

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 24th April 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
19th April 2018

18-19/1 To Receive and Approve Apologies for Absence¹

18-19/2 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

18-19/3 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.

18-19/4 Approval of Minutes

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

18-19/5 Clerk's Report (for information only)

18-19/6 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.

18-19/7 End of Year 2018

To note and approve documentation created to complete the Year End documentation for 31 March 2018.

18-19/8 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 31st March 2018.

18-19/9 Approval of Payments

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

18-19/10 Monies Received

To note monies received as listed in the meeting papers.

18-19/11 Budget 2018

To consider the position of the Parish Council at the end of the financial year against budget.

18-19/12 Reports

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

18-19/13 Date of Next Meeting

Tuesday 22nd May 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 18-19/9

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes	
							£	£	£		
17/279	Unity Bank		31-Mar-18	Service Charges	Current	DD	25.65	0.00	25.65	Paid	
17/280	Co-Op Food		06-Mar-18	Dog poo bags and bin bags	Optimum	Card	4.98	0.00	4.98	Paid	
17/281	Co-Op Food		22-Mar-18	Refreshments for Community-Led Plan Mtg	Optimum	Card	10.12	0.00	10.12	Paid	
18/001	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 2 of 10	Current	DD	98.00	0.00	98.00		
18/002	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Cemetery 2 of 2	Current	DD	60.00	0.00	60.00		
18/003	BT	M061 1Q	25-Mar-18	Telephone and Internet	Current	DD	77.16	15.43	92.59		
18/004	Cambridge Water	8060545863	03-Apr-18	Cemetery Water - Oct 17-Mar 18	Current	DD	20.30	0.00	20.30		
18/005	NEST			April Pension	Current	DD	79.75	0.00	79.75		
							375.96	15.43	391.39		
18/006	April Staff Costs			April Staff Costs	Current	BACS	1,934.97	0.00	1,934.97		
18/007											
18/008											
18/009	Cambridgeshire County Council	10786446	07-Mar-18	Street Lighting Oct 16-Sep 17	Current	BACS	1,700.17	0.00	1,700.17		
18/010	CAPALC	644	20-Mar-18	GDPR Training (2 Councillors)	Current	BACS	70.00	0.00	70.00		
18/011	Longstanton Village Institute	100722	27-Mar-18	Hall Hire March 2018	Current	BACS	460.00	0.00	460.00		
18/012	Longstanton Village Institute	100723	27-Mar-18	Hall Hire for Planning Meeting	Current	BACS	30.00	0.00	30.00		
18/013	GDL Services	855	29-Mar-18	Litter Collection March 2018	Current	BACS	95.00	0.00	95.00		
18/014	South Cambridgeshire District Council	50011416	01-Apr-18	Trade Waste 2018/19	Current	BACS	442.00	0.00	442.00		
18/015	Brookfield Groundcare	11739	18-Apr-18	Home Farm Grass Cutting 1 of 10	Current	BACS	530.00	106.00	636.00		
18/016	Brookfield Groundcare	11740	18-Apr-18	Grass Cutting 1 of 10	Current	BACS	990.00	198.00	1,188.00		
18/017	Brookfield Groundcare	11741	18-Apr-18	Verge Cutting 1 of 10	Current	BACS	500.00	100.00	600.00		
18/018	GDL Services	856	09-Apr-18	We're Watching You dog fouling maintenance	Current	BACS	150.00	0.00	150.00		
Sub Total							6,902.14	404.00	7,306.14		
TOTAL							7,278.10	419.43	7,697.53		

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