

# 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 17<sup>th</sup> July 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  
12<sup>th</sup> July 2018

**18-19/36 To Receive and Approve Apologies for Absence<sup>1</sup>**

**18-19/37 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

**18-19/38 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.

**18-19/39 Approval of Minutes**

To approve the minutes of the Finance Committee meeting held on 26<sup>th</sup> June 2018.

**18-19/40 Clerk's Report (for information only)**

**18-19/41 CCLA**

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

**18-19/42 Long-Term Investment**

To consider employing a Financial Adviser to look at the choices the council has with respect to Long-Term investments

**18-19/43 Bank Reconciliation**

To approve the bank reconciliations for all bank accounts as at 30<sup>th</sup> June 2018.

**18-19/44 Approval of Payments**

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

**18-19/45 Monies Received**

To note monies received as listed in the meeting papers.

**18-19/46 Quarterly Budget Review**

To consider the current situation of the budget for Longstanton Parish Council.

**18-19/47 Date of Next Meeting**

Tuesday 21<sup>st</sup> August 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 18-19/44**

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
18/073	Unity Bank			Service Charges	Current	DD	33.90	0.00	33.90	Paid
18/074	SETON	9302804476	18-Jun-18	Event signage	Optimum	Card	159.15	31.83	190.98	Paid
18/075	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 4 of 10	Current	DD	98.00	0.00	98.00	
18/076	BT	M064 D0	25-Jun-18	Telephone and Internet	Current	DD	85.75	17.15	102.90	
18/077	NEST			July Pension	Current	DD	81.33	0.00	81.33	
							<b>458.13</b>	<b>48.98</b>	<b>507.11</b>	
18/078	July Staff Costs			July Staff Costs	Current	BACS	1,992.97		1,992.97	
18/079										
18/080										
18/081	Web Administrator			Reimbursement for Web Domain renewal	Current	BACS	15.59	0.00	15.59	
18/082	Web Administrator			Reimbursement for Web hosting renewal	Current	BACS	64.66	0.00	64.66	
18/083	Cambridgeshire ACRE	6265	25-Jun-18	Payroll Services	Current	BACS	45.00	9.00	54.00	
18/084	MiJan Limited	442	25-Jun-18	Internal Audit	Current	BACS	90.00	0.00	90.00	
18/085	GDL Services	873	29-Jun-18	Litter Picking for June	Current	BACS	155.00	0.00	155.00	
18/086	Playmaintain Limited	489	02-Jul-18	Operational Playground Inspection	Current	BACS	71.10	14.22	85.32	
18/087	CAPALC	904	03-Jul-18	Share the Vision Conference	Current	BACS	60.00	0.00	60.00	
18/088	Brookfield Groundcare	11821	04-Jul-18	Grass Cutting 4 of 10	Current	BACS	990.00	198.00	1,188.00	
18/089	Brookfield Groundcare	11822	04-Jul-18	Home Farm Grass Cutting 4 of 10	Current*	BACS	530.00	106.00	636.00	
18/090	Brookfield Groundcare	11823	04-Jul-18	Verge Cutting 4 of 10	Current	BACS	500.00	100.00	600.00	
18/091	Cambridge Glass & Glazing	C15147	06-Jul-18	Replacement glass for Hatton Road shelter	Current	BACS	188.00	37.60	225.60	
18/092	Longstanton Village Institute	100768	10-Jul-18	June Hall Hire	Current	BACS	481.67	0.00	481.67	
18/093	Enchanted Cinema	23	11-Jul-18	Extra chair hire for Cinema	Current	BACS	138.00	0.00	138.00	
<b>Sub Total</b>							<b>5,321.99</b>	<b>464.82</b>	<b>5,786.81</b>	
<b>TOTAL</b>							<b>5,780.12</b>	<b>513.80</b>	<b>6,293.92</b>	

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

Transfers		From	To	Amount
Ref	Description			
T18/007	Home Farm Maintenance	Home Farm	Current	£ 530.00
T18/008	Optimum Card Top Up	Current	Optimum	£ 190.98
				<b>£ 720.98</b>