



Longstanton Parish Council

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

clerk@longstanton-pc.gov.uk www.longstanton-pc.gov.uk

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 21st January 2020

Venue: Longstanton Village Hall, 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: 5 Vacancy: 1 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
16th January 2020

19-20/108 To Receive and Approve Apologies for Absence¹

19-20/109 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

19-20/110 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.

19-20/111 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 17th December 2019

19-20/112 Clerk's Report (for information only)

19-20/113 CCLA

To resolve to approve the completion of the Redemption form to transfer money from the CCLA current account to the main current account for payment of invoices.

19-20/114 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 31st December 2019.

19-20/115 Approval of Payments

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

19-20/116 Monies Received

To note monies received as listed in the meeting papers.

19-20/117 Journals

To review and approve the journals recently completed to correct allocations of money to the correct Earmarked Reserves.

19-20/118 Reports

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

19-20/119 Date of Next Meeting

Tuesday 25th February 2020.

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.

¹ LGA 1972 s85

Appendix 1, item 19-20/115

31/01/2020

Longstanton Parish Council Current Year

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PURCHASE LEDGER 1 UNPAID INVOICES BY SUPPLIER

User: EW

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
AVA001		Avanti Highways Solutions					
06/12/2019	* 16580	400.00	80.00	480.00		0.00	480.00
TOTAL INVOICES FOR AVA001		400.00	80.00	480.00		0.00	480.00
BRO001		Brookfield Contracting and Farming Ltd					
08/01/2020	12438	990.00	198.00	1,188.00		0.00	1,188.00
08/01/2020	12439	540.00	108.00	648.00		0.00	648.00
10/01/2020	12457	2,000.00	400.00	2,400.00		0.00	2,400.00
TOTAL INVOICES FOR BRO001		3,530.00	706.00	4,236.00		0.00	4,236.00
ELV001		Elveden Farms Limited					
30/11/2019	EF05491	1,000.00	200.00	1,200.00		0.00	1,200.00
TOTAL INVOICES FOR ELV001		1,000.00	200.00	1,200.00		0.00	1,200.00
GDL001		GDL Services					
28/12/2019	00993	65.00	0.00	65.00		0.00	65.00
TOTAL INVOICES FOR GDL001		65.00	0.00	65.00		0.00	65.00
NHW001		Cambridgeshire Neighbourhood Watch					
19/12/2019	003	196.00	0.00	196.00		0.00	196.00
TOTAL INVOICES FOR NHW001		196.00	0.00	196.00		0.00	196.00
RED002		Redlocks Locksmiths Limited					
12/12/2019	INV-1854	167.80	33.56	201.36		0.00	201.36
TOTAL INVOICES FOR RED002		167.80	33.56	201.36		0.00	201.36
SCDC001		South Cambridgeshire District Council					
01/01/2020	JANRATES	104.00	0.00	104.00		0.00	104.00
TOTAL INVOICES FOR SCDC001		104.00	0.00	104.00		0.00	104.00
SLC001		Society of Local Council Clerks					
16/01/2020	MEM228106	257.00	0.00	257.00		0.00	257.00
TOTAL INVOICES FOR SLC001		257.00	0.00	257.00		0.00	257.00
SLC002		SLCC Enterprises Limited					
16/01/2020	ID196463	299.00	40.00	339.00		0.00	339.00

* Disputed invoice

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
TOTAL INVOICES FOR SLC002		299.00	40.00	339.00		0.00	339.00
TAL001		TalkTalk Business					
18/12/2019	20448475	49.78	9.96	59.74		0.00	59.74
TOTAL INVOICES FOR TAL001		49.78	9.96	59.74		0.00	59.74
THR001		3 Business Services					
02/01/2020	AA01074674023	8.16	1.63	9.79		0.00	9.79
TOTAL INVOICES FOR THR001		8.16	1.63	9.79		0.00	9.79
XLP001		Circondare Ltd					
19/12/2019	23320	238.00	47.60	285.60		0.00	285.60
19/12/2019	23321	446.00	0.00	446.00		0.00	446.00
19/12/2019	23322	204.00	40.80	244.80		0.00	244.80
19/12/2019	23323	22.00	0.00	22.00		0.00	22.00
TOTAL INVOICES FOR XLP001		910.00	88.40	998.40		0.00	998.40
TOTAL UNPAID INVOICES		6,986.74	1,159.55	8,146.29		0.00	8,146.29

List of Payments made between 01/01/2020 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/01/2020	Mrs EG White	JAN01			Jan Salary
27/01/2020	NEST Pension	JAN02			January Pension Contributions
27/01/2020	HMRC	JAN03			January PAYE & NI

Total Payments 2,801.28