

**(MONTHLY ACCOUNTS TEMPLATE)**

**SEAMER PARISH COUNCIL**

**FINANCIAL MATTERS – 13 October 2020 Meeting**

**ACCOUNTS FOR PAYMENT AND INCOME RECEIVED – 1 APRIL TO 9 SEPTEMBER 2020**

**(a) ACCOUNTS FOR PAYMENT – From Schedules: As specified**

| From                             | Item  | Amount<br>(Ex Vat) | VAT<br>Amount | Total           | From<br>Schedule | Cheque<br>Number         |
|----------------------------------|---|--------------------|---------------|-----------------|------------------|--------------------------|
| Mr A Jennings                    | Salary (net)  | 561.15             | N/A           | 561.15          | 14/04/2020       | 103418                   |
|                                  | Mileage (0 @ 0.65ppm).<br>Allotments & Meter Reading (12)<br>offset as no meeting                             | Nil                | N/A           | Nil             |                  |                          |
|                                  | 50% Phone/Broadband   | 29.50              | N/A           | 29.50           |                  |                          |
|                                  | Total:  |                    |               | 590.65          |                  |                          |
| Normans of<br>Billingham Limited | Paper   | 20.99              | 4.20          | 25.19           |                  | 103419                   |
| Tower Estates                    | Old School House: Landlord<br>Gas Check £45.00;<br>Management Fee £90.00+VAT -<br>*deducted from rent (below) | 135.00             | 18.00         | 153.00*         |                  | N/A                      |
| Mr A Jennings                    | Salary (net)  | 561.15             | N/A           | 561.15          | 12/05/2020       | 103420                   |
|                                  | Mileage (0 @ 0.65ppm). Bank<br>(3), Cheques & Meter Reading<br>(11) offset...                                 | Nil                | N/A           | Nil             |                  |                          |
|                                  | 50% Phone/Broadband   | 29.50              | N/A           | 29.50           |                  |                          |
|                                  | Total:  |                    |               | 590.65          |                  |                          |
| Mr A Jennings                    | Reimbursement for Postage<br>Stamps   | 41.04              | N/A           | 41.04           |                  | 103421                   |
| Normans of<br>Billingham Limited | C5 Envelopes  | 9.89               | 1.98          | 11.87           |                  | 103422                   |
| JJ Harrison<br>Landscapes Ltd    | Ground Maintenance contract,<br>Quarter 1   | 1,647.50           | 329.50        | 1,977.00        |                  | 103423                   |
| Business Stream                  | Revised 30/04/2020 correcting<br>estimate 07/11/2019-30/01/2020   | - 84.66            | N/A           | - 84.66         |                  | <b>Credit<br/>Refund</b> |
| Friends of Seamer<br>Village     | Gardening services for The<br>Green for 2020/2021   | 330.00             | N/A           | 330.00          |                  | 103425                   |
| Mr A Jennings                    | Reimbursement for PO Box<br>address (50% of £352.50)  | 176.25             | N/A           | 176.25          |                  | 103427                   |
| Tower Estates                    | Old School House Management<br>Fee *deducted from rent (below)  | 90.00              | 18.00         | 108.00*         |                  | N/A                      |
| Mr A Jennings                    | Salary (net)  | 560.95             | N/A           | 560.95          | 09/06/2020       | 103428                   |
|                                  | Mileage (0 @ 0.65ppm). Bank<br>(3), Cheques & Meter Reading<br>(11) offset as no meeting                      | Nil                | N/A           | Nil             |                  |                          |
|                                  | 50% Phone/Broadband   | 29.50              | N/A           | 29.50           |                  |                          |
|                                  | Total:  |                    |               | 590.45          |                  |                          |
| Mr A Jennings                    | Reimburse: Defibrillator Pads   | 56.00              | 11.20         | 67.20           |                  | 103429                   |
| HMRC                             | Tax and NIC 06/04 - 05/07/2020  | 420.80             | N/A           | 420.80          |                  | 103430                   |
| Information<br>Commissioner      | Annual Data Protection Fee  | 35.00              | N/A           | 35.00           |                  | Direct<br>Debit          |
| Tower Estates                    | Old School House Management<br>Fee *deducted from rent (below)  | 90.00              | 18.00         | 108.00*         |                  | N/A                      |
| Mr A Jennings                    | Salary (net), incl: Mileage in<br>excess exempt (13 @ 0.20);<br>50% Phone/Broadband (£29.50)                  | 586.85             | N/A           | 586.85          | 14/07/2020       | 103431                   |
|                                  | Mileage - exempt amount (13 @<br>0.45): Metre Reading (13);<br>Cheques (11 offset/no meeting)                 | 5.85               | N/A           | 5.85            |                  |                          |
|                                  | Total:  |                    |               | 592.70          |                  |                          |
| Mr A Jennings                    | Reimbursement re Defibrillator<br>Pads, WEL Medical Limited   | 28.00              | 5.60          | 33.60           |                  | 103432                   |
| Mr A Jennings                    | Reimbursement for Bench<br>Licence, Borough Council   | 50.00              | N/A           | 50.00           |                  | 103433                   |
| JJ Harrison<br>Landscapes Ltd    | Ground Maintenance contract,<br>Quarter 2   | 1,647.50           | 329.50        | 1,977.00        |                  | 103434                   |
| <b>Sub Totals C/f</b>            |   | <b>7,057.76</b>    | <b>735.98</b> | <b>7,793.74</b> |                  |                          |

| From                            | Item  | Amount<br>(Ex Vat) | VAT<br>Amount | Total            | From<br>Schedule | Cheque<br>Number |
|---------------------------------|---|--------------------|---------------|------------------|------------------|------------------|
|                                 | <b>Sub Totals B/f</b>   | <b>7,057.76</b>    | <b>735.98</b> | <b>7,793.74</b>  |                  |                  |
| Tower Estates                   | Old School House Management Fee *deducted from rent (below)   | 90.00              | 18.00         | 108.00*          | 14/07/2020       | N/A              |
| Mr A Jennings                   | Salary (net), incl: Mileage in excess exempt (43 @ 0.20); 50% Phone/Broadband (£29.50)  | 591.65             | N/A           | 591.65           | 11/08/2020       |                  |
|                                 | Mileage - exempt amount (43 @ 0.45): Ryman & The Green (12); Recreation Ground x 2 (20); Meter Reading & Cheques (12 offset...); Defibrillator (11) | 19.35              | N/A           | 19.35            |                  |                  |
|                                 | Total:  |                    |               | 611.00           |                  | 103435           |
| Mr A Jennings                   | Reimbursement re Defibrillator Pads, WEL Medical Limited  | 28.00              | 5.60          | 33.60            |                  | 103436           |
| Mr A Jennings                   | Reimbursement re Print, Copy & Laminated Signs, Ryman   | 28.98              | 5.80          | 34.78            |                  | 103437           |
| Brandon Hire Station            | Security Fencing @ Recreation Ground 28/07 – 28/08/2020   | 88.80              | 17.76         | 106.56           |                  | 103438           |
| Deepdale Technical Services Ltd | Annual Microsoft 365 Business Std (112.80) & Webroot Secure Anywhere (19.00) licences   | 131.80             | 26.36         | 158.16           |                  | 103439           |
| NPower                          | Electricity supply @ The Green 09/02/2020 – 02/06/2020  | 77.51              | 3.88          | 81.39            |                  | 103440           |
| Tower Estates                   | Old School House Management Fee *deducted from rent (below)   | 90.00              | 18.00         | 108.00*          |                  | N/A              |
| Mr A Jennings                   | Salary (net), inc: Mileage in excess of exempt (12 @ 0.20); 50% Phone/Broadband (£29.50)  | 586.45             | N/A           | 586.45           | 08/09/2020       |                  |
|                                 | Mileage - exempt amount (12 @ 0.45): The Green (11 offset...); Cheques & Meter Reading (12),  | 5.40               | N/A           | 5.40             |                  |                  |
|                                 | Total:  |                    |               | 591.85           |                  | 103441           |
| HMRC                            | Tax & NIC 06/07 - 05/10/2020  | 442.60             | N/A           | 442.60           |                  | 103442           |
| Npower                          | Electricity supply @ The Green, 03/06/2020 - 27/08/2020   | 60.38              | 3.02          | 63.40            |                  | 103447           |
| Business Stream                 | Water supply @ Allotments 28/04/2020 - 15/07/2020   | 920.95             | N/A           | 920.95           |                  | 103444           |
| Seamer & District Youth Centre  | Community Grant re: Car Park repair Min 151(i) of 12/11/2019  | 954.00             | N/A           | 954.00           |                  | 103445           |
| St Martin's Church              | Churchyard Maintenance 20/21  | 324.40             | N/A           | 324.40           |                  | 103446           |
| Tower Estates                   | Old School House Management Fee *deducted from rent (below)   | 90.00              | 18.00         | 108.00*          |                  | N/A              |
|                                 | <b>TOTAL</b>  | <b>11,588.03</b>   | <b>852.40</b> | <b>12,440.43</b> |                  |                  |

**(b) INCOME RECEIVED – From Schedules: As specified**

| From                                    | Item   | From Schedule | Amount           |
|---|--|---------------|------------------|
| Seamer Sports Association               | Quarterly Rent   | 14/04/2020    | 250.00           |
| Tower Estates                           | *Monthly rent of Old School House  |               | 750.00           |
| Advertisers: TWTindall&Son; SeamerP-Sch | Parish Guide Advertising @ £33.75  | 12/05/2020    | 67.50            |
| GM Stephenson Ltd                       | Agricultural land rent 01/04–30/09/20  |               | 1,615.00         |
| James Stockdale Ltd                     | Agricultural land rent 01/04–30/09/20  |               | 2,398.00         |
| Confidential                            | Reimbursement allotment fees [Min 152(b)(iii)(a), 12/11/2019] Chq 103424   |               | -14.54           |
| Allotment Tenants                       | Plots: 24 @£15; 32B, 36, 54, 58 @£20; 1, 10, 11, 12, 13, 14, 17, 18, 21, 25, 27, 33, 35, 37, 38, 39, 40, 41, 42, 44, 45, 46, 50A, 52, 53, 55, 57, 59, 63, 64, 65, 67, 69 @£32; 32A, 62 @£34; 5, 7, 8, 19, 26, 30, 31, 49, 56, 60 @£50; 2&20, 43&47, 48&51 @£64; 6&50, 22&23, 29&34 @£100 |               | 2,211.00         |
| Scarborough Borough Council             | Model Agreement £1,842.90 & Precept £10,500.00 1st instalments   |               | 12,342.90        |
| Tower Estates                           | *Monthly rent of Old School House  |               | 750.00           |
|   | <b>Sub Totals C/f</b>  |               | <b>20,384.40</b> |

|                                | Sub Totals B/f   |            | 20,384.40        |
|--------------------------------|--|------------|------------------|
| Seamer Youth Centre            | Quarterley Rent  | 09/06/2020 | 250.00           |
| Allotment Tenants              | Plots: 9 @£15; 16, 28 @£32; 15, 61 @£50; 66&68 @£52; 3&4 @£100 |            | 331.00           |
| Tower Estates                  | *Monthly rent of Old School House                              |            | 750.00           |
| Seamer Sports Association      | Quarterly Rent   | 14/07/2020 | 250.00           |
| Tower Estates                  | *Monthly rent of Old School House                              |            | 750.00           |
| North Yorkshire County Council | Locality Budget contribution to Vehicle Activate Signs         | 11/08/2020 | 750.00           |
| Tower Estates                  | *Monthly rent of Old School House                              |            | 750.00           |
| HMRC                           | VAT 2019/20 recovered  | 08/09/2020 | 3,908.43         |
| Seamer Youth Centre            | Quarterley Rent  |            | 250.00           |
| Tower Estates                  | *Monthly rent of Old School House                              |            | 750.00           |
|                                | <b>TOTAL</b>   |            | <b>29,109.29</b> |

**(c) March 2020 BANK STATEMENT DETAILS**

| Date       | Bank Description | Item Description                     | Money Out       | Money In        | Approved at Council Meeting |
|------------|------------------|--------------------------------------|-----------------|-----------------|-----------------------------|
| 03/03/2020 | Direct Credit    | Old School House Rent                |                 | 597.00          | 29/09/2020                  |
| 10/03/2020 | Direct Credit    | Credit refund electricity, The Green |                 | 1,056.76        | 29/09/2020                  |
| 16/03/2020 | Direct Credit    | L Welch – Parish Guide Advertising   |                 | 33.75           | 29/09/2020                  |
|            | Deposit 100218   | Seamer Youth Centre rent             |                 | 250.00          | 29/09/2020                  |
| 17/03/2020 | Cheque 103413    | Clerk's salary                       | 662.50          |                 | 29/09/2020                  |
|            | Cheque 103417    | Vehicle Activate Signs installed     | 7,245.00        |                 | 29/09/2020                  |
| 19/03/2020 | Cheque 103415    | HMRC Tax and NIC to 05/04/2020       | 271.20          |                 | 29/09/2020                  |
| 30/03/2020 | Direct Credit    | I & JE Millmoor – Parish Guide Ad    |                 | 18.50           | 29/09/2020                  |
| 31/03/2020 | Direct Credit    | S Bowes & Son – Parish Guide Ad      |                 | 33.75           | 29/09/2020                  |
| 01/04/2020 | Standing Order   | Seamer Sports Association Rent       |                 | 250.00          | 13/10/2020                  |
|            |                  | <b>TOTALS</b>                        | <b>8,187.70</b> | <b>2,239.76</b> |                             |

**(d) April 2020 BANK STATEMENT DETAILS**

| Date       | Bank Description | Item Description  | Money Out    | Money In         | Approved at Council Meeting |
|------------|------------------|---|--------------|------------------|-----------------------------|
| 02/04/2020 | Cheque 103405    | Memorial Hall room hire   | 38.00        |                  | 14/01/2020                  |
|            | Cheque 103416    | Memorial Hall room hire   | 25.00        |                  | 29/09/2020                  |
|            | Direct Credit    | Old School House Rent   |              | 597.00           | 13/10/2020                  |
| 07/04/2020 | Direct Credit    | TW Tindall&Son: Parish Guide Ad   |              | 33.75            | 13/10/2020                  |
| 15/04/2020 | Direct Credits   | Allotment Plots: 32B @£20; 1, 11, 12, 18, 25, 38, 41, 44, 45, 65, 69 @£32; 62 @£34; 30 @£50; 43&47, 48&51 @£64; 6&50, 22&23 @£100 |              | 784.00           | 13/10/2020                  |
| 16/04/2020 | Direct Credits   | Allotment Plots: 50A, 67 @£32; 8 @£50   |              | 114.00           | 13/10/2020                  |
|            | Direct Credits   | SBC: Model Agreement & Precept  |              | 12,342.90        | 13/10/2020                  |
| 17/04/2020 | Direct Credits   | Allotment Plots: 36, 54 @£20; 17, 46 @£32; 7 @£50   |              | 154.00           | 13/10/2020                  |
|            | Direct Credit    | GM Stephenson Ltd land rent   |              | 1,615.00         | 13/10/2020                  |
| 20/04/2020 | Direct Credits   | Allotment Plots: 13, 53, 64 @£32; 32A @£34  |              | 130.00           | 13/10/2020                  |
| 21/04/2020 | Direct Credits   | Allotment Plots: 21, 63 @£32  |              | 64.00            | 13/10/2020                  |
|            | Direct Credit    | Seamer Pr-Sch: Parish Guide Ad  |              | 33.75            | 13/10/2020                  |
|            | Direct Credit    | James Stockdale Ltd land rent   |              | 2,398.00         | 13/10/2020                  |
| 22/04/2020 | Direct Credit    | Allotment Plot: 42 @£32   |              | 32.00            | 13/10/2020                  |
| 27/04/2020 | Direct Credits   | Allotment Plots: 58 @£20; 59 @£32   |              | 52.00            | 13/10/2020                  |
| 28/04/2020 | Deposit 100219   | Allotment Plots: 10, 14, 27, 35, 37, 57 @£32; 5, 19, 31, 49 @£50  |              | 392.00           | 13/10/2020                  |
| 29/04/2020 | Direct Credit    | Allotment Plot: 24 @£15   |              | 15.00            | 13/10/2020                  |
| 30/04/2020 | Direct Credit    | Allotment Plot: 40 @£32   |              | 32.00            | 13/10/2020                  |
| 01/05/2020 | Direct Credit    | Allotment Plot: 26 @£50   |              | 50.00            | 13/10/2020                  |
|            |                  | <b>TOTALS</b>   | <b>63.00</b> | <b>18,839.40</b> |                             |

**(e) May 2020 BANK STATEMENT DETAILS**

| Date       | Bank Description | Item Description   | Money Out       | Money In        | Approved at Council Meeting |
|------------|------------------|--|-----------------|-----------------|-----------------------------|
| 04/05/2020 | Direct Credits   | Allotment Plots: 52, 55 @£32; 60 @£50                              |                 | 114.00          | 13/10/2020                  |
|            | Direct Credit    | Old School House Rent  |                 | 642.00          | 13/10/2020                  |
| 05/05/2020 | Direct Credits   | Allotment Plots: 39 @£32; 29&34 @£100                              |                 | 132.00          | 13/10/2020                  |
| 07/05/2020 | Direct Credit    | Allotment Plots: 2&20 @£64   |                 | 64.00           | 13/10/2020                  |
| 13/05/2020 | Cheque 103418    | Clerk's salary (April)   | 590.65          |                 | 13/10/2020                  |
|            | Cheque 103420    | Clerk's salary (May)   | 590.65          |                 | 13/10/2020                  |
|            | Cheque 103421    | Postage Stamps   | 41.04           |                 | 13/10/2020                  |
|            | Cheque 103427    | PO Box address (50% of £352.50)                                    | 176.25          |                 | 13/10/2020                  |
|            | Direct Credit    | Allotment Plot: 15 @£50  |                 | 50.00           | 13/10/2020                  |
| 14/05/2020 | Direct Credit    | Allotment Plots: 66&68 @£52  |                 | 52.00           | 13/10/2020                  |
| 15/05/2020 | Cheque 103423    | Ground Maintenance contract, Q 1                                   | 1,977.00        |                 | 13/10/2020                  |
|            | Direct Credit    | Allotment Plots: 3&4 @£100   |                 | 100.00          | 13/10/2020                  |
| 19/05/2020 | Direct Credit    | Allotment Plot: 9 @£15   |                 | 15.00           | 13/10/2020                  |
| 20/05/2020 | Cheque 103419    | Paper  | 25.19           |                 | 13/10/2020                  |
|            | Cheque 103422    | C5 Envelopes   | 11.87           |                 | 13/10/2020                  |
|            | Cheque 103425    | Gardening @ The Green 2020-2021                                    | 330.00          |                 | 13/10/2020                  |
| 29/05/2020 | Deposit 100222   | Allotment Plots: 33 @£32; 56, 61* @£50; Water Credit Refund £84.66 |                 | 216.66          | 13/10/2020                  |
|            |                  | <b>TOTALS</b>  | <b>3,742.65</b> | <b>1,385.66</b> |                             |

**(f) June 2020 BANK STATEMENT DETAILS**

| Date       | Bank Description | Item Description  | Money Out       | Money In        | Approved at Council Meeting |
|------------|------------------|---|-----------------|-----------------|-----------------------------|
| 02/06/2020 | Direct Credit    | Allotment Plot: 28 @£32                                   |                 | 32.00           | 13/10/2020                  |
|            | Direct Credit    | Old School House Rent                                     |                 | 642.00          | 13/10/2020                  |
| 12/06/2020 | Cheque 103428    | Clerk's salary  | 590.45          |                 | 13/10/2020                  |
|            | Cheque 103429    | Defibrillator Pads: Seamer & Crossgates                   | 67.20           |                 | 13/10/2020                  |
| 18/06/2020 | Cheque 103430    | Tax and NIC 06/04-05/07/2020                              | 420.80          |                 | 13/10/2020                  |
|            | Deposit 100223   | Seamer Youth Centre rent £250.00; Allotment Plot: 16 @£32 |                 | 282.00          | 13/10/2020                  |
| 01/07/2020 | Standing Order   | Seamer Sports Association Rent                            |                 | 250.00          | 13/10/2020                  |
|            |                  | <b>TOTALS</b>   | <b>1,078.45</b> | <b>1,206.00</b> |                             |

**(g) July 2020 BANK STATEMENT DETAILS**

| Date       | Bank Description | Item Description                 | Money Out       | Money In        | Approved at Council Meeting      |
|------------|------------------|----------------------------------|-----------------|-----------------|----------------------------------|
| 02/07/2020 | Direct Credit    | Old School House Rent            |                 | 642.00          | 13/10/2020                       |
| 16/07/2020 | Cheque 103432    | Defibrillator Pads               | 33.60           |                 | 13/10/2020                       |
|            | Cheque 103433    | Borough Council Bench Licence    | 50.00           |                 | 13/10/2020                       |
| 17/07/2020 | Cheque 103431    | Clerk's salary                   | 592.70          |                 | 13/10/2020                       |
| 27/07/2020 | Direct Credit    | NYCC Locality Budget re VAS      |                 | 750.00          | 11/02/2020<br>Min 201(a)(i)      |
| 28/07/2020 | Cheque 103434    | Ground Maintenance contract, Q 2 | 1,977.00        |                 | 13/10/2020                       |
| 31/07/2020 | Cheque 103424    | Reimbursement of allotment fees  | 14.54           |                 | 12/11/2019<br>Min 152(b)(iii)(a) |
|            |                  | <b>TOTALS</b>                    | <b>2,667.84</b> | <b>1,392.00</b> |                                  |

**(h) August 2020 BANK STATEMENT DETAILS**

| Date       | Bank Description | Item Description                                       | Money Out     | Money In        | Approved at Council Meeting |
|------------|------------------|--|---------------|-----------------|-----------------------------|
| 04/08/2020 | Direct Credit    | Old School House Rent                                  |               | 642.00          | 13/10/2020                  |
| 12/08/2020 | Cheque 103435    | Clerk's salary   | 611.00        |                 | 13/10/2020                  |
|            | Cheque 103436    | Defibrillator Pads                                     | 33.60         |                 | 13/10/2020                  |
|            | Cheque 103437    | Printing, Copying & Laminating                         | 34.78         |                 | 13/10/2020                  |
| 13/08/2020 | Cheque 103439    | Annual software licence renewals                       | 158.16        |                 | 13/10/2020                  |
| 19/08/2020 | Cheque 103440    | Electricity supply @ The Green 09/02/2020 – 02/06/2020 | 81.39         |                 | 13/10/2020                  |
| 20/08/2020 | Direct Credit    | VAT 2019/20 recovered                                  |               | 3,908.43        | 13/10/2020                  |
|            |                  | <b>TOTALS</b>  | <b>918.93</b> | <b>4,550.43</b> |                             |