

LONGSTANTON PARISH COUNCIL

Parish Clerk: Mrs Libby White, The Village Institute, 24 High Street, Longstanton CB24 3BS

Email: parish.clerk@longstantonvillage.org

Chairman: Mr John Street



Notice of Meeting: Finance Committee

Time: 7.30pm

Date: Tuesday 23rd January 2018

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 PSLCC Parish Clerk/RFO to Longstanton Parish Council

17th January 2018

17-18/102 To Receive and Approve Apologies for Absence¹

17-18/103 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

17-18/104 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.

17-18/105 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 19th December 2017.

17-18/106 Clerk's Report (for information only)

17-18/107 Precept

To authorise and sign the Precept Request document for SCDC following the Council meeting on 8th January 2018.

17-18/108 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 31st December 2017.

17-18/109 Approval of Payments

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

17-18/110 To Note Monies Received

A list of monies received will be available at the meeting and included in the Finance Committee minutes.

17-18/111 Reports

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

17-18/112 Budget

To consider the current budget (actual spend against budget) for 2017/18.

17-18/113 Date of Next Meeting

Tuesday 20th February 2018.

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 17-18/109

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes	
							£	£	£		
17/212	Unity Bank			Bank Charges	Current	DD	26.40	0.00	26.40	Paid	
17/213	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00		
17/214	NEST			January Pension Contributions	Current	DD	32.62	0.00	32.62		
17/215	BT			Telephone and Internet	Current	DD	68.09	13.61	81.70		
Sub Total								215.11	13.61	228.72	
17/216	Salary Costs			January Salary Costs	Current	BACS	1,959.46	0.00	1,959.46		
17/217											
17/218											
17/219	Brookfield Groundcare	11647	15-Dec-17	Fixing of fence on Eaton Way	Current*	BACS	210.00	42.00	252.00		
17/220	SLCC Cambridgeshire	17/025	08-Dec-17	Clr Attendance at Data Protection Training	Current	BACS	20.00	0.00	20.00		
17/221	Cambridgeshire County Council	10769134	14-Dec-17	Youth Club Equipment Hire	Current	BACS	41.80	0.00	41.80		
17/222	Cambridgeshire ACRE	6031	19-Dec-17	Payroll Services	Current	BACS	45.00	9.00	54.00		
17/223	Brookfield Groundcare	11659	22-Dec-17	Village Verges 3 of 3	Current	BACS	800.00	160.00	960.00		
17/224	GDL Services	839	29-Dec-17	December Litter Picking	Current	BACS	105.00	0.00	105.00		
17/225	Waterbeach Brass		01-Jan-18	Christmas Lights-attendance (£100 discount)	Current	BACS	200.00	0.00	200.00		
17/226	Longstanton Village Institute	100673	02-Jan-18	Hall Hire Charges December	Current	BACS	320.00	0.00	320.00		
17/227	SLCC		02-Jan-18	SLCC Membership Charges	Current	BACS	185.00	0.00	185.00		
17/228	NG Uttridge	860	03-Jan-18	Pavilion - Box Guttering	Current	BACS	1,280.00	256.00	1,536.00		
17/229	Brookfield Groundcare	11667	08-Jan-18	Home Farm Grass Cutting 10 of 10	Current*	BACS	510.00	102.00	612.00		
17/230	Brookfield Groundcare	11668	08-Jan-18	Village Grass Cutting 10 of 10	Current	BACS	990.00	198.00	1,188.00		
17/231	GDL Services	842	17-Jan-18	General Village Maintenance	Current	BACS	45.00	0.00	45.00		
Sub Total								6,711.26	767.00	7,478.26	
TOTAL								6,926.37	780.61	7,706.98	

Key: DD = Direct Debit, BACS = online payment, Chq = Cheque

Transfers

	Description	From	To	Amount
T21	* Maintenance Home Farm	Unity Home Farm	Unity Current	£ 720.00
				£ 720.00