



## Upton Parish Council

CLERK: Mrs Gill Wells

Telephone:- 07703 755 469

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Councillors Pape; Duly; Holt; Ingram; Huffadine-Smith - As a Member of the Finance & General Purposes Committee, you are hereby summoned to attend a meeting of the Finance & General Purposes Committee which will be held in the **Oak Room, Berrywood Hospital, Northampton, Monday 27<sup>th</sup> November 2017 at 7.45pm**. Press and Public Welcome.

*Gill Wells* 20<sup>th</sup> November 2017

<b>Item No.</b>	<b><u>OPENING PROCEDURES</u></b>
FGP 17/108	APOLOGIES – Members are asked to formally accept apologies and the reasons given.
FGP 17/109	DECLARATIONS OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012 – Members are asked to declare any pecuniary or prejudicial interests pertaining to items on the agenda.
FGP 17/110	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Committee are asked to formally decide whether to grant any such requests.
FGP 17/111	MOTION TO DECLARE THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE 16 <sup>TH</sup> OCTOBER 2017 AS ACCURATE.
FGP 17/112	MATTERS ARISING FROM THE MINUTES 16 <sup>TH</sup> OCTOBER 2017
<b>Item No.</b>	<b><u>FINANCIAL POLICIES &amp; PROCEDURES</u></b>
FGP 17/113	UPTON PARISH COUNCIL FINANCIAL & MANAGERIAL RISK ASSESSMENT – Members are to update items on the councils risk assessments, as required, and review risks.
FGP 17/114	INTERNAL CONTROL – Members are to carry out internal control checks on the councils financial procedures.
<b>Item No.</b>	<b><u>BANKING, AUDIT &amp; BUDGET</u></b>
FGP 17/115	BANK RECONCILIATION – Members are to receive the latest Bank Reconciliation (Appendix A).
FGP 17/116	BUDGET VERSUS EXPENDITURE 2017-2018 – Members are to receive the latest budget versus expenditure record (Appendix B) and agree any actions required.
FGP 17/117	BANKING MANDATE – Signatories / financial regulations / payment approval.
FGP 17/118	DRAFT BUDGET PROPOSALS & PRECEPT DISCUSSION 2018-2019.
FGP 17/119	CHAIRS ALLOWANCE.
FGP 17/120	INTERNAL & EXTERNAL AUDIT 2018-2019.
FGP 17/121	NCC BUDGET PROPOSALS CONSULTATION.
<b>Item No.</b>	<b><u>PROJECTS 2017 -2018</u></b>
FGP 17/122	UPDATE ON PROJECT STATUS TO DATE.
<b>Item No.</b>	<b><u>SPECIFIC AGENDA ITEMS</u></b>
FGP 17/123	LAND TRANSFER UPDATE – TAYLOR WIMPEY.
<b>Item No.</b>	<b><u>CLOSING PROCEDURES</u></b>
FGP 17/124	ITEMS FOR THE NEXT FINANCE & GENERAL PURPOSES COMMITTEE – Members are asked to notify the Clerk of items they wish to be included on the next agenda.
FGP 17/125	DATE OF NEXT MEETINGS:- JANUARY 2018 – TBC.

		1st April 2017 - 1st November 2017			
				Current A/C	Reserve A/C
			Opening Balances	£41,292.15	£21,008.84
Date	Cheque No.	Description			
5/4/17	DD	O2 - Clerks Phone		-£10.80	
18/4/17	Bankline	Banking Fee		-£27.50	
19/4/17	775	Mrs Bennett - Handover fee		-£233.07	
26/4/17	Auto	NBC 50% 2017-2018 Precept rec'd		£16,200.00	
26/4/17	770	Mrs M Orpin - Vurtual Marketing		-£120.00	
26/4/17	778	Mrs M Orpin - Vurtual Marketing		-£120.00	
28/4/17	772	Mrs M Orpin - Vurtual Marketing		-£120.00	
28/4/17	Auto	Natwest Bank Interest			£0.16
3/5/17	773	NCALC Training		-£14.50	
3/5/17	774	NCALC Training		-£68.00	
4/5/17	DD	O2 Clerks Telephone		-£20.95	
5/5/17	776	Mrs Wells - Clerks Exp		-£50.40	
11/5/17	762	Royal Mail		-£312.00	
12/5/17	779	Mrs Wells - Clerks Salary		-£920.15	
12/5/17	786	Mrs Wells - Clerks Exp		-£40.95	
15/5/17	Auto	Natwest Banking Fees		-£27.50	
16/5/17	785	Viking Direct		-£77.10	
23/5/17	783	SLCC Training & Subs		-£139.00	
2/5/17	784	ALCC Membership		-£10.00	
23/5/17	787	Mrs M Orpin - Vurtual Marketing		-£120.00	
25/5/17	782	NCALC Membership & internal audit		-£1,740.88	
31/5/17	Auto	Natwest Bank Interest			£0.19
5/6/17	DD	O2 - Clerks Phone		-£12.06	
9/6/17	793	Mrs Wells - Clerks Exp		-£13.88	
9/6/17	795	Mrs Wells - Clerks Salary		-£919.95	
13/6/17	788	Viking Direct		-£50.81	
13/6/17	789	Viking Direct		-£9.80	
13/6/17	790	Viking Direct		-£22.62	
13/6/17	791	Viking Direct		-£9.80	
13/6/17	792	Real Design - Email domain / server		-£80.00	
13/6/17	794	M Orpin - Virtual Marketing		-£120.00	
14/6/17	780	HMRC		-£108.21	
14/6/17	796	HMRC		-£108.37	
15/6/17	Auto	Natwest Banking Fees		-£27.50	
15/6/17	798	Came & Company - insurance		-£496.32	
30/6/17	Auto	Natwest Bank Interest			£0.17
5/7/17	DD	O2 - Clerks Phone		-£11.08	

13/7/17	799	Mrs Wells - Clerks Exp		-£67.33	
13/7/17	805	Mrs Wells - Clerks Salary		-£919.95	
14/7/17	800	Mrs Wells - Clerks Exp		-£22.63	
14/7/17	804	Viking Direct		-£27.92	
17/7/17	Chq	Community enhancement grant - Cllr Golby - towards Marina Park grant application - Duston Bakery		£250.00	
17/7/17	Auto	Natwest Banking Fees		-£27.50	
17/7/17	806	HMRC		-£108.37	
18/7/17	807	M Orpin - Virtual Marketing		-£120.00	
19/7/17	808	Duston Village Bakery - see grant above Cllr Golby		-£250.00	
20/7/17	803	LGSS Pension Start Up Fee		-£420.00	
24/7/17	801	Childs Play - Grant Application - Marina Park Event		-£115.00	
25/7/17	802	Mrs H Hamer - Grant Applicatoin - Marina Park Event		-£52.58	
25/7/17	809	M B Curley - Grant Application - Marina Park Event		-£80.00	
31/7/17	Auto	Natwest Banking Fees			£0.18
3/8/17	DD	O2 - Clerks Phone		-£11.08	
14/8/17	781	LGPS		-£306.87	
14/8/17	797	LGPS		-£321.39	
14/8/17	810	LGPS		-£321.39	
14/8/17	815	Mrs Wells - Clerks Salary		-£919.95	
14/8/17	817	LGPS		-£331.82	
15/8/17	Auto	Natwest Banking Fees		-£27.50	
15/8/17	812	Mrs Wells - Clerks Expenses		-£73.80	
16/8/17	811	Barbara Osborne Business Services		-£75.00	
16/8/17	816	HMRC		-£108.37	
16/8/17	818	M Orpin - Virtual Marketing		-£120.00	
24/8/17	814	NCALC - Cllrs Training		-£18.00	
31/8/17	Auto	Natwest Bank Interest			£0.18
5/9/17	DD	O2 - Clerks Phone		-£12.04	
12/9/17	822	LGPS		-£377.63	
13/9/17	819	Viking Direct		-£81.04	
13/9/17	820	Mrs Wells - Clerks Expenses		-£59.99	
13/9/17	821	Mrs Wells - Clerks Expenses		-£13.89	
13/9/17	823	Mrs Wells - Clerks Salary		-£919.95	
14/9/17	824	HMRC		-£108.37	
15/9/17	Auto	Natwest - Banking Fees		-£27.50	
19/9/17	813	S137 - Friends of St Lukes School		-£983.75	
20/9/17	825	Michelle Orpin - Virtual Marketing		-£120.00	
29/9/17	Auto	Natwest Bank Interest			£0.17
4/10/17	DD	O2 - Clerks Phone		-£11.08	
9/10/17	832	LGPS		-£331.82	
11/10/17	829	G Wells - Clerks Expenses		-£68.40	

11/10/17	833	G Wells - Clerks Salary		-£919.95	
12/10/17	831	Viking Direct		-£25.42	
12/10/17	834	HMRC		-£108.37	
16/10/17	Auto	Banking Fee		-£27.50	
17/10/17	835	M Orpin - Virtual Marketing		-£120.00	
18/10/17	827	NCALC Training		-£18.00	
18/10/17	830	NCALC Training		-£42.00	
20/10/17	828	British Legion Poppy Wreath S137		-£17.00	
30/10/17	Auto	NBC 50% 2017-2018 Precept rec'd		£16,200.00	
31/10/17	Auto	Natwest Bank Interest			£0.18
				<b>£58,538.80</b>	<b>£21,010.07</b>
<b>1/11/17</b>		<b>Current</b>	<b>Reserve</b>		
Account Balance		£58,538.80	£21,010.07		
Still to be Banked		£0.00	£0.00		
Unpresented Cheques		-£11.43	£0.00		
<b>Available Cash at 01/11/17</b>		<b>£58,527.37</b>	<b>£21,010.07</b>		

## Appendix B – Budget Versus Expenditure 2017-2018:-

Upton Parish Council Budget Versus Expenditure 2017-2018																
	Budget 17-18	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Diff	Notes
Clerks Salary	15500	233.07	1349.75	1349.71	1349.71	1360.14	1405.95	1360.14	1360.14					9768.61	5731.39	
Clerks Expenses	500	50.4	40.95	13.88	67.33	73.8	73.88	68.4	68.4					457.04	42.96	
Training & Subs	2200	93.93	1889.88	0	0	18	0	60	68					2129.81	70.19	
Insurance	450	0	0	496.32	0	0	0	0	0					496.32	-46.32	
Audit	550	0	0	0	0	0	0	0	276					276	274	
Election Expenses	1500	0	0	0	0	0	0	0	0					0	1500	
General Admin	5000	158.3	108.85	185.09	759.13	113.58	120.58	64	50.21					1559.74	3440.26	
S142	1700	120	120	120	120	120	120	120	120					960	740	
S137	4000	0	0	0	247.58	983.75	0	17	1000					2248.33	1751.67	
S145	1000	0	0	0	0	0	0	0	0					0	1000	
Chairs Allowance	300	0	0	0	0	0	0	0	300					300	0	
Speed Reductions	8000	0	0	0	0	0	0	0	0					0	8000	
Neighbourhood Watch	500	0	0	0	0	0	0	0	0					0	500	
Elgar Ctre Contribution	1000	0	0	0	0	0	0	0	0					0	1000	
Pineham Ctre Contribution	1000	0	0	0	0	0	0	0	1000					1000	0	
Pocket Park	1000	0	0	0	0	0	0	0	0					0	1000	
Planters	4000	0	0	0	0	0	0	0	0					0	4000	
Hanging Baskets	3000	0	0	0	0	0	0	0	0					0	3000	
N'board Berrywood drive	1500	0	0	0	0	0	0	0	0					0	1500	
Street Furniture	5000	0	0	0	0	0	0	0	0					0	5000	
Zebra Crossing	3000	0	0	0	0	0	0	0	0					0	3000	
Outdoor Gym Equipment	10000	0	0	0	0	0	0	0	0					0	10000	
Bulbs	1000	0	0	0	0	0	0	0	0					0	1000	
Xmas Decorations	4000	0	0	0	0	0	0	0	0					0	4000	
Defibrillators	4000	0	0	0	0	0	0	0	0					0	4000	
Legal Fees	10000	0	0	0	0	0	0	0	0					0	10000	
	<b>89700</b>	<b>655.7</b>	<b>3509.43</b>	<b>2165</b>	<b>2543.75</b>	<b>2669.27</b>	<b>1720.41</b>	<b>1689.54</b>	<b>4242.75</b>					<b>19195.85</b>		