

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 22nd May 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 May 2018

18-19/14 To Receive and Approve Apologies for Absence¹

18-19/15 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

18-19/16 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.

18-19/17 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 24th April 2018.

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

18-19/19 CCLA

To resolve to complete the Subscription Form to transfer money to the CCLA current account from the main current account.

18-19/20 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 30th April 2018.

18-19/21 Approval of Payments

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

18-19/22 Monies Received

To note monies received as listed in the meeting papers.

18-19/23 Reports

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

18-19/24 Date of Next Meeting

Tuesday 26th June 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 18-19/21

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
18/019	Longstanton Post Office		11-Apr-18	Postage	Optimum	Card	8.82	0.00	8.82	Paid
		9302775696								
18/020	SETON		18-Apr-18	Customised Sign for Emergency Gate on Rec	Optimum	Card	51.50	10.30	61.80	Paid
18/021	County Archives		20-Apr-18	Photocopying Card (4 years)	Optimum	Card	10.00	0.00	10.00	Paid
18/022	Co-Op Food		23-Apr-18	Refreshments for Annual Parish Meeting	Optimum	Card	12.84	0.00	12.84	Paid
18/023	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 2 of 10	Current	DD	98.00	0.00	98.00	
18/024	BT	M062 5V	25-Apr-18	Telephone and Internet	Current	DD	72.32	14.46	86.78	
18/025	NEST			May Pension	Current	DD	82.92	0.00	82.92	
							336.40	24.76	361.16	
18/026										
18/027	Staff Costs			May Staff Costs	Current	BACS	2,017.10		2,017.10	
18/028										
18/029	Resident			Refund for Cinema Tickets not needed	Current	Cheque	16.00	0.00	16.00	
18/030	CCVS	17/835	20-Apr-18	CCVS Membership 2018-2019	Current	BACS	60.00	0.00	60.00	
18/031	Playmaintain Limited	448	25-Apr-18	Playground Inspections	Current	BACS	79.00	15.80	94.80	
18/032	GDL Services	857	30-Apr-18	Litter Collection Apr 18 and Maintenance	Current	BACS	145.00	0.00	145.00	
18/033	Longstanton Village Institute	100739	02-May-18	Hall Hire & Office Rental Apr 18	Current	BACS	451.67	0.00	451.67	
18/034	Longstanton Village Institute	100740	02-May-18	Hall Hire for Planning Meeting	Current	BACS	30.00	0.00	30.00	
18/035	Enchanted Cinema	22	01-May-18	Open Air Cinema 23 Jun 18	Current	BACS	3,270.00	0.00	3,270.00	
18/036	Brookfield Groundcare	11752	16-May-18	Home Farm Grass Cutting 2 of 10	Current*	BACS	530.00	106.00	636.00	
18/037	Brookfield Groundcare	11753	16-May-18	Grass Cutting 2 of 10	Current	BACS	990.00	198.00	1,188.00	
18/038	Brookfield Groundcare	11754	18-Apr-18	Verge Cutting 2 of 10	Current	BACS	500.00	100.00	600.00	
							Sub Total	8,088.77	419.80	8,508.57
							TOTAL	8,425.17	444.56	8,869.73

Transfers

Description	From	To	Amount
T18/002 Home Farm Maintenance	Home Farm	Current	£530.00
T18/003 Optimum Card Top Up	Current	Optimum	£111.36
			<u>£641.36</u>

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