

9.3

| HELLEDON PARISH COUNCIL                                  |   |     |          |                               |       |                |
|--|---|-----|----------|-------------------------------|-------|----------------|
| Accounts for approval at February Parish Council Meeting |   |     |          | Vouchers: Receipts: 362 - 379 |       |                |
|  |   |     |          | Vouchers: Payment: 757 - 842  |       |                |
| Cost   | Item  | VCH | Sect 137 | Amount                        | VAT   | Total incl VAT |
| Centre   |   |     |          |                               |       |                |
| <b>INCOME</b>  |   |     |          |                               |       |                |
| <b>1</b>   | <b>Activites</b>                                      |     |          |                               |       |                |
| <b>2</b>   | <b>Planning</b>                                       |     |          |                               |       |                |
| <b>3</b>   | <b>Health &amp; Safety</b>                            |     |          |                               |       |                |
| <b>4</b>   | <b>Playing Fields, Amenities &amp; Allotments</b>     |     |          |                               |       |                |
|  | Allotment rent 1 Jan - 30 Sep 15 - Plot 101           | 362 |          | 27.75                         | 5.55  | 33.30          |
|  | Allotment rent 1 Jan - 30 Sep 15 - Plot 104           | 363 |          | 27.75                         | 5.55  | 33.30          |
|  | Allotment rent 1 Jan - 30 Sep 15 - Plot 94            | 364 |          | 27.75                         | 5.55  | 33.30          |
|  | Allotment rent 1 Jan - 30 Sep 15 - Plot 15b           | 367 |          | 13.88                         | 2.78  | 16.66          |
|  | Allotment rent 1 Jan - 30 Sep 15 - Plot 102           | 368 |          | 27.75                         | 5.55  | 33.30          |
|  | Allotment rent 1 Jan - 30 Sep 15 - Plot 95            | 370 |          | 27.75                         | 5.55  | 33.30          |
|  | Allotment rent 1 Jan - 30 Sep 15 - Plot 113           | 374 |          | 27.75                         | 5.55  | 33.30          |
|  | Allotment rent 1 Jan - 30 Sep 15 - Plot 119           | 379 |          | 27.75                         | 5.55  | 33.30          |
|  | Football Casual Hire w/ending 21 Dec 14               |     |          |                               |       |                |
|  | Tennis Casual Hire w/ending 21 Dec 14                 |     |          |                               |       |                |
|  | Floodlights Casual Hire w/ending 21 Dec 14            |     |          |                               |       |                |
|  | Netball Casual Hire w/ending 21 Dec 14                |     |          |                               |       |                |
|  | Football Casual Hire w/ending 28 Dec 14               |     |          |                               |       |                |
|  | Tennis Casual Hire w/ending 28 Dec 14                 |     |          |                               |       |                |
|  | Floodlights Casual Hire w/ending 28 Dec 14            |     |          |                               |       |                |
|  | Netball Casual Hire w/ending 28 Dec 14                |     |          |                               |       |                |
|  | Football Casual Hire w/ending 4 Jan 15                |     |          |                               |       |                |
|  | Tennis Casual Hire w/ending 4 Jan 15                  |     |          |                               |       |                |
|  | Floodlights Casual Hire w/ending 4 Jan 15             |     |          |                               |       |                |
|  | Netball Casual Hire w/ending 4 Jan 15                 |     |          |                               |       |                |
|  | Football Casual Hire w/ending 11 Jan 15               |     |          |                               |       |                |
|  | Tennis Casual Hire w/ending 11 Jan 15                 |     |          |                               |       |                |
|  | Floodlights Casual Hire w/ending 11 Jan 15            |     |          |                               |       |                |
|  | Netball Casual Hire w/ending 11 Jan 15                |     |          |                               |       |                |
|  | Football Casual Hire w/ending 18 Jan 15               |     |          |                               |       |                |
|  | Tennis Casual Hire w/ending 18 Jan 15                 |     |          |                               |       |                |
|  | Floodlights Casual Hire w/ending 18 Jan 15            |     |          |                               |       |                |
|  | Netball Casual Hire w/ending 18 Jan 15                |     |          |                               |       |                |
|  | Football Casual Hire w/ending 25 Jan 15               |     |          |                               |       |                |
|  | Tennis Casual Hire w/ending 25 Jan 15                 |     |          |                               |       |                |
|  | Floodlights Casual Hire w/ending 25 Jan 15            |     |          |                               |       |                |
|  | Netball Casual Hire w/ending 25 Jan 15                |     |          |                               |       |                |
| <b>5</b>   | <b>Media &amp; Communications</b>                     |     |          |                               |       |                |
|  | Annual Grapevine Advert - Domestic Appliance Services | 375 |          | 81.00                         | 16.20 | 97.20          |
| <b>6</b>   | <b>Property , Policy &amp; Resources</b>              |     |          |                               |       |                |
|  | HCC/HPC Elec 4 to 25 Nov 14 - HCC                     | 365 |          | 298.87                        | 59.77 | 358.64         |

|               |   |     |                |               |                |
|---------------|---|-----|----------------|---------------|----------------|
|               | HCC/HPC Gas 27 Oct to 25 Nov 14 - HCC   | 366 | 397.44         | 79.49         | 476.93         |
|               | Ground Rent 2015 - HCC  | 369 | 1.00           |               | 1.00           |
| <b>7</b>      | <b>Staff</b>  |     |                |               |                |
|               | Surcharges & HPs Nov - HCC  | 377 | 149.36         |               | 149.36         |
| <b>8</b>      | <b>Traffic, Highways &amp; Environment</b>  |     |                |               |                |
| <b>9</b>      | <b>Precept</b>  |     |                |               |                |
|               | Shortfall Grant 2014/15 - Broadland District Council<br>£22420.00 included in 1st instalment of Precept at V29 and<br>seperated for audit purposes. | 378 | 0.00           |               | 0.00           |
| <b>10</b>     | <b>Investment - Income</b>  |     |                |               |                |
|               | Precept A/c Interest 31 Dec 13 to 30 Dec 14 - Barclays Bank   | 371 | 455.19         |               | 455.19         |
|               | Pre-Fund A/c A/c Interest 31 Dec 13 to 30 Dec 14 - Barclays Bank  | 372 | 1,777.46       |               | 1,777.46       |
|               | Res/Emergency A/c Interest 31 Dec 13 to 30 Dec 14 - Barclays Bank   | 373 | 303.86         |               | 303.86         |
|               | Loyalty Reward 13 Nov to 14 Dec 14 - Barclays Bank  | 376 | 7.37           |               | 7.37           |
| <b>12</b>     | <b>VAT</b>  |     |                |               |                |
|               | <b>TOTAL INCOME</b>   |     | <b>3679.68</b> | <b>197.09</b> | <b>3876.77</b> |
| <b>Cost</b>   | <b>Item</b>   |     |                |               |                |
| <b>Centre</b> | <b>EXPENDITURE</b>  |     |                |               |                |
| <b>1</b>      | <b>Activites</b>  |     |                |               |                |
|               | Outsourced Catering O'65s Christmas Party - Delightful Catering   | 759 | 445.00         |               | 445.00         |
| <b>2</b>      | <b>Planning</b>   |     |                |               |                |
| <b>3</b>      | <b>Health &amp; Safety</b>  |     |                |               |                |
|               | Bi monthly visit Nov/Dec - SJB Safety Solutions   | 831 | 300.00         |               | 300.00         |
| <b>4</b>      | <b>Playing Fields, Amenities &amp; Allotments</b>   |     |                |               |                |
|               | Materials for siling bench - Ridgeons Ltd   | 761 | 22.78          | 4.55          | 27.33          |
|               | Line marking materials - Collier Turf Care Ltd  | 763 | 250.00         | 50.00         | 300.00         |
|               | Allot Skip Hire - AKS Skip Hire   | 789 | 220.00         | 44.00         | 264.00         |
|               | Empty Dog Bins Jan - Scooper Dooper   | 794 | 143.00         |               | 143.00         |
|               | Tractor Fuel Dec - UK Fuels Ltd   | 799 | 16.22          | 3.25          | 19.47          |
|               | Machinery Fuel Dec - UK Fuels Ltd   | 800 | 32.21          | 6.44          | 38.65          |
|               | Materials refurb Memorial Garden - B&Q  | 828 | 80.21          | 16.03         | 96.24          |
|               | Allot Elec 25 Nov to 23 Dec 14 - Total Gas & Power  | 838 | 17.55          | 0.88          | 18.43          |
| <b>5</b>      | <b>Media &amp; Communications</b>   |     |                |               |                |
|               | Direction Sign to DJL - IRS Ltd   | 772 | 74.56          | 14.91         | 89.47          |
|               | Double Sided Direction sign to DJL - IRS Ltd  | 773 | 100.30         | 20.06         | 120.36         |
| <b>6</b>      | <b>Property , Policy &amp; Resources</b>  |     |                |               |                |
|               | Fire & Intruder Alarm Service - E Fire  | 757 | 140.00         | 28.00         | 168.00         |
|               | Stones o/flow car park - Ridgeons   | 760 | 111.39         | 22.28         | 133.67         |
|               | Topographical Survey - Plandescil   | 762 | 1,265.43       | 253.09        | 1,518.52       |
|               | Spaceline barrow for litter picker - Glasdon UK Ltd   | 774 | 770.19         | 154.04        | 924.23         |

|           |  |         |               |                  |                 |                  |
|-----------|--|---------|---------------|------------------|-----------------|------------------|
|           | DJL front doors repair - Dorma UK Ltd                          | 775     |               | 160.00           | 32.00           | 192.00           |
|           | Planning permission fee - DJ Designs                           | 776     |               | 192.50           |                 | 192.50           |
|           | Donation - Norfolk Age UK                                      | 777     | 200.00        |                  |                 | 200.00           |
|           | Stationery - Vking Direct                                      | 778     |               | 53.74            | 10.75           | 64.49            |
|           | Tractor Lease Installment - Ben Burgess                        | 779     |               | 213.00           | 42.60           | 255.60           |
|           | Wifi Broadband Dec -Touch Systems                              | 780     |               | 40.00            | 8.00            | 48.00            |
|           | B&W Copy Chgs 11 Nov to 8 Dec 14 - Mayday                      | 785     |               | 24.69            | 4.94            | 29.63            |
|           | Colour Copy Chgs 10 Nov to 8 Dec 14 - Mayday                   | 786     |               | 110.92           | 22.18           | 133.10           |
|           | Underpayment for litter picker barrow - Glasdonw Uk Ltd        | 790     |               | 154.04           | 30.80           | 184.84           |
|           | Stores & Premises Rates - Broadland District Council           | 793     |               | 122.00           |                 | 122.00           |
|           | Vehicle Fuel Dec - UK Fuels                                    | 801     |               | 41.68            | 8.33            | 50.01            |
|           | Guard Care Insurance - UK Fuels Ltd                            | 802     |               | 1.00             | 0.20            | 1.20             |
|           | DJL front doors repair - Dorma UK Ltd                          | 826     |               | 160.00           | 32.00           | 192.00           |
|           | Coat pegs C/taker office - B&Q                                 | 827     |               | 8.28             | 1.66            | 9.94             |
|           | Final fee re Audit Year to 31 Mar 14 - Larking Gowen           | 829     |               | 100.00           | 20.00           | 120.00           |
|           | Interim fee Audit Year to 31 Mar 15 - Larking Gowen            | 830     |               | 1000.00          | 200.00          | 1,200.00         |
|           | Coper Maintenance Support Contract 1 Jan to 30 Jun 15 - Mayday | 832     |               | 95.00            | 19.00           | 114.00           |
|           | Consumables DJL./O's toilet/Gds - Milne Marketing              | 834     |               | 194.10           | 38.82           | 232.92           |
|           | Window Cleaning Jan - Dazzle Cleaning Company                  | 835     |               | 35.00            |                 | 35.00            |
|           | Consultancy HCC Lease Review - Local Community Solutions Ltd   | 836     |               | 1,756.83         | 320.37          | 2,077.20         |
|           | HCC/HPC Elec 26 Nov to 23 Dec 14 - Total Gas & Power           | 837     |               | 518.21           | 103.64          | 621.85           |
|           | NPO Elec 1 to 31 Dec 14 - Total Gas & Power                    | 839     |               | 112.77           | 5.64            | 118.41           |
|           | HCC/HPC Gas 25 Nov to 29 Dec 14 - Total Gas & Power            | 840     |               | 868.00           | 173.60          | 1,041.60         |
|           | Imprest Top-Up   |         |               | 102.00           |                 | 102.00           |
| <b>7</b>  | <b>Staff</b>   |         |               |                  |                 |                  |
|           | Jan Salaries   | 803-818 |               | 14,171.51        |                 | 14,171.51        |
|           | Jan Tax & NI Conts - HMRC                                      | 819-820 |               | 3,249.51         |                 | 3,249.51         |
|           | Jan Norfolk Pension Fund Conts                                 | 821-822 |               | 2,441.48         |                 | 2,441.48         |
|           | Replace Safety shoes TM - DD H&S Supplies Ltd                  | 764     |               | 38.00            | 7.60            | 45.60            |
|           | Replace uniform/new issue wellies TM - DD H&S Supplied ltd     | 765     |               | 105.50           | 21.10           | 126.60           |
|           | Initial (Part) Uniform Issue BM - DD H&S Supply                | 766     |               | 38.00            | 7.60            | 45.60            |
|           | Initial (Part) Uniform Issue MP - DD H&S Supply                | 767     |               | 38.00            | 7.60            | 45.60            |
|           | Initial (Part) Uniform Issue KM - DD H&S Supplies              | 768     |               | 38.00            | 7.60            | 45.60            |
|           | Initial (Part) Uniform Issue PH - DD H&S Supplies              | 769     |               | 38.00            | 7.60            | 45.60            |
|           | Professional HR Advice - Mary McGivern                         | 825     |               | 585.00           |                 | 585.00           |
| <b>8</b>  | <b>Traffic, Highways &amp; Environment</b>                     |         |               |                  |                 |                  |
|           | Bus shelter info board - Queensbury Shelters ltd               | 758     |               | 77.00            | 15.40           | 92.40            |
|           | SAM 4 weekly move/data collection - TT Jones Ltd               | 833     |               | 165.00           | 33.00           | 198.00           |
| <b>10</b> | <b>Investment - Reinvestment</b>                               |         |               |                  |                 |                  |
| <b>11</b> | <b>Commission Charges</b>                                      |         |               |                  |                 |                  |
|           | Commission Charges 13 Nov to 14 Dec 14 - Barclays              | 795     |               | 49.12            |                 | 49.12            |
|           | <b>TOTAL EXPENDITURE</b>                                       |         | <b>200.00</b> | <b>31,086.72</b> | <b>1,799.56</b> | <b>33,086.28</b> |

| <b>IMPREST</b>                               |     |                 |                |                 |        |
|--|-----|-----------------|----------------|-----------------|--------|
| <b>Transaction/Date</b>                      |     | <b>Net Amt</b>  | <b>VAT</b>     | <b>Amt Paid</b> |        |
| <b>Start balance</b>                         |     |                 |                | 83.25           |        |
| <b>Imprest Top Up</b>                        |     | 116.75          |                | 116.75          | 200.00 |
| Catering provisions - Tesco                  | 770 | 14.58           |                | 14.58           | 185.42 |
| Postage Clr Packs Jan - Post Office Ltd      | 771 | 2.48            |                | 2.48            | 182.94 |
| Milk - AB Newsagents                         | 781 | 3.35            |                | 3.35            | 179.59 |
| Milk - AB Newsagents                         | 782 | 3.45            |                | 3.45            | 176.14 |
| Choc Bics - AB Newsagents                    | 783 | 1.46            | 0.29           | 1.75            | 174.39 |
| Milk - AB Newsagents                         | 784 | 1.00            |                | 1.00            | 173.39 |
| Raffle Tickets iPad Air draw - AB Newsagents | 787 | 1.25            | 0.25           | 1.50            | 171.89 |
| Milk - AB Newsagents                         | 788 | 0.65            |                | 0.65            | 171.24 |
| Milk - AB Newsagents                         | 791 | 1.45            |                | 1.45            | 169.79 |
| Mobile Top Up KS - AB Newsagents             | 792 | 10.00           |                | 10.00           | 159.79 |
| Milk - AB Newsagents                         | 796 | 2.00            |                | 2.00            | 157.79 |
| Postage - Post Office Ltd                    | 797 | 2.48            |                | 2.48            | 155.31 |
| Milk - AB Newsagents                         | 798 | 2.00            |                | 2.00            | 153.31 |
| Milk - AB Newsagents                         | 823 | 1.45            |                | 1.45            | 151.86 |
| Milk - AB Newsagents                         | 824 | 0.65            |                | 0.65            | 151.21 |
| Milk - AB Newsagents                         | 841 | 1.45            |                | 1.45            | 149.76 |
| Stamps - Post Office Ltd                     | 842 | 47.76           |                | 47.76           | 102.00 |
|  |     | 97.46           | 0.54           | 98.00           |        |
|  |     |                 |                |                 |        |
|  |     |                 |                |                 |        |
| <b>Totals</b>                                |     | <b>31282.18</b> | <b>1800.10</b> | <b>33082.28</b> |        |
|  |     |                 |                |                 |        |
|  |     |                 |                |                 |        |
| <b>Value of Postage Stamps in hand</b>       |     |                 |                |                 |        |
| Office Stamps                                |     | 140.35          |                |                 |        |
| Carnival Stamps                              |     | 9.72            |                |                 |        |
| Caretaker Float                              |     | 10.00           |                |                 |        |