

LONGSTANTON PARISH COUNCIL

Parish Clerk: Mrs Libby White, The Village Institute, 24 High Street, Longstanton CB24 3BS
Email: clerk@longstanton-pc.gov.uk
Chairman: Mr John Street



Notice of Meeting: Finance Committee

Time: 7.30pm

Date: Tuesday 22nd January 2019

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 January 2019

18-19/107 To Receive and Approve Apologies for Absence¹

18-19/108 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

18-19/109 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.

18-19/110 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 20th November 2018 and note the inquorate meeting from December 2018.

18-19/111 Clerk's Report (for information only)

18-19/112 CCLA

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

18-19/113 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 30th November and 31st December 2018.

18-19/114 Approval of Payments

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

18-19/115 Monies Received

To note monies received as listed in the meeting papers.

18-19/116 Current Budget Review

To consider the current position of the council in respect to the current budget.

18-19/117 Reports

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

18-19/118 Date of Next Meeting

Tuesday 26th February 2019.

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 18-19/114

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £	Notes
18/231	ICO			ICO Registration	Current	DD	35.00	0.00	35.00	Paid
18/232	Unity Bank Plc		31-Dec-18	Manual Credit Handling Charge	Current	DD	2.80	0.00	2.80	Paid
18/233	Unity Bank Plc		31-Dec-18	Bank charges	Current	DD	18.00	0.00	18.00	Paid
18/234	Longstanton Post Office		04-Dec-18	Postage	Optimum	Card	8.04	0.00	8.04	Paid
18/235	Longstanton Post Office		06-Dec-18	Postage	Optimum	Card	7.07	0.00	7.07	Paid
18/236	Argos Ltd		11-Dec-18	Board Games for Youth Council	Optimum	Card	21.60	4.32	25.92	Paid
18/237	Tesco		12-Dec-18	Refreshments for Youth Council gathering	Optimum	Card	22.24	0.00	22.24	Paid
18/238	Amazon	301353229	18-Dec-18	Gift for Website volunteer	Optimum	Card	29.15	5.83	34.98	Paid
18/239	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 10 of 10	Current	DD	98.00	0.00	98.00	
18/240	TalkTalk	19116303	18-Dec-18	Telephone & Broadband	Current	DD	32.45	6.49	38.94	
18/241	Eon	H16A9638AA	01-Jan-19	Village Green Electric Supply	Current	DD	17.60	0.88	18.48	
18/242	Nest			January Pension Contributions	Current	DD	81.33	0.00	81.33	
							373.28	17.52	390.80	
18/243										
18/244	January Staff Costs			January Staff Costs	Current	BACS	1,974.49		1,974.49	
18/245										
18/246	South Cambridgeshire District Council	80002523	12-Dec-18	Hire of Dale Community Room 6 Aug 18	Current	BACS	15.00	0.00	15.00	
18/247	South Cambridgeshire District Council	80002525	12-Dec-18	Hire of Dale Community Room 21 May 18	Current	BACS	15.00	0.00	15.00	
18/248	Furnitubes	224826	13-Dec-18	Eastgate Bench for St Michaels	Current	BACS	743.00	148.60	891.60	
18/249	Redshoes Accounting Services	2963	13-Dec-18	Payroll Services	Current	BACS	15.00	3.00	18.00	
18/250	AR Aspinall & Sons Limited	AI566656	20-Dec-18	Sandbags for Northstowe Christmas Tree	Current	BACS	5.20	1.04	6.24	
18/251	Longstanton Village Institute	100869	21-Dec-18	December Hall and Office Rental	Current	BACS	441.67	0.00	441.67	
18/252	GDL Services	908	31-Dec-18	Litter Picking December 2018	Current	BACS	70.00	0.00	70.00	
18/253	Brookfield Groundcare	12026	07-Jan-19	Home Farm Maintenance 10 of 10	Current*	BACS	530.00	106.00	636.00	
18/254	Brookfield Groundcare	12027	07-Jan-19	Village Grass Cutting 10 of 10	Current	BACS	990.00	198.00	1,188.00	
18/255	Home-Start Cambridgeshire			Donation towards work	Current	BACS	1,300.00	0.00	1,300.00	
18/256	VisionICT	8904	17-Jan-19	Final Invoice for Design of Website	Current	BACS	973.00	194.60	1,167.60	
							Sub Total	7,072.36	651.24	7,723.60
							TOTAL	7,445.64	668.76	8,114.40

Transfers				Amount	
	Description	From	To		
T18/022	Current Account Top Up	CCLA Current	Current	£8,000.00	Transfer to be discussed under item 18/19-221
T18/023	Optimum Card Top Up	Current	Optimum	£ 218.18	
T18/024	Home Farm Maintenance	Home Farm	Current	£ 530.00	
				£8,748.18	

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