



# Longstanton Parish Council

Longstanton Village Institute, 24 High Street, Longstanton CB24 3BS Tel: 01954 782323

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Chairman: Cllr Dan delaMare-Lyon Vice Chairman: Cllr Steve Burns Parish Clerk: Libby White CertHE PSLCC

**Notice of Meeting:** Finance Committee

**Time:** 7.30pm

**Date:** Tuesday 25<sup>th</sup> June 2019

**Venue:** The Village Institute, 24 High Street, Longstanton, CB24 3BS

To all members of the **Finance Committee**

You are hereby summonsed to attend a meeting of Longstanton Parish Council Finance Committee for the purpose of transacting the business as set out below.

Members: 6 Vacancy: 0 Quorum: 3

To reduce the length of meetings it would be appreciated if you would contact the clerk before Monday if you have any queries or need further information, **the meeting is open to the public (including the press).**

Mrs Libby White CertHE PSLCC Parish Clerk/RFO to Longstanton Parish Council  
18<sup>th</sup> June 2019

**19-20/27 To Receive and Approve Apologies for Absence<sup>1</sup>**

**19-20/28 Councillors' Declarations of Interest**

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

**19-20/29 Open Forum for Public Participation (10 min)**

Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.

To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

**19-20/30 Approval of Minutes**

To approve the minutes of the Finance Committee meeting held on 21<sup>st</sup> May 2019

**19-20/31 Clerk's Report (for information only)**

**19-20/32 Bank Accounts**

To consider the need to keep as many bank accounts as currently in use following the more detailed management of reserves and earmarked reserves.

**19-20/33 Bank Reconciliation**

To approve the bank reconciliations for all bank accounts as at 31<sup>st</sup> May 2019.

**19-20/34 Approval of Payments**

To approve invoices for payment as detailed in the list at the end of the agenda.

**19-20/35 Monies Received**

To note monies received as listed in the meeting papers.

**19-20/36 Reports**

To consider the various prepared reports showing the activities of Longstanton Parish Council's accounts.

**19-20/37 Date of Next Meeting**

Tuesday 23<sup>rd</sup> July 2019.

Any business and payments to be considered at the Finance Committee meeting must be delivered to the Clerk for inclusion in the agenda at least 7 days prior to the meeting.

<sup>1</sup> LGA 1972 s85

**Appendix 1, item 19-20/35**

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £	Notes
19/052	SumUp		31-May-19	Card Merchant Fees	SumUp	DD	7.11	0.00	7.11	Pd
19/053	Longstanton Post office		31-May-19	1st Class Postage	Optimum	Card	7.42	0.00	7.42	Pd
19/054	TalkTalk Business		18-Apr-19	Telephone and Broadband	Current	DD	32.45	6.49	38.94	Pd
19/055	Resident			Refund of Cinema Tickets	Current	300770	28.00	0.00	28.00	
19/056	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Office 3 of 10	Current	DD	104.00	0.00	104.00	
19/057	E.on	H173BD718E	01-Jun-19	Village Green Electric	Current	DD	7.78	0.39	8.17	
19/058	Nest			June Pension Contributions	Current	DD	129.40	0.00	129.40	
19/059	Churchill	Pro Forma 3473	13-Jun-19	Security for Cinema	Current	BACS	600.00	120.00	720.00	Pd
<b>Sub Total</b>							<b>916.16</b>	<b>126.88</b>	<b>1,043.04</b>	
19/060										
19/061	June Salary Costs			June Salary Costs	Current	BACS	1,935.15	0.00	1,935.15	
19/062								0.00		
19/063	Play Inspection Company	36001	09-May-19	Annual Playground Inspection	Current	BACS	200.00	40.00	240.00	
19/064	xlPress	21446	20-May-19	Cinema Tickets	Current	BACS	96.00	19.20	115.20	
19/065	SLCC	12811	23-May-19	50% Community Governance Training	Current	BACS	1,470.00	294.00	1,764.00	
19/066	Birketts	612156	30-May-19	Prof Charges for Charity Advice	Current	BACS	421.00	84.20	505.20	
19/067	Konica Minolta	1144556412	30-May-19	Photocopier copy charges Feb-May 19	Current	BACS	102.12	20.42	122.54	
19/068	Konica Minolta	1144555707	30-May-19	Lease of Photocopier May-Aug 19	Current	BACS	100.32	20.06	120.38	
19/069	Longstanton Village Institute	100964	31-May-19	May Hire charges	Current	BACS	505.98	0.00	505.98	
19/070	xlPress	21539	31-May-19	Annual Report 2019	Current	BACS	108.00	0.00	108.00	
19/071	GDL Services	937	31-May-19	May Litter Picking	Current	BACS	175.00	0.00	175.00	
19/072	Red Shoes Accounting Services	3596	13-Jun-19	Quarterly Payroll Charges	Current	BACS	45.00	9.00	54.00	
19/073	Brookfield Groundcare	12165	05-Jun-19	Village Grass Cutting 3 of 10	Current	BACS	990.00	198.00	1,188.00	
19/074	Brookfield Groundcare	12166	05-Jun-19	Home Farm Grass Cutting 3 of 10	Current*	BACS	540.00	108.00	648.00	
19/075	Brookfield Groundcare	12167	05-Jun-19	Village Verges 2 of 8	Current	BACS	500.00	100.00	600.00	
19/076	xlPress	21589	06-Jun-19	Big Weekend Leaflet	Current	BACS	92.00	0.00	92.00	
19/077	LC Electrical	4689	13-Jun-19	Electrical Inspection at Pavilion	Current	BACS	700.00	140.00	840.00	
19/078	AR Aspinall & Sons Limited	A1579015	11-Jun-19	Sand for Parking Signs	Current	BACS	10.22	2.04	12.26	
19/079	AR Aspinall & Sons Limited	CD409226	18-Jun-19	CREDIT for returned sand	Current	BACS	-7.67	-1.53	-9.20	
19/080	AR Aspinall & Sons Limited	A1579496	18-Jun-19	Kiln Dried Sand for parking signs	Current	BACS	4.50	0.90	5.40	
19/081	AR Aspinall & Sons Limited		18-Jun-19	Kiln Dried Sand for parking signs	Current	BACS	4.50	0.90	5.40	
<b>Sub Total</b>							<b>7,992.12</b>	<b>1,035.19</b>	<b>9,027.31</b>	
<b>TOTAL</b>							<b>8,908.28</b>	<b>1,162.07</b>	<b>10,070.35</b>	

**Transfers**

	Description	From	To	Amount	
T19/007	Card Receipts	Sum Up	Current	413.89	Automatically transferred
T19/008	Home Farm Maintenance	Home Farm	Current	£540.00	
				<b>£953.89</b>	