



Longstanton Parish Council

Longstanton Village Institute, 24 High Street, Longstanton CB24 3BS Tel: 01954 782323

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Chairman: Cllr Dan delaMare-Lyon Vice Chairman: Cllr Steve Burns Parish Clerk: Libby White CertHE PSLCC

Notice of Meeting: Finance Committee

Time: 7.30pm

Date: Tuesday 21st May 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
14th May 2019

19-20/15 To Receive and Approve Apologies for Absence¹

19-20/16 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

19-20/17 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.

19-20/18 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 23rd April 2019

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

19-20/20 Journals

To approve the Journals to finalise the Year End accounts for 2018/19.

19-20/21 CCLA

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

19-20/22 Bank Reconciliation

To approve the bank reconciliations for all bank accounts as at 30th April 2019.

19-20/23 Approval of Payments

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

19-20/24 Monies Received

To note monies received as listed in the meeting papers.

19-20/25 Reports

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

19-20/26 Date of Next Meeting

Tuesday 25th June 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 19-20/23

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total
							£	£	£
19/020	TalkTalk		06-Apr-19	1st Class Postage	Optimum	Card	7.42	0.00	7.42
19/021	Amazon	91592017	18-Apr-19	Faux Leather Desk Mat	Optimum	Card	8.32	1.67	9.99
19/022	Executive Retail Ltd	2019-8250	18-Apr-19	Book of Condolence	Optimum	Card	22.49	4.50	26.99
19/023	Hong Li	#2019/4/17	18-Apr-19	Black Arm Bands	Optimum	Card	5.59	1.40	6.99
19/024	Love Tablecloths		18-Apr-19	Black Table Cloth	Optimum	Card	13.50	2.70	16.20
19/025	SumUp	445253	24-Apr-19	Sum Up Card Payment Machine	Optimum	Card	19.00	3.80	22.80
19/026	Tesco		29-Apr-19	Refreshments for Annual Parish Meeting	Optimum	Card	56.14	0.00	56.14
19/027	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Cemetery 2 of 2	Current	DD	61.00	0.00	61.00
19/028	South Cambridgeshire District Council		11-Mar-19	Non-Domestic Rates - Office 2 of 10	Current	DD	104.00	0.00	104.00
19/029	E.on	H171D95C80	01-May-19	Village Green Electric	Current	DD	7.53	0.38	7.91
19/030	Nest			May Pension Contributions	Current	DD	129.40	0.00	129.40
Sub Total							434.39	14.44	448.83
19/031	May Staff Costs			May Staff Costs	Current	BACS	1,938.75	0.00	1,938.75
19/032									
19/033									
19/034	Jar Jar Drinks Limited	122	30-Mar-19	Refreshments for Litter Pick	Current	BACS	51.00	10.20	61.20
19/035	PlayMaintain Limited	596	23-Apr-19	Playground Inspections	Current	BACS	83.00	16.60	99.60
19/036	ESPO	5231292	23-Apr-19	Stationery	Current	BACS	36.85	7.37	44.22
19/037	GDL Services	928	29-Apr-19	Litter Picking - April	Current	BACS	140.00	0.00	140.00
19/038	Longstanton Village Institute	100944	30-Apr-19	April Hall Hire & Office Rental	Current	BACS	433.95	0.00	433.95
19/039	Cambridgeshire County Council	423000776780	30-Apr-19	Equipment Hire for Youth Club	Current	BACS	56.95	0.00	56.95
19/040	CAPALC			Affiliation Fee & DPO Fee	Current	BACS	670.16	0.00	670.16
19/041	Keystone Marketing Limited	SI-1415522	30-Apr-19	Community Survey Presentation	Current	BACS	937.50	187.50	1,125.00
19/042	Zurich Municipal		30-Apr-19	2019-2020 Parish Council Insurance	Current	BACS	1,293.47	0.00	1,293.47
19/043	Brookfield Groundcare	12128	03-May-19	Village Grass Cutting 2 of 10	Current	BACS	990.00	198.00	1,188.00
19/044	Brookfield Groundcare	12129	03-May-19	Home Farm Grass Cutting 2 of 10	Current*	BACS	540.00	108.00	648.00
19/045	Brookfield Groundcare	12130	03-May-19	Village Verges 1 of 8	Current	BACS	500.00	100.00	600.00
19/046	Seton	9302954351	03-May-19	Fire Safety Equipment and Signs (Pavilion)	Current	BACS	156.30	31.26	187.56
19/047	Canalbs Ltd	306	04-May-19	2nd Part Internal Audit 2018/19	Current	BACS	124.25	0.00	124.25
19/048	ESPO	5245133	07-May-19	Stationery	Current	BACS	19.25	3.85	23.10

19/049	CCVS	17/1256	07-May-19	Annual Membership 2019/20	Current	BACS	60.00	0.00	60.00
19/050	CAPALC	1267	08-May-19	Locum Clerk Services	Current	BACS	229.70	0.00	229.70
19/051	NALC			LCR Magazine Subscription	Current	BACS	17.00	0.00	17.00
Sub Total							8,278.13	662.78	8,940.91
TOTAL							8,712.52	677.22	9,389.74

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

Transfers

	Description	From	To	Amount	
T19/004	CCLA Subscription	Current	CCLA Current	£38,000.00	Transfer to be discussed under item 19/20-21
T19/005	Optimum Card Top Up	Current	Optimum	£139.11	
T19/006	Home Farm Maintenance	Home Farm	Current	£540.00	
				£38,679.11	