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LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF POLICY & FINANCE COMMITTEE

MONDAY, 26 JULY 2021 AT 7.30 PM

Present: Councillors S Jones (Chair)
 A Dodwell
 C Palmer
 R Berry
 F Kharawala
 G Perham
 D Scott
 M Freeman
 R Goodchild
 S Owen

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

Members of the public: 0
Members of the press 0

248/PF **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor T Morris.

249/PF **DECLARATIONS OF INTEREST**

Councillor Palmer declared a personal interest as a member of Friends of Leighton-Linslade in Bloom (referenced in the payments and budget monitoring reports).

No pecuniary interests were declared and no dispensations were requested.

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

Councillor S Owen raised two questions as a member of the public.

Following the article in the Leighton Buzzard Observer on 20 July in respect of Arriva buses and the temporary pedestrianisation of the High Street, Councillor Owen reminded the committee of the request made by the Partnership Committee on 4 February 2021 to Central Bedfordshire Council: to prepare a document in respect of the High Street pedestrianisation. The Town Clerk was asked to seek an update on this from Central Bedfordshire Council.

Following the article in the Leighton Buzzard Observer on 27 June in respect of the apparent suspension of services and activities for older people at the Duncombe Drive Day Centre as a result of the Covid-19 pandemic, officers were asked to seek further information from Central Bedfordshire Council and to provide this at the Older Persons Sub-Committee meeting on 19 August.

251/PF **MINUTES OF PREVIOUS MEETING**

(a) The Committee received the minutes of the Policy & Finance Committee Meeting held 21 June 2021.

RESOLVED that the minutes of the Policy & Finance Committee held on the 21 June 2021 be approved as a correct record and were signed accordingly.

(b) Any updates needed would be covered in the meeting.

252/PF **SUB-COMMITTEE AND TASK & FINISH GROUP MINUTES**

(a) The Committee received the draft minutes of the Personnel Sub-Committee meeting held on 5 July 2021 and considered a number of recommendations contained therein. It was clarified that the proposed amendments to the Statement of Pension Discretions had no cost implication to the council.

RESOLVED to receive the draft minutes of the Personnel Sub-Committee meeting held on 5 July 2021.

RECOMMENDED to Council approval of the revised Town Council Statement of Pension Discretions including the policy on determining the rate of employee contributions.

RECOMMENDED to Council approval of the Flexible Retirement Policy.

RECOMMENDED to Council approval of the updates to the Sickness Absence Procedure.

RECOMMENDED to Council approval of the Equality in Employment Procedure, which will replace the outdated Equal Opportunities Policy and Disability Discrimination Statement.

(b) The Committee received the draft minutes of the Community Safety Sub-Committee meeting held on 12 July 2021.

Councillor Goodchild advised that five months to the day after Councillors met with local MP Andrew Selous and Minister of State (Home Office) Kit Malthouse to raise concerns about local policing and police accommodation, he had finally received a copy of the response from Mr Malthouse. This

focussed on addressing antisocial behaviour and did not make any mention of police accommodation in the town.

RESOLVED:

(i) to receive the draft minutes of the Community Safety Sub Committee meeting held on 12 July 2021.

(ii) To request the Town Clerk to write to Andrew Selous MP to follow up on the town council's concerns regarding police accommodation in the town.

(c) The Committee received the draft minutes of the Health Services Task and Finish Group meeting held on 15 July 2021.

Discussion took place regarding the meeting and the frustration felt by many about the lack of progress with expanding healthcare provision in the town. It was noted that a follow-up meeting had been confirmed for 27 September 2021 and that the NHS/Central Bedfordshire Council had been asked to provide information specific to the proposed health hub scheme in Leighton-Linslade.

It was suggested and agreed that healthcare provision was a matter of concern for residents and councillors across all political parties and that elected Members should work together collaboratively on this, as with the policing concerns. Dual hatted councillors were asked to continue to lobby for progress and information at Central Bedfordshire Council and to update town councillors accordingly. Councillors Harvey and Dodwell agreed to work together on the wording for a Motion to Central Bedfordshire Council.

A number of points were raised including a suggested addition to the minutes, suggesting that Andrew Selous MP engage with MP colleagues and with local GP surgeries, asking the Town Clerk to raise the town council's concerns informally with Central Bedfordshire officers and monitoring the situation through both the Partnership Committee and the Health Services Task and Finish Group. It was noted that it was also crucial for the local GP practices to be engaging in the process.

RESOLVED to receive the draft minutes of the Health Services Task and Finish Group held on 15 July 2021.

253/PF **JUNE PAYMENTS**

The Committee received schedules of payments for June 2021 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 2021 dated 29 June 2021 included BACS payments amounting to £108,161.96 (page numbers 2908-2918) including petty cash payments to TACTIC of £70.68. The monthly salaries listing for June 2021 amounting to £98,881.75 gross was received. A cash book report for June

2021, including details of all direct debit payments, was also received.

RESOLVED to receive the schedules of payments for June 2021, which had been approved for payment by the Town Clerk and two councillor signatories.

254/PF BUDGET MONITORING: FIRST QUARTER

The Committee received the budget monitoring report for the first quarter: 1 April – 30 June 2021. No queries or concerns were raised.

RESOLVED to note the report.

255/PF INSURANCE CLAIMS

The Committee received an update report regarding Town Council insurance. Two claims had been made in the last year, one by the council and one against the council, both of which were market related and had been settled.

RESOLVED to note the report regarding the Town Council insurance policy and claims for the annual period 30 June 2020 to 29 June 2021.

256/PF COMMITTEE OBJECTIVES AND WORK PLAN

The Committee received the Committee work plan and objectives for 2021-22. It was noted that the meeting scheduled for 20 September was now also likely to include a report on land south of the High Street and the Motion agreed by Council in June regarding a trial of free car parking in the town centre (timing would be subject to receiving the necessary information from Central Bedfordshire Council).

The Committee suggested that in order to ensure sufficient time for adequate debate at the September meeting, that a number of routine or less time-sensitive matters could be either moved to a later meeting or circulated to the committee by email for approval, in accordance with the delegated authority which now formed a permanent part of Standing Orders.

RESOLVED:

(i) to note the committee work plan and objectives for 2020- 21 and the additions for September 2021.

(ii) To authorise the Town Clerk to move some proposed agenda items to other meetings or to circulate for email approval outside the meetings in line with the delegated authority procedure, in order to ensure adequate time for debate on essential matters at scheduled meetings.

257/PF CHILDREN'S TRAIL

The Committee received a report to consider acceptance of charitable support for maintenance of the Children's Trail.

A comment was made that one or two of the Trail elements were hard to find, particularly if the gates to a location were locked and consideration might be given to relocating them.

RESOLVED to accept the offer for WJ UK, a private business, to undertake maintenance work on the Children's Trail under their business' charitable scheme, 'Thinking Community', and to recognise the support by including the business logo on an interpretation board to be created for the trail.

258/PF **CUSTOMER SERVICE STRATEGY**

The Committee received and considered a report regarding re-opening of the White House following the 16-month closure forced by the Covid-19 pandemic, as well as a proposed Customer Service Strategy. The intention was to ensure the council remained accessible to residents whilst also managing operational concerns in terms of staffing levels and health and safety. Appointments would be available outside of core hours upon request.

RESOLVED:

- (i) To note the report.**
- (ii) To endorse the proposed opening hours for the White House of 9:30am – 3:30pm Monday-Friday (subject to adequate staffing and any other health and safety requirements).**
- (iii) To endorse the proposed temporary amendments to the central telephone enquiry line (8:30am – 4:30pm Monday-Friday).**
- (iv) To note that calls and visits would be monitored and timings further reviewed within a six month period.**

RECOMMENDED to Council approval of the Customer Service Strategy.

259/PF **BUDGET SETTING TIMELINE 2022-23**

The Committee received the proposed timetable for the 2022-23 budget setting process.

RESOLVED to note the proposed timetable for the 2022-2023 budget setting process.

260/PF **FIVE YEAR PLAN AND OBJECTIVES: MID TERM UPDATE**

The Committee received and considered proposed additional comments to the objectives list in the Council's Five-Year Plan and Objectives 2019-2024. It was noted that at the half-way point of the plan, considerable progress had been made, particularly given the Covid-19 pandemic which had significantly impacted the council over the last sixteen months.

Proposed comments had been limited to the objectives list but the Committee

requested a number of minor amendments be made to other pages of the document to bring it up to date.

RESOLVED to thank Town Council employees for the progress made with Council objectives since adoption of the Five Year Plan and in particular, for their achievements during the Covid-19 pandemic.

RECOMMENDED to Council to approve the updated wording of the Five Year Plan and Objectives, subject to the minor amendments suggested.

261/PF BOUNDARY COMMISSION REVIEW

The Committee received and considered correspondence dated 6 July 2021 from Totternhoe Parish Council regarding the Boundary Commission Review. It was generally agreed to not be directly relevant to proposals for Leighton-Linslade.

RESOLVED to acknowledge receipt of the letter and to consider reviewing any alternative proposals put forward by Totternhoe Parish Council.

262/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: Town Council Accommodation.

263/PF TOWN COUNCIL ACCOMMODATION

The Committee received and considered a report to seek approval in respects of increased accommodation within the White House building.

RESOLVED

(i) To engage with the letting agent to secure further first floor accommodation within the White House building.

(ii) The initial rent and service charge fee of £8,225 to be met from the Facilities Improvement earmarked reserve which presently stands at £137,754 until such time as it can be incorporated within the annual revenue budget.

(iii) Any lease agreement to dovetail in with the main lease agreement meaning it will be reviewed and negotiated as a single future lease.

The meeting closed at 9.07 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 26 JULY 2021.

Chair

20 SEPTEMBER 2021

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Linked to Cashbook 1

**Entered Month 3
by user CLC**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
INS003 The Insurance Octopus							
<i>Cyber insurance renewal</i>	29/06/2021	29JUNE2021	1	236.60	0.00	236.60	0.00
					0.00	236.60	
Above paid on 29/06/2021 by Online Payment Ref INS003							
ZUR002 Zurich Town, Parish & Community Council							
<i>Annual insurance renewal</i>	13/05/2021	506949302	1	19,103.08	0.00	19,103.08	0.00
					0.00	19,103.08	
Above paid on 29/06/2021 by Online Payment Ref YLL-272086							
Total Purchase Ledger Payments						0.00	19,339.68

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
ALL009 Alltech Signs & Graphics Ltd							
4 x Desk Nameplates	18/06/2021	INV8078	1	189.60	0.00	189.60	0.00
2 x Desk Nameplates	18/06/2021	INV8079	1	91.20	0.00	91.20	0.00
					0.00	280.80	
Above paid on 09/07/2021 by Online Payment Ref ALL009							

AUT001 Auto Electrical Services							
Repair towbar socket	10/06/2021	95983	1	98.69	0.00	98.69	0.00
Replace beacon LT68 JTV	05/07/2021	96227	1	185.86	0.00	185.86	0.00
Repairs to Bowser	06/07/2021	96209	1	70.29	0.00	70.29	0.00
					0.00	354.84	
Above paid on 09/07/2021 by Online Payment Ref AUT001							

BED015 Bedford Town Concert Band							
Band Concert 20th June	20/06/2021	13543	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 09/07/2021 by Online Payment Ref BED015							

BIG003 Big Value Banners							
Banners and Correx	22/06/2021	BVB-8615	1	179.64	0.00	179.64	0.00
					0.00	179.64	
Above paid on 09/07/2021 by Online Payment Ref BIG003							

BPF001 Bedfordshire Pension Fund							
Added Years May 2021	18/06/2021	745563	1	391.04	0.00	391.04	0.00
					0.00	391.04	
Above paid on 09/07/2021 by Online Payment Ref BPF001							

BPF003 Bedfordshire Pension Fund							
Pension contributions	09/07/2021	JUNE2021	1	22,369.51	0.00	22,369.51	0.00
					0.00	22,369.51	
Above paid on 09/07/2021 by Online Payment Ref 101011							

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
BTE001 BT Events Ltd							
<i>Events Management June</i>	04/07/2021	539	1	2,534.40	0.00	2,534.40	0.00
					0.00	2,534.40	
Above paid on 09/07/2021 by Online Payment Ref BTE001							
CEN005 Central Bedfordshire Council							
<i>Ground rent for Film Festival</i>	14/06/2021	1800094108	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 09/07/2021 by Online Payment Ref CEN005							
CHB001 Chubb Fire & Security Ltd							
<i>Service fire alarm Tactic</i>	09/06/2021	8794312	1	148.73	0.00	148.73	0.00
					0.00	148.73	
Above paid on 09/07/2021 by Online Payment Ref CHB001							
COL006 The Columbaria Company							
<i>Sanctum Panorama Plaque</i>	18/06/2021	INV0078331	1	205.20	0.00	205.20	0.00
					0.00	205.20	
Above paid on 09/07/2021 by Online Payment Ref COL006							
DWP001 Department of Work & Pensions							
<i>AOE payment</i>	09/07/2021	JUNE2021	1	41.01	0.00	41.01	0.00
					0.00	41.01	
Above paid on 09/07/2021 by Online Payment Ref WM815231A							
DZL001 DZL Construction							
<i>Works carried out at Astral</i>	01/06/2021	1265	1	852.00	0.00	852.00	0.00
<i>Replace glass at Depot</i>	21/06/2021	1263	1	192.00	0.00	192.00	0.00
<i>Repair fence Weston Avenue</i>	22/06/2021	1264	1	552.00	0.00	552.00	0.00
<i>Painting at Astral Park</i>	30/06/2021	1266	1	480.00	0.00	480.00	0.00
					0.00	2,076.00	
Above paid on 09/07/2021 by Online Payment Ref DZL001							

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List of Purchase Ledger Payments

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
EAG001 Eagle Graphics (Printers) Ltd							
<i>About Town Printing</i>	30/06/2021	27857	1	666.00	0.00	666.00	0.00
					0.00	666.00	
Above paid on 09/07/2021 by Online Payment Ref EAG001							
FIR008 First Intuition Cambridge Limited							
<i>AAT Advanced Diploma</i>	15/06/2021	INVADL012915	1	1,360.00	0.00	1,360.00	0.00
					0.00	1,360.00	
Above paid on 09/07/2021 by Online Payment Ref FIR008							
GAR003 Garden Machinery Services							
<i>Repairs to Stiga Mower</i>	22/06/2021	40597	1	40.50	0.00	40.50	0.00
<i>Repairs to Strimmer / Blower</i>	23/06/2021	40596	1	105.76	0.00	105.76	0.00
<i>Repairs to machinery</i>	05/07/2021	40634	1	283.76	0.00	283.76	0.00
					0.00	430.02	
Above paid on 09/07/2021 by Online Payment Ref GAR003							
GEM001 Gemelli Solutions Ltd							
<i>Childcare Vouchers</i>	07/07/2021	339685	1	263.41	0.00	263.41	0.00
					0.00	263.41	
Above paid on 09/07/2021 by Online Payment Ref GEM001							
GEO001 George Browns Ltd							
<i>Paint/Spray/Tape</i>	09/06/2021	138294	1	36.06	0.00	36.06	0.00
<i>Heavy Duty Jack/Trainers</i>	09/06/2021	138295	1	186.79	0.00	186.79	0.00
<i>Applicator gun</i>	14/06/2021	139074	1	19.01	0.00	19.01	0.00
<i>Hiker Boots</i>	14/06/2021	139075	1	56.95	0.00	56.95	0.00
<i>Hiker Boots</i>	18/06/2021	139765	1	60.56	0.00	60.56	0.00
<i>PPE Trousers/Smocks</i>	21/06/2021	140122	1	77.36	0.00	77.36	0.00
<i>Compost and blades</i>	23/06/2021	140498	1	172.54	0.00	172.54	0.00
<i>Wiper blades</i>	25/06/2021	140868	1	10.44	0.00	10.44	0.00
<i>Hiker Boots</i>	28/06/2021	141318	1	60.56	0.00	60.56	0.00
<i>50m Ultimate Hose</i>	28/06/2021	141319	1	61.73	0.00	61.73	0.00
<i>Screws/Labels/Decal</i>	29/06/2021	141521	1	293.67	0.00	293.67	0.00

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List of Purchase Ledger Payments

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
<i>Grease/PTFE/Linemarker</i>	30/06/2021	141840	1	68.77	0.00	68.77	0.00
<i>Sets of labels</i>	06/07/2021	142228	1	80.28	0.00	80.28	0.00
<i>Nuts/Bolts/Blades</i>	07/07/2021	142323	1	64.12	0.00	64.12	0.00
<i>Shovel tubes/nuts & bolts</i>	09/07/2021	142507	1	74.69	0.00	74.69	0.00

0.00	1,323.53
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Above paid on 09/07/2021 by Online Payment Ref GEO001

GLE001 Gleamclean

<i>Windows cleaned White House</i>	30/06/2021	66637	1	84.00	0.00	84.00	0.00
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0.00	84.00
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Above paid on 09/07/2021 by Online Payment Ref GLE001

GRA007 Graffiti Removal Ltd

<i>Training Course</i>	11/06/2021	10497	1	354.00	0.00	354.00	0.00
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0.00	354.00
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Above paid on 09/07/2021 by Online Payment Ref GRA007

GRTRUST01 The Greensand Trust

<i>Cut Willow over Footpath</i>	28/06/2021	7302	1	378.00	0.00	378.00	0.00
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0.00	378.00
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Above paid on 09/07/2021 by Online Payment Ref GRTRUST01

HAG001 HAGS-SMP Limited

<i>Play Equipment Spares</i>	28/04/2021	075819	1	1,468.80	0.00	1,468.80	0.00
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0.00	1,468.80
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Above paid on 09/07/2021 by Online Payment Ref HAG001

HIL001 Hillyers Exterior Property Cleaning

<i>Windows cleaned Astral & Pages</i>	06/07/2021	00560	1	140.00	0.00	140.00	0.00
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0.00	140.00
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Above paid on 09/07/2021 by Online Payment Ref HIL001

HM001 HM Revenue & Customs

<i>PAYE & NI payments</i>	09/07/2021	JUNE2021	1	18,844.89	0.00	18,844.89	0.00
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0.00	18,844.89
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Above paid on 09/07/2021 by Online Payment Ref HM001

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List of Purchase Ledger Payments

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
ICCM001 Institute of Cemetery & Crematorium Mgmt							
<i>Membership/Subscription</i>	01/04/2021	4423/2021/22	1	95.00	0.00	95.00	0.00
					0.00	95.00	
Above paid on 09/07/2021 by Online Payment Ref ICCM001							
JAM005 Jam on Toast							
<i>Social Media Audit</i>	27/06/2021	#241	1	85.80	0.00	85.80	0.00
<i>Cemeteries/Fees Brochure</i>	07/07/2021	#244	1	837.50	0.00	837.50	0.00
					0.00	923.30	
Above paid on 09/07/2021 by Online Payment Ref JAM005							
KHA002 Mrs Farzana Kharawala							
<i>2nd 1/4 allowance</i>	27/06/2021	ALLOWANCE	1	1,003.50	0.00	1,003.50	0.00
					0.00	1,003.50	
Above paid on 09/07/2021 by Online Payment Ref KHA002							
LES002 L'esprit du Jazz							
<i>Concert 27/06/2021</i>	27/06/2021	BAND CONCERT	1	320.00	0.00	320.00	0.00
					0.00	320.00	
Above paid on 09/07/2021 by Online Payment Ref LES002							
LHC001 Leighton Hire Centre							
<i>Toilet hire at Vandyke</i>	30/06/2021	66512	1	118.80	0.00	118.80	0.00
					0.00	118.80	
Above paid on 09/07/2021 by Online Payment Ref LHC001							
LOC001 Lock Services							
<i>Keys & Padlocks</i>	01/07/2021	9171	1	277.10	0.00	277.10	0.00
					0.00	277.10	
Above paid on 09/07/2021 by Online Payment Ref LOC001							
MAN001 Manton Commercial Services							
<i>Cleaning Products</i>	30/06/2021	121973	1	134.64	0.00	134.64	0.00
					0.00	134.64	
Above paid on 09/07/2021 by Online Payment Ref MAN001							

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List of Purchase Ledger Payments

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
MAN004 Mann Motors (Leighton Buzzard) Ltd							
<i>Clutch/Flywheel KY59TVT</i>	30/06/2021	83262	1	1,625.88	0.00	1,625.88	0.00
					0.00	1,625.88	
Above paid on 09/07/2021 by Online Payment Ref MAN004							
MCS001 M.C.S Contract Cleaning Limited							
<i>Pavilions cleaned</i>	30/06/2021	40889	1	3,994.33	0.00	3,994.33	0.00
<i>Cleaning Toilets MSCP</i>	30/06/2021	40906	1	4,550.40	0.00	4,550.40	0.00
<i>Toilets cleaned Parson's</i>	30/06/2021	40909	1	1,456.00	0.00	1,456.00	0.00
					0.00	10,000.73	
Above paid on 09/07/2021 by Online Payment Ref MCS001							
MIC002 Microshade Business Consultants Ltd							
<i>Monthly Omega Hosting</i>	26/06/2021	14630	1	374.40	0.00	374.40	0.00
<i>Accounting Support June 2021</i>	29/06/2021	14686	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,574.40	
Above paid on 09/07/2021 by Online Payment Ref MIC002							
MIL004 Mrs Gill Miller							
<i>Community Garden Plants</i>	09/07/2021	PLANTS	1	13.00	0.00	13.00	0.00
					0.00	13.00	
Above paid on 09/07/2021 by Online Payment Ref MIL004							
MTF001 MT Fabricators Ltd							
<i>Repairs to depot</i>	18/05/2021	385	1	330.00	0.00	330.00	0.00
<i>Repairs to market gazebos</i>	11/06/2021	394	1	120.02	0.00	120.02	0.00
<i>Repairs to football goals</i>	11/06/2021	395	1	144.00	0.00	144.00	0.00
<i>Repairs to play equip. Alwins</i>	11/06/2021	396	1	132.00	0.00	132.00	0.00
<i>Handrail welding Pages Park</i>	15/06/2021	400	1	96.00	0.00	96.00	0.00
<i>Spray signage at Linslade</i>	16/06/2021	403	1	252.00	0.00	252.00	0.00
<i>Parson's Bridge Fencing</i>	22/06/2021	397	1	1,620.00	0.00	1,620.00	0.00
<i>Parson's Football Ground Exten</i>	22/06/2021	398	1	1,590.00	0.00	1,590.00	0.00
<i>Repair railings Water Meadow</i>	23/06/2021	399	1	972.00	0.00	972.00	0.00
<i>Repair/weld gazebo legs</i>	30/06/2021	408	1	100.00	0.00	100.00	0.00

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List of Purchase Ledger Payments

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
<i>Weston Ave. Clearances</i>	01/07/2021	404	1	2,280.00	0.00	2,280.00	0.00

0.00 **7,636.02**

Above paid on 09/07/2021 by Online Payment Ref MTF001

PRU001 Prudential - LEIGH/LINS TWN

<i>AVC payment</i>	09/07/2021	JUNE2021	1	400.00	0.00	400.00	0.00
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0.00 **400.00**

Above paid on 09/07/2021 by Online Payment Ref LLTC

RBS001 RBS Software Solutions

<i>Annual Supp/Maintenance</i>	01/07/2021	SM23837	1	348.00	0.00	348.00	0.00
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0.00 **348.00**

Above paid on 09/07/2021 by Online Payment Ref RBS001

REM001 Remedy Sound

<i>Sound Equipment</i>	30/06/2021	INV-1676	1	501.60	0.00	501.60	0.00
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0.00 **501.60**

Above paid on 09/07/2021 by Online Payment Ref REM001

ROS006 Mr JJ & Mrs MJ Duignan

<i>Additional fees</i>	30/06/2021	MGT FEES	1	180.00	0.00	180.00	0.00
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0.00 **180.00**

Above paid on 09/07/2021 by Online Payment Ref ROS006

SOC001 Society of Local Council Clerks

<i>On-line training J Broad</i>	22/06/2021	BK202501	1	42.00	0.00	42.00	0.00
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<i>On-line training B Holttum</i>	22/06/2021	BK202502	1	42.00	0.00	42.00	0.00
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<i>On-line training J Broad</i>	22/06/2021	BK202503	1	42.00	0.00	42.00	0.00
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<i>On-line training L Farmer</i>	23/06/2021	BK202517	1	42.00	0.00	42.00	0.00
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<i>On-line training J Guy</i>	23/06/2021	BK202518	1	42.00	0.00	42.00	0.00
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0.00 **210.00**

Above paid on 09/07/2021 by Online Payment Ref SOC001

List of Purchase Ledger Payments

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
SRM001	SRM (Security Risk Management)						
<i>Security - June Band Concerts</i>	12/06/2021	7264	1	1,098.00	0.00	1,098.00	0.00
					0.00	1,098.00	
Above paid on 09/07/2021 by Online Payment Ref SRM001							
STO003	Stockton Bradley Limited						
<i>Architectural Lighting</i>	29/06/2021	6845/8281/01	1	1,446.42	0.00	1,446.42	0.00
					0.00	1,446.42	
Above paid on 09/07/2021 by Online Payment Ref STO003							
THIR001	Cooler Aid Ltd						
<i>Supply of Water</i>	30/06/2021	1552909	1	29.71	0.00	29.71	0.00
<i>Water/Sanitization</i>	30/06/2021	1554670	1	36.08	0.00	36.08	0.00
					0.00	65.79	
Above paid on 09/07/2021 by Online Payment Ref THIR001							
TOD001	Toddington Town Band						
<i>Band Concert 13th June 2021</i>	13/06/2021	13544	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 09/07/2021 by Online Payment Ref TOD001							
UKC001	UK Centre for Carnival Arts						
<i>Carnival Arts Cultural Exch.</i>	15/06/2021	4999	1	1,369.44	0.00	1,369.44	0.00
					0.00	1,369.44	
Above paid on 09/07/2021 by Online Payment Ref UKC001							
UNI002	UNISON						
<i>June subscriptions</i>	09/07/2021	JUNE2021	1	34.50	0.00	34.50	0.00
					0.00	34.50	
Above paid on 09/07/2021 by Online Payment Ref 10821							
VEO001	Veolia						
<i>Waste collection White House</i>	30/06/2021	8661244530	1	51.00	0.00	51.00	0.00
<i>Waste collection Astral Park</i>	30/06/2021	8661244531	1	80.94	0.00	80.94	0.00

Continued over page

List of Purchase Ledger Payments

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
<i>Enclosed skips animal waste</i>	30/06/2021	8661244532	1	2,172.06	0.00	2,172.06	0.00
<i>Waste collection Vandyke</i>	30/06/2021	8661244533	1	315.60	0.00	315.60	0.00
<i>Waste collections Market</i>	30/06/2021	8661244534	1	772.02	0.00	772.02	0.00
<i>Waste collection Parson's</i>	30/06/2021	8661244535	1	189.36	0.00	189.36	0.00
					0.00	3,580.98	

Above paid on 09/07/2021 by Online Payment Ref VEO001

VIN003 Bee Local Magazines (formerly The Vine)							
<i>Advertising</i>	22/06/2021	5967	1	160.00	0.00	160.00	0.00
					0.00	160.00	

Above paid on 09/07/2021 by Online Payment Ref VIN003

WAT005 Waterdene Foodservice Ltd							
<i>Cleaning items for Tactic</i>	04/06/2021	799915	1	43.32	0.00	43.32	0.00
					0.00	43.32	

Above paid on 09/07/2021 by Online Payment Ref AST100

WOB005 Woburn Chemicals Ltd							
<i>Splash and Play Chemicals</i>	14/06/2021	340614	1	158.28	0.00	158.28	0.00
<i>Splash and Play Chemicals</i>	18/06/2021	340694	1	388.68	0.00	388.68	0.00
					0.00	546.96	

Above paid on 09/07/2021 by Online Payment Ref SP07

ZEN001 Zen Internet							
<i>Unlimited Zen Fibre</i>	19/06/2021	33958929	1	50.40	0.00	50.40	0.00
					0.00	50.40	

Above paid on 09/07/2021 by Online Payment Ref ZEN001

Total Purchase Ledger Payments	0.00	88,751.60
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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
PETTYCASHT Petty Cash - Sarah Sandiford/M Saccoccio							
<i>Petty cash top up Tactic</i>	01/07/2021	PETTY TOPUP	1	70.68	0.00	70.68	0.00
					0.00	70.68	
Above paid on 09/07/2021 by Cheque 17531							
Total Purchase Ledger Payments						0.00	70.68

MS.
DWD

Leighton-Linslade Town Council
Salaries Summary June 2021
Month 3

Cost Centre	Total Pay	Mileage	Car Allowance	Gross Pay	Paye	NI	Pension	AVC	Unison	Other Deds	Net pay	Ers NI	Ers Pension	Journal Entry	DR	CR
12 Admin	19,370.35	0.00	103.25	19,267.10	2,311.47	1,341.22	1,560.17	400.00	0.00	29.34	13,728.15	1,902.45	5,025.26	4000/12 Admin 4008 Mileage	26,194.81	0.00
20 Democratic	2,753.50	0.00	0.00	2,753.50	216.20	215.11	213.99	0.00	0.00	54.17	2,054.03	205.49	710.40	4008 Allowance 4000/20 Democratic 4008 Mileage	103.25	3,689.39
104 Tactic	10,428.12	0.00	0.00	10,428.12	930.80	710.80	626.44	0.00	0.00	0.00	8,160.08	864.89	2,603.34	4008 Cycle 4000/104 Tactic 4008 Mileage	0.00	13,896.35
230 Grounds	22,481.81	0.00	0.00	22,481.81	2,320.60	1,676.46	1,293.37	0.00	17.25	0.00	17,174.13	2,014.48	5,314.10	4008 Cycle 4008 Allowance 4000/230 Grounds 4008 Mileage	0.00	29,810.39
401 Cemetery	4,811.33	0.00	0.00	4,811.33	311.40	303.61	255.38	0.00	17.25	0.00	3,923.69	424.15	1,241.32	4008 Cycle 4008 Allowance 4000/401 Cemetery 4008 Mileage	0.00	6,476.80
412 Market	6,924.32	0.00	0.00	6,924.32	655.60	189.89	229.39	0.00	0.00	0.00	5,849.44	238.72	952.50	4008 Cycle 4008 Allowance 4000/412 Markets 4008 Mileage	0.00	8,115.54
101 Community	8,042.44	0.00	0.00	8,042.44	725.80	582.73	474.19	0.00	0.00	0.00	6,259.72	703.02	1,869.76	4008 Allowance 4000/101 Community 4008 Mileage	6,476.80	10,615.22
111 Pavilions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4000/111 Pavilions 4008 Mileage	0.00	0.00
	74,811.87	0.00	103.25	74,708.62	7,471.87	5,019.82	4,652.93	400.00	34.50	83.51	57,149.24	6,353.20	17,716.68	4008 Mileage 516 PAYE/NI Due 517 Pension Due 518 Unison Due 515 Net Pay 519 AOE 4000/12 Cycle Scheme Admin Fee	0.00	18,844.89 22,769.61 34.50 57,149.24 27.34 54.17 2.00

98,881.75 98,881.75

0.00

Petty Cash Tactic

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Jane	721	9.00		TANG Resources
01/06/2021	Jane	722	15.60		Garden Project
01/06/2021	Jane	724	13.21		TANG
10/06/2021	Jane	723	32.87		Vol.trg. refreshments
Total Payments			<u>70.68</u>		

Current Account

List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2021	British Gas Lite	DD	35.26		Electricity charges Market
01/06/2021	British Gas Lite	DD	629.95		Electricity Charges Parson's
01/06/2021	Contro Print Solutions	DD	20.90		Photocopies a/c's printer
01/06/2021	E E	DD	324.50		Mobile telephone charges
01/06/2021	Fuel Card Services	DD	348.41		Fuel charges
04/06/2021	NatWest Onecard	DDR	1,245.79		Credit card payments
09/06/2021	BACS P/L Pymnt Page 2899	BACS Pymnt	134,659.13		BACS P/L Pymnt Page 2899
10/06/2021	Orbtalk	DD	463.24		Telephone charges
15/06/2021	FuelGenie	DD	776.26		Fuel charges
15/06/2021	Fuel Card Services	DD	270.23		Fuel Charges
15/06/2021	Bankline	DD	70.40		NatWest Monthly Charges
15/06/2021	NatWest	DD	57,149.24		June salaries
18/06/2021	Virtual IT	DD	1,197.34		IT Support
18/06/2021	Totally Converged Solutions	DD	104.51		3 x Modems
21/06/2021	CNG Energy	DD	86.29		Gas charges Pages Pavilion
21/06/2021	CNG Energy	DD	50.82		Gas charges Tactic Centre
21/06/2021	WorldPay	DD	30.66		Transaction charges May 21
21/06/2021	WorldPay	DD	111.90		Charges summary May 2021
22/06/2021	WorldPay	DD	23.94		Charges Summary for May
24/06/2021	D L L Financial Services	DD	242.40		Lease Big Belly Bins
24/06/2021	De Lage Landen	DD	22.27		Electronic Signage
25/06/2021	BNP Paribas Leasing	DD	404.46		Vehicle Leasing
25/06/2021	Abraham Investment	DD	14,250.00		Rent for White House
28/06/2021	SSE Electricity	DD	907.33		Electricity charges Unit 1
29/06/2021	BACS P/L Pymnt Page 2908	BACS Pymnt	19,339.68		BACS P/L Pymnt Page 2908
29/06/2021	E E	DD	318.20		June Mobile Phone Charges
29/06/2021	British Gas - Electricity	DD	9.43		Electricity Mentmore
30/06/2021	Fuel Card Services	DD	251.95		Fuel Charges
30/06/2021	MHR International	DD	232.60		Process May Payroll
30/06/2021	Control Print Solutions	DD	606.09		Photocopy charges
30/06/2021	British Gas - Electricity	DD	393.40		Electricity charges Parson's
30/06/2021	British Gas - Electricity	DD	32.26		Electricity - Market
30/06/2021	NatWest	DD	44.99		Account charges May 2021
30/06/2021	Anglian Water - 100793264	Std Ord	8.00		Water - Vandyke Cemetery
30/06/2021	Anglian Water - 104438205	Std Ord	385.00		Water - Astral Park
30/06/2021	Anglian Water - 117053033	Std Ord	4.50		Water - Linslade Park
30/06/2021	Anglian Water - 119731644	Std Ord	29.00		Water - Allotments
30/06/2021	Anglian Water - 126336965	Std Ord	12.00		Water - Tactic
30/06/2021	Anglian Water - 145302725	Std Ord	18.29		Water
		Total Payments	235,110.62		