

BERKHAMSTED TOWN COUNCIL

Minutes of a meeting of the

FINANCE & POLICY COMMITTEE

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 14 January 2019 at 7.30 pm

MEMBERS PRESENT:

Councillors B Newton (Chair)
J Jones (Vice Chairman)
T Ritchie
G Stevens
G Yearwood

ALSO PRESENT

Officer Mrs J Mason, Town Clerk

OPENING MATTERS

FP 01/19 To receive **apologies for absence**

Apologies for absence were received from Cllr Mrs C Green.

FP 02/19 To receive **declarations of interest** regarding items on the agenda

There were no declarations of interest.

FP 03/19 To approve the **minutes of the previous meeting** held on 10 December 2018

The minutes of the meeting held on 10 December 2018 were approved as a correct record and were duly signed as such by the Chair.

FP 04/19 **Chair's Communications**

- (i) Chiltern Society newsletter December 2018
- (ii) BDCC Networking Breakfast - Wednesday 9th January 2019
- (iii) HAPTC Bulletin January 3rd
- (iv) Ashridge Estate: Woodland Management Plan - Public Consultation
A reminder has been received dated 4 January 2019 regarding an invitation to attend a session on 22 January about the National Trust's Woodland Management Plan for Ashridge Estate.

A volunteer to attend was sought who could then give feedback to T & E at the 4 February 2019 meeting. It was proposed that Cllrs F Earl and/or Cllr S Bateman might be interested in attending. **Action Town Clerk**

FP 05/19 To suspend Standing Orders to allow public participation

FINANCIAL MATTERS

FP 06/19 Grant Application

No applications have been received.

On a separate funding matter, it was **noted** that £730.80 had been raised at the Town Mayor's Poppy Appeal collection table at the market on 10 November 2018. Brian Davies, Treasurer of the Royal British Legion, had contacted the Town Council with his grateful thanks on behalf of the Legion.

FP 07/19 Income and Expenditure including Receipts and Payments Schedule

- (i) Income and Expenditure and Variance Analysis at 30 November 2018 were approved and noted (attached for information).
- (ii) **Receipts and Payments Schedule for the period 1 November – 30 November 2019** has been sent to Cllrs B Newton and G Stevens for scrutiny. They reported back that having reviewed the schedule of payments and they had no queries and had both initialled the front page. (Schedule attached for information).

FP 08/19 NALC Employment Briefing E02-18 | 2018-2019 National Salary Award & December 2018

- (i) The Committee **received** the above briefing document which confirms a 2% increase in scheduled salaries for all staff to be implemented with effect from 1 April 2019.

It was noted that due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the document translates the existing spinal column points and scale ranges used in the sector to the new scales. This does not affect the pay received by Town Council staff or the range of each pay scale, however, the numbering of each salary point is rationalised.

- (ii) The Committee **authorised** the Town Clerk to write to each staff member advising them of the above and to make the necessary arrangements with payroll at David Lindon's. This authorisation will be ratified at Full Council on 28 January 2019. **Action Town Clerk**

FP 09/19 Hertfordshire Pension Fund's Annual Employers Forum 16 January 2019

It was **noted** that the Town Clerk will be attending this meeting in Stevenage from 9 am – 1 pm. She will report back to the 11 March 2019 meeting of the Committee. **Action Town Clerk**

FP 10/19 Budget preparation 2019/20 - Estimates of Income & Expenditure

The Committee **considered** the draft budget proposals for 2019/20 to be put to Full Council for approval on 28 January 2019. It was **noted** that the Town Clerk had discussed the draft proposals the previous week at meetings with Cllrs B Newton and G Stevens following which a briefing note and working papers (the latter in the form of an excel spreadsheet) had been circulated to Councillors. The briefing note annotated with recommendations made (in italics) is set out below:

1. Discussions prior to the meeting

As agreed at F & P on 10 December 2018, the draft budget proposals for 2019 – 20 have been discussed with Cllrs Newton (on 8 January) and with Cllr G Stevens (on 9 January 2019). Both were broadly in agreement with the proposals.

2. Suggested Precept

Last year's precept was £191,843 which represented a band D equivalent of £22.72. The proposal this year is to increase the band D equivalent by 1.98% to £23.17. Please note that this year's tax base, calculated by DBC, is £8,507.90. Therefore the precept demand to DBC would be £197,165.47.

*Following discussion of the points below, F & P members supported this proposal and it was **RESOLVED** to recommend the above precept to Full Council on 28 January 2019. The budget proposals were also **supported** subject to the discussions set out below and further discussion at Full Council.*

3. Matters for discussion

Income and expenditure at the Town Council is fairly constant over the years. However, there are a number of items that must be drawn to your attention this year as follows:

a. Income

Concurrent Services – DBC have increased these allowances by 2 %.

Noted.

Community Infrastructure Levy – The predicted income is a notional amount at £10,000 because it is so difficult to predict what will actually be collected from developers by DBC given that planning permissions are open for three years; the efficacy of DBC's debt chasing and the vagaries of the building/property markets.

*Predicted CIL income was **agreed** and will be recommended to Full Council.*

b. Expenditure

7000/04 Staff salary costs – There is an agreed 2% salary increase wef 1 April 2019 across all pay scales. In addition, Joanna Harley, Deputy Town Clerk, is on a higher pay scale than the previous member of staff and works longer hours.

*Reasons for increase **agreed**. The impact of the resignation of the Finance and Allotment officer with effect from 28 February 2019 was noted and options for undertaking her workload were discussed.*

7058 Insurance – Renewal is 1 June 2019. However, we are coming to the end of a three year deal and so will need to retender.

Noted.

Allotments Maintenance/projects – Deer fencing project is on back burner as decided need more information on access and egress by deer and whether there are any living on site. Hoping to complete the extension of the water system at Sunnyside New in this financial year – but could be early next year depending on weather, Two contractors visited the site 11-01-19. Quotes awaited.

Noted.

7350 Civic Activities – The mayoral portrait does not seem to have been budgeted for in previous years and this year the costs have been allocated to Mayor's expenses which is not right; it looks as though the Mayor has overspent which is not the case. Therefore a separate budget has been included for both this year and next year.

Noted and agreed subject to approval by Full Council

7550 Festival of Light – We can retender the lighting contract for 2019 and there are some improvements that could be made, subject to HCC and DBC agreeing. HCC have been advised that we may do something slightly different and have responded helpfully. Budget has been increased to £14,000 plus £4,000 from reserves. This year we shall have to have stress testing undertaken on the lighting columns (this will also be dual purpose testing if we go ahead with hanging baskets).

Noted and agreed subject to approval by Full Council. It was further noted that the Town Clerk had now received an estimate of stress testing costs which would have to come from reserves. The estimate is £3,000 but the testing would be valid for 6 years.

7552 High Street trees /hanging baskets - £2,300 has been budgeted for hanging baskets in the summer season from the cross roads to near M & S. This includes care, maintenance and watering. Hurdles with HCC also need to be successfully navigated. The reason only summer planting has been suggested is because we can't have hanging baskets and Christmas lights up at the same time. All year baskets would, for information, be £4,185. Contractor approached is Simon Collins who does our planters. Based in Chesham.

Noted and agreed subject to approval by Full Council. Some councillors would support all year round baskets. The need to remove baskets whilst Christmas lights are installed was also discussed. It was therefore agreed that the Town Clerk should ask the contractor to quote for a shorter winter planting season (late January to the end of May).

7690 PCSO Funding – As mentioned in December, the possibility of PCSO funding has been proposed and £12,000 has been included in the budget.

Following a discussion, it was agreed to leave the amount in the budget and to discuss further at Full Council. In any event, before offering any funding, discussions would have to take place with the higher echelons of the police with a view to establishing that if such funding were made available, the results would be reflected proportionately in Berkhamsted's policing at PCSO level.

7779 Election Costs – the actual cost will be around £13,000 based on the 2015 election cost plus an increase due to inflation. There is money in the budget and ear marked reserve to cover the cost. DBC officers have been asked for a precise amount but no reply as yet.

Noted and agreed.

7695 Astro Turf – Currently seeking further quotes to dig out some of foundations and grass the whole area.

Noted and agreed.

Asset renewal (Finance Software)/Third Party Costs - a verbal update will be given at the meeting.

The costs associated with transferring to the RBS Omega Financial Director Software system were noted and the proposal supported, subject to Full Council approval. The Town Clerk's proposals for employing the temporary services of DCK accounting solutions were also supported on the same basis.

Furthermore, the recent **failure of the electric shutter** that protects the Town Warden's work station was **discussed**. The shutter had been installed in 2003/4 and Cllr Steven's recollection was that it had been installed to protect the computer and confidential information when the Town Warden was out of the office. It was noted that a replacement would be around £5,000. It was also unclear whether a fire shutter was necessary. Indeed, DBC's fire risk assessment for the building makes no reference to the shutter. It was **agreed** that Cllrs Ritchie and Yearwood would inspect the shutter after the meeting and the matter would be further discussed at Full Council.

Action Town Clerk; Cllr T Ritchie and Cllr G Yearwood.

YOUTH MATTERS

FP 11/19 Youth Town Council

Contrary to the agenda, there had in fact been a meeting of the Youth Town Council on 19 December 2019. Cllr Stevens had attended and advised that budgets, recruitment and presentations to Ashlyns and Berkhamsted Schools had been discussed. The next meeting is scheduled for Wednesday 16 January 2019.

FP 12/19 Close of meeting

The meeting closed at 8.47 pm.

Signed.....

Date.....

BTC Income Expenditure Current Financial Year

I & E against Budget 2017-18 at 30-Nov-18

	Actual 31-Mar-17	Budget 2017/18	Actual 31-Mar-18	Budget 2018/19	Actual 30-Nov-18	Predicted Exp/Income 30-Nov-18	Budget Less YTD
TOTAL INCOME	£238,533	£258,892	£283,157	£266,378	£266,873	£280,748	(£ 495)
TOTAL EXPENDITURE	£207,301	£240,349	£231,124	£286,563	£137,651	£291,037	£148,912
Surplus/Deficit	£31,232	£18,543	£52,036	-£20,185	£129,222	10,289	149,407

Check (£ 149,407)

2018/19 Exp Budget includes total of £39,203 Previously agreed additional budget, re CiL, Reserves & Insurance

	Actual 31/3/17	Actual 31/3/18
RESERVES		
1300 General Reserve	149,748	166,039
1340 Election Cost Fund	-	4,212
1350 Asset Renewal Fund	103,892	103,637
1380 Allotment Reserve Fund	14,074	15,012
1385 Defibrillator Reserve Fund		3,318
1390 CiL Receipts Reserve	8,130	36,662
1343 Alan Dickman Fund	10,000	9,000
	£285,844	£337,880

BTC Income Expenditure Current Financial Year

2018-19

	Actual 31-Mar-17	Budget 2017/18	Actual 31-Mar-18	Budget 2018/19	Actual 30-Nov-18	Predicted Income 30-Nov-18	Budget Less YTD 2018/19
INCOME							
0100 Precept	177,355	186,255	186,255	191,843	191,843	191,843	-
0150 Town Warden Grant	15,098	15,299	15,299	15,452	15,452	15,452	-
0660 DBC Noticeboards	450	-	695	-	940	940	-
0661 Cemetery/Churchyard	2,685	3,380	2,685	3,625	2,685	2,685	-
0950 Council Tax Advance Grant	3,493	3,138	3,138	2,538	2,538	2,538	-
Concurrent Services	21,726	21,817	21,817	21,615	21,615	21,615	-
0125 Community Infrastructure Levy* See Below	8,130	20,000	28,532	22,000	36,268	36,268	(14,268)
0180 Advance Festival of Light Grant	-	-	1,059	-	-	-	-
0200 Festival of Light Grants	6,000	6,000	6,000	6,000	-	6,000	-
0760 Festival of Light Income & Donations	630	500	1,000	500	-	500	-
Festival of Light	6,630	6,500	8,059	6,500	-	6,500	6,500
0600/05 Allotment Land Rent	7,401	8,150	7,041	7,300	7,152	7,300	-
0603 Allotment Income - Other	-	-	-	-	-	-	-
0610 Allotment Water Rates Income	1,413	1,900	1,761	1,800	1,862	1,862	-
0612-18 Water & Gate Key Sales (Prev incl deposits)	115	170	130	120	160	160	-
Allotment Income	8,929	10,220	8,932	9,220	9,174	9,322	46
0675/6 YC Regular & Ad-Hoc Bookings	12,045	12,500	12,075	12,200	8,000	12,200	-
0677 YC Car Park Fees/Other Income	458	-	7,517	-	-	-	-
Lagley Meadow Youth Centre	12,503	12,500	19,592	12,200	8,000	12,200	4,200
0350/0768 Parish Paths Grant	300	1,000	-	1,000	-	1,000	1,000
0762 Auth Transactions - Environmental Projects	-	-	2,250	-	-	-	-

BTC Income Expenditure Current Financial Year

2018-19

	Actual	Budget	Actual	Budget	Actual	Predicted Income	Budget Less YTD
	31-Mar-17	2017/18	31-Mar-18	2018/19	30-Nov-18	30-Nov-18	2018/19
INCOME							
0425 Defibrillator Income (Lions Club re EMR)	-	-	6,000	-	-	-	-
0400 Miscellaneous Income	70	-	-	-	-	-	-
0545-79 Bank Interest	2,890	600	1,720	2,000 (27)	2,000	2,027
Total Income	238,533	258,892	283,157	266,378	266,873	280,748 ((495)

**

118.84%

Check (495)

BTC Income Expenditure Current Financial Year

	2018-19						Budget Less YTD
	Actual	Budget	Actual	Budget	Actual	Predicted Exp.	
	31-Mar-17	2017/18	31-Mar-18	2018/19	30-Nov-18	30-Nov-18	2018/19
EXPENDITURE							
7000/04 Staff Salary Costs	99,094	103,000	101,993	105,060	61,688	105,060	
7001 Travel & Subsistence	12	250	75	250	-	250	
7002 Staff Training	-	500	1,558	1,000	-	1,000	
7005 Town Warden Transport	807	1,000	662	1,000	740	1,000	
7006 Town Warden Other	81	200	156	350	310	350	
7010 3rd Party Costs - (Incl Accountant)	2,751	1,610	999	1,700	-	1,700	
7011 GDPR Compliance Services DPO	-	-	-	7,200	2,502	7,200	
7012 Consultancy CP and IT	-	-	-	3,560	-	3,500	
7020 Salary Administration	667	600	616	800	400	800	
7003 Staff Recruitment Costs	-	500	-	600	495	600	
Support Services	103,412	107,660	106,059	121,460	66,145	121,460	55,315
7050 Office Rent/Rates	19,740	19,429	19,842	20,000	17,156	20,000	
7051 Room Hire	70	150	66	150	-	150	
7052 Computing Costs	11,554	10,500	11,459	12,000	7,870	12,000	
7054 Stationery	662	700	819	800	293	800	
7057 Miscellaneous	100	50	34	50	15	50	
7058 Insurance	2,563	3,100	2,743	3,000	2,991	3,000	
7059 Subscriptions	2,459	2,700	2,576	2,500	2,270	2,500	
7060 Catering Supplies	120	150	156	175	59	175	
7061 Repairs	41	200	65	150	-	150	
7062 Telephones	326	400	493	500	243	500	
7063 Photocopier Costs	387	450	605	660	314	600	
7064 Annual Maintenance Contracts	560	650	619	650	395	650	
7065 Postage	734	700	777	700	468	700	
7066 Office Cleaning	338	1,000	837	900	616	900	
Office/Admin Facilities	39,654	40,179	41,091	42,175	32,690	42,175	9,485
7750 Authorised Transactions - Staff & Related	-	-	-	-	-	-	
7100 Training	70	200	140	400	-	400	
7101 Travel & Subsistence	18	150	-	150	-	150	
Councillors' Costs	88	350	140	550	-	550	550
7055 Prior Year Vat Reclaimed	-	-	(770)	-	-	-	
7150 Audit Fees	1,356	1,500	1,356	1,500	66	1,500	
7151 Bank Charges	179	150	206	200	167	200	
7153 Legal Fees	1,501	3,000	213	2,000	-	2,000	
Financial and Legal	3,036	4,550	1,775	3,700	101	3,700	3,599

BTC Income Expenditure Current Financial Year

2018-19

	Actual 31-Mar-17	Budget 2017/18	Actual 31-Mar-18	Budget 2018/19	Actual 30-Nov-18	Predicted Exp. 30-Nov-18	Budget Less YTD 2018/19
EXPENDITURE							
7160 DBC noticeboard expenses	-	-	-	-	2	2	
7161 DBC Churchyard/Cemetery Grass Cutting	2,685	3,500	2,685	3,625	2,685	2,685	
DBC Delegated Functions	2,685	3,500	2,685	3,625	2,687	2,687	938
7250- 55/7755 Grant Awards	4,580	7,500	5,325	7,500	4,012	7,500	3,488
7300 Improvements	2,308	2,500	4,091	2,000	252	2,000	
7303 Water Supply Charges	1,111	1,500	1,172	1,500	957	1,500	
7304/07 General Expenses	160	300	16	-	8	8	
7306 Annual Maintenance Costs	2,939	2,250	2,235	2,250	1,397	2,250	
7308 Legal Fees	-	-	-	-	-	-	
7309 Allotment Software Support	451	500	464	500	478	500	
7794/5 Allotment Key Refunds	20	10	16	10	20	20	
Overpayment of Rents	-	-	-6	-	-	-	
New Projects	-	-	-	7,630	-	7,630	
Allotments	6,989	7,060	7,988	13,890	3,112	13,908	10,778
7350 Mayoral Expenses	583	600	294	600	604	604	
7351 Mayor's Civic Function Costs	2,644	2,700	2,588	2,700	154	2,700	
Civic Activities	3,237	3,300	2,802	3,300	758	3,304	2,542
7450/70 Website, Publicity & Advertising	-	1,200	234	1,200	40	1,200	
7455 Newsletter	-	-	-	-	1,515	1,515	
7480 Public Meetings/ATM	9	300	244	250	148	250	
Publicity and Promotion	9	1,500	478	1,450	1,703	2,965	(253)
7500 Christmas Festival of Lights	12,922	17,500	10,927	16,560	850	16,560	
7530 War Memorial Maintenance	-	-	-	-	-	-	
7535 World War 1 Commemoration (S137 Payment)	-	-	-	-	-	-	
7540 Heritage Hub Project	-	-	-	-	3,500	3,500	
7575 Swan Youth Projects	12,500	12,500	12,500	15,000	11,250	15,000	
7690 PCSO Funding	-	6,000	6,268	9,153	-	-	
7695 Astro Turf	25,422	36,000	29,695	40,713	15,600	44,213	
Projects	25,422	36,000	29,695	40,713	15,600	44,213	25,113
Civic Garden Maintenance (Church & Flowerbeds)	782	1,500	402	1,000	296	1,000	
7552 High Street Trees/Hanging Baskets	-	-	-	-	-	-	
7555 Planters	1,680	2,500	1,680	550	-	550	
7557 HCC - Bridgewater Road Restricts.	-	-	2,350	-	-	-	
7558 HCC - 20 MPH Zones	-	-	6,440	-	-	-	
7559 MVAS/SID	-	-	-	6,100	275	-	
7562 Construction of Tree Planting Pits	-	-	2,250	-	-	6,100	
New New Streetscape Strategy	-	-	-	-	-	-	
New Town Centre Improvements (Bford)	-	-	-	-	-	-	
Environmental Projects	2,462	4,000	13,122	7,650	571	7,650	7,079

BTC Income Expenditure Current Financial Year

2018-19

	Actual 31-Mar-17	Budget 2017/18	Actual 31-Mar-18	Budget 2018/19	Actual 30-Nov-18	Predicted Exp. 30-Nov-18	Budget Less YTD 2018/19
EXPENDITURE							
7008 Caretaker Salary	4,829	5,000	4,995	5,100	3,485	5,100	
7576 Lease/Rent & Rates	3,385	4,000	3,567	4,000	3,861	4,000	
7577 YC Insurance Costs	100	250	250	250	250	250	
7578 Utility Costs	2,563	2,700	2,824	2,700	1,364	2,700	
7579(81) Maintenance/Refurbishment	2,300	2,750	1,008	17,500	937	17,500	
7580 Consumables	106	250	97	150	-	150	
Lagley Meadow Youth Centre	13,283	14,950	12,741	29,700	9,897	29,700	19,803
7630 Defibrillator Costs		-	2,682	-	240	240	(240)
7642 Highway/Canal Towpath/Cobbles	250	1,000	-	500	-	500	
7675/7785 Parish Paths Partnership Expenditure	191	500	-	1,000	-	1,000	
Highway/Footpath Projects	441	1,500	-	1,500	-	1,500	1,500
7680 Alan Dickman Fund (Re EMR)			1,000	1,000	-	1,000	1,000
7779 Election Costs		4,000	3,788	4,000	-	4,000	4,000
NEW Election Reserve Funds - ** See Below		4,000	-	4,000	-	4,000	4,000
7780 Allotment Software	2,003	200	-	350	-	-	
7780 Assets/Office Equipment >£250			255			350	
7781 Assets/Office Equipment <£250			265		135	135	
Asset Renewals	2,003	200	520	350	135	485	215
TOTAL EXPENDITURE	207,301	240,349	231,121	286,563	137,651	291,037	148,912

121.09%

Date: 08/01/2019
 Time: 15:51:31

Berkhamsted Town Council
ACCOUNTS SUB-COMMITTEE: CUSTOMER INVOICES

Date From: 01/11/2018
 Date To: 30/11/2018

Customer From:
 Customer To: ZZZZZZZZ

Transaction From: I
 Transaction To: 99,999,999

N/C From:
 N/C To: 999999999

Dept From: 0
 Dept To: 999

Tran No.	Tr	Date	A/C Ref	Customer's Name	N/C	Inv Ref	Dept	Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
31400	SI	07/11/2018	SUNNYOLD	Allotments Sunnyside Old	0600	SSO-A6A_0			12.50	0.00	T0	12.50	N	-
31401	SI	07/11/2018	SUNNYOLD	Allotments Sunnyside Old	0610	SSO-A6A_0			7.50	0.00	T0	7.50	N	-
31507	SI	26/11/2018	DELLFIEL	Allotments Dellfield	0600	DF-35_Inv0			18.75	0.00	T0	18.75	N	-
31509	SI	26/11/2018	DELLFIEL	Allotments Dellfield	0600	DF-36_Inv0			18.75	0.00	T0	18.75	N	-
31508	SI	26/11/2018	DELLFIEL	Allotments Dellfield	0610	DF-35_Inv0			11.25	0.00	T0	11.25	N	-
31510	SI	26/11/2018	DELLFIEL	Allotments Dellfield	0610	DF-36_Inv0			11.25	0.00	T0	11.25	N	-
31492	SI	29/11/2018	SUNNYOLD	Allotments Sunnyside Old	0600	SSO-B30A0			12.50	0.00	T0	12.50	N	-
Totals:									<u>92.50</u>	<u>0.00</u>		<u>92.50</u>		

Date: 08/01/2019
 Time: 15:51:51

Berkhamsted Town Council

Page: 1

ACCOUNT SUB-COMMITTEE: CUSTOMER CREDIT NOTES

Date From: 01/11/2018
 Date To: 30/11/2018

Customer From:
 Customer To: ZZZZZZZZ

Transaction From: 1
 Transaction To: 99,999,999

N/C From:
 N/C To: 99999999

Dept From: 0
 Dept To: 999

<u>Tran No.</u>	<u>Type</u>	<u>Date</u>	<u>A/C Ref</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept.</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
31504	SC	26/11/2018	DELLFIEL	0600	Cr	0	Cr Land Rent	12.50	0.00	T0	12.50	N	-
31505	SC	26/11/2018	DELLFIEL	0600	Cr	0	Cr Land Rent	12.50	0.00	T0	12.50	N	-
31506	SC	26/11/2018	DELLFIEL	0610	Cr	0	Cr Water Rates	7.50	0.00	T0	7.50	N	-
Totals:								<u>32.50</u>	<u>0.00</u>		<u>32.50</u>		

Date: 08/01/2019
 Time: 15:50:45

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: BANK CASH RECEIPTS (DETAILED)

Date From: 01/11/2018
 Date To: 30/11/2018

Bank From: 0
 Bank To: 999999999

Transaction From: I
 Transaction To: 99 999 999

N/C From: 0
 N/C To: 999999999

Dept From: 0
 Dept To: 999

No	Tr	Bank	N/C	Date	Refn	Details	Dept	Net	Tax T/C	Gross V	Bank Rec Date
31467	BR	1210	0125	02/11/2018	DBC CIL	CIL from DBC, 01/04 to 30/09/18	0	5,797.73	0.00	T0	R 30/11/2018
31580	BR	1245	0577	05/11/2018		Interest earned	0	13.71	0.00	T9	R 30/11/2018
31578	BR	1210	2202	05/11/2018	HMRC Q2	HMRC Q2 ReQ2 Jul - Sep 18 Vat Repayment	0	1,303.64	0.00	T9	R 30/11/2018
Totals:								<u>7,115.08</u>	<u>0.00</u>		<u>1,303.64</u>

Date: 08/01/2019
 Time: 15:53:15

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: BANK CASH PAYMENTS (DETAILED)

Date From: 01/11/2018
 Date To: 30/11/2018
 Transaction From: 1
 Transaction To: 99,999,999
 Dept From: 0
 Dept To: 999

Bank From: 999999999
 Bank To:
 N/C From:
 N/C To:

No Tr Bank N/C Date Refn Details
 31581 BP 1210 7151 30/11/2018 Charges incurred

<u>Dept</u>	<u>Net</u>	<u>Tax T/C</u>	<u>Gross Y</u>	<u>Bank Rec.</u>
0	60.60	0.00 T2	60.60 N R	Date 30/11/2018
Totals:	<u>60.60</u>	<u>0.00</u>	<u>60.60</u>	

Date: 08/01/2019
Time: 15:55:27

Date From: 01/11/2018
Date To: 30/11/2018
Transaction From: 1
Transaction To: 99,999,999
Dept From: 0
Dept To: 999

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)

Supplier From:
Supplier To: ZZZZZZZZ
N/C From: 999999999
N/C To:

Tran No.	To Date	A/C Ref	Suppliers Name	N/C	Inv Ref	Dept Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
31406	PI 01/11/2018	KCSTSL01	IQuda Ltd	7052	MSP-87800	Monthly IT Support & Broadband Service	810.00	162.00	T1	972.00	N	-
31407	PI 04/11/2018	TOTAL01	Total Gas & Power	7578	1791785540	LMYC Gas Services 31/07 to 31/10/18	98.02	4.90	T5	102.92	N	-
31389	PI 09/11/2018	LIND01	David Lindon & Co	7000	Nov Payrol0	Office Payroll Costs - November 18	5,198.56	0.00	T0	5,198.56	N	-
31390	PI 09/11/2018	LIND01	David Lindon & Co	7004	Nov Payrol0	TW Payroll Costs - November 18	1,867.13	0.00	T0	1,867.13	N	-
31391	PI 09/11/2018	LIND01	David Lindon & Co	7008	Nov Payrol0	LMYC Payroll Costs - November 18	435.66	0.00	T0	435.66	N	-
31405	PI 11/11/2018	GRAD01	Gradwell Communications Ltd	7062	1265421 0	Mobile Call Charges to 09/11 & Landline	29.71	5.95	T1	35.66	N	-
31453	PI 13/11/2018	DBC-FD01	Dacorum Borough Council	7500	210770 14 0	Annual Fee Premises Licence for Fol	70.00	0.00	T0	70.00	N	-
31461	PI 14/11/2018	LEX01	LexisNexis	7054	10375868 0	Arnold Baker Essential Legal Test Book f	110.99	0.00	T0	110.99	N	-
31452	PI 14/11/2018	VAHDY01	VAHDY Ltd	7500	INV57850 0	Gorilla Tape, Refuse Sacks & Tie Backs	14.74	2.94	T1	17.68	N	-
31462	PI 20/11/2018	BUSHBY01		7006	Exps_Scr0	8 Packs of Road Cones initially for Fol an	199.94	39.98	T1	239.92	N	-
31500	PI 29/11/2018	KCSTSL01	IQuda Ltd	7052	87947 0	Spare Mouse	12.99	2.60	T1	15.59	N	-
31499	PI 29/11/2018	KCSTSL01	IQuda Ltd	7052	87947 0	Replacement Wireless Keyboard for FO	23.62	4.72	T1	28.34	N	-
31501	PI 29/11/2018	KCSTSL01	IQuda Ltd	7052	87947 0	Next Day Delivery Cost for Keyboard &	8.00	1.60	T1	9.60	N	-
31512	PI 30/11/2018	SIC01	SI Cleaning Services Ltd	7066	Inv_30-11-0	Monthly Clean 13/11/18	14.00	0.00	T0	14.00	N	-
31511	PI 30/11/2018	SIC01	SI Cleaning Services Ltd	7066	Inv_30-11-0	Fortnightly Clean 13/11 and 27/11/18	56.00	0.00	T0	56.00	N	-
31525	PI 30/11/2018	MASON01	Paul Chambers	7500	Exps_10-10	Teaspoons for Fol	4.80	0.00	T0	4.80	N	-
31495	PI 30/11/2018	PC01		7500	Inv_04-12-0	Fire of PA System, LED Lighting, Snow	470.00	0.00	T0	470.00	N	-
31529	PI 30/11/2018	MASON01		7500	Exps_10-10	Volunteer Refreshments Fol	15.54	0.00	T0	15.54	N	-
31527	PI 30/11/2018	MASON01		7500	Exps_10-10	LCG Choir, Squash & Card Fol	3.29	0.66	T1	3.95	N	-
31528	PI 30/11/2018	MASON01		7500	Exps_10-10	LCG Choir Refreshments Fol	20.95	0.00	T0	20.95	N	-
31526	PI 30/11/2018	MASON01		7500	Exps_10-10	Mulled Wine Fol	26.08	5.21	T1	31.29	N	-
Totals							9,490.02	230.56		9,720.58		

Date: 08/01/2019
 Time: 15:57:29

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: SUPPLIER CREDIT NOTES

Date From: 01/11/2018
 Date To: 30/11/2018
 Transaction From: 1
 Transaction To: 999,999,999
 Dept From: 0
 Dept To: 999

Supplier From: ZZZZZZZZ
 Supplier To:
 N/C From: 999999999
 N/C To:

<u>Tran No.</u>	<u>Tr</u>	<u>Date</u>	<u>A/C Ref</u>	<u>Supplier Name</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>Y</u>	<u>B</u>
31503	PC	30/11/2018	KCSTSL01	Quda Ltd	7052	87962	0	Credit for Next-Day Delivery, took over	8.00	1.60	T1	9.60	N	-
<u>Totals</u>									8.00	1.60		9.60		

Date: 08/01/2019

Time: 15:56:31

Berkhamsted Town Council

Page: 1

1.Nominal Activity - Excluding No Transactions

Date From: 01/04/2018
Date To: 30/11/2018

N/C From: 7059
N/C To: 7059

Transaction From: 1
Transaction To: 99,999,999

N/C: 7059		Name: Subscriptions		Account Balance:		2,324.49 DR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
29617	PI	01/04/2018	HAPTC01	1819/13	Annual Membership HAPTC	0	T0	1,135.88	1,135.88		R	-
29618	PI	01/04/2018	HAPTC01	1819/13	Annual Membership NALC	0	T0	987.43	987.43		R	-
29865	PI	01/04/2018	BDCC01	BDCC16033	Annual Membership BDCC 1st	0	T0	40.00	40.00		R	-
30193	PI	19/07/2018	CS01	2725_19-07	Annual Subs, Chiltern Society	0	T0	30.00	30.00		R	-
30223	PI	31/07/2018	TICDP01	ICO_Z7073	Renewal Data Protection Fee	0	T0	35.00	35.00		R	-
31027	PI	02/10/2018	JPL01	Subs	Yearly Subscription for Gazette	0	T0	41.18	41.18		N	-
Totals:									2,269.49			
History Balance:									2,269.49			