payment Ref BPF001							
<b>BPF003 Bedfordshire Pension Fund</b>							
<i>Pension contributions</i>	10/03/2022	FEBRUARY 2022	1	21,773.56	0.00	21,773.56	0.00
					<b>0.00</b>	<b>21,773.56</b>	
Above paid on 10/03/2022 by Online Payment Ref 101011							
<b>BPOL001 The Police &amp; Crime Commissioner for Beds</b>							
<i>Operation Dodford Feb 22</i>	09/03/2022	B0002945	1	1,553.76	0.00	1,553.76	0.00
					<b>0.00</b>	<b>1,553.76</b>	
Above paid on 10/03/2022 by Online Payment Ref BPOL001							
<b>BRA009 Brad Gommon Photography</b>							
<i>Book of Photo Memories</i>	06/03/2022	13916	1	135.00	0.00	135.00	0.00
					<b>0.00</b>	<b>135.00</b>	
Above paid on 10/03/2022 by Online Payment Ref BRA009							
<b>BTE001 BT Events Ltd</b>							
<i>Events Management Feb 22</i>	05/03/2022	642	1	2,534.40	0.00	2,534.40	0.00
					<b>0.00</b>	<b>2,534.40</b>	
Above paid on 10/03/2022 by Online Payment Ref BTE001							
<b>BTRED01 British Telecommunications plc</b>							
<i>Annual CCTV Rental</i>	13/02/2022	20033388	1	5,886.74	0.00	5,886.74	0.00
					<b>0.00</b>	<b>5,886.74</b>	
Above paid on 10/03/2022 by Online Payment Ref BTRED01							
<b>BUZ011 Buzzy Bee Tyres Ltd</b>							
<i>Puncture repair</i>	04/03/2022	761093	1	35.00	0.00	35.00	0.00
					<b>0.00</b>	<b>35.00</b>	
Above paid on 10/03/2022 by Online Payment Ref BUZ011							

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## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAF001</b> <b>Cafe2u</b>							
<i>Reflect Event Refreshments</i>	06/03/2022	20220603	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 10/03/2022 by Online Payment Ref CAF001							
<b>CEJ001</b> <b>Cee-Jay</b>							
<i>Purchase of fridge</i>	07/03/2022	ORD212727	1	199.99	0.00	199.99	0.00
					<b>0.00</b>	<b>199.99</b>	
Above paid on 10/03/2022 by Online Payment Ref CEJ001							
<b>CEN005</b> <b>Central Bedfordshire Council</b>							
<i>7 x digital cameras</i>	10/02/2022	1800112952	1	32,763.60	0.00	32,763.60	0.00
					<b>0.00</b>	<b>32,763.60</b>	
Above paid on 10/03/2022 by Online Payment Ref CEN005							
<b>CEN009</b> <b>Central Bedfordshire Council</b>							
<i>AOE payment</i>	10/03/2022	FEBRUARY 2022	1	13.67	0.00	13.67	0.00
					<b>0.00</b>	<b>13.67</b>	
Above paid on 10/03/2022 by Online Payment Ref 401752969							
<b>CON012</b> <b>Connect2Luton</b>							
<i>Enhanced DBS</i>	14/02/2022	C2L129	1	24.00	0.00	24.00	0.00
					<b>0.00</b>	<b>24.00</b>	
Above paid on 10/03/2022 by Online Payment Ref C022464							
<b>DAT002</b> <b>Datashredders Limited</b>							
<i>Confidential shredding</i>	14/02/2022	101417	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	
Above paid on 10/03/2022 by Online Payment Ref DAT002							
<b>DWP001</b> <b>Department of Work &amp; Pensions</b>							
<i>AOE payment</i>	10/03/2022	FEBRUARY 2022	1	27.34	0.00	27.34	0.00
					<b>0.00</b>	<b>27.34</b>	
Above paid on 10/03/2022 by Online Payment Ref WM815231A							

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## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DZL001</b> <b>DZL Construction</b>							
<i>Relocation of goal posts</i>	08/03/2022	1332	1	3,480.00	0.00	3,480.00	0.00
					<b>0.00</b>	<b>3,480.00</b>	
Above paid on 10/03/2022 by Online Payment Ref DZL001							
<b>EAG001</b> <b>Eagle Graphics (Printers) Ltd</b>							
<i>About Town March/April</i>	04/03/2022	28743	1	704.00	0.00	704.00	0.00
					<b>0.00</b>	<b>704.00</b>	
Above paid on 10/03/2022 by Online Payment Ref EAG001							
<b>ELE003</b> <b>Elephant WiFi</b>							
<i>WiFi support/maintenance</i>	01/03/2022	2342	1	441.00	0.00	441.00	0.00
					<b>0.00</b>	<b>441.00</b>	
Above paid on 10/03/2022 by Online Payment Ref ELE003							
<b>ELLOO2</b> <b>K J Ellis Plumbing &amp; Heating</b>							
<i>Drains/Showers Check Pages</i>	18/02/2022	790	1	120.00	0.00	120.00	0.00
					<b>0.00</b>	<b>120.00</b>	
Above paid on 10/03/2022 by Online Payment Ref ELLOO2							
<b>ENT002</b> <b>Enterprise RAC UK Ltd</b>							
<i>Claim for damage</i>	15/12/2021	76480895	1	787.66	0.00	787.66	0.00
					<b>0.00</b>	<b>787.66</b>	
Above paid on 10/03/2022 by Online Payment Ref 76480895							
<b>FES002</b> <b>The Festive Lighting Company</b>							
<i>Infrastructure Charges</i>	02/03/2022	19841	1	1,464.00	0.00	1,464.00	0.00
					<b>0.00</b>	<b>1,464.00</b>	
Above paid on 10/03/2022 by Online Payment Ref FES002							
<b>GAR003</b> <b>Garden Machinery Services</b>							
<i>Service/Repair Scag</i>	02/02/2022	41120	1	657.38	0.00	657.38	0.00
<i>Repairs to mowers</i>	03/02/2022	41122	1	293.85	0.00	293.85	0.00
<i>Repairs to mower</i>	17/02/2022	41150	1	406.11	0.00	406.11	0.00
					<b>0.00</b>	<b>1,357.34</b>	
Above paid on 10/03/2022 by Online Payment Ref GAR003							

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## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>GEM001 Gemelli Solutions Ltd</b>							
<i>Childcare Vouchers</i>	07/03/2022	341673	1	263.41	0.00	263.41	0.00
					<b>0.00</b>	<b>263.41</b>	
Above paid on 10/03/2022 by Online Payment Ref GEM001							
<b>GEO001 George Browns Ltd</b>							
<i>Wood/Paint/Handle</i>	09/02/2022	166358	1	170.65	0.00	170.65	0.00
<i>Screenwash and oil</i>	23/02/2022	167661	1	65.69	0.00	65.69	0.00
<i>Service Kubota ZD1211</i>	24/02/2022	167854	1	683.82	0.00	683.82	0.00
<i>Connector tap</i>	07/03/2022	168986	1	10.91	0.00	10.91	0.00
<i>Winter Service of Equipment</i>	07/03/2022	169102	1	114.00	0.00	114.00	0.00
					<b>0.00</b>	<b>1,045.07</b>	
Above paid on 10/03/2022 by Online Payment Ref GEO001							
<b>GRA007 Graffiti Removal Ltd</b>							
<i>Graffiti Remover Items</i>	28/02/2022	SI-10931	1	3,002.88	0.00	3,002.88	0.00
					<b>0.00</b>	<b>3,002.88</b>	
Above paid on 10/03/2022 by Online Payment Ref GRA007							
<b>HAR002 Harrisons Electrical &amp; Property Services</b>							
<i>Call Out Re: Heating Astral</i>	21/01/2022	37788	1	172.80	0.00	172.80	0.00
					<b>0.00</b>	<b>172.80</b>	
Above paid on 10/03/2022 by Online Payment Ref HAR002							
<b>HM001 HM Revenue &amp; Customs</b>							
<i>PAYE &amp; NI contributions</i>	10/03/2022	FEBRUARY 2022	1	17,669.95	0.00	17,669.95	0.00
					<b>0.00</b>	<b>17,669.95</b>	
Above paid on 10/03/2022 by Online Payment Ref HM001							
<b>JAS001 Jaspers Hire Ltd</b>							
<i>Hire of chairs Reflect</i>	06/03/2022	164430	1	288.00	0.00	288.00	0.00
					<b>0.00</b>	<b>288.00</b>	
Above paid on 10/03/2022 by Online Payment Ref 163959							

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## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>JEW001</b> <b>Jewson Ltd</b>							
<i>Scaffold Boards</i>	02/02/2022	0347/00185489	1	268.70	0.00	268.70	0.00
<i>4 x wheelbarrows</i>	02/02/2022	0347/00185492	1	300.53	0.00	300.53	0.00
<i>Maxi Pack Hanson Postcrete</i>	08/02/2022	0931/00119959	1	776.30	0.00	776.30	0.00
<i>Rock Salt</i>	14/02/2022	0347/003211551	1	399.60	0.00	399.60	0.00
					<b>0.00</b>	<b>1,745.13</b>	
Above paid on 10/03/2022 by Online Payment Ref JEW001							
<b>KIR002</b> <b>Kirkby &amp; Diamond</b>							
<i>Prof. Fees Vandyke</i>	08/02/2022	S8515	1	1,140.00	0.00	1,140.00	0.00
					<b>0.00</b>	<b>1,140.00</b>	
Above paid on 10/03/2022 by Online Payment Ref KIR002							
<b>LEI009</b> <b>Leighton-Linslade Cancer Support Group</b>							
<i>General Grant</i>	28/02/2022	GRANT 21/22	1	500.00	0.00	500.00	0.00
					<b>0.00</b>	<b>500.00</b>	
Above paid on 10/03/2022 by Online Payment Ref LEI009							
<b>LHC001</b> <b>Leighton Hire Centre</b>							
<i>Toilet hire Vandyke</i>	28/02/2022	69394	1	108.00	0.00	108.00	0.00
					<b>0.00</b>	<b>108.00</b>	
Above paid on 10/03/2022 by Online Payment Ref LHC001							
<b>LLH001</b> <b>Leighton-Linslade Helpers</b>							
<i>General Grant</i>	28/02/2022	GRANT 21/22	1	500.00	0.00	500.00	0.00
					<b>0.00</b>	<b>500.00</b>	
Above paid on 10/03/2022 by Online Payment Ref LLH001							
<b>LOC001</b> <b>Lock Services</b>							
<i>Goods supplied</i>	07/03/2022	9405	1	43.40	0.00	43.40	0.00
					<b>0.00</b>	<b>43.40</b>	
Above paid on 10/03/2022 by Online Payment Ref LOC001							

Continued over page

## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LUT001 Luton Borough Council</b>							
<i>HR &amp; OH Support</i>	07/03/2022	0002848557	1	7,847.00	0.00	7,847.00	0.00
					<b>0.00</b>	<b>7,847.00</b>	
Above paid on 10/03/2022 by Online Payment Ref LUT001							
<b>LYR001 Lyreco UK Ltd</b>							
<i>Refreshments/Cleaning etc</i>	18/02/2022	6650500854	1	83.89	0.00	83.89	0.00
					<b>0.00</b>	<b>83.89</b>	
Above paid on 10/03/2022 by Online Payment Ref LYR001							
<b>MAN001 Manton Commercial Services</b>							
<i>Stationery Items</i>	28/02/2022	124881	1	178.06	0.00	178.06	0.00
<i>4 Door Locker x 2</i>	28/02/2022	124887	1	505.30	0.00	505.30	0.00
					<b>0.00</b>	<b>683.36</b>	
Above paid on 10/03/2022 by Online Payment Ref MAN001							
<b>MCS001 M.C.S Contract Cleaning Limited</b>							
<i>Pavilions cleaned</i>	28/02/2022	41500	1	3,949.99	0.00	3,949.99	0.00
<i>Toilet Cleaning MSCP</i>	28/02/2022	41515	1	4,588.80	0.00	4,588.80	0.00
<i>Toilets Cleaned Parson's</i>	28/02/2022	41520	1	1,008.00	0.00	1,008.00	0.00
					<b>0.00</b>	<b>9,546.79</b>	
Above paid on 10/03/2022 by Online Payment Ref MCS001							
<b>MIC002 Microshade Business Consultants Ltd</b>							
<i>Credit - Inv entered wrong a/c</i>	08/02/2022	503A	1	-216.00	0.00	-216.00	0.00
<i>Monthly Omega Hosting</i>	26/02/2022	15719	1	374.40	0.00	374.40	0.00
<i>Accounting Support Feb 2022</i>	28/02/2022	15733	1	1,200.00	0.00	1,200.00	0.00
					<b>0.00</b>	<b>1,358.40</b>	
Above paid on 10/03/2022 by Online Payment Ref MIC002							
<b>MTF001 MT Fabricators Ltd</b>							
<i>Repairs A/P lighrs</i>	12/01/2022	500	1	96.00	0.00	96.00	0.00
<i>Repair shutters Parson's</i>	13/01/2022	503A	1	216.00	0.00	216.00	0.00
<i>Repair/Weld Gazebo Legs</i>	16/02/2022	520	1	379.85	0.00	379.85	0.00

Continued over page



**Linked to Cashbook 1****Entered Month 12  
by user JEB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Main door repairs Astral</i>	26/02/2022	527	1	60.00	0.00	60.00	0.00
<i>Childrens' Trail Maintenance</i>	28/02/2022	518	1	828.00	0.00	828.00	0.00
<i>Repairs gate Linslade</i>	28/02/2022	528	1	120.00	0.00	120.00	0.00
					<b>0.00</b>	<b>1,699.85</b>	

Above paid on 10/03/2022 by Online Payment Ref MTF001

**MTO001 Virimayi Mtoko**

<i>Refund cancelled booking</i>	08/02/2022	REFUND	1	124.20	0.00	124.20	0.00
					<b>0.00</b>	<b>124.20</b>	

Above paid on 10/03/2022 by Online Payment Ref MTO001

**ODD002 Odyssey Trees t/a D Quilter Ltd**

<i>Emergency Tree Works</i>	26/02/2022	IV0336	1	4,182.00	0.00	4,182.00	0.00
<i>Vat only invoice</i>	28/02/2022	INV0338	1	1,244.00	0.00	1,244.00	0.00
					<b>0.00</b>	<b>5,426.00</b>	

Above paid on 10/03/2022 by Online Payment Ref ODD002

**PAU001 Pauls Skip & Grab Hire**

<i>Greenwaste Vandyke</i>	15/02/2022	A4394	1	618.00	0.00	618.00	0.00
					<b>0.00</b>	<b>618.00</b>	

Above paid on 10/03/2022 by Online Payment Ref PAU001

**PEA003 Pear Technology Services Ltd**

<i>Technical Support 22/23</i>	25/02/2022	133337	1	240.00	0.00	240.00	0.00
					<b>0.00</b>	<b>240.00</b>	

Above paid on 10/03/2022 by Online Payment Ref PEA003

**PIT001 Pitney Bowes Purchase Power**

<i>Top Up Franking Machine</i>	18/02/2022	BI812473	1	107.00	0.00	107.00	0.00
					<b>0.00</b>	<b>107.00</b>	

Above paid on 10/03/2022 by Online Payment Ref PIT001

**RBS001 RBS Software Solutions**

<i>Omega Support 2022/23</i>	24/02/2022	SM25080	1	979.20	0.00	979.20	0.00
					<b>0.00</b>	<b>979.20</b>	

Above paid on 10/03/2022 by Online Payment Ref RBS001

Continued over page

## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RIG001</b>	<b>Rigby Taylor ( Origin Amenity )</b>						
<i>Seed and line marker</i>	11/02/2022	OAS10003205	1	483.68	0.00	483.68	0.00
					<b>0.00</b>	<b>483.68</b>	
	Above paid on 10/03/2022 by Online Payment Ref RIG001						
<b>SAC001</b>	<b>Sacred Heart Church Fundraising</b>						
<i>General Grant</i>	28/02/2022	GRANT 21/22	1	500.00	0.00	500.00	0.00
					<b>0.00</b>	<b>500.00</b>	
	Above paid on 10/03/2022 by Online Payment Ref SAC001						
<b>SEN002</b>	<b>Sentinel Door Supervision Ltd</b>						
<i>Gate locking security</i>	28/02/2022	2358	1	420.00	0.00	420.00	0.00
					<b>0.00</b>	<b>420.00</b>	
	Above paid on 10/03/2022 by Online Payment Ref SEN002						
<b>SOC001</b>	<b>Society of Local Council Clerks</b>						
<i>FILCA Training</i>	18/02/2022	QI201047-1	1	144.00	0.00	144.00	0.00
<i>FILCA Training</i>	18/02/2022	QI201048-1	1	144.00	0.00	144.00	0.00
<i>FILCA Training</i>	18/02/2022	QI201050-1	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>432.00</b>	
	Above paid on 10/03/2022 by Online Payment Ref SOC001						
<b>SOL002</b>	<b>SoloPress</b>						
<i>Leaflets/Flyers</i>	08/03/2022	2925331	1	163.32	0.00	163.32	0.00
					<b>0.00</b>	<b>163.32</b>	
	Above paid on 10/03/2022 by Online Payment Ref SOL002						
<b>SPA002</b>	<b>Sparkx Ltd</b>						
<i>Architectural Lighting</i>	23/06/2021	INV-3333	1	13,401.60	0.00	13,401.60	0.00
					<b>0.00</b>	<b>13,401.60</b>	
	Above paid on 10/03/2022 by Online Payment Ref SPA002						

Continued over page

## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SRBE001</b> <b>Independent Hire</b>							
<i>Hire of Kubota</i>	11/02/2022	MI393540	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>144.00</b>	
Above paid on 10/03/2022 by Online Payment Ref SRBE001							
<b>SRM001</b> <b>SRM (Security Risk Management)</b>							
<i>Security Reflect Event</i>	09/03/2022	8126	1	223.20	0.00	223.20	0.00
					<b>0.00</b>	<b>223.20</b>	
Above paid on 10/03/2022 by Online Payment Ref SRM001							
<b>THIR001</b> <b>Cooler Aid Ltd</b>							
<i>Supply of water</i>	28/02/2022	1589932	1	22.28	0.00	22.28	0.00
					<b>0.00</b>	<b>22.28</b>	
Above paid on 10/03/2022 by Online Payment Ref THIR001							
<b>TOO001</b> <b>Toolmonkey Ltd</b>							
<i>Misc. Items for Grounds Team</i>	28/02/2022	644515	1	115.08	0.00	115.08	0.00
					<b>0.00</b>	<b>115.08</b>	
Above paid on 10/03/2022 by Online Payment Ref TOO001							
<b>TSI001</b> <b>TS Ocean Navel Cadets Corps</b>							
<i>General Grant</i>	28/02/2022	GRANT 21/22	1	500.00	0.00	500.00	0.00
					<b>0.00</b>	<b>500.00</b>	
Above paid on 10/03/2022 by Online Payment Ref TSI001							
<b>TUD001</b> <b>Tudor (UK) Ltd</b>							
<i>Hi-Vis Vest</i>	21/02/2022	IN0174486	1	3.50	0.00	3.50	0.00
					<b>0.00</b>	<b>3.50</b>	
Above paid on 10/03/2022 by Online Payment Ref TUD001							
<b>TUR005</b> <b>Turner Auto Interiors Ltd</b>							
<i>Seat Cover Supplied</i>	28/02/2022	23	1	130.00	0.00	130.00	0.00
					<b>0.00</b>	<b>130.00</b>	
Above paid on 10/03/2022 by Online Payment Ref TUR005							

Continued over page

## Linked to Cashbook 1

Entered Month 12  
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>UNI002 UNISON</b>							
<i>Montly subscription</i>	10/03/2022	FEBRUARY 2022	1	17.25	0.00	17.25	0.00
					<b>0.00</b>	<b>17.25</b>	
Above paid on 10/03/2022 by Online Payment Ref 10821							
<b>VEO001 Veolia</b>							
<i>Waste collections White House</i>	28/02/2022	8661268811	1	47.33	0.00	47.33	0.00
<i>Waste collections Astral</i>	28/02/2022	8661268812	1	73.20	0.00	73.20	0.00
<i>Excess weight surcharge</i>	28/02/2022	8661268814	1	5.18	0.00	5.18	0.00
<i>Waste collections Vandyke</i>	28/02/2022	8661268815	1	292.80	0.00	292.80	0.00
<i>Waste collections Markets</i>	28/02/2022	8661268816	1	783.67	0.00	783.67	0.00
<i>Enclosed skips animal waste</i>	28/02/2022	8661568813	1	2,276.50	0.00	2,276.50	0.00
					<b>0.00</b>	<b>3,478.68</b>	
Above paid on 10/03/2022 by Online Payment Ref VEO001							
<b>VIN003 Bee Local Magazines (formerly The Vine)</b>							
<i>Market Advert in March</i>	03/03/2022	#6443	1	96.00	0.00	96.00	0.00
					<b>0.00</b>	<b>96.00</b>	
Above paid on 10/03/2022 by Online Payment Ref VIN003							
<b>WAT005 Waterdene Foodservice Ltd</b>							
<i>Refreshments/Cleaning Items</i>	07/02/2022	869255	1	70.34	0.00	70.34	0.00
					<b>0.00</b>	<b>70.34</b>	
Above paid on 10/03/2022 by Online Payment Ref AST100							
<b>WOO03 Woodcraft Folk</b>							
<i>General Grant</i>	28/02/2022	GRANT 21/22	1	431.00	0.00	431.00	0.00
					<b>0.00</b>	<b>431.00</b>	
Above paid on 10/03/2022 by Online Payment Ref WOO03							
<b>ZEN001 Zen Internet</b>							
<i>Unlimited Zen Fibre</i>	19/02/2022	36410474	1	50.40	0.00	50.40	0.00
					<b>0.00</b>	<b>50.40</b>	
Above paid on 10/03/2022 by Online Payment Ref ZEN001							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>153,278.23</b>	

Linked to Cashbook 3

Entered Month 12  
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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**PETTYCASH Petty Cash - Mark Saccoccio/S Sandiford**

<i>Petty Cash Top Up</i>	01/03/2022	FEB 2022	1	153.49	0.00	153.49	0.00
					<b>0.00</b>	<b>153.49</b>	

Above paid on 10/03/2022 by Cheque 17544

**PETTYCASHT Petty Cash - Sarah Sandiford/M Saccoccio**

<i>Petty Cash Top Up</i>	01/03/2022	FEB2022	1	38.75	0.00	38.75	0.00
					<b>0.00</b>	<b>38.75</b>	

Above paid on 10/03/2022 by Cheque 17545

<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>192.24</b>	
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MS L *[Signature]*



## Current Account

Payments made between 01/02/2022 and 28/02/2022

										<b>Nominal Ledger Analysis</b>	
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>		
01/02/2022	Anglian Water	DD	158.37			4135	120	158.37	Anglian Water - Parsons Close		
03/02/2022	DataSim	DD	22.27		3.71	4907	103	18.56	Electronic Signage		
04/02/2022	NatWest Onecard	DDR	507.57		7.19	4309	12	35.98	Domain renewals for websites		
						4014	104	44.96	Resources for Tactic		
						4300	13	34.46	WH equipment		
						4384	12	18.00	Land Registry x 3		
						4008	412	155.14	Train tickets for conference		
						4300	104	159.00	TV licence - Tactic		
						4519	412	13.91	FB Boost for Market		
						4005	12	38.93	NALC webinar		
08/02/2022	Vitual IT	DD	453.41		75.57	4320	12	377.84	Telecom fixed charges		
08/02/2022	Vitual It	DD	227.52		37.92	4320	12	189.60	Porting charges		
10/02/2022	Petty Cash - Sarah Sandiford/M	17540	40.74	40.74		501			Petty cash top up Tactic		
10/02/2022	BACS P/L Pymnt Page 2998	BACS Pymnt	131,942.18	131,942.18		501			BACS P/L Pymnt Page 2998		
11/02/2022	WorldPay	DD	25.02		4.17	4381	12	20.85	Bank Charges Dec 21		
14/02/2022	SSE Energy	DD	1,361.96		226.99	4131	111	1,134.97	Electricity charges Astral 1/4		
15/02/2022	BACS P/L Pymnt Page 3011	BACS Pymnt	6,578.60	6,578.60		501			BACS P/L Pymnt Page 3011		
15/02/2022	NatWest	DD	55,916.26			515		55,916.26	February salaries		
15/02/2022	NatWest	DD	43.50			4381	12	43.50	Monthly billing		
15/02/2022	FuelCard Services	DD	259.27		43.21	4200	230	216.06	Fuel Charges		
15/02/2022	Fuel Genie	DD	503.03		83.83	4200	230	419.20	Fuel Charges		
17/02/2022	Virtual IT	DD	456.58		76.10	4309	12	380.48	IT Microsoft & Support		
18/02/2022	WorldPay	DD	25.38		4.23	4381	12	21.15	Initial Payment		
21/02/2022	Hydro-Electric	DD	289.40		13.77	4131	401	124.64	Electricity Vandyke & TACTIC		
						4131	104	150.99	Electricity Vandyke & TACTIC		
21/02/2022	SSE Gas	DD	416.76		69.46	4132	111	347.30	Gas charges Astral Park		
21/02/2022	WorldPay	DD	68.10			4381	412	68.10	Market W/Pay charges		
21/02/2022	WorldPay	DD	94.55		8.26	4381	12	86.29	January 22 charges		
24/02/2022	DLL Financial	DD	242.40		40.40	598		202.00	Big Belly Bins		
25/02/2022	BNP Paribas	DD	404.46			598		404.46	Vehicle leasing		
<b>Subtotal Carried Forward:</b>			200,037.33	138,561.52	694.81			60,781.00			

## Current Account

Payments made between 01/02/2022 and 28/02/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
28/02/2022	Hydro-Electric	DD	55.09		2.62	4131	110	52.47	Electricity - depot
28/02/2022	Total Energies	DD	487.48		23.21	4132	111	464.27	Gas charges Pages
28/02/2022	Total Energies	DD	483.92		23.04	4132	104	460.88	Gas charges TACTIC
28/02/2022	MHR International	DD	243.84		40.64	4010	12	203.20	Process January Payroll
28/02/2022	British Gas Lite	DD	898.58		149.76	4131	111	748.82	Electricity charges Linslade
28/02/2022	NatWest	DD	60.63			4381	12	60.63	January charges
28/02/2022	Anglian Water - 100793264	Std Ord	8.00			4135	401	8.00	Water - Vandyke Cemetery
28/02/2022	Anglian Water - 104438205	Std Ord	324.00			4135	111	324.00	Water - Astral Park
28/02/2022	Anglian Water - 117053033	Std Ord	4.50			4135	230	4.50	Water - Linslade Park
28/02/2022	Anglian Water - 119731644	Std Ord	29.00			4135	200	29.00	Water - Allotments
28/02/2022	Anglian Water - 126336965	Std Ord	12.00			4135	104	12.00	Water - Tactic
<b>Total Payments:</b>			202,644.37	138,561.52	934.08			63,148.77	



## Petty Cash Tactic

## List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Jane	778	9.00		Tray and fasteners
15/02/2022	Sash	779	7.05		Volunteer training items
21/02/2022	Mia	780	10.20		Chatty Cafe items
28/02/2022	Linda	781	4.00		Chatty Cafe refreshments
28/02/2022	Linda	782	2.20		Chatty Cafe items
28/02/2022	Linda	783	1.95		Chatty Cafe items
28/02/2022	Jane	784	4.35		TANG items
<b>Total Payments</b>			<u>38.75</u>		

## Petty Cash

## List of Payments made between 01/02/2022 and 28/02/2022

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Mark Saccoccio	4681	10.19		Milk & Newspapers
01/02/2022	Adrian	4682	20.00		Trousers for market staff
01/02/2022	Laura	4683	3.00		Dishwasher tablets
01/02/2022	Sarah Sandiford	4684	7.27		Cards/Milk/Newspapers
01/02/2022	Mark Saccoccio	4685	10.34		Milk/Papers/Witness Sign.
01/02/2022	Linda Wallis	4386	2.39		Milk
01/02/2022	Adrian	4387	4.40		Drill bits
01/02/2022	Neil Ellis	4388	13.22		Resin
01/02/2022	Mark Saccoccio	4689	12.45		Milk/Papers
01/02/2022	Adrian	4690	18.00		Trousers
02/02/2022	John Connew	4680	2.45		2 x locks
04/02/2022	Jacky	4691	3.75		Milk
07/02/2022	Vivien	4692	9.00		Parking
08/02/2022	Adrian	4693	2.98		Repair washers
18/02/2022	Mark	4694	8.75		Milk/Papers
26/02/2022	Adrian	4695	8.00		2 spray cans
28/02/2022	Mark Saccoccio	4696	17.30		Milk/Newspapers/Sundries

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**Total Payments** 153.49