



Longstanton Parish Council

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

clerk@longstanton-pc.gov.uk www.longstanton-pc.gov.uk

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 23rd July 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 CertHE PSLCC Parish Clerk/RFO to Longstanton Parish Council
17th July 2019

19-20/38 To Receive and Approve Apologies for Absence¹

19-20/39 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

19-20/40 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.

19-20/41 Approval of Minutes

To approve the minutes of the Finance Committee meeting held on 25th June 2019

19-20/42 Clerk's Report (for information only)

19-20/43 CCLA

To resolve to approve the Redemption form to transfer money from the CCLA current account to the main current account enabling bills to be paid.

19-20/44 Bank Reconciliation

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

19-20/45 Approval of Payments

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

19-20/46 Monies Received

To note monies received as listed in the meeting papers.

19-20/47 Reports

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

19-20/48 Date of Next Meeting

Tuesday 20th August 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

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PURCHASE DAYBOOK

User: EGW

Creditors for Month No 4

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
18/06/2019	19786370	62	TALKTALK	TAL001	32.45	6.49	38.94	4110	990	8.06	Telephone & Internet (North)
										-8.06	Telephone & Internet (North)
								6000	990	8.06	Telephone & Internet (North)
								4110	101	24.39	Telephone & Internet (Long)
18/06/2019	44394	63	SCREENS	SCR001	127.76	25.55	153.31	4315	301	127.76	Big Weekend banners
20/06/2019	5298023	64	ESPO	ESP01	31.19	6.24	37.43	4105	990	7.75	Office Supplies (North)
								4105	101	23.44	Office Supplies (Long)
21/06/2019	423000896400	65	CAMBRIDGESHIRE COUNT	CCC001	460.77	0.00	460.77	4425	990	114.54	LHI Contribution (MVAS) (N)
										-114.54	LHI Contribution (MVAS) (N)
								6000	990	114.54	LHI Contribution (MVAS) (N)
								4425	401	346.23	LHI Contribution (MVAS) (L)
24/06/2019	1529	66	CAPALC	CAP001	100.00	0.00	100.00	4035	990	24.86	CAPALC Conference (North)
								4035	101	75.14	CAPALC Conference (Long)
25/06/2019	1285	67	CARDSON	CAR001	312.50	62.50	375.00	4500	501	312.50	Deposit for Pavilion Windows
25/06/2019	12079	68	ACA HEATING	ACA001	83.75	16.75	100.50	4500	501	83.75	Oil Boiler Service - Pavilion
26/06/2019	26972	69	RIALTAS	RIA001	2,207.43	441.49	2,648.92	4103	990	548.76	Omega Software & Training (N)
								4103	101	1,658.67	Omega Software & Training (L)
28/06/2019	00951	70	GDL SERVICES	GDL001	160.00	0.00	160.00	4320	301	160.00	June Litter Picking
01/07/2019	H17542476F	71	EON	EON001	7.53	0.38	7.91	4306	301	7.53	June Village Green Electric
01/07/2019	LPC19	72	ENCHANTED	ENC001	3,550.00	0.00	3,550.00	4317	990	882.53	Balance - Open Air Cinema (N)
										-882.53	Balance - Open Air Cinema (N)
								6000	990	882.53	Balance - Open Air Cinema (N)
								4317	301	2,667.47	Balance - Open Air Cinema (L)
02/07/2019	100981	73	VILLAGE HALL	LON001	495.69	0.00	495.69	4125	990	74.62	June Office Rental (North)
										-74.62	June Office Rental (North)
								6000	990	74.62	June Office Rental (North)
								4125	101	225.56	June Office Rental (Long)
								4140	990	7.67	June Meeting Hire (North)

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
								317		-7.67	June Meeting Hire (North)
								6000	990	7.67	June Meeting Hire (North)
								4140	101	23.20	June Meeting Hire (Long)
								4610	601	123.48	June Hall Hire for Groups
								4910	901	41.16	June Hall Hire for Youth
04/07/2019	8371	74	CAMBRIDGE MARQUEES	CAM002	760.00	152.00	912.00	4315	301	760.00	Marquee hire for Big Weekend
05/07/2019	12207	75	BROOKFIELD	BRO001	990.00	198.00	1,188.00	4200	201	200.00	Cemetery Grass Cutting 4/10
								4201	201	200.00	St Michaels Grass Cutting 4/10
								4300	301	100.00	Playground Grass Cutting 4/10
								4305	301	490.00	Rec Ground Grass Cutting 4/10
05/07/2019	12208	76	BROOKFIELD	BRO001	540.00	108.00	648.00	4310	301	540.00	Home Farm Contract 4/10
05/07/2019	12209	77	BROOKFIELD	BRO001	500.00	100.00	600.00	4430	401	500.00	Village Verges 3/8
08/07/2019	1605	78	CAPALC	CAP001	75.00	0.00	75.00	4035	101	75.00	Cllr Training - Cllr Ness
08/07/2019	1610	79	CAPALC	CAP001	70.00	0.00	70.00	4035	990	17.00	Chairmanship Training (North)
								317		-17.00	Chairmanship Training (North)
								6000	990	17.00	Chairmanship Training (North)
								4035	101	53.00	Chairmanship Training (Long)
10/07/2019	1292	80	CARDSON	CAR001	937.50	187.50	1,125.00	4500	501	937.50	Balance for Pavilion Windows
TOTAL INVOICES					11,441.57	1,304.90	12,746.47			11,441.57	
			VAT ANALYSISCODE	F @ 5.00%	7.53	0.38	7.91				
			VAT ANALYSISCODE	OTS @ 0.00%	4,911.46	0.00	4,911.46				
			VAT ANALYSISCODE	S @ 20.00%	6,522.58	1,304.52	7,827.10				
TOTALS					11,441.57	1,304.90	12,746.47				

Creditors for Month No 4

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
01/07/2019	JULYRATES	81	SCDC	SCDC001	104.00	0.00	104.00	4135	990	25.85	Office Non-Dom Rates (North)
								317		-25.85	Office Non-Dom Rates (North)
								6000	990	25.85	Office Non-Dom Rates (North)
								4135	101	78.15	Office Non-Dom Rates (Long)
TOTAL INVOICES					<u>104.00</u>	<u>0.00</u>	<u>104.00</u>			<u>104.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					104.00	0.00	104.00				
TOTALS					<u>104.00</u>	<u>0.00</u>	<u>104.00</u>				

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Current Bank Account

List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/07/2019	Mrs EG White	BACS			June Salary & Back Pay
26/07/2019	NEST Pension	DD	2,850.91		June Pension Contribution
26/07/2019	HMRC	BACS			June PAYE & NI
26/07/2019	First Responders	BACS	550.00		Donation to Defibrillators
26/07/2019	Senior Citizen's Entertainment	BACS	440.00		Donation to Christmas Lunch
Total Payments			<u>3,840.91</u>		