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LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 25 JULY 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

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

Members of the public: 2
Members of the press 0

361/PF APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors F Kharawala and T Morris.

362/PF DECLARATIONS OF INTEREST

Councillor Harvey declared a personal interest as a member of the South East Area Arts Council.

No pecuniary interests were declared and no dispensations were requested.

363/PF QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

There were no questions from the public.

364/PF MINUTES OF PREVIOUS MEETING

The Committee received the minutes of the Policy & Finance Committee Meeting held on 20 June 2022.

RESOLVED that the minutes of the Policy & Finance Committee held on

20 June 2022 be approved as a correct record and were signed accordingly.

365/PF SUB-COMMITTEES, TASK & FINISH GROUPS & WORKING PARTIES

(a) The Committee received the draft minutes of the Personnel Sub-Committee meeting held on 4 July 2022.

RESOLVED to receive the draft minutes of the Personnel Sub Committee meeting held on 4 July 2022.

RECOMMENDED to Council to approve the Learning & Development Policy and Procedure and the Councillor Learning & Development Policy.

(b) The Committee received the draft minutes of the Community Safety Sub-Committee held on 11 July 2022. A brief verbal update was given regarding liaison with Bedfordshire Police and Central Bedfordshire Council over antisocial behaviour issues.

RESOLVED to receive the draft minutes of the Community Safety Sub-Committee meeting held on 11 July 2022.

366/PF LEIGHTON BUZZARD MARKET CROSS

By invitation, two representatives of the registered charity Leighton Buzzard Townlands Trust gave the Committee a presentation on their work to ensure the conservation of the historic Market Cross, a scheduled Ancient Monument subject to the highest level of protections. The Trust had commissioned an expert architect to undertake an initial report and geological assessment, which would eventually inform a programme of conservation work aimed at preventing any further deterioration in the condition of the monument.

Costs for conservation works were as yet unknown but could be significant and the Town Council was asked to consider supporting the Trust in sourcing external funding for these important works. It was agreed that the Market Cross was a symbol of the town, telling its history since the fifteenth century and should be preserved if possible.

It was agreed to discuss this further at the next meeting. Members of the Trust were thanked for their presentation.

367/PF SOUTH SIDE OF THE HIGH STREET

a) Further to discussion at the previous meeting, the Committee received draft revised wording for the purpose of the South Side Working Party for consideration.

RESOLVED to approve the revised wording regarding the purpose of the South Side Working Party as set out in its Terms of Reference, as follows:

To continue to represent and share the views of the local community, businesses and interest groups in pressing the landowning interests to work collaboratively in the timely and early delivery of this important town centre site. To press Central Bedfordshire Council as the majority landowner and policy maker to deliver solutions to address evidenced local needs and in doing so, unlock the development potential for this site and the wider town centre.

(b) The Committee received correspondence dated 25 July 2022 from Councillor K Collins of Central Bedfordshire Council in respect of land south of the High Street. Committee members expressed concern at the timescales and limitations of the work outlined in the letter and disappointment at the lack of comment regarding community needs in the town. It was agreed that the use of S106 monies for a feasibility study/social infrastructure needs analysis should be queried further as this was not believed to be a duplication of current work but an entirely different proposition, and for any update to be brought back to the next meeting.

RESOLVED to note the correspondence and to authorise the Town Clerk to reply on behalf of the Council.

(c) The Committee received a report from Councillor R Goodchild regarding the proposal to instruct a consultant to develop up to four high level masterplan options looking at varying potential uses and concepts for land south of the High Street. The timescale was approximately five weeks and the cost would be £10,200 plus VAT plus £320 for a digital Ordnance Survey base to work from.

It was felt that an independent, professional view was needed on potential options for the site but agreed that more evidence might then be required to clarify community requirements and priorities. In accordance with the report and the recommendations set out therein, committee unanimously agreed the following:

RESOLVED:

i) To use the £10,000 from the ear-marked reserve for consultation on town facilities as resolved by Council on 27th June 2022 (9056/920) and draw down up to £570 from General reserves to meet the outstanding balance in respect of carrying out a scoping master plan exercise on land south of the High Street.

ii) To request the Town Clerk to formally advise landowners of the Town Council's intention to commission a professional consultancy to develop an indicative master plan involving their land.

368/PF PAYMENTS

The Committee received schedules of payments for June 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.

The schedule for June 2022 dated 8 July 2022 included BACS payments amounting to £253,242.90 (page numbers 3075-3085), including petty cash payments to Tactic of £96.84 and salaries of £104,932.93. A cash book report for June 2022, including details of all direct debit payments, was also received.

RESOLVED to receive the schedules of payments for invoices received in June 2022, paid in July 2022.

369/PF COMMITTEE OBJECTIVES AND WORK PLAN

The Committee received the Committee Work Plan and Objectives for 2022-2023.

RESOLVED to note the Committee Work Plan and Objectives for 2022-23.

370/PF FIRST QUARTER BUDGET MONITORING REPORT

The Committee received the budget monitoring report for the first quarter: 1 April – 30 June 2022. It was noted that utilities bills were paid by direct debit and although sometimes based on meter readings, these were sometimes estimates which then later resulted in credits back to the council. Utilities contracts were fixed but it was suggested that opportunities to move at a later date to a greener provider or to source grants to improve sustainability of town council buildings be investigated where possible.

RESOLVED to note the report.

371/PF RISK REGISTER ACTION PLAN MID-YEAR UPDATE

The Committee received a mid-year update report regarding the Risk Register action plan for 2022-2023. Actions for the current year were mostly underway and in progress. It was agreed that the risk of extreme heat should be added to the next year's Risk Register given the recent very high temperatures which had potential to recur in future.

RESOLVED to note the report.

372/PF INSURANCE CLAIMS

In accordance with its terms of reference, the Committee received a report

outlining insurance claims for the period June 2021 – June 2022.

RESOLVED to note the report regarding the Town Council insurance policy and claims fore the annual period 30 June 2021 to 29 June 2022.

373/PF CONSULTATION PROCEDURE

The Committee received a proposed revision of its 2011 Consultation Procedure.

RESOLVED to approve the revised Consultation Procedure.

374/PF TIMELINE FOR 2023-24 BUDGET SETTING PROCESS

The Committee received and considered a report with a proposed timescale for the 2023-2024 budget setting process.

RESOLVED to note the proposed timetable for the 2023-2024 budget setting process.

375/PF FLAG PROTOCOL

The Committee received and considered a report to seek endorsement of the proposed flag protocol for the White House.

RESOLVED to endorse the Flag Protocol.

376/PF CENTRAL BEDFORDSHIRE CONSULTATION ON ACCESSING SERVICES IN THE DUNSTABLE AREA

The Committee received a report to advise of a current consultation being undertaken by Central Bedfordshire Council regarding access to services such as Customer Service and Housing. It was proposed that access would be primarily online, with a “pod” provided in Dunstable for those without internet access at home and the potential for face to face meetings still to take place when necessary at venues such as the Library. The Registrar service would remain unchanged at twice per week in Leighton Buzzard.

The Committee was advised that a small but consistent number of residents did come into the White House on a regular basis in order to speak to a person and that these were mainly residents without the ability or equipment to access services online. The Committee was in agreement that a formal response be submitted requesting a continued in-person presence in Leighton Buzzard or if this was not possible, the ability for residents to access CBC’s reporting systems via Library computers or via a pod in the Leighton Buzzard library.

RESOLVED to submit a consultation response seeking a continued face to face presence for Central Bedfordshire Council services in Leighton Buzzard.

377/PF FACILITIES IMPROVEMENTS

The Committee received a report with an update of work carried out thus far in terms of ongoing improvements to the White House building and town council owned building assets.

RESOLVED:

- (a) To note the report.**
- (b) To approve expenditure of £8,000 from the Facilities Improvements earmarked reserve (£86,952 available) for the purposes of creating a planned maintenance schedule.**

378/PF HENRY FINCH MEMORIAL FOUNTAIN

The Committee received and considered a report for funding of the partial refurbishment of the Henry Finch Memorial Fountain, further to discussion at the Grounds & Environmental Services Committee meeting held on 6 June 2022.

RESOLVED to endorse the funding of the partial refurbishment of the Henry Finch Memorial Fountain by allocating a maximum budget of £12,000 to be met from Grounds and Environmental Services Earmarked Reserve (9024/950) with available funding of £40,026.00.

379/PF BOUNDARY REVIEW DECISION

The Committee received a report to consider potential options following the recommendation by Central Bedfordshire's General Purposes Committee that no change be made to the Leighton Buzzard/Eggington boundary, which had now subsequently been endorsed by Central Bedfordshire Council at its meeting held on 21 July 2022.

It was agreed to write to Central Bedfordshire Council expressing disappointment with the process and outcome, querying the lack of acknowledgement of the Town Council's response to the first stage of consultation, querying the lack of publication of reasons for the decision and expressing concerns over predetermination. In addition, clarification would be sought regarding the format/process of the agreed "12 month check in" following the decision.

RESOLVED to note the report and to authorise the Town Clerk to write to Central Bedfordshire Council as set out above.

380/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: land at Vandyke Road.

381/PF VANDYKE ROAD UPDATE

The Committee received an update report in respects of the sale of a small parcel of land at Vandyke Road to Central Bedfordshire Council and setting out the three options permitted by law for use of capital receipts. It was agreed by Committee that options be considered for capital expenditure rather than drawing down existing borrowings.

RESOLVED:

- (i) To note the report.**
- (ii) To endorse that the Grounds and Environmental Services Committee consider proposed projects for capital expenditure from capital receipts, with at least a proportion of funds used for improvements in the Vandyke Road area. Any recommendations to be taken to Council for authorisation.**

The meeting closed at 10.00 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 25 JULY 2022.

Chair

26 September 2022

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Linked to Cashbook 1

Entered Month 4
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ABR001	Abraham Investments Ltd						
<i>Rent for West Suite</i>	30/05/2022	7075	1	1,800.00	0.00	1,800.00	0.00
<i>Service rent West Suite</i>	30/05/2022	7076	1	675.00	0.00	675.00	0.00
<i>Pigeon Management Grant</i>	30/06/2022	PIGEONGRANT	1	1,579.20	0.00	1,579.20	0.00
					0.00	4,054.20	
Above paid on 08/07/2022 by Online Payment Ref ABR001							
ALR001	ALR Training						
<i>Ambulance for C/Trail</i>	30/06/2022	A3408	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 08/07/2022 by Online Payment Ref ALR001							
AVG001	Avery's Garage						
<i>Repairs to KP14 AOX</i>	23/06/2022	E20444	1	676.80	0.00	676.80	0.00
					0.00	676.80	
Above paid on 08/07/2022 by Online Payment Ref AVG001							
BIG003	Big Value Banners						
<i>Posters for Noticeboards</i>	27/05/2022	BVB-14139	1	45.00	0.00	45.00	0.00
<i>Banners and Correx</i>	20/06/2022	BVB-14106	1	365.18	0.00	365.18	0.00
					0.00	410.18	
Above paid on 08/07/2022 by Online Payment Ref BIG003							
BKE001	B Kent Electrical Ltd						
<i>Replace 2 lights Linslade</i>	31/05/2022	4069	1	828.00	0.00	828.00	0.00
					0.00	828.00	
Above paid on 08/07/2022 by Online Payment Ref BKE001							
BPF001	Bedfordshire Pension Fund						
<i>Added years - May 2022</i>	14/06/2022	749417	1	403.17	0.00	403.17	0.00
					0.00	403.17	
Above paid on 08/07/2022 by Online Payment Ref BPF001							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BPF003 Bedfordshire Pension Fund							
<i>Pension contributions</i>	30/06/2022	JUNE2022	1	24,055.80	0.00	24,055.80	0.00
					0.00	24,055.80	
Above paid on 08/07/2022 by Online Payment Ref 101011							
BTE001 BT Events Ltd							
<i>Event Production June</i>	04/07/2022	709	1	2,650.00	0.00	2,650.00	0.00
					0.00	2,650.00	
Above paid on 08/07/2022 by Online Payment Ref BTE001							
CEN005 Central Bedfordshire Council							
<i>Road closure Vegan market</i>	17/06/2022	1800125569	1	179.30	0.00	179.30	0.00
					0.00	179.30	
Above paid on 08/07/2022 by Online Payment Ref CEN005							
CEN009 Central Bedfordshire Council							
<i>AOE payment</i>	30/06/2022	JUNE2022	1	14.05	0.00	14.05	0.00
					0.00	14.05	
Above paid on 08/07/2022 by Online Payment Ref 401752969							
CHB001 Chubb Fire & Security Ltd							
<i>Service agreement Tactic</i>	20/06/2022	9405583	1	154.98	0.00	154.98	0.00
					0.00	154.98	
Above paid on 08/07/2022 by Online Payment Ref CHB001							
CIT004 Citizens Online							
<i>55up Technology Helpline</i>	06/07/2022	INV-275	1	5,173.20	0.00	5,173.20	0.00
					0.00	5,173.20	
Above paid on 08/07/2022 by Online Payment Ref CIT004							
COM007 Complete Weed Control							
<i>Supply of herbicide</i>	07/06/2022	CHI-537	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
Above paid on 08/07/2022 by Online Payment Ref COM007							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DAT002	Datashredders Limited						
<i>March Invoice - Shredding</i>	14/03/2022	101946	1	72.00	0.00	72.00	0.00
<i>Confidential shredding</i>	31/05/2022	6973	1	67.20	0.00	67.20	0.00
<i>Confidential shredding</i>	22/06/2022	103895	1	70.80	0.00	70.80	0.00
					0.00	210.00	
Above paid on 08/07/2022 by Online Payment Ref DAT002							
DWP001	Department of Work & Pensions						
<i>AOE payment</i>	30/06/2022	JUNE2020	1	28.10	0.00	28.10	0.00
					0.00	28.10	
Above paid on 08/07/2022 by Online Payment Ref WM815231A							
DZL001	DZL Construction						
<i>Repairs @ Linslade Pavilion</i>	12/06/2022	1380	1	432.00	0.00	432.00	0.00
<i>Gas bottle for Jubilee</i>	19/06/2022	1382	1	120.00	0.00	120.00	0.00
<i>Works to Linslade Pavilion</i>	23/06/2022	1383	1	1,752.00	0.00	1,752.00	0.00
<i>Broken Window Pages</i>	05/07/2022	1385	1	336.00	0.00	336.00	0.00
					0.00	2,640.00	
Above paid on 08/07/2022 by Online Payment Ref DZL001							
EAG001	Eagle Graphics (Printers) Ltd						
<i>About Town Printing</i>	30/06/2022	29180	1	864.00	0.00	864.00	0.00
					0.00	864.00	
Above paid on 08/07/2022 by Online Payment Ref EAG001							
ELE003	Elephant WiFi						
<i>WiFi Maintenance</i>	01/07/2022	2344	1	441.00	0.00	441.00	0.00
					0.00	441.00	
Above paid on 08/07/2022 by Online Payment Ref ELE003							
ELLOO2	K J Ellis Plumbing & Heating						
<i>Works at Linslade Memorial</i>	04/07/2022	849	1	68.40	0.00	68.40	0.00
					0.00	68.40	
Above paid on 08/07/2022 by Online Payment Ref ELLOO2							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FIR007 Fire & Electrical Safety Ltd							
<i>Replace parts at Pages</i>	20/06/2022	INV-11978	1	156.00	0.00	156.00	0.00
					0.00	156.00	
Above paid on 08/07/2022 by Online Payment Ref FIR007							
FRE002 UK Traders INC Ltd							
<i>Toilet repairs MSCP</i>	13/06/2022	4967	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 08/07/2022 by Online Payment Ref FRE002							
GAR003 Garden Machinery Services							
<i>Repairs to mower & strimmer</i>	29/06/2022	41452	1	251.60	0.00	251.60	0.00
					0.00	251.60	
Above paid on 08/07/2022 by Online Payment Ref GAR003							
GEM001 Gemelli Solutions Ltd							
<i>Childcare vouchers</i>	07/07/2022	342667	1	263.41	0.00	263.41	0.00
					0.00	263.41	
Above paid on 08/07/2022 by Online Payment Ref GEM001							
GEO001 George Browns Ltd							
<i>Repairs to hedge trimmer</i>	15/06/2022	182499	1	92.03	0.00	92.03	0.00
<i>Safety Glasses/WD40</i>	23/06/2022	183705	1	45.38	0.00	45.38	0.00
<i>Repairs to Leaf Blower</i>	23/06/2022	183738	1	150.01	0.00	150.01	0.00
<i>Repairs to Lloyds Paladin</i>	27/06/2022	184214	1	101.93	0.00	101.93	0.00
<i>Digital Tyre Inflator</i>	30/06/2022	184787	1	42.71	0.00	42.71	0.00
<i>Two Mulch Mowers</i>	30/06/2022	184975	1	2,137.99	0.00	2,137.99	0.00
<i>Paint and brushes</i>	30/06/2022	184976	1	27.04	0.00	27.04	0.00
<i>Servoce of Kubota</i>	04/07/2022	185344	1	753.87	0.00	753.87	0.00
<i>Misc Small Items</i>	06/07/2022	185699	1	44.39	0.00	44.39	0.00
					0.00	3,395.35	
Above paid on 08/07/2022 by Online Payment Ref GEO001							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HAG001 HAGS-SMP Limited							
<i>Parson's Close Project</i>	30/06/2022	083281	1	66,880.82	0.00	66,880.82	0.00
					0.00	66,880.82	
Above paid on 08/07/2022 by Online Payment Ref HAG001							
HAR002 Harrisons Electrical & Property Services							
<i>Repairs at MSCP toilets</i>	15/06/2022	38460	1	115.20	0.00	115.20	0.00
					0.00	115.20	
Above paid on 08/07/2022 by Online Payment Ref HAR002							
HIG003 High Street Safari							
<i>AR Story Trail Jubilee</i>	09/06/2022	252	1	499.00	0.00	499.00	0.00
					0.00	499.00	
Above paid on 08/07/2022 by Online Payment Ref HIG003							
HM001 HM Revenue & Customs							
<i>PAYE & NI contributions</i>	30/06/2022	JUNE2022	1	21,249.12	0.00	21,249.12	0.00
					0.00	21,249.12	
Above paid on 08/07/2022 by Online Payment Ref HM001							
HOL004 Holly's Classroom							
<i>Children's Trail 10th</i>	26/05/2022	LTCHKM1	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 08/07/2022 by Online Payment Ref HOL004							
HOR004 Horizon							
<i>Inspection at Vandyke</i>	05/07/2022	S123315	1	180.00	0.00	180.00	0.00
<i>Inspection at Astral</i>	05/07/2022	S123316	1	216.00	0.00	216.00	0.00
					0.00	396.00	
Above paid on 08/07/2022 by Online Payment Ref HOR004							
JAM005 Jam on Toast							
<i>Newsletter Monthly Fee</i>	30/06/2022	#319	1	295.00	0.00	295.00	0.00
					0.00	295.00	
Above paid on 08/07/2022 by Online Payment Ref JAM005							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KEL001 Kelsey Media							
<i>Advert in Canal Boat</i>	29/06/2022	AD162533	1	138.00	0.00	138.00	0.00
					0.00	138.00	
Above paid on 08/07/2022 by Online Payment Ref KEL001							
LHC001 Leighton Hire Centre							
<i>Toilet Hire Vandyke</i>	30/06/2022	70750	1	118.80	0.00	118.80	0.00
					0.00	118.80	
Above paid on 08/07/2022 by Online Payment Ref LHC001							
LLSR001 Leighton-Linslade Shoe Repairs							
<i>2 x keys Linslade</i>	20/06/2022	20062022	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 08/07/2022 by Online Payment Ref LLSR001							
LOC001 Lock Services							
<i>Goods supplied</i>	16/06/2022	9491	1	45.00	0.00	45.00	0.00
<i>Keys supplied</i>	01/07/2022	9513	1	107.90	0.00	107.90	0.00
					0.00	152.90	
Above paid on 08/07/2022 by Online Payment Ref LOC001							
LOS001 Lost Art Ltd							
<i>Condition Report - H F</i>	09/06/2022	2036	1	2,250.00	0.00	2,250.00	0.00
					0.00	2,250.00	
Above paid on 08/07/2022 by Online Payment Ref LOS001							
LUT002 Luton Concert Band							
<i>Concert in Park 19/06</i>	19/06/2022	13999	1	295.00	0.00	295.00	0.00
					0.00	295.00	
Above paid on 08/07/2022 by Online Payment Ref LUT002							
LYR001 Lyreco UK Ltd							
<i>Refreshments/Cleaning</i>	24/06/2022	6650505354	1	123.56	0.00	123.56	0.00
<i>Stationery for Tactic</i>	30/06/2022	6650206369	1	12.06	0.00	12.06	0.00
					0.00	135.62	
Above paid on 08/07/2022 by Online Payment Ref LYR001							

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by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAN001	Manton Commercial Services						
<i>Stationery</i>	30/06/2022	126135	1	232.20	0.00	232.20	0.00
					0.00	232.20	
Above paid on 08/07/2022 by Online Payment Ref MAN001							
MAN004	Mann Motors (Leighton Buzzard) Ltd						
<i>Repairs Ford Transit</i>	22/06/2022	85964	1	516.40	0.00	516.40	0.00
					0.00	516.40	
Above paid on 08/07/2022 by Online Payment Ref MAN004							
MAZ002	Maze8 Solutions Ltd						
<i>Temp staff TACTIC</i>	15/06/2022	32876	1	655.20	0.00	655.20	0.00
<i>Temp Staff Tactic</i>	23/06/2022	32912	1	655.20	0.00	655.20	0.00
					0.00	1,310.40	
Above paid on 08/07/2022 by Online Payment Ref MAZ002							
MCS001	M.C.S Contract Cleaning Limited						
<i>Monthly Pavilion Cleaning</i>	30/06/2022	41812	1	3,949.99	0.00	3,949.99	0.00
<i>Toilet Cleaning Parson's</i>	30/06/2022	41813	1	1,477.60	0.00	1,477.60	0.00
<i>MSCP toilet cleaning</i>	30/06/2022	41814	1	4,722.00	0.00	4,722.00	0.00
					0.00	10,149.59	
Above paid on 08/07/2022 by Online Payment Ref MCS001							
MIC002	Microshade Business Consultants Ltd						
<i>Monthly Hosting Fee</i>	26/06/2022	16264	1	374.40	0.00	374.40	0.00
<i>Accounting Support June 2022</i>	30/06/2022	16286	1	390.00	0.00	390.00	0.00
					0.00	764.40	
Above paid on 08/07/2022 by Online Payment Ref MIC002							
MID003	Midori Pools & Gardens Ltd						
<i>Works to Splash n Play</i>	26/06/2022	INV-13990	1	1,328.40	0.00	1,328.40	0.00
					0.00	1,328.40	
Above paid on 08/07/2022 by Online Payment Ref MID003							

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Linked to Cashbook 1

Entered Month 4
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MTF001							
MT Fabricators Ltd							
<i>Install boards Parson's Close</i>	10/06/2022	560	1	240.00	0.00	240.00	0.00
<i>Repairs @ Skate Park</i>	10/06/2022	561	1	180.00	0.00	180.00	0.00
<i>Refresh Children's Angels</i>	16/06/2022	553	1	72.00	0.00	72.00	0.00
<i>Repair/refurb. grave shields</i>	20/06/2022	568	1	540.00	0.00	540.00	0.00
<i>One off Moquette</i>	23/06/2022	567	1	90.00	0.00	90.00	0.00
					0.00	1,122.00	

Above paid on 08/07/2022 by Online Payment Ref MTF001

ONS001							
On Stage Kitchens							
<i>Big Lunch Demo</i>	13/06/2022	#93059	1	762.00	0.00	762.00	0.00
					0.00	762.00	

Above paid on 08/07/2022 by Online Payment Ref ONS001

PAU001							
Pauls Skip & Grab Hire							
<i>Waste collections Vandyke</i>	08/06/2022	A4447	1	864.00	0.00	864.00	0.00
<i>Skips for Parson's</i>	04/07/2022	A4455	1	624.00	0.00	624.00	0.00
					0.00	1,488.00	

Above paid on 08/07/2022 by Online Payment Ref PAU001

PIT001							
Pitney Bowes Purchase Power							
<i>Underpaid postage/interest</i>	18/06/2022	BJ122031	1	2.71	0.00	2.71	0.00
					0.00	2.71	

Above paid on 08/07/2022 by Online Payment Ref PIT001

PREM001							
National World Publishing							
<i>Big Lunch Advert</i>	27/06/2022	596226	1	271.36	0.00	271.36	0.00
<i>BNE advert</i>	30/06/2022	608504	1	68.86	0.00	68.86	0.00
					0.00	340.22	

Above paid on 08/07/2022 by Online Payment Ref 901/800300

PRI002							
The Artworks							
<i>1/4 advert Canal Festival</i>	04/07/2022	3655	1	300.00	0.00	300.00	0.00
					0.00	300.00	

Above paid on 08/07/2022 by Online Payment Ref PRI002

Continued over page

Linked to Cashbook 1

Entered Month 4
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRU001 Prudential - LEIGH/LINS TWN							
<i>AVC payment</i>	30/06/2022	JUNE2022	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 08/07/2022 by Online Payment Ref LLTC							
RAF001 RAF Halton Voluntary Band							
<i>Band Concert 26/06</i>	27/06/2022	14000	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 08/07/2022 by Online Payment Ref RAF001							
RBS001 RBS Software Solutions							
<i>Cemeteries Software</i>	01/07/2022	SM25866	1	355.20	0.00	355.20	0.00
					0.00	355.20	
Above paid on 08/07/2022 by Online Payment Ref RBS001							
REC003 Record UK Ltd							
<i>Service/Maintenance</i>	01/07/2022	0000373232	1	235.20	0.00	235.20	0.00
					0.00	235.20	
Above paid on 08/07/2022 by Online Payment Ref REC003							
REM001 Remedy Sound							
<i>Sound Equip. Jubilee</i>	21/06/2022	INV-1977	1	701.76	0.00	701.76	0.00
<i>Sound Equip. Big Lunch</i>	22/06/2022	INV-1978	1	1,418.40	0.00	1,418.40	0.00
					0.00	2,120.16	
Above paid on 08/07/2022 by Online Payment Ref REM001							
RNU001 Rushmere Nurseries Ltd							
<i>Planted Troughs</i>	20/06/2022	43281	1	8,949.60	0.00	8,949.60	0.00
					0.00	8,949.60	
Above paid on 08/07/2022 by Online Payment Ref RNU001							
SEN002 Sentinel Door Supervision Ltd							
<i>Gate locking security</i>	04/07/2022	2812	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 08/07/2022 by Online Payment Ref SEN002							

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Linked to Cashbook 1

Entered Month 4
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SOU004 South Beds Concert Band							
<i>Band Concert 12/06</i>	12/06/2022	13998	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 08/07/2022 by Online Payment Ref SOU004							
SRM001 SRM (Security Risk Management)							
<i>Stewarding Big Lunch</i>	22/06/2022	8520	1	1,350.90	0.00	1,350.90	0.00
					0.00	1,350.90	
Above paid on 08/07/2022 by Online Payment Ref SRM001							
STA009 Stanair Industrial Door Services Ltd							
<i>50% deposit due</i>	27/06/2022	0000110597	1	2,309.70	0.00	2,309.70	0.00
					0.00	2,309.70	
Above paid on 08/07/2022 by Online Payment Ref STA009							
TIN002 Tindall Security Ltd							
<i>Routine maintenance materials</i>	30/05/2022	84358	1	63.74	0.00	63.74	0.00
					0.00	63.74	
Above paid on 08/07/2022 by Online Payment Ref TIN002							
TRE004 M & D Trebisacce							
<i>Pigeon Management Grant</i>	30/06/2022	PIGEONGRANT	1	2,000.00	0.00	2,000.00	0.00
					0.00	2,000.00	
Above paid on 08/07/2022 by Online Payment Ref TRE004							
UNI002 UNISON							
<i>June subscription</i>	30/06/2022	JUNE2022	1	17.25	0.00	17.25	0.00
					0.00	17.25	
Above paid on 08/07/2022 by Online Payment Ref 10821							
VEO001 Veolia							
<i>Refuse collection - WH</i>	30/06/2022	866128097	1	47.33	0.00	47.33	0.00
<i>Waste collection enclosed skip</i>	30/06/2022	8331280909	1	1,168.51	0.00	1,168.51	0.00
<i>Waste collections Astral Park</i>	30/06/2022	8661280908	1	73.20	0.00	73.20	0.00

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Linked to Cashbook 1

Entered Month 4
by user CLC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Waste collections Vandyke</i>	30/06/2022	8661280910	1	341.22	0.00	341.22	0.00
<i>Waste collections Markets</i>	30/06/2022	8661280911	1	875.17	0.00	875.17	0.00
					0.00	2,505.43	

Above paid on 08/07/2022 by Online Payment Ref VEO001

WIC001 Wicksteed Leisure Ltd

<i>Alwins Field Play Area Refurb</i>	22/06/2022	0000818188	1	71,712.00	0.00	71,712.00	0.00
					0.00	71,712.00	

Above paid on 08/07/2022 by Online Payment Ref WIC001

WOB001 The Woburn Sands Band

<i>Band Concert 03/07</i>	30/06/2022	14001	1	400.00	0.00	400.00	0.00
					0.00	400.00	

Above paid on 08/07/2022 by Online Payment Ref BandConcer

ZEN001 Zen Internet

<i>Unlimited Zen Fibre</i>	19/06/2022	37620419	1	50.40	0.00	50.40	0.00
					0.00	50.40	

Above paid on 08/07/2022 by Online Payment Ref ZEN001

Total Purchase Ledger Payments	0.00	253,242.90
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Linked to Cashbook 1

Entered Month 4
by user JEB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PETTYCASH Petty Cash - Mark Saccoccio/S Sandiford							
<i>Petty Cash Float Canal Festiva</i>	27/06/2022	CANAL FESTIVAL	1	100.00	0.00	100.00	0.00
<i>Additional petty cash</i>	30/06/2022	CANAL FEST	1	100.00	0.00	100.00	0.00
					0.00	200.00	

Above paid on 08/07/2022 by Cheque 17552

PETTYCASHT Petty Cash - Sarah Sandiford/M Saccoccio							
<i>Petty Cash Top Up</i>	01/07/2022	JUNE TOP UP	1	96.84	0.00	96.84	0.00
					0.00	96.84	

Above paid on 08/07/2022 by Cheque 17553

Total Purchase Ledger Payments	0.00	296.84
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Petty Cash Tactic

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	Linda	799	1.25		Drop in resources - milk
01/06/2022	TACTIC	800	2.00		Ant Spray
01/06/2022	TACTIC	801	1.45		Office repair
01/06/2022	TACTIC	802	20.45		Tang resources
01/06/2022	TACTIC	803	30.44		Chatty Cafe resources
01/06/2022	TACTIC	804	2.00		Staff parking
06/06/2022	TACTIC	805	24.00		Keys for new staff
22/06/2022	TACTIC	806	15.25		Chatty cafe resources
Total Payments			<u>96.84</u>		

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2022	GBritish Gas Lite	DD	40.31		Electricity Market
03/05/2022	Anglian Water	DDR	80.22		Water - Parsons Close
04/05/2022	NatWest Onecard	DDR	583.07		Various credit payments
06/05/2022	DataSim	DD	22.27		Electronic Signage
13/05/2022	BACS P/L Pymnt Page 3042	BACS Pymnt	295,331.69		BACS P/L Pymnt Page 3042
13/05/2022	Atos/Fuel Genie	DD	1,035.10		Fuel Charges
13/05/2022	Virtual It	DD	434.30		Telephone charges
13/05/2022	NatWest	DDR	57,473.06		May salaries
16/05/2022	Petty Cash - Mark Saccoccio/S	17549	75.13		Petty cash top up
16/05/2022	Petty Cash - Sarah Sandiford/M	17550	99.17		Petty Cash Top Up
16/05/2022	Fuel Card Services	DD	690.28		Fuel Charges
16/05/2022	Bankline	DD	61.40		Monthly Billing
17/05/2022	Virtual IT	DD	1,213.06		IT Support
19/05/2022	BACS P/L Pymnt Page 3055	BACS Pymnt	2,115.00		BACS P/L Pymnt Page 3055
19/05/2022	WorldPay	DD	105.57		W/Pay charges - Market
19/05/2022	WorldPay	DD	100.03		April Charges Summary
20/05/2022	Worldpay	DDR	25.62		Transaction charges
23/05/2022	BACS P/L Pymnt Page 3056	BACS Pymnt	40,766.49		BACS P/L Pymnt Page 3056
25/05/2022	SSE	DDR	87.91		Gas - Astral Park
25/05/2022	BNP Paribas	DDR	404.46		Lease of vehicle
25/05/2022	Total Energies	DDR	407.52		Electricity - Tactic
25/05/2022	Total Energies	DDR	1,359.69		Gas - Pages Park Pavilion
25/05/2022	DLL	DDR	290.40		Lease of big belly bins
27/05/2022	DataSIM	DDR	22.27		Line rental
27/05/2022	British Gas Lite	DDR	192.56		Electricity - Parsons Close
27/05/2022	British Gas Lite	DDR	242.04		Electricity - Linslade MP
30/05/2022	Anglian Water - 100793264	Std Ord	8.00		Water - V/Rd Cem 335785901
30/05/2022	Anglian Water - 104438205	Std Ord	400.00		Water - Pages Park 293910201
30/05/2022	Anglian Water - 117053033	Std Ord	4.50		Water - Linslade Park 25110360
30/05/2022	Anglian Water - 119731644	Std Ord	29.00		Water - Allotments 299426201
30/05/2022	Fuelcard Services	DDR	412.03		Fuel charges
30/05/2022	EE Limited	DDR	435.17		Mobile phone bill
30/05/2022	Control Print Solutions	DDR	30.77		Photocopier charges
31/05/2022	Anglian Water - 126336965	Std Ord	21.00		Water - Tactic
31/05/2022	MHR International	DDR	262.13		Payroll costs
31/05/2022	British Gas Lite	DDR	34.02		Electricity - Market
31/05/2022	NatWest	DDR	48.56		Bank charges
31/05/2022	Bristish Gas Lite	DDR	0.04		Electricity

Total Payments	404,943.84
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