

ENDERBY PARISH COUNCIL

Minutes of the Policy & Finance Committee held on Zoom 26th August 2020, 7:30pm by teleconference

Present: Cllr. F. O'Rorke, (Chairman),

Councillors: Mrs. C. Adcock, Mrs. P. Beeson, Ms. T. Green, R. F. Geisler, N. Grundy, N. Holt, J. O'Sullivan.

The Clerk to the Council, Ms. S. Hansford and Administrator, Mrs. M. Skists were also present.

PF/21/20 Attendance and Apologies

Apologies for absence were received from Councillor R. W. Hunt, J. Jones.

PF/22/20 Minutes of the last meeting held on 24th June 2020

RESOLVED: That the Minutes of the last meeting held on the 24th June 2020, be approved and signed as a correct record.

PF/23/20 Declarations of Interest by Members

None.

PF/24/20 To Receive and Approve Requests for Dispensations from Members on matters in which they have a Disclosable Pecuniary Interest

There were no requests for dispensations.

PF/25/20 Authorisation of Accounts

Members were in receipt of a copy of a report of the Accounts paid since the Council meeting held 12th August 2020 (transactions between the 13th August 2020 and 26th August 2020).

RESOLVED: That the Accounts and Payments, as detailed in the schedules (transactions between the 13th August 2020 and 26th August 2020) attached to and forming part of these minutes, be ruled off and signed by the Chairman of the Committee for approval of payment.

RESOLVED: That the Accounts and Payments, as detailed in the schedules attached to and forming part of these minutes, be approved for payment.

PF/26/20 To Consider Grant Applications

None.

PF/27/20 To Receive Enderby Parish Council Insurance Renewal – Due 23rd September 2020

The Parish Council is in a Long Term Agreement with Came & Company Parish Council Insurance. Hiscox is the Insurance provider and attached is the schedule of insurance. The Council's renewal premium is £4,520.05, including insurance premium tax (IPT) plus an Administration fee of £50.00, giving a total annual premium of £4,570.05. This takes into consideration the Council's long-term agreement which expires on 22nd September 2021.

RESOLVED: That Came & Company Local Council Insurance (Arthur J Gallagher) be paid £4,570.05.

PF/28/20 To Receive Administrator's Report in Respect of Card Terminal Payments

Members are in receipt of the Administrator's report in respect of Card Terminal Payment fees and provision of terminals. In summary it is unlikely at this time that the Council will be approved for payments via Card Terminal due to the nature of the Council's income.

RESOLVED: That (1) the Administrator be thanked for her work on this and (2) no further action be taken to move this matter forward.

**PF/29/20 To Receive the Clerk's Health & Safety Summary Report to be received by Council
9th September 2020**

Members have received the Health & Safety Summary report which is to be reviewed by Members and received by Council 9th September 2020.

1. Inspection Certificates – Enderby Civic Centre, Enderby Community Library & St. John's Community Centre

The status of the current Inspection Certificates for Enderby Civic Centre, Enderby Community Library and St. Johns Community Centre are detailed below along with the Review Period: -

Detail	Date of Completed	Review Period
Asbestos Report – Civic Centre	25 th February 2004	No change
Chubb – Preventative Maintenance St. Johns Community Centre	18-10-2019	6-Monthly
Chubb – Preventative Maintenance St. Johns Community Centre	24/03/2020	6-Monthly
Chubb – Inspection – St. Johns Community Centre	05/06/2020	All call out Points Replaced.
Chubb – Inspection/Fire Extinguishers etc. Civic Centre – Certificate of Conformity Number 29809655	January 2020	Annual
Chubb – Inspection/Fire Extinguishers etc. Enderby Community Library – Certificate of Conformity Number 29422216	September 2020	Annual
Minor Electrical Installation Works Certificate Civic Centre	7 th September 2016	5-Yearly
Minor Electrical Installation Works Certificate St John's Community Centre	7 th September 2016	5-Yearly
Minor Electrical Installation Works Certificate Enderby Community Library	23 rd May 2016	5-Yearly
Fire Detection And Alarm System Modification Certificate FMN5/0402281 (Blaby Electrical Ltd.) St. Johns Community Centre	13 th September 2018	
Model: Alpha CD50 S Gas Safety Certificate No. 45C4719320 Gas ID No.4861522 – Civic Centre (Matrix)	6 th July 2020	Annual
Model: Glow Worm 38 CXi Gas Safety Certificate No. 46C0320875 Gas Safe Registered Engineer ID No. 4861522 Civic Centre (Matrix Heating)	6 th July 2020 Inspection – Glow Worm 38 CXi - New Heat Exchanger installed 31 st July 2020	Annual
Model: Multipoint FF Gas Safety Certificate No. 45C4719321 Gas Safety Certificate – St John's CC (Matrix Heating) Gas Safe Registered Engineer ID No. 4861522	6 th July 2020 – No faults found.	Annual
Model: Ideal Imax W60 Boiler (Commercial) Gas Safety Certificate No. 45C4719318 Enderby Community Library (Matrix Heating)	6 th July 2020	Annual
Gas Soundness Testing – Enderby Community Library Matrix Heating Commercial (Ideal Imax W60 Boiler)	23 rd September 2019	Valid 5 Years
ADT – Inspection/Test Certificate CV866740	14 th January 2020	6-Monthly
ADT – Inspection/Test Certificate Contract No. 1000939613	4 th August 2020	6-Monthly
Proudcastle – Fire Detection & Emergency Lighting – Enderby Civic Centre & Community Library (Cert. No. 16740/1)	25 th March 2019	Quarterly Service Visit
Proudcastle – Fire Detection & Emergency Lighting – Enderby Civic Centre & Community Library (Cert. No. 18460/1)	7 th August 2019	Quarterly Service Visit
Proudcastle – Fire Detection & Emergency Lighting – Enderby Civic Centre & Community Library (Cert. No. 19621/1)	21 st November 2019	Quarterly Service Visit
Proudcastle – Fire Detection & Emergency Lighting – Enderby Civic Centre & Community Library (Cert. No. 20600/1)	4 th February 2020	Quarterly Service Visit

Proudcastle – Preventative Maintenance – Enderby Civic Centre & Community Library (Cert. No. 16740/1)	30 th April 2020	Quarterly Service Visit
Proudcastle – Preventative Maintenance – Enderby Civic Centre & Community Library (Cert. No. tbc.)	2 nd September 2020	Quarterly Service Visit (Scheduled)
Mercury Fire & Security – Enderby Civic Centre/Community Library Door Access	20 th July 2020	Annual Maintenance Visit
PAT Testing – Civic Centre	Due September 2020	Annual
PAT Testing – St John’s CC	Due September 2020	Annual
PAT Testing – Enderby Community Library	Due September 2020	Annual
Civic Centre Clock (Smith of Derby – Site ID 33974)	5 th February 2020	Annual
Civic Centre Clock (Smith of Derby – Site ID 33974)	11 th August 2020	Maintenance – Replaced T200 motor due to broken wire.

Food Hygiene Self Assessment (BDC) Civic Centre	Not required to be completed by Enderby Parish Council.	Individual Hirers are required to register with Blaby District Council regarding Food Hygiene.
Food Hygiene Self Assessment (BDC) St Johns Community Centre	Not required to be completed by Enderby Parish Council.	Individual Hirers are required to register with Blaby District Council regarding Food Hygiene.

2. Gas Safety

Gas Safety testing is required to be carried out annually as per the Gas Safety (Installation & Use) Regulation 1998.

Matrix Heating carried out the Gas Safety checks at Enderby Community Library, the Civic Centre and St. Johns Community Centre 6th July 2020.

Civic Centre

There are two separate boilers at the Civic Centre. The Glow Worm Model 38 CXi is a Combi Boiler which controls the heating for the Civic Centre’s Lobby, Kitchen, Parish Office and Council Chamber. This also controls the hot water system.

The Alpha Model CD50 S controls the convection heaters in the Large and Small Halls and no further maintenance is required.

On inspection a fault was identified with the Glow Worm 38 CXi Combi-boiler relating to the heat exchanger.

The replacement heat exchanger was agreed to be replaced by the Recreation & Amenities Committee. The cost of the parts was £512.48 + VAT from City Plumbing Supplies. Installation was completed by Matrix Heating 31st July 2020. Labour included installation of the primary heat exchanger and replacement of the condensate syphon and hoses. The total amount charged for labour was £250 plus £20 for the additional parts. A Gas Safety Certificate has been issued.

3. Fire Door Replacement – St. Johns Community Centre

Stanley Doors replaced the Double Fire Doors with a Single FD30 Fire Door in compliance with Fire Regulations and DDA requirements was installed Wednesday, 19th August 2020.

4. PAT Testing

Quotations for PAT Testing were obtained as these are due to be carried out September 2020. Quotations have been received, as follows: -

Quotation 1

94p per item

Price increase of 2p per item from prices quoted in 2019

No multi-site fees

Based on 122 items total cost is £114.68

Quotation 2

£1 per item for the first 50 items per site

79p per item thereafter

Enderby Civic Centre cost £57.11

Enderby Community Library cost £53.95

St. Johns Community Centre cost £8.00

No price increase from 2019

No multi-site fees

Based on 122 items the total cost £119.06

Quotation 3

£2.20 per item

30p cheaper quoted than last year

No Additional costs

Based on 122 items the total cost £268.40

RECOMMENDATION: That Quotation 1 be accepted at the estimated cost of £114.68.

RESOLVED: That Quotation 1 (Initial PAT Testing) be accepted at the total cost of £114.68 (based on 122 items).

5. Annual Independent Playground Inspections (Parish Council Facilities)

The Children's Play Areas were re-opened Thursday, 23rd July 2020. Appropriate notices were placed in each of the Children's Play Areas. Came & Company Parish Council Insurance were also notified of the re-opening of the Play Areas and advised that Risk Assessments had been completed.

Playground Inspections are carried out routinely by the Groundstaff. Periodic inspections are undertaken by the Clerk.

An Independent Annual Inspection & Risk Assessment was last undertaken by Wicksteed Leisure 18th September 2019 and these are again scheduled to be undertaken this September for all Play Areas managed by the Council including the newly acquired Old Church Road Recreational Ground.

The Annual Playground Inspection & Risk Assessment will cost £80 per Children's Play Area or Outdoor Gym.

Inspections will be carried out at the following locations: -

- **Aldeby Close Recreation Ground**, Aldeby Close, Enderby, LE19 2BA (Area leased from Blaby District Council).
- **Clarence Road Recreation Ground**, Clarence Road, Enderby, LE19 2BJ (Enderby Parish Council).
- **Mill Lane Recreation Ground (King George V Playing Field – Charity Reg. 1076033)**, Mill Lane, Enderby, LE19 4LH (Enderby Parish Council - Trustees).
- **Southey Close Recreation Ground** Southey Close, Enderby, LE19 3QZ (Area leased from Blaby District Council).
- **Old Church Road Recreation Ground** Land on the east side of Old Church Road, Enderby, LE19 2EE.

Total Cost of £320 + VAT

In addition, there are a further two inspections to be conducted at King George V Playing Fields in respect of the Children's Play Area and Outdoor Gym.

Total Cost £160 + VAT.

It has been necessary for one piece of the Outdoor Gym equipment to be taken out of service due to safety concerns. This was originally installed by Sovereign and parts for the equipment are imported from Spain. As such, it may be some time before the equipment may be re-instated.

As per the Recreation & Amenities Committee held 22nd July 2020, Minute RA/18/20 Risk Assessments are in place in respect of the Parish Office/Community Facilities/ Community Managed Library and Council Activities in light of Covid-19 Government Advice.

Enderby Community Library, the Civic Centre, including the Parish Office and St. Johns Community Centre are currently closed to the public with the aim of these facilities re-opening on the 1st September 2020. The Children's Play Areas, Outdoor Gym and Open Space areas fully re-opened to the public 23rd July 2020.

To improve social distancing measures were put in place in terms of appropriate signage and where there were two swings situated within a bay, only one swing has been installed for use.

The following Risk Assessments were reviewed and approved by the Recreation & Amenities Committee.

- Business Continuity
- Covid-19 Cash Handling/Transport Risk Assessment
- Covid-19 Risk Office/Reception/Visitor Risk Assessment
- Covid-19 St. Johns Community Centre Risk Assessment
- Covid-19 Enderby Community Library Risk Assessment
- Children's Play Area Equipment
- Outdoor Gym.

6. Cemetery Inspections

Inspections were carried out 6th February 2020, 29th April 2020, 1st May 2020, 6th May 2020, 8th June 2020, 15th June 2020 and 17th August 2020.

Cemetery Inspection - 1st May 2020 Assessment

Enderby New Cemetery – Well maintained recognition should be given to the hard work of Groundstaff who have managed to get the grass back under control.

Closed Cemetery - Cemetery pathways in older sections do need attention. Grass has encroached upon the pathways and the edges are required to be cut back to improve passage and reduce trip hazards. The Groundstaff requested to cut back the grass. This to be done in stages to allow for other maintenance duties to continue.

Cemetery Inspection – 8th June 2020 - Remaining Cremation Plot Provision (Section 2)

A review of the remaining Cremation Plots was undertaken by the Clerk/Senior Groundsman. Provision in the existing Section is identified, as follows: -

DR (Section 2)

Cremation Plots in DR (Section 2) number DR.1-DR.39 are in use or have been pre-purchased. The remaining cremation plots in Section 2 number DR.40-DR.48.

VR (Section 2)

In consultation with the Senior Caretaker further space has been identified for the interment of cremated remains in Section 2. As these are immediately before Burial Row V, for ease of identification these have been referenced VR and are numbered VR.1-VR.10, thus allows for a further 10 cremation plots to be created meaning that the Council is not yet required to open ER (Section 3) for cremated remains.

Cremation Plot Provision (Section 3)

Section 3 is being prepared and will allow for a further 20 cremation plots in ER with further plots to be made available at a later date in FR.

Cemetery Inspection - 17th August 2020 – Removal of Unauthorised Items

Cemetery was found to be in a very good condition, though some unauthorised items were attached to the trees. These were removed and will be held at the Civic Centre until returned to their rightful owners.

Unauthorised items removed from trees: -

- 4 no. artificial topiary spheres
- 2 no. wind chimes
- 1 no. solar bulb
- 2 no. empty bird feeders
- 1 no. empty tea-cup bird feeder (Groundstaff to remove).

The Groundstaff were asked to return the removed items to the Civic Centre for safe keeping. Should the Groundstaff be approached by the public regarding missing items they are to be referred to the Clerk.

The Cemetery was found to be in very good condition with all grassed areas being noted to be neat and tidy.

Hedgerows are now permitted to be cut back and trimmed neatly, the Groundstaff were asked to pay particular attention to the seating circle area (Section 1). Brambles in hedges surrounding the Cemetery which are at eye line are to be removed promptly. However, to support wildlife the hedges where blackberries are present are to be cut as these begin to go over.

The Groundstaff have been asked to remain observant and report any issues to the Parish Office in terms of items in trees, stones in grave spaces (in reference to Cemetery Rules & Regulations as is the usual practice). It has been reiterated that patrons of the Cemetery are not permitted to place items in the trees and Groundstaff are asked to enforce these rules to the visiting public. Items are to be removed as they appear.

Pathways in the older Closed Cemetery section were also re-inspected and some work had commenced. However, the Groundstaff were asked to prioritise completion of this work as soon as possible.

Burial Plots Remaining (As at 19th August 2020)

The following Cremation plots will be utilised prior to Burial Plots in Section 3 being opened for use: -

- Row T (Section 2) - One plot remains in this section (T.16).
- Row U (Section 2) numbers 1-10
- Row V (Section 2) numbers 1-8.

Burial spaces in Section 3 will be utilised when the existing provision in Section 2 is fully utilised.

Memorial Safety

Enderby New Cemetery is kept under regular review and the owners of plots with defective memorials are contacted directly. There are presently no areas of concern.

Responsibility for the overall safety within a burial ground lies with the burial authority, which has responsibilities under the Health & Safety at Work Act 1974 and the Occupiers Liability Act 1957 to ensure that, as far as reasonably practicable, sites are maintained in a safe condition. This includes ensuring that anyone who enters the site to carry out work, such as a memorial mason, carryout work in a safe manner and in such a way that others using the site will not be put at risk.

Whilst the responsibility for general safety lies with the burial authority there are specific responsibilities for memorials that lie with both the owner of the memorial and the memorial mason responsible for installing it. The owner of the memorial is responsible for maintaining the memorial in a good condition.

Memorial masons are legally liable for the work they carry out and memorials at Enderby New Cemetery are erected safely in accordance with current standards available within the industry (NAMM Code of Working Practice or similar). This responsibility is placed on masons in the Consumer Protection Act 1987, the Sale of Goods Act 1979 (amended 1994), the General Product Safety Regulations 1994 and the Directive on Liability for Defective Products (85/374/EEC) implemented in August 2003. If masons do not carry out their work with due diligence they could end up with severe financial penalties. Claims for poor workmanship can be made up to 6 years after the memorial has been installed.

Burial Authorities should carry out regular inspection on their memorials at least once every 5 years.

Blaby District Council is responsible for the safety of memorials in the Closed Churchyard. The last Monumental Inspection was carried out by Blaby District Council in 2017 and it is anticipated therefore that the next inspection will take place in 2022.

7. Health & Safety Policies & Risk Management

- **Management of Health and Safety at Work Regulations 1999:** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- **Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.

- **Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs).
- **Personal Protective Equipment at Work Regulations 1992:** require employers to provide appropriate protective clothing and equipment for their employees.
- **Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery is safe.
- **Working Time Regulations 1998.**
- **Manual Handling Operations Regulations 1992:** Cover the moving of objects by hand or bodily force.
- **Health and Safety (First Aid) Regulations 1981:** Covers requirements for first aid.
- **Employers' Liability (Compulsory Insurance) Act 1969:** requires employers to take out insurance against accidents and ill health to their employees.
- **The Health and Safety Information for Employees Regulations 1989:** require employers to display a poster telling employees what they need to know about health and safety.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.
- **Noise at Work Regulations 1989:** require employers to take action to protect employees from hearing damage.
- **Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Require employers to assess the risks from hazardous substance and take appropriate precautions.
- **Corporate Manslaughter and Corporate Homicide Act 2007**
- **Coronavirus Act 2020**

RECOMMENDATION TO COUNCIL: That the Clerk's Health & Safety and Risk Assessment Summary dated 19th August 2020, be received at the next Council meeting to be held 9th September 2020.

PF/30/20 To Review the Effectiveness of Internal Audit

Members are in receipt of the Clerk's report in respect of the 2019/20 Internal Audit. For clarity the review to be undertaken is for the 2019/20 Internal Audit.

The Annual Return and Corporate Governance covers risk management, internal controls and the role of internal audit (see attached Briefing Note).

Members receive annually, a copy of the Annual Return with the Statement of Accounts and a copy of the Internal Auditor's Final Report 2019/20 (Council Meeting held 8th July 2020, Minute No. 46/20c).

No recommendations were raised in the Internal Auditor's Report in 2019/20.

Verification of Bank Reconciliations by Appointed Member

Cllr. Mrs. Ellis was appointed by Council to verify bank reconciliations for all accounts on a quarterly basis and at each Financial Year End. Verification of the reconciliations and the original bank statements (or similar document) as evidence was signed. There were no exceptions reported to or noted by the Council/Policy & Finance Committee.

RESOLVED: That Cllr. Mrs. Ellis be thanked for carrying out periodic checks in the 2019/20 Financial Year.

Verification of reconciliations in the 2020/21 Financial Year are required to be carried out on a quarterly basis: -

- July 2020
- October 2020
- January 2021
- April 2021.

RESOLVED: That Cllr. Mrs. V. Ellis continue to carry out quarterly verification of reconciliations in the 2020/21 Financial Year.

Expenditure

Expenditure on revenue items is set to the amounts included for each class of expenditure in the approved budget. This authority is determined by: -

- The Council for all items over £5,000;
- A duly delegated committee of the Council for items over £500; or
- The Clerk in conjunction with the Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Authority is evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary the appropriate Chairman.

Fund Transfers

A limit to funds transferred within the Council's banking arrangements is set at £14,000.

Wages Transfers made between the Business Premium Account are made on a monthly basis and are evidenced; the sum total is recorded in the Council Minutes (Council meetings are held at monthly intervals).

Transfers between the Current Account and the Business Premium Account are set at the same level. Transactions are evidenced and approved by the Clerk/RFO and are authorised by two signatures of those Members whose names are listed on the Bank Mandate.

The Bank Mandate has been amended to remove the former Administrator from the Bank Mandate and

Mrs. M. Skists has subsequently been added in her capacity as Administrator. Former Councillors Mrs. J. Hall and Mr. W. Hetherington will also be removed.

The Clerk, Deputy Clerk and Administrator are authorised by the Council to transfer funds between the Council's Accounts up to a maximum of £14,000.

Direct Debits, Standing Orders, BACS or CHAPS

The Clerk and Deputy Clerk/Administrator may approve Direct Debit and Standing Order Payments made in respect of utilities, NNDR etc. which are due will be paid between meetings. Members receive a report at each Council Meeting in respect of any Direct Debit, Standing Order payments which were required to be paid.

Direct Credits Payments including HMRC (Tax & NI) and Pension contributions are authorised by the Clerk and the Deputy Clerk or Administrator. Each payment is dual authorised and evidence of each transaction is retained. Any Direct Credit payments made are reported at Council meetings.

BACS or CHAPS Payments authorised by two bank signatories. Approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years. This method of payment is not used at present as charges would be incurred.

Internal Auditor 2019/20

Mr. K. Shaw completed the Parish Council's Internal Audit for the 2019/20 Financial Year (copy of Internal Audit report and he has fulfilled his obligations to the Council (Refer to Page 4 and 5).

Internal Auditor 2020/21

Mr. M. Spencer was appointed to complete the Council's 2020/21 Internal Audit at the Council meeting held 12th August 2020. A letter of Engagement was issued and the newly appointed Internal Auditor has requested completion of the Draft Internal Control Risk Assessment (refer to pages 8 and 9).

This will be put to the Council 9th September 2020, and once completed will assist the new Internal Auditor to focus his testing strategy.

Two visits will be made, the first is scheduled for 13th November 2020.

PLEASE NOTE: Based on the information provided, Members are to consider if there is a sound system of internal control, including the preparation of Accounting Statements for 2020/21 and complete the following checklists (See attached): -

- Propose a Plan of Action
- Complete Internal Audit Review Checklist – Part 1 – Meeting standards
- Complete Internal Audit Review Checklist – Part 2 – Characteristics of Effectiveness

Attached are: -

- Briefing Note relating to the Review of the System of Internal Audit.
- A copy of the Internal Auditors Report 2019/20 (Previously circulated)
- Checklist – Part 1 – Meeting standards
- Checklist – Part 2 – Characteristics of Effectiveness.

Recommendations are to be made to Council in respect of this report.

In addition, the newly appointed Internal Auditor, Mr. M. Spencer, has submitted a request for completion of a risk assessment schedule for the Clerk and or Councillors to complete which will help him focus his testing strategy.

RECOMMENDATION TO COUNCIL: That the report of the Review the Effectiveness of Internal Audit be received.

RESOLVED: That the Chairman and Clerk be delegated responsibility to complete the Risk Assessment schedule for submission to the Internal Auditor by mid October 2020.

PF/31/20 To Receive Updates (If Any): -

a) Cemetery Land Acquisition

No further update has been received.

RESOLVED: That item a) be noted.

PF/32/20 To Consider Articles of Interest for Publication in the Enderby Connection Newsletter No.20

RESOLVED: That the following articles be included in the Enderby Connection Newsletter No.20: -

- Advertise Councillor Vacancies
- Promote recent achievements of the Council
- Poppy ornate gilded posts and the Saxophone Rainbow Covid-19 artwork (Townsend Road).

PF/33/20 Correspondence (Items Received after Issue of Agenda are For Information Only)

None.

MEETING CLOSED: 7:42 PM

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CHAIRMAN,
28th October 2020.

ACCOUNTS AUTHORISED BETWEEN 13TH AUGUST 2020 and 26TH AUGUST 2020

Date: 26/08/2020

Enderby Parish Council

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Time : 11:37

Current Account 70355798**Payments made between 13/08/2020 and 26/08/2020**

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Allstar Business Solutions						
14/08/2020	DD	Diesel, Petrol and Card Fee	77.85	15.56	93.41	S
Barclaycard Commercial						
18/08/2020	DD	Glowworm Heat Exchanger	512.48	102.49	614.97	S
Chubb Fire & Security						
26/08/2020	DC	Fire Safety Service - St Johns	186.10	37.22	223.32	S
Cromwell Group (Holdings) Ltd						
26/08/2020	DC	PPE - Safety Boots	33.29	6.66	39.95	S
ESPO						
26/08/2020	DC	Cleaning	227.63	42.47	270.10	S
Matrix Heating						
26/08/2020	DC	Heat Exchanger-Civic Install	270.00	0.00	270.00	E
OPUS Energy (Refund)						
21/08/2020	REFUND	Electricity - CC 9/2-2/4/2020	-4.20	0.00	-4.20	VAT
Sign Here (Ken Wildsmith Ltd)						
26/08/2020	DC	Library Protective Screen	426.38	85.28	511.66	S
Southern Electric						
21/08/2020	DD	Electricity King St/John St CP	25.98	1.29	27.27	S
			1,755.51	290.97	2,046.48	