

**Town Clerk
Mrs G Bell**

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Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
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21 January 2020

Dear Councillor

Town Council Meeting – Monday 27 January 2020

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 27 January 2020 at 7.00pm** at the Town Hall, York Street, Selby.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting.

Recording at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Yours sincerely

Clerk to the Council

To: All Town Councillors

A G E N D A

130 PUBLIC QUESTIONS

131 APOLOGIES FOR ABSENCE

132 DISCLOSURE OF INTEREST

133 MINUTES OF LAST MEETING

133.1 To confirm as a correct record the minutes of Council, held on 25 November 2019. (Pages 6 to 14 attached).

133.2 To confirm as a correct record the minutes of Land & Property Committee, held on 2 December 2019 (Pages 15 to 18 attached).

RECOMMENDATION TO COUNCIL That:

LP43 The Clerk commissions a Full Building Condition Report

133.3 To confirm as a correct record the minutes of the Council Special Budget Meeting, held on Monday 6 January 2020 (Pages 19 to 22 attached).

133.4 To confirm as a correct record the minutes of Finance & Staffing Committee, held on 20 January 2020 (Pages 23 to 26 attached).

RECOMMENDATIONS TO COUNCIL That:

- FS47.1 i) Subject to further clarification ***** be appointed to Design and Build a new Town Council Website at a cost of £*******
ii) Subject to clarification of Dell docking stations being provided *** be appointed to provide Office IT equipment as specification**
iii) The cost of £*** for the Office IT equipment be taken from the Efficiency Saving EMR**

FS48 The 6-month Term Deposit accounts roll over in May for a further 6 months

- FS49.3 i) The Sickness Policy be adopted**
ii) The Sickness Policy be reviewed in 2022

FS52 That J Rotherham is appointed to complete the works to the war memorials as quoted for the sum of £1,200 ex VAT to be taken from unallocated balances

FS56 That the Christmas Lights contract is awarded to *** at a cost of **** each year for the period 2020/21 – 2022/23**

134 CORRESPONDENCE RECEIVED

None received.

135 ACCOUNTS

135.1 A folder containing all payments made since the last Town Council meeting will be presented to Council and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 November 2019 and 1 – 31 December 2019 attached for consideration. (Pages 27 to 34 attached).

The following payments for approval over £1,000 to be considered:

Bailey Streetscene Ltd £ 2028.00 - Picnic Table x 2 Wistow Rd, play area (S106 funded).

Native Architects Ltd £ 1,440.00 – Architects Services 1811 Building

Andrea Hall £2,843.00 – Spring brochure design, print & fulfilment

135.2 The balance at the Unity Bank on 31 December 2019 was £711,687.52 and the value of the funds on term deposit are:

- £125,689.53 with Yorkshire Bank for a 12-month period (as at 19 December 2019)
- £102,336 (Bid Market Valuation as at 31 December 2019, Mid-Market Valuation £103,949) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 35 attached)
- £103,517.41 with Yorkshire Bank for a 6-month period (as at 18 November 2019)

135.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for December 2019 for £82.38 and for January 2020 for £ 32.95 to be considered and approved.

Virements - Market Waste Budget £1,300		
Details 2019/20	Cost £	Balance against Budget
Balance B/Fwd		£611.49
December	£82.38	
January	£32.95	
Balance		£496.16

135.4 There is no virement required for either December 2019 or January 2020 to transfer funds from the Wedding Expenditure to the Staffing Budget.

Virements – Wedding Expenditure Budget £1,000		
Details 2019/20	Cost £	Balance against Budget
Balance B/fwd		£452.66
December	Nil	
January	Nil	
Balance		£452.66

136 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

No further update.

137 TRAINING

To consider any requests for training from Councillors.

138 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

To receive the update from Councillor Shaw-Wright.

139 CEF UPDATE

To receive the update from Councillor Shaw-Wright.

140 BIG LOCAL

To receive the update from Councillor Davis.

141 POLICIES TO BE REVIEWED

There are no policies to be reviewed this month.

142 ONGOING ITEMS – CLERKS UPDATE

142.1 Events – The Market/Events Manager has started to take bookings for the Food & Drinks Festival 2020 and the Christmas Lights/Switch-On Event 2020.

142.2 Town Hall

142.3 Town Hall – Arts Centre - A record £25,000 gross ticket sales for this seasons Town Hall shows was taken in the first week.

142.4 Office

142.5 Cemetery

142.6 Longmann Hills Farmhouse

142.7 Market – The Clerk had requested a free basic Market Health Check carried out by National Association of British Market Authorities (NABMA) (Pages 36 to 43 attached).

142.8 Play Areas

142.9 Allotments – Tenants have been issued with Allotment Tenancy Agreements and notices to pay. The rents are due by 14 February 2020.

142.10 Website

142.11 Highways

142.12 Street Furniture/Street Lighting – The Clerk has written to Highways to seek clarification if the area on the Haven where a streetlight has been requested by residents has been adopted. NYCC have responded that the area has not been adopted and all indications point to the area being a private street. Further information awaited.

143 PLANNING CONSULTATION RESPONSES

The Clerk will report on Planning Consultations dealt with under delegated authority since the last meeting of Council (Pages 44 to 45 attached).

144 PRIVATE SESSION

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press will be excluded from the meeting for the discussion of the following exempt business.

145 SALARIES AND OVERTIME

To receive a schedule of salary payments for December 2019 and January 2020.

146 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

146.1 To consider moving the Market Working Group to 17 April 2020 from 15 April 2020 due to the Market/Events Manager working Mondays & Fridays.

146.2 To consider the Draft Schedule of Meetings 2020/21 (Page 46 attached).

Monday 24 February 2020	Council
Monday 2 March 2020	Land & Property Committee
Monday 9 March 2020	Town Hall Management Committee
Monday 30 March 2020	Council
Monday 6 April 2020	Special Council Grants Meeting
Monday 27 April 2020	Council
Monday 11 May 2020	Finance & Staffing Committee
Monday 18 May 2020	Annual Council & Town

Time: 11:05

Unity Trust Bank A/c

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2019	Selby District Council	DD	452.00		Business Rates Cemetery
01/11/2019	Selby District Council	DD	552.00		Business Rates Town Hall
04/11/2019	Strange Reality Music Producti	Bacs	350.00		Cancellation Fee - Bonfire
04/11/2019	Strange Reality Music Producti	Bacs01	495.00		Tech Support Shows
04/11/2019	Vision ICT Ltd	Bacs02	96.00		Website Domain Renewal
04/11/2019	Booker Ltd	Bacs04	224.44		Bar Order
05/11/2019	O2	DD	15.00		Office mobiles
06/11/2019	Info Display Ltd	Bacs	12.00		Brochure Distribution
06/11/2019	Fairfax Plant Hire	Bacs01	48.00		Flag Lifter
06/11/2019	HAGS-SMP Ltd	Bacs02	43.80		Play Equipment Spares
06/11/2019	Business Stream	Bacs03	76.84		1811 Water Charges
06/11/2019	Lyreco UK Ltd	Bacs	33.48		Town Hall Housekeeping
07/11/2019	Fairfax Plant Hire	Bacs	4.78		Disposable Gloves
08/11/2019	Selby District Council	DD	285.00		Market Rights November
11/11/2019	British Gas Service	DD	26.21		Cemetery Lodge Care Plan
14/11/2019	Chronicle Publications Ltd	Bacs	645.12		Advert Finance Manager + Market/Event Manag
14/11/2019	Strange Reality Music Producti	Bacs01	195.00		Wedding Tech (Hewick)
14/11/2019	Savoy Systems Ltd	Bacs02	255.60		Oscar Box Office Rental
14/11/2019	HMRC	4456	4,605.86		October PAYE & NI
14/11/2019	North Yorks Pension Fund	BACS	5,632.96		October Pension Contributions
14/11/2019	Prudential LGAVC Cash	4457	35.53		October AVC's
14/11/2019	Unison	BACS	106.95		October Union Subs
14/11/2019	Selby District Council	4458	149.92		October CAP's
14/11/2019	Unity Trust Bank	BACS	100.00		Bank Fees
15/11/2019	Project Fabrications	Bacs	261.60		Welding Work on Container
15/11/2019	Selby District Council	Bacs01	180.00		Town Hall Premises Licence
15/11/2019	Careline Security Ltd	Bacs02	226.80		Security for Wedding
15/11/2019	Wurth Uk Ltd	Bacs03	203.99		Tools & PPE
15/11/2019	Pitmen Poets	Bacs04	2,000.00		Performance Fee Pitmen
15/11/2019	Folkish	Bacs05	328.25		Performance Fee Folkish
15/11/2019	JJR Joinery	Bacs	625.00		Repair Town Hall Windows
15/11/2019	Wurth Uk Ltd	Bacs01	84.96		Work Gloves
15/11/2019	Petty Cash	4461	125.00		Petty Cash
15/11/2019	Booker Ltd	Bacs	156.10		Bar Order
15/11/2019	Movinmusic	Bacs01	1,250.00		Performance Fee Sugaray
15/11/2019	Strada Music	Bacs02	1,200.00		Performance Fee Dustbowl Reviv
15/11/2019	Sign-Up Technologies Ltd	Bacs03	61.75		Bulk email Subscription
15/11/2019	Petty Cash	4459	344.83		Petty Cash
15/11/2019	Yorkshire Internal Audit Servi	4460	32.00		Interim Internal Audit Visit - Should be £320*
15/11/2019	G & J Keeble	Bacs	432.00		External Painting Windows
15/11/2019	Mr Roast	Bacs01	350.00		Remembrance Day Catering
15/11/2019	Selby District Council	Bacs02	205.58		S & F 2 Litter Bins
15/11/2019	Living Wage Foundation	Bacs03	144.00		Living Wage Accreditation
15/11/2019	Rock Artist Management	Bacs04	300.00		Perf Deposit Toyah
17/11/2019	Yorkshire Internal Audit Servi	4460	288.00		Interim Internal Audit Visit - See above *
18/11/2019	Bloodygreatpr	Bacs	882.56		Performance Fee The Tillers
18/11/2019	Unity Trust Bank	DD	20,925.24		November Salaries

Continued on Page 2

Time: 11:05

Unity Trust Bank A/c

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/11/2019	Lloyds Card	DD	261.53		Clear balance
18/11/2019	Selby District Council	4462	117.00		Planning Fee - Apiary
19/11/2019	World Pay	DD	53.35		Transaction Charges DD
19/11/2019	World Pay	DD2	58.91		Transaction Charges DD
19/11/2019	World Pay	DD3	11.94		Transaction Fees DD
22/11/2019	The Jolly Sailor	Bacs	240.00		Bar Order
22/11/2019	Careline Security Ltd	Bacs01	99.60		Alarm Call Out Chapel
22/11/2019	Holly Taymar	Bacs03	100.00		Performance Farmers Mkt
22/11/2019	Business Stream	Bacs04	84.98		Water Pymble Allotments
22/11/2019	Corona Energy	Bacs05	97.65		Gas 1811 Building
22/11/2019	Viking	Bacs06	58.58		Stationery
22/11/2019	Fairfax Plant Hire	Bacs07	73.87		Scaffold Tower T/Hall
22/11/2019	G Fawcett Electrical Contracto	4463	130.00		Replace Damaged Uplighters
22/11/2019	A.B. Electrical Wholesalers Lt	4464	270.96		Floodlights
22/11/2019	Print Plus (Selby) Ltd	Bacs	281.00		Remembrance Programmes
22/11/2019	British Gas Business	DD4	237.49		Electricity - Town Hall DD
26/11/2019	Careline Security Ltd	Bacs	49.80		Alarm Call Out Chapel
26/11/2019	British Gas Business	DD5	68.58		Electricity Chapel DD
28/11/2019	Jeremy Noott	4469	120.00		Performance with Amanda Owen
28/11/2019	arco Limited	Bacs	67.03		PPE
28/11/2019	Shaw & Sons Limited	Bacs02	93.60		Yorkshire Cancer Remb Book
28/11/2019	G & J Keeble	Bacs03	28.44		Paint for Town Hall
28/11/2019	North Yorkshire County Council	Bacs04	80.26		Fuel Charges Oct 19
28/11/2019	Thorne Times	Bacs	111.60		Advertisement Christmas Market
28/11/2019	Peter Milivojevic Building Sup	Bacs01	650.00		Drop Kerb & Footpaths Cem
28/11/2019	National Theatre	Bacs02	181.50		NTL Midsummers Nights Dream
28/11/2019	Lindley Crane & Plant Hire Ltd	Bacs03	312.00		Unload Benches at Wistow Play
28/11/2019	Business Stream	Bacs04	363.09		Water Bill Pymble Allotments
28/11/2019	Wolfsong Media	Bacs05	1,905.30		Per Fee Yorkshire Shepherdess
28/11/2019	Booker Ltd	Bacs06	163.69		Bar Order
29/11/2019	Eats, shoots & Leaves	BACS	55.00		Cancelled - Food Festival
29/11/2019	Unity Trust Bank	BACS	20.03		e-Payment Charge
29/11/2019	Unison	BACS	106.95		Union Subs - June
29/11/2019	Unison	BACS	106.95		Union Subs owed March 2019
30/11/2019	Careline Security Ltd	Bacs	49.80		Call Out Chapels
30/11/2019	Mark Ineson	Bacs	450.00		Donkeys Christmas Lights
30/11/2019	Facebook	CARD	2.37		Xmas Market Ad
30/11/2019	Facebook	CARD	-2.37		Cancelled
30/11/2019	Facebook	CARD	29.80		Town Hall Adverts
30/11/2019	Facebook	CARD	-29.80		Cancelled

Total Payments 52,209.63

Time: 11:09

Petty Cash

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2019	Selby Store	NOV 1	0.59		Milk
04/11/2019	Morrisons	NOV 2	13.00		Bar Order
04/11/2019	Tesco Supermarket	NOV 3	16.20		Bar Order
07/11/2019	Morrisons	NOV 4	42.48		Rider - Dustbowl Revival
07/11/2019	Post Office	NOV 5	4.55		Returned Specs to Act
07/11/2019	Sainsburys	NOV 6	3.70		Rider Dustbowl Revival
07/11/2019	Dustbowl Revival	NOV 7	105.00		Buy Out
07/11/2019	Tori Shead	NOV 8	20.00		Buy Out
11/11/2019	Gails Kitchen	NOV 9	50.00		Remembrance Catering
11/11/2019	Tesco Supermarket	NOV 10	8.15		Remembrance refreshments
13/11/2019	Tesco Supermarket	NOV 11	60.00		Fuel
13/11/2019	Morrisons	NOV 12	68.82		Rider Sugaray Bar Order
13/11/2019	Sainsburys	NOV 13	2.80		Rider Sugaray
13/11/2019	Sugaray	NOV 14	105.00		Buy Out
14/11/2019	Passion for Food	NOV 15	12.50		Refreshments interviews
16/11/2019	Morrisons	BNOV 16	16.19		Rider The Tillers
16/11/2019	Selby Store	NOV 17	0.41		Milk
16/11/2019	Sainsburys	NOV 18	3.00		Coffee
16/11/2019	The Tillers	NOV 19	50.00		Buy Out
25/11/2019	Tesco Supermarket	NOV 20	60.00		Fuel
26/11/2019	Wilko	NOV 21	3.75		Wine Glasses
28/11/2019	Post Office	NOV 22	0.70		Stamp
28/11/2019	Morrisons	NOV 23	31.50		Rider Wanna Be & Bar
30/11/2019	Gill Bell	NOV 24	16.20		Supplies - Xmas Market
30/11/2019	Tesco Supermarket	NOV 25	13.50		Cling Film etc

Total Payments	<u>708.04</u>
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Time: 11:09

Lloyds Card

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2019	Facebook	CARD	5.72	CJ	Facebook Advert Haskell
02/11/2019	Lloyds	BACS	3.00		Monthly Fee
05/11/2019	Amazon	CARD	6.99		Microphone Wind Muffler
08/11/2019	Dong Guan Lei Njo Sen Wang	CARD	6.99	AA	Microphone Cover
12/11/2019	Adobe Systems Services	CARD	12.64		Monthly fee
13/11/2019	Toolstation	CARD	3.26	AA	Toilet Handle
15/11/2019	Buy a Plan	CARD	35.64	AA	Apiary Planning Maps
15/11/2019	Toolstation	CARD	11.76	AA	Batteries for CCTV
15/11/2019	Microsoft	CARD	47.00	GB	Office 365
30/11/2019	Facebook	CARD	2.37		Xmas Market Ad
30/11/2019	Facebook	CARD	29.80		Town Hall Adverts

Total Payments 165.17

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2019	12 MTH Investment Dep A/C	4465	4,463.14		CCLA Dividend 2018/19 <i>Invested in 12 MTH Deposit acc</i>
02/12/2019	Selby District Council	DD	452.00		Cemetery business rates
02/12/2019	Selby District Council	DD	552.00		Town Hall Business Rates
03/12/2019	ARC-SIGN	Bacs	93.60		Banner for Lights Switch On
03/12/2019	O2	DD	76.38		O2 Bill DD
03/12/2019	HMRC	4466	9,359.73		November PAYE & NI
03/12/2019	Prudential LGAVC Cash	4467	35.53		November AVC's
04/12/2019	O2	DD2	15.00		O2 Bill
05/12/2019	Viking	Bacs	116.04		Stationery
09/12/2019	Selby District Council	DD	285.00		December Market Rights
11/12/2019	British Gas Service	DD	26.21		Cemetery Lodge Care Plan
13/12/2019	SSE	DD3	482.94		Gas T/Hall DD
13/12/2019	Native Architects Limited	BACS	2,880.00		Survey - 1811
13/12/2019	North Yorks Pension Fund	BACS	5,658.57		November Pensions
13/12/2019	Unison	BACS	106.95		November Union Fees
16/12/2019	Lloyds Card	D/D	152.46		Clear Balance
17/12/2019	Aspire Technology Solutions	Bacs	211.76		Office Telephones
17/12/2019	nPower Business Solutions	Bacs01	210.97		Electric 1811
17/12/2019	Chronicle Publications Ltd	Bacs02	274.80		Advertisement Christmas Mkt
17/12/2019	Savoy Systems Ltd	Bacs03	230.76		Oscar November
17/12/2019	Fairfax Plant Hire	Bacs04	454.80		Padlocks & Equipment
17/12/2019	Wurth Uk Ltd	Bacs05	274.43		Tools Lubricants Tie Wraps etc
17/12/2019	Backhouse Environmental Servic	Bacs06	229.10		Pest Control Allotments
17/12/2019	Miss Marina Mae	Bacs07	100.00		Performance Christmas Lights
17/12/2019	G Fawcett Electrical Contracto	4473	60.00		Replace Light at Cemetery
18/12/2019	F.W. Whitwell Haulage	Bacs	516.00		Christmas Tree Delivery + <i>erection</i>
18/12/2019	North Yorkshire County Council	Bacs02	1,191.34		Fuel Charges (6mths)
18/12/2019	Northern Powergrid	Bacs3	467.99		Reconnect Streelight Dam Bank - <i>April 2016</i>
18/12/2019	Neil O'Brien Entertainment	bacs04	240.00		Performance Fee The Alarm
18/12/2019	Camel Event production	Bacs05	528.00		PA System Christmas Market
18/12/2019	Aspire Technology Solutions	bacs05	213.41		Office Phone Contract
18/12/2019	Corona Energy	Bacs	94.50		Gas 1811 Building
18/12/2019	Smith of Derby	Bacs01	300.00		Repair Fault to Truform Clock
18/12/2019	Marcus Taperell Tree Surgery	Bacs02	1,560.00		Essential Tree Works Cemetery
18/12/2019	Marshalls Street Furniture	Bacs03	1,608.74		3 Bins S106 Funded
18/12/2019	Careline Security Ltd	Bacs04	46.20		Replacement Batteries Alarm TH
18/12/2019	Stones4homes Ltd	Bacs05	88.80		Post Mix for Stonebrige Allot
18/12/2019	Folkish	Bacs06	50.00		Performance Christmas Lights
18/12/2019	ERNLLCA	Bacs07	1,269.00		Job Adverts
18/12/2019	Viking	Bacs08	41.94		Stationery
18/12/2019	NT's Little Helpers	Bacs09	75.00		NTL Support - Hansard
18/12/2019	ARTHUR SMITH	Bacs10	1,728.00		Performance Arthur Smith
18/12/2019	Christmas Plus Ltd	Bacs12	4,945.15		Christmas Light Installation
18/12/2019	Keith France Electrical Contra	Bacs13	232.80		New Timer Christmas Lights
18/12/2019	Strange Reality Music Producti	Bacs14	525.00		Hire of Monitors Sugarray
18/12/2019	Print Plus (Selby) Ltd	Bacs15	764.57		Postage for Brochures
18/12/2019	Booker Ltd	Bacs16	120.89		Bar Order

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2019	Sign-Up Technologies Ltd	Bacs	61.82		Bulk e-mail subscription
18/12/2019	Petty Cash	4471	376.70		Petty Cash
18/12/2019	Viking	Bacs	70.87		Stationery
18/12/2019	Unity Trust Bank	DD	14,689.68		December Salaries
19/12/2019	Viking	Bacs	59.18		Stationary
19/12/2019	Jon Chapean - Tech	Bacs	70.40		Tech
19/12/2019	Miss Louise Message	Bacs01	30.00		Proof Reading Broch 2020
19/12/2019	World Pay	DD4	103.20		Transcation Charges DD
19/12/2019	World Pay	DD5	35.45		Transaction Charges DD
19/12/2019	World Pay	11.94	11.94		VT (Virtual Terminal)
20/12/2019	NT's Little Helpers	Bacs	75.00		NTL Tech/Support
20/12/2019	Careline Security Ltd	Bacs01	93.00		Call Out to Garage @ Cem
20/12/2019	National Theatre	Bacs	456.50		NTL - Hansard
20/12/2019	British Gas Business	DD6	111.74		Electric TH DD
20/12/2019	Native Architects Limited	BACS92	3,600.00		Survey of Chapels
23/12/2019	Screwfix	bacs	59.65		Mallets & Clips
27/12/2019	Unity Trust Bank	BACS	20.03		e-Payment
30/12/2019	British Gas Business	DD	85.65		Electricity Chapel DD
31/12/2019	Unity Trust Bank	BACS	97.80		Manual Credit Handling Charge
31/12/2019	Unity Trust Bank	BACS	89.70		Service Charge
Total Payments			63,607.81		

Time: 15:07

Petty Cash

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2019	Post Office	DEC 1	1.90		Recorded Delivery
05/12/2019	McCols	DEC 2	0.85		Selby Times
08/12/2019	Post Office	DEC 3	1.90		Recorded Delivery
09/12/2019	Post Office	DEC 4	1.90		Recorded Delivery
10/12/2019	Post Office	DEC 5	3.55		Returned item
10/12/2019	Selby District Vision	DEC 6	7.65		Town Hall Diary
12/12/2019	O2	DEC 7	5.00		Cemetery Phone
14/12/2019	Tesco Supermarket	DEC 8	25.80		Bar Order
14/12/2019	Morrisons	DEC 9	16.00		Bar Order
16/12/2019	Post Office	DEC 10	1.90		Recorded Delivery
19/12/2019	WH Smiths	DEC 11	0.85		Selby Times
24/12/2019	Morrisons	DEC 12	24.40		Brass Band Rider
24/12/2019	Morrisons	DEC 13	4.40		Brass Band Rider
24/12/2019	Wilko	DEC 14	2.50		Pan Scrubs
24/12/2019	Post Office	DEC 15	1.90		Recorded Delivery - Arts
Total Payments			<u>100.50</u>		

Lloyds Card

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2019	Lloyds Bank	CARD	3.00		Monthly Fee
03/12/2019	Party Plastics	CARD	86.61		Bar
06/12/2019	Secure Trading	CARD	9.97	GB	Vaccum Dust Bags
12/12/2019	Adobe Systems Services	CARD	12.64	GB	Adobe
19/12/2019	SLCC Enterprises Ltd	CARD	72.00		SLCC Webinar Training
20/12/2019	123-reg Ltd	CARD	23.98		domain renewal (.co.uk)
31/12/2019	Microsoft	CARD	47.00		Office 365
31/12/2019	Facebook	CARD	15.00		Christmas market advert

Total Payments 270.20