

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: Thursday 18th October 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
11th October 2018

18-19/71 To Receive and Approve Apologies for Absence¹

18-19/72 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

18-19/73 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.

18-19/74 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 25th September 2018.

18-19/75 Clerk's Report (for information only)

18-19/76 CCLA

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

18-19/77 Bank Reconciliation

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

18-19/78 Approval of Payments

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

18-19/79 Monies Received

To note monies received as listed in the meeting papers.

18-19/80 2019/20 Budget

To commence working on the budget for 2019/20 following input from council members

18-19/81 Reports

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

18-19/82 Date of Next Meeting

Tuesday 20th November 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 18-19/78

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
18/142	Microsoft Office			Office 365 Annual Charge	Optimum	Card	66.66	13.33	79.99	Paid
18/143	Longstanton Post Office			Postage	Optimum	Card	2.97	0.00	2.97	Paid
18/144	Unity Bank			Service Charge	Current	DD	33.15		33.15	
18/145	BT			To be credited Charges	Current	DD	46.32		46.32	
18/146	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 7 of 10	Current	DD	98.00	0.00	98.00	
18/147	Nest			October Pension Contributions	Current	DD	81.33	0.00	81.33	
Sub Total							328.43	13.33	341.76	
18/148										
18/149	October Salary Costs			October Salary Costs	Current	BACS	1,977.22		1,977.22	
18/150										
18/151	Cambridgeshire ACRE	6364	23-Sep-18	Payroll Charges	Current	BACS	45.00	9.00	54.00	
18/152	Longstanton Village Institute	100809	28-Sep-18	Hall Hire & Office Rental Charges	Current	BACS	471.67	0.00	471.67	
18/153	Longstanton Village Institute	100810	28-Sep-18	Planning Meeting Hall Hire Charges	Current	BACS	30.00	0.00	30.00	
18/154	Pear Technology	121566	28-Sep-18	Mapping Software Annual Charges	Current	BACS	225.00	45.00	270.00	
18/155	Miracle Design & Play Limited	11453	28-Sep-18	Replacement Part for Junior Multi-Play	Current	BACS	38.79	7.76	46.55	
18/156	GDL Services	892	30-Sep-18	Litter Collection September	Current	BACS	145.00	0.00	145.00	
18/157	Playmaintain Limited	526	02-Oct-18	Quarterly Playground Inspection	Current	BACS	71.10	14.22	85.32	
18/158	Birketts	574469	02-Oct-18	Advice on Charity merger	Current	BACS	435.00	87.00	522.00	
18/159	Louise Everitt	1	03-Oct-18	Design of Community Led Questionnaire	Current	BACS	130.00	0.00	130.00	
18/160	Brookfield Groundcare	11922	03-Oct-18	Village Grass Cutting 7 of 10	Current	BACS	990.00	198.00	1,188.00	
18/161	Brookfield Groundcare	11923	03-Oct-18	Home Farm Maintenance 7 of 10	Current*	BACS	530.00	106.00	636.00	
18/162	Brookfield Groundcare	11924	03-Oct-18	Village Verges 7 of 8	Current	BACS	500.00	100.00	600.00	
18/163	CAPALC	1103	08-Oct-18	Councillor Training	Current	BACS	75.00	0.00	75.00	
18/164	Relate Cambridge			Donation towards work carried out locally	Current	BACS	500.00	0.00	500.00	S.137
18/165	XmasDirect	XS00231155	10-Oct-18	Northstowe Christmas Lights	Current	BACS	687.05	137.41	824.46	
Sub Total							6,850.83	704.39	7,555.22	
TOTAL							7,179.26	717.72	7,896.98	

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

Transfers

Description	From	To	Amount
T18/014 Home Farm Maintenance	Home Farm	Current	£ 530.00
			£ 530.00