

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 20th March 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
15th March 2018

17-18/124 To Receive and Approve Apologies for Absence¹

17-18/125 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

17-18/126 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.

17-18/127 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 20th February 2018.

17-18/128 Clerk's Report (for information only)

17-18/129 CCLA

To resolve to complete the Redemption Form to transfer money from the CCLA current account to the main current account to allow payments to be made.

17-18/130 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 28th February 2018.

17-18/131 Approval of Payments

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

17-18/132 Monies Received

To note monies received as listed in the meeting papers.

17-18/133 Reports

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

17-18/134 Date of Next Meeting

Tuesday 24th April 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 17-18/131

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
17/251	Longstanton Post Office		04-Feb-18	Postage (LL)	Optimum	Card	6.86	0.00	6.86	Paid
17/252	Longstanton Post Office		17-Feb-18	Postage 2nd class	Optimum	Card	13.44	0.00	13.44	Paid
17/253	Wyatt Crocker Limited	1037626	27-Feb-18	Disabled Toilet sign for VI	Optimum	Card	7.22	1.44	8.66	Paid
17/254	South Cambs District Council		01-Mar-18	Temporary Event Notice (for VI Customer)	Optimum	Card	21.00	0.00	21.00	Paid
17/255	South Cambs District Council		09-Mar-18	Non-Dom Rates Tennis & Bowls	Current	DD	0.00	0.00	0.00	
17/256	South Cambs District Council		09-Mar-18	Non-Dom Rates Cemetery 1 of 2	Current	DD	60.00	0.00	60.00	
17/257	South Cambs District Council		09-Mar-18	Non-Dom Rates - Parish Office 1 of 10	Current	DD	93.73	0.00	93.73	
17/258	NEST			March Pension Contributions	Current	DD	32.62	0.00	32.62	
17/259	BT	M060YH	25-Feb-18	Telephone and Internet	Current	DD	77.17	15.43	92.60	
Sub Total							312.04	16.87	328.91	
17/260										
17/261	Staff Costs			March Staff Costs	Current	BACS	2,033.45	0.00	2,033.45	
17/262										
17/263	CBS Office Solutions	ST11058	16-Feb-18	Document Storage 2016 and 2017	Current	BACS	58.05	11.61	69.66	
17/264	Helping Hand Company	312567	19-Feb-18	Litterpickers & Handihoops	Current	BACS	809.50	161.90	971.40	
17/265	Cambridgeshire County Council	10783011	21-Feb-18	Village Gateways & Speed Limit Change	Current	BACS	13,364.36	2,672.88	16,037.24	
17/266	Elite Industrial Supplies	286434	21-Feb-18	HiVis Vests	Current	BACS	172.49	34.50	206.99	
17/267	Konica Minolta	1136105228	22-Feb-18	Photocopier Quarterly Rental Charge	Current	BACS	100.32	20.06	120.38	
17/268	GDL Services	850	23-Feb-18	Litter Collection February 2018	Current	BACS	65.00	0.00	65.00	
17/269	Brookfield Groundcare	11703	26-Feb-18	Installation of Gate & tree trunks on Rec	Current	BACS	1,890.00	378.00	2,268.00	
17/270	SLCC Enterprises Ltd	125052	26-Feb-18	Books for Parish Office	Current	BACS	142.32	0.00	142.32	
17/271	Longstanton Village Institute	100705	28-Feb-18	Hall Hire February 2018	Current	BACS	370.00	0.00	370.00	
17/272	Longstanton Village Institute	100706	28-Feb-18	Hall Hire Planning Meeting	Current	BACS	10.00	0.00	10.00	
17/273	Keep Britain Tidy	114445	28-Feb-18	We're Watching You posters & stickers	Current	BACS	300.00	60.00	360.00	
17/274	Konica Minolta	1136211538	28-Feb-18	Quarterly Photocopier consumables	Current	BACS	63.81	12.76	76.57	
17/275	ESPO	4771871	01-Mar-18	Office Consumables	Current	BACS	235.61	47.12	282.73	
17/276	CBE Ltd	CB010318	06-Mar-18	PAT Testing	Current	BACS	31.90	6.38	38.28	
17/277	Jar Jar Drinks	93	12-Mar-18	Food For Litter Pick	Current	BACS	45.00	9.00	54.00	
17/278	Cambridgeshire ACRE	6136	13-Mar-18	Payroll Costs	Current	BACS	45.00	9.00	54.00	
Sub Total							19,736.81	3,423.22	23,160.03	
TOTAL							20,048.85	3,440.09	23,488.94	

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