

# 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 20<sup>th</sup> February 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

15<sup>th</sup> February 2018

**17-18/114 To Receive and Approve Apologies for Absence<sup>1</sup>**

**17-18/115 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

**17-18/116 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.

**17-18/117 Approval of Minutes**

To approve the minutes of the Finance Committee meeting held on 23<sup>rd</sup> January 2018.

**17-18/118 Clerk's Report (for information only)**

**17-18/119 Bank Reconciliation**

To approve the bank reconciliations for all bank accounts as at 31<sup>st</sup> January 2018.

**17-18/120 Approval of Payments**

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

**17-18/121 Monies Received**

To note monies received as listed in the meeting papers.

**17-18/122 Reports**

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

**17-18/123 Date of Next Meeting**

Tuesday 20<sup>th</sup> March 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.

<sup>1</sup> LGA 1972 s85

**Appendix 1, item 17-18/121**

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
17/232	Longstanton Post Office		19-Jan-18	Postage (LL)	Optimum	Card	14.52	0.00	14.52	Paid
17/233	Longstanton Post Office		31-Jan-18	Youth Council/Club Refreshments	Optimum	Card	4.88	0.00	4.88	Paid
17/234	NEST			February Pension Contributions	Current	DD	32.62	0.00	32.62	
17/235	BT			Telephone and Internet	Current	DD	74.08	14.81	88.89	
						<b>Sub Total</b>	<b>126.10</b>	<b>14.81</b>	<b>140.91</b>	
17/236										
17/237	Staff Costs			February Staff Costs	Current	BACS	1,972.06	0.00	1,972.06	
17/238										
17/239	GDL Services	844	26-Jan-18	Litter picking Jan 18	Current	BACS	80.00	0.00	80.00	
17/240	Pear Technology	118755	29-Sep-17	Mapping Software Support (received Jan 18)	Current	BACS	225.00	45.00	270.00	
17/241	PlayMaintain Ltd	407	30-Jan-18	Quarterly Inspection	Current	BACS	75.00	15.00	90.00	
17/242	Longstanton Village Institute	100691	31-Jan-18	January Hall Hire	Current	BACS	450.00	0.00	450.00	
17/243	Longstanton Village Institute	100692	31-Jan-18	January Planning Meeting Hall Hire	Current	BACS	30.00	0.00	30.00	
17/244	Cambridge Glass & Glazing	C14938	07-Feb-18	Replacement glass for Bus Shelter	Current	BACS	188.00	37.60	225.60	
17/245	SLCC Enterprises Limited	124793	08-Jan-18	Practitioners Conference	Current	BACS	269.00	29.80	298.80	
17/246	Birketts LLP	542837	06-Feb-18	Legal charges for ongoing advice	Current	BACS	725.00	145.00	870.00	
17/247	Gravel Pit Charity			Loan to help pay legal fees	Current	BACS	915.60	0.00	915.60	
17/248	Longstanton Village Market			Grant to help set up Market	Current	BACS	194.56	0.00	194.56	
17/249	GDL Services	847	13-Feb-18	Repair and refurb of playground picnic sets	Current	BACS	424.42	0.00	424.42	
17/250	GDL Services	848	13-Feb-18	Repair and refurb of playground benches	Current	BACS	336.38	0.00	336.38	
						<b>Sub Total</b>	<b>5,885.02</b>	<b>272.40</b>	<b>6,157.42</b>	
						<b>TOTAL</b>	<b>6,011.12</b>	<b>287.21</b>	<b>6,298.33</b>	

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

**Transfers**

	Description	From	To	Amount
T22	Unity Interest	Unity Com. Proj. Reserves	Unity Current	£ 0.20
				<b>£ 0.20</b>