

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 23rd April 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

15th April 2019

19-20/1 To Receive and Approve Apologies for Absence¹

19-20/2 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

19-20/3 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.

19-20/4 Approval of Minutes

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

19-20/5 Clerk's Report (for information only)

19-20/6 Journals

To approve the Journals required for the accounts 2018/19.

19-20/7 Card Payment Solutions

To consider card payment solutions for events such as the Big Weekend.

19-20/8 CCLA

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

19-20/9 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 31st March 2019.

19-20/10 Approval of Payments

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

19-20/11 Monies Received

To note monies received as listed in the meeting papers.

19-20/12 2018/19 Budget

To consider the budget as at the Year End 31st March 2019

19-20/13 Reports

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

19-20/14 Date of Next Meeting

Tuesday 21st May 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 19-20/8

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Notes	
							£	£	£		
19/001	Longstanton Post Office		06-Apr-19	1st Class Postage	Optimum	Card	7.42	0.00	7.42		
19/002	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Bowling Green	For Info Only	N/A	0.00	0.00	0.00		
19/003	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Cemetery 1 of 2	Current	DD	61.75	0.00	61.75		
19/004	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Office 1 of 10	Current	DD	107.38	0.00	107.38		
19/005	Cambridge Water	9064 7064 53	14-Mar-19	Cemetery Water Sep 18 - Mar 19	Current	DD	17.48	0.00	17.48		
19/006	E.on	H170020A0F	01-Apr-19	Village Green Electric	Current	DD	7.78	0.39	8.17		
19/007	Nest			April Pension Contributions	Current	DD	129.40	0.00	129.40		
Sub Total								331.21	0.39	331.60	
19/008	Staff Costs			April Staff Costs	Current	BACS	1,941.00	0.00	1,941.00		
19/009											
19/010											
19/011	Fire Safety Management Services	22047	28-Mar-19	Pavilion Fire Risk Assessment	Current	BACS	325.00	0.00	325.00		
19/012	GDL Services	925	29-Mar-19	Litter Picking March 2019	Current	BACS	115.00	0.00	115.00		
19/013	GDL Services	926	30-Mar-19	Village Maintenance	Current	BACS	393.61	0.00	393.61		
19/014	South Cambridgeshire District Council	80004927	01-Apr-19	Trade Waste Apr 19 - Mar 20	Current	BACS	455.00	0.00	455.00		
19/015	Longstanton Village Institute	100927	03-Apr-19	March Hall Hire & Office Rental	Current	BACS	541.67	0.00	541.67		
19/016	Brookfield Groundcare	12086	03-Apr-19	Home Farm Grass Cutting 1 of 10	Current*	BACS	540.00	108.00	648.00		
19/017	Brookfield Groundcare	12087	03-Apr-19	Village Grass Cutting 1 of 10	Current	BACS	990.00	198.00	1,188.00		
19/018	PlayMaintain Limited	567	07-Feb-19	Quarterly Playground Inspection (r'cvd 15/4/19)	Current	BACS	83.00	16.60	99.60		
19/019	Birketts LLP	599903	04-Apr-19	Advice for PC in respect to Merging charities	Current	BACS	1,136.00	227.20	1,363.20		
Sub Total								6,520.28	549.80	7,070.08	
TOTAL								6,851.49	550.19	7,401.68	

Key: DD = Direct Debit
BACS = online payment
Chq = cheque

Transfers

Description	From	To	Amount	
T19/001 Current Account Top Up	CCLA Current	Current	£ 4,500.00	Transfer to be discussed under item 19/20-6
T19/002 Optimum Card Top Up	Current	Optimum	£ 29.49	
T19/003 Home Farm Maintenance	Home Farm	Current	£ 540.00	
			£ 5,069.49	