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| REPORT TO: | Full Council | 16th February 2023 |
| AUTHOR/S: | Theresa King, RFO | |

Purpose:

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation)

Items to note:

Unity Trust Bank: As of May 2023 we will no longer be able to pay cash in via the Post Office as the provider of the facility is no longer working with Unity. Cash can be paid in free of charge at a Nat West or RBS branch.

British Gas – Green Feeder Pillar: there had been no bills since 1st October 22 as they were awaiting the Energy Business Relief Scheme (EBRS) discount to be added.

Npower/Eon: despite saying we were due a discount under the EBRS scheme, this has still not been applied. RFO continues to chase.

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval – to note only:

| Expenses Paid by DDR February 2023 | | Net | VAT | Total | Code |
|---|--|-----------------|---------------|-----------------|----------------------------|
| British Gas | Green Feeder Pillar 30.09.22 to 31.12.2022 | 142.66 | 7.14 | 149.80 | Open Spaces Electricity |
| British Gas | Crossing Keeper's Hut Electric 02.01.23 to 01.02.23 | 20.03 | 1.00 | 21.03 | Open Spaces Electricity |
| British Gas | Green Feeder Pillar 01.01.23 to 31.01.23 | 30.16 | 1.51 | 31.67 | Open Spaces Electricity |
| British Gas | Recreation Ground Gas 02.01.23 to 01.02.23 | 279.09 | 55.81 | 334.90 | Rec Utilities: · Gas |
| British Gas LITE | Recreation Ground Electricity 11.01.2023 to 13.02.2023 | 1,237.92 | 247.58 | 1,485.50 | Rec Utilities: Electricity |
| E-on | Street Lights 01.01.23 to 31.01.23 | 616.78 | 30.84 | 647.62 | Street Lights |
| Lloyds Bank | Credit Card - various purchases | 241.22 | 37.66 | 278.88 | Subscriptions |
| London Fuel | Fuel for Piaggio and Recreation Ground | 27.08 | 5.42 | 32.50 | Rec Utilities: Fuel |
| Onecom Ltd | Telephone and Broadband Jan 23 | 82.97 | 16.59 | 99.56 | Telephone & Broadband |
| Onecom Ltd | Telephone and Broadband February 2023 | 82.97 | 16.59 | 99.56 | Telephone & Broadband |
| Sharp Business Systems | Sharp Copier Usage 15.09.22 to 04.01.23 | 210.75 | 42.15 | 252.90 | Office Costs |
| Team Flitwick (Certas Energy) | Diesel for Grounds Equipment | 670.00 | 134.00 | 804.00 | Rec Utilities: Fuel |
| B&CE Holdings Ltd - People's Pension | People's Pension February 2023 | 375.23 | 0.00 | 375.23 | Pensions -Admin |
| | TOTAL | 4,016.86 | 596.29 | 4,613.15 | |

○ Accounts for Approval February 2023

| Accounts for approval February 2023 | | Net | VAT | Total | Code |
|--|---|------------------|-----------------|------------------|-------------------------------|
| A J Gallagher (Came &Co) | Cyber Insurance 23-24 | 417.36 | 0.00 | 417.36 | Insurance |
| AmeyCespa (East) Ltd | Trade Waste Rec 28.12.22 to27.01.23 | 157.77 | 31.55 | 189.32 | Trade Waste |
| AmeyCespa (East) Ltd | Trade Waste Burial Ground 28.12.22 to27.01.23 | 87.65 | 17.53 | 105.18 | Trade Waste |
| Anthony Jenking | Abbeyfields CCSA Lease payment advance March 2023 | 609.00 | 0.00 | 609.00 | Public Open Space |
| Avocet Cleaning Services Ltd | Pavilion and Office Cleaning Jan 23 | 835.04 | 167.00 | 1,002.04 | Office Costs |
| Cambridgeshire ACRE | ACRE Membership 2023 | 50.00 | 10.00 | 60.00 | Subscriptions |
| Cambridgeshire County Council | PFLHI Application Fee Access Barriers | 500.00 | 0.00 | 500.00 | General Reserves Spend |
| Climate Clarity CIC | Climate Fresk Event Deposit | 225.00 | 0.00 | 225.00 | Training |
| ESPO | Cleaning Equipment for Pavilion Kitchen | 52.79 | 10.56 | 63.35 | Rec Pavilion Maintenance |
| Gaswise Service Engineers Ltd | 12 New Road Boiler Service & Safety certificate | 110.00 | 22.00 | 132.00 | 12 New Road Maintenance |
| Littleport Town Council | Chapter 8 training (Road Closure) | 996.00 | 199.20 | 1,195.20 | Training |
| Lloyds & Co Letchworth Ltd | Gang Mower Repairs and service | 1,168.85 | 233.77 | 1,402.62 | Rec Machinery Maintenance |
| MH Goals Ltd | Matchplay tennis net (hard court) | 96.14 | 19.23 | 115.37 | Rec Sports Courts Maintenance |
| Munro Building Services Ltd | Pavilion Maintenance - Dichlorination, Water testing etc | 822.50 | 164.50 | 987.00 | Rec Pavilion Maintenance |
| S J Pollard Building & Maintenance Ltd | Supply and Install new double bunded oil tank and dispose of old tank | 2,950.00 | 590.00 | 3,540.00 | General Reserves Spend |
| Admin-Payroll M11 | Figure includes B&C Pension which is paid by DDR of 375.23 | 14,918.49 | 0.00 | 14,918.49 | |
| | Payroll expenses of Rec Groundsman & Ranger expenses of 50.53, and working from home allowance of 26.00 | | | | |
| | TOTAL | 23,996.59 | 1,465.34 | 25,461.93 | |

| Additional Expenses to be paid by BACS | | | | | |
|--|---|--------|-------|--------|--------------------------|
| Beneficiary | Description | Net | Vat | Gross | Code |
| PlumbNation | Purchase of BURCO Water boiler for Pavilion Kitchen | 374.95 | 74.99 | 449.94 | Rec Pavilion Maintenance |
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| To note: | | |
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| Accounts paid in 13.01.23 to 17.02.23 | | |
| Ground Takings Football | | £197.50 WRL |
| Sports Courts Fees: Football | | £204.33 WRL |
| Sports Courts Fees: Netball | | £193.33 WRL |
| Sports Courts Fees Tennis | | £143.67 WRL |

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|-----------------------------|------------------|-----|
| Sports Courts Fees: General | £27.50 | WRL |
| Pavilion Rental | £659.17 | WRL |
| VAT Refund | £6,834.44 | WRL |
| TOTAL | £8,259.94 | |

N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)