

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 26th March 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
20th March 2019

18-19/130 To Receive and Approve Apologies for Absence¹

18-19/131 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

18-19/132 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.

18-19/133 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 26th February 2019

18-19/134 Clerk's Report (for information only)

18-19/135 CCLA

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

18-19/136 Finance Software

To consider the potential to upgrade to Omega Accounting software for efficiencies in finance admin

18-19/137 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 28th February 2019.

18-19/138 Approval of Payments

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

18-19/139 Monies Received

To note monies received as listed in the meeting papers.

18-19/140 Reports

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

18-19/141 Date of Next Meeting

Tuesday 23rd April 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 18-19/138

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes
							£	£	£	
18/274	Longstanton Post Office		01-Feb-19	1st Class Postage	Optimum	Card	8.04	0.00	8.04	Paid
18/275	Longstanton Post Office		05-Feb-19	Postage - LL	Optimum	Card	7.07	0.00	7.07	Paid
18/276	Longstanton Post Office		22-Feb-19	2nd Class Postage	Optimum	Card	6.96	0.00	6.96	Paid
18/277	TalkTalk	19450059	18-Mar-19	Telephone & Broadband	Current	DD	32.52	6.50	39.02	
18/278	Eon	H16E386D4E	01-Mar-19	Village Green Electric Supply	Current	DD	7.03	0.35	7.38	
18/279	Nest			March Pension Contributions	Current	DD	81.33	0.00	81.33	
							142.95	6.85	149.80	
18/280										
18/281	March Staff Costs			March Staff Costs	Current	BACS	1,970.99	0.00	1,970.99	
18/282										
18/283	Northstowe Social Committee			Donation to Social Activities	Current	BACS	625.00	0.00	625.00	
18/284	SLCC		02-Jan-19	SLCC Membership for Clerk	Current	BACS	249.00	0.00	249.00	
18/285	GDL Services	918	23-Feb-19	Litter Picking February 2019	Current	BACS	85.00	0.00	85.00	
18/286	Brookfield Groundcare	12060	25-Feb-19	Home Farm Border work	Current*	BACS	875.00	175.00	1,050.00	
18/287	Konica Minolta	1142741580	21-Feb-19	Quarterly rental of photocopier	Current	BACS	100.32	20.06	120.38	
18/288	Konica Minolta	1142818527	26-Feb-19	Copy charges for Nov 18 - Feb 19	Current	BACS	117.47	23.49	140.96	
18/289	Longstanton Village Institute	100904	27-Feb-19	February Hall and Office Rental	Current	BACS	481.67	0.00	481.67	
18/290	Brookfield Groundcare	12063	04-Mar-19	Tree work to Eaton Way & village green	Current*	BACS	150.00	30.00	180.00	
18/291	Northstowe Sports & Wellbeing Group			Donation to new exercise classes	Current	BACS	230.00	0.00	230.00	
18/292	Red Shoes Accounting	3254	14-Mar-19	Quarterly Payroll Charges	Current	BACS	45.00	9.00	54.00	
18/293	Vision ICT	9258	18-Mar-19	Website charges for Operation London Bridge	Current	BACS	35.00	7.00	42.00	
18/294	Keystone Marketing	SI-1415501	18-Mar-19	25% Deposit for Survey work	Current	BACS	312.50	62.50	375.00	
18/295	East of England Ambulance Service	8113422	15-Mar-19	Replacement Defibrillator Pads	Current	BACS	61.90	12.38	74.28	
						Sub Total	5,338.85	339.44	5,678.29	
						TOTAL	5,481.80	346.29	5,828.09	

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

Transfers

Description	From	To	Amount	
T18/027 Current Account Top Up	CCLA Current	Current	£ 4,500.00	Transfer to be discussed under item 18/19-135
T18/028 Home Farm Maintenance	Home Farm	Current	£ 1,025.00	
T18/029 Optimum Card Top Up	Current	Optimum	£ 22.07	
			<u><u>£ 5,547.07</u></u>	