

Langthorpe Parish Council

Bank Reconciliation

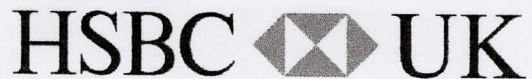
31 May 2018

Balances as at 31 May 2018	£	£
Current account	11,648.91	
Money Manager account	9,991.89	
Payment not on Statement -		21,640.80
Payment not on Statement -		
Net balances as at 31 May 2018		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	21,233.08
Plus Receipts in Year	3,233.77
Less Payments in Year	2826.05
Receipts not on statement -	
Balance per cash book as at 31 May 2018	21,640.80
Balancing figure	0.00



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



Account Summary

Opening Balance	9,991.30
Payments In	0.59
Payments Out	0.00
Closing Balance	9,991.89

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

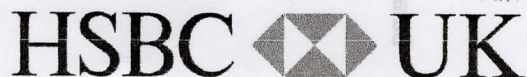
1 May to 31 May 2018

Account Name
Langthorpe Parish Council

International Bank Account Number
GB54HBUK40122891066536

Branch Identifier Code
HBUKGB4120W

Sortcode Account Number Sheet Number
40-12-28 91066536 340



Contact tel 03457 60 60 60

see reverse for call times

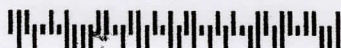
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Your Statement

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



Account Summary

Opening Balance	12,935.50
Payments In	1,320.71
Payments Out	2,607.30
Closing Balance	11,648.91

International Bank Account Number
GB25HBUK40122870518093

Branch Identifier Code
HBUKGB4120W

Sortcode Account Number Sheet Number
40-12-28 70518093 420

Account Name
Langthorpe Parish Council

1 May to 31 May 2018

LANGTHORPE PARISH COUNCIL DATA/INFORMATION AUDIT
MAY 2018

GDPR DATA/INFORMATION
AUDIT:

COUNCILLORS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
MEMBERS							
Register of interests	legal requirement	displayed on website, sent to monitoring officer at principal authority	Compliance with legal obligation	statutory duty to complete - Localism Act 2011	electronically - paper	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	ensure only holding current councillors information
Contact information	admin of council	held by clerk	Public interest	request made when elected	electronically - paper	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	ensure only holding current councillors information
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Compliance with legal obligation	statutory requirement to record - LGA 1972 SCH12 para40	electronically - paper	publicly accessible on website and minute book	none
EMPLOYEES							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Personal details	legal obligation	HMRC/pension provider	Compliance with legal obligation	statutory duty to comply	electronically - HMRC Basic tools	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	Consent form completion and ensure former employees information only retained for the legislative maximum time
Employment details/contract	legal obligation	held by clerk	Compliance with legal obligation	statutory duty to comply	electronically - paper	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	ensure former employees information only retained for the legislative maximum time
Bank details	process payroll	input for electronic banking	Compliance with legal obligation	consent acquired when commenced employment	electronically - paper	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	ensure only holding current employees information
ELECTORS/PARISHIONERS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Election roll	admin for the annual parish meeting only	to identify electors at annual PM	Public interest	Provided by the Principal Authority	paper	Paper in key pad locked room. Clerk has code.	none
E-mail addresses	communication with PC	used to communicate response	Public interest	legitimate interest	held for 6 months in file with PC retention policy	Electronically on password protected computer, backed up on password stick in keypad locked office.	state what e-mail address will be used for on reply e-mail (i.e. privacy notice)
Letters - contact details	communication with PC	used to communicate response	Public interest	legitimate interest	stored until matter dealt with	Paper in key pad locked room. Clerk has code.	
Planning applications	statutory consult/legal obligation	used solely to aid response to Local Planning Authority	Public interest	Provided by Local Planning Authority	not stored (can be accessed via local planning portal)	None	
CONTRACTS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	contract	held in file with statutory requirements and document retention policy	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	none
COTTAGES/LEEMING LAKE GARDEN TENANTS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	issue tenancy and correspond	Compliance with legal obligation	statutory duty and legitimate interest	held in file with statutory requirements and document retention policy	Paper in key pad locked room. Clerk has code. Electronically on password protected computer, backed up on memory stick in keypad locked office.	Privacy notice and consent form. Obtain specific written consent from tenants regarding the use of the personal information provided to the council

APPENDIX 2

2017/2018 APPROVED BUDGET					Year End Position 31 March 2018		
	Income	Revenue Expenditure	Capital Expenditure	NOTES	Income	Revenue Expenditure	Capital Expenditure
OPEN SPACES							
Play Area		1000.00		Committed sums received for Pay Area Fencing. Includes grass cutting	2998.67	1054.66	
Picnic Area		1500.00		Cost of tree work following survey more than anticipated. Includes grass cutting		2840.29	
Fishing Rights	400.00				400.00		
Christmas Lights		200.00		Extra £200 approved minute ref 19.09.17 10f		400.00	
Sub-total	400.00	2700.00			3398.67	4294.95	
GREENS & GARDENS							
Urban Grass Cutting	600.00			Grant for 2017/18. Invoice for £597.83 has been submitted	597.83		
Expenditure Grns & Gdns		1618.00		Tender agreed from Farm and Land Services - total to date £1318 - separated between Paly/Picnic Areas & Grns & Gdns		364.00	
Sub-Total	600.00	1618.00			597.83	364.00	
COTTAGES							
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 approved during the year.		2378.43	
Training		100.00				60.25	

2017/2018 APPROVED BUDGET				Year End Position 31 March 2018			
	Income	Revenue Expenditure	Capital Expenditure	NOTES	Income	Revenue Expenditure	Capital Expenditure
Office Supplies - to include telephone and postage		300.00		Annual Office 365 and cost of printer ink		147.05	
Langthorpe Guides		350.00				0.00	
Audit/Professional Fees		300.00				100.00	
Sundries		100.00				204.95	
Investment Interest	6.00				4.99		
Insurance		1100.00		preferable rate of premium was secured.		917.95	
Room Hire		150.00				112.00	
Subscriptions		300.00		YLCA subs increased.		361.00	
Web Site		0.00		New website to comply with Transparency Code Legislation.		866.84	
Section 137		200.00		Kirby Hill Magazine/Remembrance Day Weath		100.00	
Sundry Income	0.00				0.00		
Donations		200.00				300.00	
Capital expenditure			0.00				0.00
Sub-total	6.00	4900.00	0.00		4.99	5548.47	
TOTAL	12006.00	11218.00	0.00		14807.49	14369.42	0.00
Gross requirement from Reserves		-788.00				-438.07	