

# 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 25<sup>th</sup> September 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

19<sup>th</sup> September 2018

**18-19/59 To Receive and Approve Apologies for Absence<sup>1</sup>**

**18-19/60 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

**18-19/61 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.

**18-19/62 Approval of Minutes**

To approve the minutes of the Finance Committee meeting held on 21<sup>st</sup> August 2018.

**18-19/63 Clerk's Report (for information only)**

**18-19/64 Budgetary Forecast**

To consider the forecast created by Cllr Sinclair up to the end of the financial year

**18-19/65 CCLA**

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

**18-19/66 Bank Reconciliation**

To approve the bank reconciliations for all bank accounts as at 31<sup>st</sup> August 2018.

**18-19/67 Approval of Payments**

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

**18-19/68 Monies Received**

To note monies received as listed in the meeting papers.

**18-19/69 Reports**

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

**18-19/70 Date of Next Meeting**

Tuesday 16<sup>th</sup> October 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 18-19/67

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
18/116	Longstanton Post Office			Postage	Optimum	Card	8.04	0.00	8.04	Paid
18/117	Longstanton Post Office			Postage	Optimum	Card	7.07	0.00	7.07	Paid
18/118	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 6 of 10	Current	DD	98.00	0.00	98.00	
18/119	TalkTalk Business	18632789	18-Aug-18	Telephone and Internet	Current	DD	35.53	7.11	42.64	
18/120	TalkTalk Business	18753533	18-Sep-18	Telephone and Internet	Current	DD	32.45	6.49	38.94	
18/121	Nest			September Pension Contributions	Current	DD	81.33	0.00	81.33	
							<b>262.42</b>	<b>13.60</b>	<b>276.02</b>	
18/122										
18/123	September Staff Costs			September Staff Costs	Current	BACS	1,986.22	0.00	1,986.22	
18/124										
18/125	UK PowerNetworks			Electrical Supply to Village Green	Current	BACS	1,151.00	230.20	1,381.20	
18/126	Cambridgeshire ACRE			Annual Membership	Current	BACS	46.25	9.25	55.50	
18/127	CAPALC			GDPR Membership Scheme	Current	BACS	50.00	0.00	50.00	
18/128	ESPO	4940622	08-Aug-18	Stationery	Current	BACS	32.89	6.58	39.47	
18/129	The Royal British Legion		09-Aug-18	Poppies for Street Lights	Current	Chq	162.00	0.00	162.00	
18/130	SurveyMonkey		19-Aug-18	Annual Subscription	Current	BACS	336.00	0.00	336.00	
18/131	Konica Minolta	1139348040	23-Aug-18	Quarterly Rental of Photocopier	Current	BACS	100.32	20.06	120.38	
18/132	Longstanton Village Institute	100800	24-Aug-18	August Hall Hire	Current	BACS	371.67	0.00	371.67	
18/133	Konica Minolta	1139437434	29-Aug-18	Quarterly Consumables used Photocopier	Current	BACS	54.02	10.80	64.82	
18/134	PKF Littlejohn	SB201800739	29-Aug-18	External Audit for 2017/18	Current	BACS	400.00	80.00	480.00	
18/135	GDL Services	885	31-Aug-18	Emptying Bins and Litter Picks August	Current	BACS	175.00	0.00	175.00	
18/136	Cambridge Print Solutions	27152	10-Sep-18	Printing of letter re charity merger	Current	BACS	129.00	25.80	154.80	
18/137	Brookfield Groundcare	11898	12-Sep-18	Village Grass Cutting 6 of 10	Current	BACS	990.00	198.00	1,188.00	
18/138	Brookfield Groundcare	11899	12-Sep-18	Home Farm Maintenance 6 of 10	Current*	BACS	530.00	106.00	636.00	
18/139	Brookfield Groundcare	11900	12-Sep-18	Village Verges 6 of 8	Current	BACS	500.00	100.00	600.00	
18/140	FLP Outdoor Play Solutions	SIN027564	14-Sep-18	Playground replacement parts	Current	BACS	12.20	2.44	14.64	
18/141	VisionICT	8477	19-Sep-18	Website design 1 of 2	Current	BACS	973.00	194.60	1,167.60	
						<b>Sub Total</b>	<b>7,999.57</b>	<b>983.74</b>	<b>8,983.31</b>	
						<b>TOTAL</b>	<b>8,261.99</b>	<b>997.33</b>	<b>9,259.32</b>	

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

**Transfers**

Description	From	To	Amount
T18/012 * Home Farm Maintenance	Home Farm	Current	£ 530.00
			<b>£ 530.00</b>