



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, Tuesday 8th May 2018 at 7.30pm**. Press and Public Welcome. *Gill Wells* 2nd May 2018.

COUNCIL MEETINGS ARE SUBJECT TO CANCELLATION AT SHORT NOTICE – PLEASE REFER TO THE WEBSITE WWW.UPTON-PC.GOV.UK OR RING THE CLERK ON [07703755469](tel:07703755469) BY 3PM ON THE DAY OF THE MEETING IF YOU WISH TO ATTEND TO CONFIRM THAT IT IS THE INTENTION OF THE COUNCIL THAT THE MEETING WILL TAKE PLACE SUBJECT TO STATURORY REGULATIONS.

Item No.	<u>OPENING PROCEDURES</u>
FGP 17/126	PUBLIC PARTICIPATION – Members of the Public are permitted to address the Committee for a maximum of 3 minutes and on agenda items only unless, at the Chairs discretion they are invited to participate at other times.
FGP 17/127	APOLOGIES – Members are asked to formally accept apologies and the reasons given.
FGP 17/128	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 17/129	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 17/130	MOTION TO DECLARE THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE 27 th NOVEMBER 2017 AS ACCURATE.
FGP 17/131	MATTERS ARISING FROM THE MINUTES 27 th NOVEMBER 2017.
Item No.	<u>PROJECTS 2017 -2018</u>
FGP 17/132	PROJECTS – Members are asked to review the projects & immediate priorities / actions.
Item No.	<u>FINANCIAL POLICIES & PROCEDURES</u>
FGP 17/133	UPTON PARISH COUNCIL FINANCIAL & MANAGERIAL RISK ASSESSMENT – Members are to update items on the councils risk assessments, as required, and review risks.
FGP 17/134	INTERNAL CONTROL – Members are to carry out internal control checks on the councils financial procedures.
Item No.	<u>BANKING, AUDIT & BUDGET</u>
FGP 17/135	BANK RECONCILIATION – Members are to receive & consider the latest Bank Reconciliation. (Appendix A).
FGP 17/136	BUDGET VERSUS EXPENDITURE 2018-2019 – Members are to receive & consider the year end budget versus expenditure report and agree any actions required. (Appendix B).
FGP 17/137	BANKING REPORT – Members are to receive an update on the banking application process.
FGP 17/138	4th QUARTER FINANCIAL SUMMARY & ANNUAL GOVERNANCE RETURN – Members are to receive & review the 4th quarter financial summary for the financial year 2017-2018, for recommendation to Full Council (Appendix C).
Item No.	<u>SPECIFIC AGENDA ITEMS</u>
FGP 17/139	LAND TRANSFER UPDATE – TAYLOR WIMPEY.
FGP 17/140	WEBSITE TRAINING – Members are asked to consider and approve the cost of training.
Item No.	<u>CLOSING PROCEDURES</u>
FGP 17/141	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 17/142	DATE OF NEXT MEETINGS:- Date to be determined.

		1st April 2017 - 29th March 2018			
				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
3/11/17	DD	O2 - Clerks Phone		-£16.51	
15/11/17	Auto	Banking Fee		-£27.50	
24/11/17	837	G Wells - Clerks Expenses		-£68.40	
24/11/17	841	G Wells - Clerks Salary		-£919.95	
29/11/17	838	Viking Direct		-£6.20	
29/11/17	843	BDO LLP - External Audit Fee		-£276.00	
30/11/17	842	HMRC		-£108.37	
30/11/17	Auto	Natwest Bank Interest			£0.73
5/12/17	840	LGPS		-£331.82	
5/12/17	847	Park Run S137		-£1,000.00	
6/12/17	836	NCALC Training		-£18.00	
6/12/17	DD	O2 - Clerks Phone		-£11.08	
8/12/17	839	NBC Training		-£50.00	
15/12/17	Auto	Banking Fee		-£27.50	
15/12/17	845	M Orpin - Virtual Marketing		-£120.00	
15/12/17	851	Ms G Wells - Clerks Expenses		-£80.75	
15/12/17	854	LGPS		-£331.82	
15/12/17	855	Ms G Wells - Clerks Salary		-£919.95	
15/12/17	858	Viking Direct		-£52.70	
15/12/17	859	Viking Direct		-£27.34	
19/12/17	856	HMRC		-£108.37	
20/12/17	849	Badgemaster		-£142.31	
29/12/17	850	NCC - Zebra Crossing Contribution		-£3,600.00	
29/12/17	Auto	Natwest Bank Interest			£0.84
3/1/18	848	2Commune		-£720.00	
4/1/18	860	LGPS		-£331.82	
4/1/18	DD	O2 - Clerks Phone		-£11.08	
4/1/18	861	Ms G Wells - Clerks Salary		-£919.95	
8/1/18	857	M Orpin - Virtual Marketing		-£120.00	
10/1/18	852	B Osborne - Business Services		-£75.00	
10/1/18	853	B Osborne - Business Services		-£75.00	
15/1/18	Auto	Banking Fee		-£27.50	
10/1/18	862	HMRC		-£108.37	
22/1/18	Auto	VAT Reclaim		£184.92	
30/1/18	863	Duston & District Branch of the Royal British Legion - S137 Grant		-£1,000.00	
31/1/18	Auto	Natwest Bank Interest			£0.95
5/2/18	866	Real Design Studios		-£52.50	

5/2/18	DD	O2 - Clerks Phone		-£11.08	
7/2/18	864	M Orpin - Virtual Marketing		-£120.00	
8/2/18	868	G Wells		-£948.82	
8/2/18	871	G Wells		-£112.15	
9/2/18	865	G Wells		-£86.50	
9/2/18	872	G Wells		-£216.00	
15/2/18	Auto	Banking Fee		-£27.50	
19/2/18	867	LGPS		-£346.15	
20/2/18	869	HMRC		-£127.95	
26/2/18	873	SLCC		-£45.00	
27/2/18	846	Community Spaces Northampton		-£1,000.00	
27/2/18	874	NCALC		-£36.00	
28/2/18	870	M Orpin - Virtual Marketing		-£120.00	
28/2/18	Auto	Natwest Bank Interest			£0.81
7/3/18	DD	O2 - Clerks Phone		-£13.21	
14/3/18	882	G Wells		-£1,053.81	
14/3/18	888	G Wells		-£110.90	
15/3/18	Auto	Banking Fee		-£27.50	
20/3/18	880	M Orpin - Virtual Marketing		-£120.00	
21/3/18	878	NCALC		-£36.00	
21/3/18	887	Information Commissioners Office		-£35.00	
26/3/18	876	SLCC		-£300.00	
26/3/18	877	SLCC		-£35.70	
28/3/18	879	Real Design		-£80.00	
29/3/18	Auto	Natwest Bank Interest			£0.84
				£42,028.66	£21,014.24
Summary 28/02/18		Current	Reserve		
Account Balance		£42,028.66	£21,014.24		
Still to be Banked		£0.00	£0.00		
Unpresented Cheques		-£1,098.07	£0.00		
Available Cash at 28/02/18		£40,930.59	£21,013.40		

Upton Parish Council Budget Versus Expenditure 2017-2018															
Approved costs 2017-2018															
	Budget 17-18	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Diff
Clerks Salary	15500	233.07	1335.23	1349.71	1349.71	1360.14	1405.95	1360.14	1360.14	1360.14	1360.14	1422.92	1650.45	15547.74	-47.74
Clerks Expenses	750	50.4	40.95	13.88	67.33	73.8	73.88	68.4	68.4	80.75	86.5	112.15	110.9	847.34	-97.34
Training & Subs	2500	82.5	1889.88	0	0	18	0	71.43	68	0	0	81	371.7	2582.51	-82.51
Insurance	500	0	0	496.32	0	0	0	0	0	0	0	0	0	496.32	3.68
Audit	550	0	0	0	0	0	0	0	276	0	0	0	0	276	274
Election Expenses	1500	0	0	0	0	0	0	0	0	0	0	0	0	0	1500
General Admin	5000	185.8	125.55	212.59	731.63	86.08	120.58	64	50.21	410.93	38.58	254.58	103.21	2383.74	2616.26
S142	1700	120	120	120	120	120	120	120	120	840	172.5	120	200	2292.5	-592.5
S137	4000	0	0	0	247.58	983.75	0	17	1000	0	1000	190	0	3438.33	561.67
S145	1000	0	0	0	0	0	0	0	0	0	0	0	0	0	1000
Chairs Allowance	300	0	0	0	0	0	0	0	300	0	0	0	0	300	0
Speed Reductions	10000	0	0	0	0	0	0	0	0	0	0	0	0	0	10000
Neighbourhood Watch	500	0	0	0	0	0	0	0	0	0	0	0	0	0	500
Elgar Ctre Contribution	1000	0	0	0	0	0	0	0	0	0	0	0	0	0	1000
Community Ctre contribution	1000	0	0	0	0	0	0	0	1000	0	0	0	0	1000	0
Pocket Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Planters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hanging Baskets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N'board Berrywood drive	1500	0	0	0	0	0	0	0	0	0	0	0	0	0	1500
Street Furniture	5000	0	0	0	0	0	0	0	0	0	0	0	0	0	5000
Zebra Crossing	3000	0	0	0	0	0	0	0	0	3600	0	0	0	3600	-600
Outdoor Gym Equipment	16400	0	0	0	0	0	0	0	0	0	0	0	0	0	16400
Bulbs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Xmas Decorations	4000	0	0	0	0	0	0	0	0	0	0	0	0	0	4000
Defibrillators	4000	0	0	0	0	0	0	0	0	0	0	0	0	0	4000
Legal Fees	10000	0	0	0	0	0	0	0	0	0	0	0	0	0	10000
	89700	671.77	3511.61	2192.5	2516.25	2641.77	1720.41	1700.97	4242.75	6291.82	2657.72	2180.65	2436.26	32764.48	

N.B £432.00 approved in period 2016-2017 presented and cleared account in period 2017-2018.

Upton Parish Council Year End Summary 2017 -2018

Expenditure Criteria	Actual Expenditure
Clerks Salary incl NI / Tax / Pensions	
Clerks Expenses	
Training & Subscriptions	
Insurance	
Audit	
Election Expenses	
General Administration	
Capital Expenditure / Projects	
S142	
S137	
Chairs Allowance	
S145	

Bank Accounts 29th March 2018	
Natwest Current A/C	
Natwest Reserve A/C	

Annual Return 2017 - 2018

Box 1	Balance brought forward from previous year
Box 2	Precept Requested and received
Box 3	Receipts
Box 4	Staff Costs -
Box 5	Loans
Box 6	Payments
Box 7	Balances
Box 8	Total Value of cash and short term investments
Box 9	Total Fixed Assets
Box 10	Tota Borrowings

The figures include £432 approved 2016-2017 but presented in the period 2017-2018.

The figures does not include £1098.07 payments approved in the period 2017-2018 but not presented in the period.