

<b>REPORT TO:</b>	<b>Full Council</b>	<b>15<sup>th</sup> June 2023</b>
<b>AUTHOR/S:</b>	<b>Theresa King, RFO</b>	

**Purpose:**

Expenditure or orders for work other than regular commitments and some maintenance issues (including Clerks' Delegation). Issues requiring particular **ratification or note in bold**

**Items to note:**

**Receipts:** Large group of outstanding invoices paid for ground hire for football and sports courts fee hire for football, payment was held up due to customer changing bank accounts.

**Invoices in general:** several invoices missed the cut off date for the last payment run because the May meeting was so early in the month and therefore are overdue.

**British Gas invoices for Crossing Keeper's Hut and Green Feeder Pillar:** invoices were credited and reissued, generating credits as the contracts qualified for discounts under the Government support schemes.

**Eon/Npower:** the invoices from October had not received the government discount credit and so were reissued, giving a credit of £196.18 + VAT. They had also not generated invoices for February and March. These transactions now close the account with Npower.

**Hall's of Cambridge:** this is the replacement cost for the first broken window at the Pavilion **£486.66 + VAT**

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

- Accounts paid by delegated approval June 2023 – to note only:

Accounts paid by DDR June 2023					
Supplier	Description	Net	VAT	Total	Code
British Gas	Green Feeder Pillar 01.04.23 to 25.04.23	-20.62	-1.03	-21.65	Open Spaces Electricity
British Gas	Green Feeder Pillar 30.04.2023 to 31.05.2023	22.76	1.13	23.89	Open Spaces Electricity
British Gas	Recreation Ground Gas 02.04.23 to 01.05.23	113.29	5.66	118.95	Rec Utilities:· Gas
British Gas	Recreation Ground Gas 02.05.23 to 01.06.23	81.17	4.05	85.22	Rec Utilities:· Gas
British Gas	Crossing Keeper's Hut Electric 01.04.23 to 01.05.23	-19.57	-0.97	-20.54	Open Spaces Electricity
British Gas	Crossing Keeper's Hut Electric 02.05.23 to 01.06.23	19.57	0.97	20.54	Open Spaces Electricity
British Gas LITE	Recreation Ground Electricity 14.04.2023 to 13.05.23	623.29	124.66	747.95	Rec Utilities: Electricity
E-on/Npower	Street Light Power 01.02.23 to 28.02.23 inc discount	494.70	24.74	519.44	Street Lights
E-on/Npower	Street Light Power 01.03.23 to 31.02.23 inc discount	547.25	27.36	574.61	Street Lights
E-on/Npower	Street Lights - credit from reissued invoices Oct 22 to Jan 23	-196.18	-39.23	-235.41	Street Lights

GBS - Public Works Loans	PWLB Loan Office Part 35 of 50	1,192.71	0.00	1,192.71	Public Works Loans:· Office
GBS - Public Works Loans	PWLB Loan Freehold Payment 36 of 50	2,719.69	0.00	2,719.69	Public Works Loans:· Freehold
Lloyds Bank	Lloyds Credit Card	155.54	11.66	167.20	Various costs
Lloyds Bank	Credit Card - various purchases	331.69	62.55	394.24	Various costs
London Fuel Ltd	Petrol for Piaggio and rec equipment	46.91	9.38	56.29	Rec Utilities: Fuel
Onecom Ltd	Telephone and Broadband May 23	104.92	20.98	125.90	Telephone & Broadband
PEAC Finance	Printer lease 08.06.23 to 07.09.23	198.78	39.76	238.54	Office Costs
Sharp Business Systems	Sharp Copier usage 22.03.23 to 27.04.23	40.63	8.13	48.76	Office Costs
Source For Business	Water Rates Homefield Park	16.46	0.00	16.46	Open Spaces: Homefield Park
Source For Business	Water Rates Burial Ground	41.29	0.00	41.29	Burial Ground:Equipment & Expenses
Source For Business	Water Rates Recreation Ground	245.16	0.00	245.16	Rec Utilities:· Water Rates
Unity Trust Bank	Unity Trust Bank Charges 05.03.23 to 03.06.23	49.80	0.00	49.80	Audit & Bank
B&CE Holdings Ltd - People's Pension	Pension - People's Pension B&CE June 2023	375.23	0.00	375.23	Pensions -Admin
	<b>TOTAL DDS</b>	<b>7,184.47</b>	<b>299.80</b>	<b>7,484.27</b>	

○ Accounts for Approval June 2023

Accounts for approval June 2023					
Supplier	Description	Net	VAT	Total	Code
Ashtons Legal	Legal Work on HI Friends SLA	1,250.00	250.00	1,500.00	Legal Expenses
Ashtons Legal	Remainder of Fee for HR Retainer services	984.00	196.80	1,180.80	Legal Expenses
Ashtons Legal	Legal Fees for surrender of Croft Close Set Aside	750.00	150.00	900.00	Public Open Space
Avocet Cleaning Services Ltd	Cleaning of office and Pavilion May 2023	951.67	190.33	1142	Office Costs
Ben Burgess Newmarket	New Ride on tractor 36 inch John Deere	4,135.00	827.00	4,962.00	Machinery Replacement
British Flora	Coir Pallets and native water plants for Brook bund planting	1,476.50	295.30	1,771.80	Brook Improvements
Brookfield Groundcare	Grass Cutting invoice May 2023	1,298.00	259.60	1,557.60	Grasscutting
Country Markets	EcoFest - Refreshments	49.00	0.00	49.00	General Reserves Spend

Cromwell Fire Ltd	Burial Ground Fire Extinguisher Maintenance	42.38	8.48	50.86	Burial Ground:Equipment & Expenses
Cromwell Fire Ltd	Compound Fire Extinguisher Maintenance	50.32	10.07	60.39	Rec Pavilion Maintenance
Cromwell Fire Ltd	Pavilion Fire Extinguisher Maintenance	42.38	8.48	50.86	Rec Pavilion Maintenance
Cromwell Fire Ltd	Parish Office Extinguisher Maintenance	90.10	18.02	108.12	Office Costs
D W Payne	Land Registry enquiries	6.00	0.00	6.00	Office Costs
David Dives	Expenses - Brook Bund planting	102.69	0.00	102.69	Brook Improvements
Fenland Leisure Products Ltd	Replacement of safety surface at Recreation ground Play Area	11,434.00	2,286.80	13,720.80	Facility Improvement inc. Fence
Halls of Cambridge	Repairs to broken window in Community Room	486.66	97.33	583.99	Rec Pavilion Maintenance
Hayden's Arboricultural Consultants Ltd	Additional tree survey testing	412.25	82.45	494.70	Trees & Hedges Maintenance
Heelis and Lodge Local Council Services	Internal Auditor fees for 2022-2023	515.00	0.00	515.00	Audit & Bank
Histon & Impington Feast Committee	EcoFest - Feast Stall fee	25.00	0.00	25.00	General Reserves Spend
Histon Baptist Church	EcoFest - Hire of Histon Baptist Church	87.50	0.00	87.50	General Reserves Spend
PEM VAT Services LLP	VAT Advice and annual audit	700.00	140.00	840.00	Professional Fees
S J Pollard Building & Maintenance Ltd	Repairs to Rec ground Fencing	398.70	79.74	478.44	Rec Ground Maintenance
Sailflags	EcoFest Heavy Duty fabric banner	67.95	13.59	81.54	General Reserves Spend
Second Life Products Wales Ltd	Purchase of benches for Manorial Waste site	2,056.00	411.20	2,467.20	General Reserves Spend
Starboard Systems	Scribe Annual Subscription	1,140.00	228.00	1,368.00	Business Software Subscriptions
Thalia Limited	Trade Waste - Rec Ground 27.04.23 to 24.05.23 less credit	140.24	28.04	168.28	Trade Waste
Thalia Limited	Trade Waste - Burial ground 27.04.23 to 24.05.23	105.18	21.04	126.22	Trade Waste
WEL Medical Ltd	Replacement battery for iPad SP! Defibrillator	232.95	46.59	279.54	Office Costs
Payroll M3	Figure includes B&C Pension which is paid by DDR of £375.23.	12,944.90	0.00	12,944.90	Salaries

	Payroll expenses of Rec Groundsman & Ranger expenses of 50.53, and working from home allowance of 26.00.				
	<b>TOTAL INVOICES</b>	<b>41,974.37</b>	<b>5,648.86</b>	<b>47,623.23</b>	

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<b>To note:</b>		
<b>Accounts paid in 12.05.23 to 15.06.23</b>		
Asset Income	119.23	WRL
Club Receipts	4,095.00	WRL
Ground Takings: Football	674.50	WRL
Sports Courts Fees: Football	1,602.00	WRL
Sports Courts Fees: Netball	237.00	WRL
Sports Courts Fees Tennis	124.24	WRL
Sports Courts Fees: General	141.00	WRL
Pavilion Rental	341.66	WRL
VAT Refund	4,511.33	FGL
<b>TOTAL</b>	<b>£11,845.96</b>	

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