

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Finance Report for Parish Council meeting on 5 August 2021

Agenda Item:

8. Finance

a. To receive the Finance Report and quarterly budget monitoring sheet

As at 16 July, the Accounts stood at:

Co-op Current Account	£32,178.96
Co-op Deposit Account	£22,405.82

Standing Orders		Date Cleared
Clerk's May salary (monthly)	£529.20	1/6/21
Clerk's June salary (monthly)	£529.20	1/7/21
Launton Lines June (monthly)	£110.00	4/6/21
Launton Lines July (monthly)	£110.00	5/7/21
Launton Parish Hall storage (July quarter)	£42.00	1/7/21

Income		Date Cleared
VAT Reclaim	£1,667.81	10/6/21

The AGAR was published and sent to the External Auditor on 25 May.

The VAT Reclaim from 1 April 2020 to 31 March 2021 was submitted to HMRC on 28 May.

The budget monitoring sheet for 1 April to 30 June has been published.

- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements for May, June and July
- c. **Banking** – to review the bank signatories and agree additional electronic banking authorisers
- d. **Internal Audit**
 - i. **Internal Audit** – to review the effectiveness of the 2020/21 Internal Audit
 - ii. **Internal Auditor** – to consider the appointment of the Internal Auditor for the year 2021/22
- e. **Fixed Assets** – to agree to allocate responsibilities for inspection of the Fixed Assets
- f. **Spending decisions made under Delegated Authority** – to confirm decisions made
 - i. **Zoom** – to agree to the continuance of the annual subscription for Zoom (£119.90 ex VAT)

ii. To confirm all other expenditure

Payment Method	Payee and reason	Budget	Minute Ref	Amount
June payments				
Bank Transfer	Calber Facilities Management Ltd for May grass cutting (invoice number CL 449042)	Urban grass cutting	7/1/21 12. e.	£276.00
Bank Transfer	Richard Wise for first rural verge cut (invoice number 2771)	Verge Cutting	1/4/21 13. c.	£264.00
July payments				
Bank Transfer	Calber Facilities Management Ltd for June grass cutting (invoice number CL449722)	Urban grass cutting	7/1/21 12. e.	£276.00
Bank Transfer	Bates Wells & Braithwaite London LLP Client Account A/C for professional services for advising on the Parish Hall lease and agreement for lease and amending up documents	Parish Hall Project	7/12/17 10. a.	£729.00
Bank Transfer	Oxfordshire Association of Local Councils for Employing staff with confidence course for Cllr Simon Turner (Invoice no: W-1717)	Training	1/4/21 11. a.	£60.00
Bank Transfer	Oxfordshire Association of Local Councils for Chairmanship course for Cllr Ed Sanders (Invoice no: W-1718)	Training	1/4/21 11. a.	£120.00
Bank Transfer	JMC Olds for admin expenses (printing £42.23, laminating £9.20, postage £3.08, telephone £0.95)	Admin Costs	1/4/21 9. e. ii.	£55.46
	Mileage expenses	Mileage expenses	1/4/21 9. e. ii.	£38.61
	Total			£94.07
Bank Transfer	Oxfordshire Association of Local Councils for Experienced Councillor course for Cllrs Ed Sanders and Lesley Thompson (Invoice no: W-1730)	Training	1/4/21 11. a.	£120.00

g. Invoices for payment – to consider and approve invoices for payment itemised on the Payment Schedule

Payment Method	Payee and reason	Budget	Minute Ref	Amount
Bank Transfer	Calber Facilities Management Ltd for July grass cutting (invoice number CL450420)	Urban grass cutting	7/1/21 12. e.	£276.00
Bank Transfer	Richard Wise for verge cutting – 2 nd cut (invoice number 2787)	Verge cutting	1/4/21 13. c.	£264.00

Payment Method	Payee and reason	Budget	Minute Ref	Amount
Bank Transfer	Campaign to Protect Rural England for membership subscription	Subscriptions	1/4/21 9. d.	£36.00
Bank Transfer	Cherwell District Council for uncontested election fee	Election costs		£40.95
Bank Transfer	BBS The Business Store for two pine surround cork noticeboards for Station Road and Bicester Road (Sherwood Close) bus shelters	Noticeboards	4/2/21 12. c.	£15.82