Langthorpe Parish Council Bank Reconciliation 31 May 2018

11,648.91 9,991.89

21,640.80

The net balances reconcile to the Cash Book (receipts and payments) for the year, as follows:

CASH BOOK

Opening balance 1 April 2018		
Plus Receipts in Year		
Less Payments in Year		
Receipts not on statement -		
Balance per cash book as at 31 May 2018	ay 2018	

3,233.77 2826.05

21,233.08

0.00 **Balancing figure**

21,640.80

Net balances as at 31 May 2018

Payment not on Statement -Payment not on Statement -

Money Manager account

Current account

Balances as at 31 May 2018



Contact tel 03457 60 60 60 see reverse for call times Text phone 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

Your Statement

Langthorpe Parish Council 10a Greenholme Close Langthorpe York YO51 9GA

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Account Summary

Opening Balance 9,991.30

Payments in 0.59

Payments Out 0.00

Closing Balance 9,991.80

Interest Rate - Valid as at end date of the statement period 0.07% AER

International Bank Account Number GB54HBUK40122891066536

Branch Identifier Code HBUKGB4120W

Sortcode 40-12-28 Account Number Sheet Number

91066536 3

1 May to 31 May 2018

Account Name
Langthorpe Parish Council

HSBC W UK

Langthorpe Parish Council 10a Greenholme Close Langthorpe York YO51 9GA

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1 May to 31 May 2018

Account Name
Langthorpe Parish Council

Contact tel 03457 60 60 60 see reverse for call times

Text phone 03457 125 563 used by deaf or speech impaired customers

www.hsbc.co.uk

Your Statement

Account Summary				
Opening Balance		1	2,935.50	
Payments in			1,320.71	
Payments Out	(Plane)		2,607.30	
Closing Balance		- 1	1,648.91	

International Bank Account Number GB25HBUK40122870518093

Branch Identifier Code HBUKGB4120W

Sortcode

Account Number Sheet Number

40-12-28

70518093

420

GDPR DATA/INFORMATION AUDIT:

LANGTHORPE PARISH COUNCIL DATA/INFORMATION AUDIT MAY 2018

Names, addresses, e-mail legal obligation	TENANTS PERSONAL DATA PROCESSED PURPOSE OF PROCESSING	Names, addresses, e-mail correspond with contractor and administer contract	PERSONAL DATA PROCESSED PURPOSE OF PROCESSING	WIDACTS AND	Planning applications statutory consultee/leg	Letters - contact details communication with PC		Electoral roll admin for the annual parish meeting only	PERSONAL DATA PROCESSED PURPOSE OF PROCESSING	ELECTORS/PARISHIONERS	Benk details process payrol	Employment details/contract legal obligation		PERSONAL DATA PROCESSED PURPOSE OF PROCESSING	<u>EMPLOYEES</u>	Councillors names in minutes, ie showing legal requirement attendance		Register of interests legal requirement	PERSONAL DATA PROCESSED PURPOSE OF PROCESSING
issue tenancy and correspond	CESSING HOW PROCESSED	ractor and correspond with contractor and administer contract	CESSING HOW PROCESSED		statutory consultee/legal obligation used solely to aid response to Local Public interest Planning Authority	used to communicate response	³ C used to communicate response	parish to identify electors at annual PM	CESSING HOW PROCESSED		input for electronic banking	held by clerk	HMRC/pension provider	CESSING HOW PROCESSED		appears in minutes	held by clerk	displayed on website; sent to monitoring officer at principal authority	CESSING HOW PROCESSED
Compliance with legal obligation	LAWFUL BASIS FOR PROCESSING	Contractual necessity	LAWFUL BASIS FOR PROCESSING	322	Public interest	Public interest	Public interest	Public interest	LAWFUL BASIS FOR PROCESSING		Compliance with legal obligation	Compliance with legal obligation	Compliance with legal obligation	LAWFUL BASIS FOR PROCESSING		Compliance with legal obligation	Public interest	Compliance with legal obligation	LAWFUL BASIS FOR PROCESSING
statutory duty and legitimate interest	CONSENT TO PROCESS - HOW ACQUIRED	contract	CONSENT TO PROCESS - HOW ACQUIRED		Provided by Local Planning Authority	legitimate interest	legitimate interest	Provided by the Principal Authority	CONSENT TO PROCESS - HOW ACQUIRED		consent acquired when commenced employment	statutory duty to comply	statutory duty to comply	CONSENT TO PROCESS - HOW ACQUIRED	48	statutory requirement to record -LGA 1972 SCH12 para40	request made when elected	statutory duty to complete - Localism Act 2011	CONSENT TO PROCESS - HOW ACQUIRED
held in line with statutory requirements and document retention policy	HOW STORED	held in line with statutory requirements and document retention be policy	HOW STORED		not stored (can be access via local planning portal)	stored until matter deal with	held for 6 months inline with PC retention policy	paper	HOW STORED		electronically + paper	electronically + paper	electronically - HMRC Basic tools	HOW STORED		electronically + paper	electronically + paper	electronically + paper	HOW STORED
head in tire with Hagar in Ivey paid tocked from Clerk has code statutory requirements. Electronically on password protected computer, and document retention backets up on memory stock in keypad locked policy.	SECURITYIACCESS	Paper in key pad locked room. Clerk has code. Electrorically on password protected computer, n backed up on memory stick in keypad locked office.	SECURITY/ACCESS		not stored (can be None access via local planning portal)	Paper in key pad locked room. Clerk has code.	heid for 6 months inline Electronically on password protected computer, with PC retention policy backed up on password stick in keypad locked office.	Paper in key pad locked room. Clerk has code.	SECURITY/ACCESS		Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	SECURITY/ACCESS		publicly accessible on website and minute book	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	SECURITY/ACCESS
Privacy probles and consent form. Obbain specific written consent from tenants regarding the use of the personal information provided to the council	ACTION REQUIRED	none	ACTION REQUIRED				state what e-mail address will be used for on reply e-mail (i.e. privacy notice)	none	ACTION REQUIRED		ensure only holding current employees information	ensure former employees information only retained for the legislative maximum time	Consent form completion and ensure former employees information only retained for the legislative maximum time	ACTION REQUIRED		none	ensure only holding current councillors information	ensure only holding current councillors information	ACTION REQUIRED

APPENDIX 3

0 4 BB 2004 0		TEOUTION APPROVICE BILIDET	1300110				100 Acres
1216m 1c		OAFFROVE	ם פחחפבו		rear En	Year End Position 31 March 2018	March 2018
enditivened seemiline	Income	Revenue Expenditure	Capital Expenditure	NOTES	Income	Revenue Expenditure	Capital Expenditure
OPEN SPACES		Total Advances				ingly offer	appoint on
Plav Area		1000.00		Commuted sums received for Pay Area Fencing. Includes grass cutting	2998.67	1054.66	phone and post
Dionio Area	w (54)	750000		Cost of tree work following survey more than anticipated. Includes grass	30.0	00000	snotzastortur aenbr teraini memiza
		00.000	a material and to start		N. W. S.	2040.23	100
Fishing Rights	400.00			000	400.00		ariH mc
Christmas Lights		200.00	Seasonal actions of site	Extra £200 approved minute ref 19.09.17 10f	30	400.00	gnoitqitoac
Sub-total	400.00	2700.00	Indestructions with		3398.67	4294.95	b Site o
GREENS & GARDENS			th.	100 IDSA MA	200		TET not
Urban Grass Cutting	00.009	0.0		Grant for 2017/18. Invoice for £597.83 has been submitted	597.83	0 0	ndry Income
0.00				Tender agreed from Farm and Land Services - total to date £1318 -		100	oital expenditu
Expenditure & Come		1618 OO		separated between Paly/Picnic Areas		364 00	total tar
Sub-Total	600.00	1618.00			597.83	364.00	pas requiremen
COTTAGES							S81788
Rent	11000.00				10795.00		
Repairs		2000.00		Cost of maintenance higher than anticipated		4162.00	
Leeming Lane Garden	11.00				11.00		
Sub-total	11000.00	2000.00			10806.00	4162.00	
ADMINISTRATION							
Precept	0.00				0.00		
Remuneration		1800.00		Higher than budgeted for as overtime and increase in hours has been apporved during the year,		2378.43	
Training		100.00				60.25	

The second secon							
	-438.07	787 00.	00.8		-788.00	23	Gross requirement from Reserves
0.00	14369.42	14807.49	3 mg & Coms	0.00	11218.00	12006.00	TOTAL 00 No.
	5548.47	4.99	10 12:15:11(0)	0.00	4900.00	6.00	Sub-total
0.00			8 SDH9 1	0.00	in maint		Capital expenditure
Mail Citago Cellina	300.00	00	GM State	Chestra entropia	200.00	00	Donations
		0.00	WI TORSE	SOLVER WASICE A	68.VBC17	0.00	Sundry Income
SEEMS & GARDEN	100.00		Kirby Hill Magazine/Remembrance Day Wreath		200.00		Section 137
eingil esmish	866.84	200	New website to comply with Transparency Code Legislation.	101	0.00	700	Web Site
	361.00		YLCA subs increased.	dunim beverags 00	300.00		Subscriptions
	112.00	00			150.00	00	Room Hire
8050	917.95	101	preferable rate of premium was securred.		1100.00		Insurance
		4.99	B U \$1003	a suncibased meth	52 dt 322	6.00	Investment Interest
	204.95		11 IO 2000	e private following a	100.00		Sundries
	100.00				300.00		Audit/Professional Fees
R67A	0.00	207	m R senA 00 n	rokina. Includes pisa	350.00	18	Langthorpe Guides
CH SKWCES	147.05	4	Annual Office 365 and cost of printer ink	ha Acost orange by	300.00	Str	Office Supplies - to include telephone and postage
		See Market					
Capital e Expenditure	Revenue Expenditure	Income	NOTES	Capital Expenditure	Revenue :	Income	AND HE CARREST
Year End Position 31 March 2018	Position 3	Year End		BUDGET	2017/2018 APPROVED BUDGET	2017/201	tion 34 March 2018

APPENDIX 3