

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 26th June 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
21st June 2018

18-19/25 To Receive and Approve Apologies for Absence¹

18-19/26 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

18-19/27 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.

18-19/28 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 22nd May 2018.

18-19/29 Clerk's Report (for information only)

18-19/30 CCLA

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

18-19/31 Bank Reconciliation

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

18-19/32 Approval of Payments

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

18-19/33 Monies Received

To note monies received as listed in the meeting papers.

18-19/34 Reports

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

18-19/35 Date of Next Meeting

Tuesday 24th July 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 18-19/32

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
18/041	IDC Wristbands	45342	08-May-18	Cinema Wristbands	Optimum	Card	25.99	5.20	31.19	Paid
18/042	Longstanton Post Office		14-May-18	Postage	Optimum	Card	5.97	0.00	5.97	Paid
18/043	Longstanton Post Office		16-May-18	Postage	Optimum	Card	10.05	0.00	10.05	Paid
18/044	Longstanton Post Office		05-Jun-18	Postage	Optimum	Card	15.11	0.00	15.11	Paid
18/045	SETON	9302803190	14-Jun-18	Safety tape	Optimum	Card	4.95	0.99	5.94	Paid
18/046	South Cambridgeshire District Council		14-Jun-18	Application for event license	Optimum	Card	21.00	0.00	21.00	Paid
18/047	Churchill Security Limited	2430	12-Jun-18	Security for Open Air Cinema	Current	BACS	576.00	115.20	691.20	Paid
18/048	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 3 of 10	Current	DD	98.00	0.00	98.00	
18/049	BT	M063 9&	25-May-18	Telephone and Internet	Current	DD	87.45	17.49	104.94	
18/050	NEST			June Pension	Current	DD	81.33	0.00	81.33	
Sub Total							925.85	138.88	1,064.73	
18/051										
18/052	June Salary Costs			June Salary Costs	Current	BACS	1,982.86		1,982.86	
18/053										
18/054	CAPALC			Annual Membership 2018-2019	Current	BACS	534.30	0.00	534.30	
18/055	GDL Services	862	17-May-18	Graffiti Removal from Bus Shelters	Current	BACS	73.61	0.00	73.61	
18/056	ESPO	4843286	17-May-18	Office equipment and stationery	Current	BACS	94.42	18.88	113.30	
18/057	ESPO	4844657	18-May-18	Office equipment	Current	BACS	628.00	125.60	753.60	
18/058	Acacia Tree Surgery Limited	35856	23-May-18	Tree Survey and report	Current	BACS	950.00	190.00	1,140.00	
18/059	Konica Minolta	1137685968	23-May-18	Photocopier charges Feb-May 18	Current	BACS	79.52	15.90	95.42	
18/060	Konica Minolta	1137717068	24-May-18	Photocopier rental May- Aug 18	Current	BACS	100.32	20.06	120.38	
18/061	Play Inspection Company	30789	25-May-18	Annual Playground Inspection	Current	BACS	200.00	40.00	240.00	
18/062	GDL Services	865	29-May-18	Litter Picking for May	Current	BACS	150.00	0.00	150.00	
18/063	Longstanton Village Institute	100754	05-Jun-18	Hall Hire for May	Current	BACS	471.67	0.00	471.67	
18/064	Longstanton Limpers			Grant towards Coaching Training	Current	BACS	618.80	0.00	618.80	
18/065	Brookfield Groundcare	11780	06-Jun-18	Grass Cutting 3 of 10	Current	BACS	990.00	198.00	1,188.00	
18/066	Brookfield Groundcare	11781	06-Jun-18	Home Farm Grass Cutting 3 of 10	Current*	BACS	530.00	106.00	636.00	
18/067	Brookfield Groundcare	11782	06-Jun-18	Verge Cutting 3 of 10	Current	BACS	500.00	100.00	600.00	
18/068	South Cambridgeshire District Council	DINV/229646	06-Jun-18	Uncontested Election Costs	Current	BACS	165.00	0.00	165.00	
18/069	PlayMaintain	471	12-Jun-18	Playground Maintenance as per order	Current	BACS	1,421.00	284.20	1,705.20	
18/070	AR Aspinall & Sons Limited	AI553269	18-Jun-18	Materials for Youth Council Stocks	Current	BACS	22.08	4.42	26.50	
18/071	Gravel Pit Charity			Donation for Legal Advice (to be repaid)	Current	BACS	7,200.00	0.00	7,200.00	
18/072	LCR			LCR Subscription 2018-2019	Current	BACS	17.00	0.00	17.00	
Sub Total							16,728.58	1,103.07	17,831.65	
TOTAL							17,654.43	1,241.95	18,896.38	

Transfers				
	Description	From	To	Amount
T18/004	Home Farm Maintenance	Home Farm	Current	990.00
T18/005	Optimum Card Top Up	Current	Optimum	89.26
				1,079.26

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