# LAUNTON PARISH COUNCIL

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## Finance Report for Parish Council meeting on 6 June 2024

**Agenda Item:**

**9. Finance**

**a. To receive the Finance Report**

As at 16 May, the Accounts stood at:

| | | |
|---|---|---|
| Co-op Current Account | £39,731.18 | |
| Co-op Deposit Account | £42,963.45 | |
| | | |
| **Standing Orders** | | **Date Cleared** |
| Clerk's April salary (monthly) | £822.25 | 1/5/24 |
| Launton Lines (monthly) | £170.00 | 7/5/24 |
| | | |
| **Direct Debits** | | **Date Cleared** |
| O2 Mobile April contract | £6.99 | 22/4/24 |
| | | |
| **Outstanding Payments** | | |
| O2 Mobile May contract | £6.99 | |
| | | |
| **Income** | | **Date Cleared** |
| OCC Grass Cutting Grant | £1,216.28 | 2/5/24 |
| VAT Reclaim – 1 April 23 – 29 February 24 | £1,174.99 | 3/5/24 |

**b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements

**c. Deposit Account** – to consider opening a higher interest deposit account

**d. Internal Auditor** – to review effectiveness of the Internal Audit

**e. Replacement Laptop**

- **i. To consider the purchase of a new laptop for the Clerk**
- **ii. To consider Office 365 subscription**

**f. Zoom** – to consider changing the Zoom account to a monthly subscription

**g. Minute Guard Book** – to consider the purchase of a new Minute Book

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

| Payment Method | Payee and reason | Budget | Minute Ref | Net Payment | Payment inc VAT |
|---|---|---|---|---|---|
| Bank Transfer | Calber Facilities Management Ltd for May grass cutting (invoice no: CL472044) | Urban grass cutting | 6/10/22 14. | £237.00 | £284.40 |
| Bank Transfer | HMRC NICS Employer Contribution April to May | HMRC / NI | Statutory | £8.87 | £8.87 |
| Bank Transfer | Elaine Anstee for 23/24 Internal Audit (invoice no: 2023/2024 005) | Audit | 11/5/23 12. f. ii. | £200.00 | £200.00 |
| Bank Transfer | Oxfordshire Association of Local Councils for Cyber Security and Awareness for Cllr Turner (Invoice no: W-3317) | Training | 2/5/24 12. a. | £25.00 | £30.00 |
| Bank Transfer | Oxfordshire Association of Local Councils for Appraisals for parish and town council staff for Cllr Sanders (invoice no: W-3319) | Training | 2/5/24 12. a. | £30.00 | £36.00 |
| Bank Transfer | R Wise Farm a/c for rural verge cutting (invoice no 3066) | Rural verge cutting | 2/5/24 16. b. | £250.00 | £300.00 |

Debit Card transactions to note:

| Date Cleared | Payee and reason | Budget | Minute Ref | Net Payment | Payment inc VAT |
|---|---|---|---|---|---|
| | Launton Village Store for cleaning products for Hall (May) | Parish Hall Sundry materials | 1/2/24 12. c. i. | £20.57 | £20.57 |