



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 23rd JANUARY 2018 AT LONGSTANTON VILLAGE INSTITUTE AT 7.34pm**

Those Present Cllr Street (Chairman), Cllr Sinclair, Cllr Burns, Cllr McPhater
Parish Clerk Mrs Libby White
Members 6 Vacancy 0 (Quorum 3) Parishioners 0

17-18/102 To Receive and Approve Apologies for Absence **Power**
Apologies were received and approved from Cllr Dr Sastry and Cllr Mrs Cheung Johnson (personal)

17-18/103 Councillors' Declarations of Interest for items on agenda
Declarations of interest from Councillors on items on the agenda: None
Requests to Speak: No requests received to speak on any items as declared above.
To receive requests for dispensations: None
Grant of dispensations: None

17-18/104 Open Forum for Public Participation (10min)
None

17-18/105 Approval of Minutes
It was **proposed** by Cllr McPhater and seconded by Cllr Sinclair that the minutes of the 19th December 2017 are signed as a true record of the meeting.

CARRIED
1 abstention

17-18/106 Clerk's Report (for information only)

- It was noted that the agenda had been sent to all council members and no questions have been raised with respect to any payments.
- Correspondence has been received from HMRC, stating that changes are being made to the VAT126 form used by parish councils at year end for refunds. Systems are being updated and new reference numbers will replace existing ones.
- Information being sought for longer term investments. It is hoped to bring this to the February meeting for consideration.
- The Clerk confirmed that she had attended a Webinar with the external auditor that morning to understand changes to the external audit taking effect from April this year.

17-18/107 Precept
The documentation to ask SCDC for the 2018/19 precept was presented to councillors. It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the Chairman and Vice-Chairman sign the request.

Action: Chair and Vice-Chair to sign, Clerk to send of to SCDC

17-18/108 Bank Reconciliation
Bank reconciliations were provided for the following bank accounts as at 31st December 2017:

Current Account	£28,297.73
Home Farm Bank Account	£181,803.95
Section 106 Bank Account	£3,172.56
Community Reserves Bank Account	£0.20
Optimum Pre-Paid Card	£366.56
CCLA Current Account	£187,315.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£635,956.00

It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the bank reconciliations for the month of December be approved and signed.

17-18/109 Approval of Payments

It was **noted** that Cllr Burns and Cllr Sinclair attended the offices prior to the meeting to double check the figures on invoices were correct and that the payments have been set up accurately.

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £7,706.98 are approved and paid along with transfers. Online payments to be authorised by Cllr Sinclair and Cllr Burns.

Action: Cllrs Burns and Cllr Sinclair to authorise online payments.

17-18/110 To Note Monies Received

Members **noted** money received since the December meeting has been as follows:

Jar Jar Drinks	Pavilion Rent	£375.00
Income: Christmas Lights	Fundraising	£200.00
CCLA Current Account	Dividend	£51.79
CCLA Home Farm Account	Dividend	£27.65
CCLA S106 Account	Dividend	£16.66
CCLA Reserves Account	Dividend	£20.79
Unity Bank	S106 Interest	£0.49
Unity Bank	Home Farm Interest	£27.95
Unity Bank	Community Proj. Interest	<u>£0.20</u>
		£720.53

17-18/111 Reports

The members **noted** and reviewed the reports produced for Income & Expenditure and Cash flow for each of the accounts.

17-18/112 Budget


The budget for the current financial year was considered with actual expenditure compared to budgeted figures. There was a lengthy discussion about expenditure still to be spent with items to be taken to full council in February.

17-18/113 Date of Next Meeting

Tuesday 20th February 2018

There being no further business, the meeting closed at 8.45pm.

Signed:
Chairman
Date:


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20/2/18
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Appendix 1 – 23rd January 2018 – item 17-18/97

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £	Power
17/212	Unity Bank			Bank Charges	Current	DD	26.40	0.00	26.40	i
17/213	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	ii
17/214	NEST			January Pension Contributions	Current	DD	32.62	0.00	32.62	iii
17/215	BT			Telephone and Internet	Current	DD	68.09	13.61	81.70	iv
17/216							215.11	13.61	228.72	
17/217	Salary Costs			January Salary Costs	Current	BACS	1,959.46	0.00	1,959.46	v
17/218										
17/219	Brookfield Groundcare	11647	15-Dec-17	Fixing of fence on Eaton Way	Current*	BACS	210.00	42.00	252.00	vi
17/220	SLCC Cambridgeshire	17/025	08-Dec-17	Cllr Attendance at Data Protection Training	Current	BACS	20.00	0.00	20.00	vii
17/221	Cambridgeshire County Council	10769134	14-Dec-17	Youth Club Equipment Hire	Current	BACS	41.80	0.00	41.80	viii
17/222	Cambridgeshire ACRE	6031	19-Dec-17	Payroll Services	Current	BACS	45.00	9.00	54.00	ix
17/223	Brookfield Groundcare	11659	22-Dec-17	Village Verges 3 of 3	Current	BACS	800.00	160.00	960.00	x
17/224	GDL Services	839	29-Dec-17	December Litter Picking	Current	BACS	105.00	0.00	105.00	xi
17/225	Waterbeach Brass				Current	BACS	200.00	0.00	200.00	xii
17/226	Longstanton Village Institute	100673	01-Jan-18	Christmas Lights-attendance (£100 discount)	Current	BACS	320.00	0.00	320.00	xiii
17/227	SLCC			Hall Hire Charges December	Current	BACS	185.00	0.00	185.00	xiv
17/228	NG Uttridge	860	02-Jan-18	SLCC Membership Charges	Current	BACS	1,280.00	256.00	1,536.00	xv
17/229	Brookfield Groundcare	11667	03-Jan-18	Pavilion - Box Guttering	Current*	BACS	510.00	102.00	612.00	xvi
17/230	Brookfield Groundcare	11668	08-Jan-18	Home Farm Grass Cutting 10 of 10	Current	BACS	990.00	198.00	1,188.00	xvii
17/231	GDL Services	842	08-Jan-18	Village Grass Cutting 10 of 10	Current	BACS	45.00	0.00	45.00	xviii
			17-Jan-18	General Village Maintenance	Current	BACS				
Sub Total							6,711.26	767.00	7,478.26	
TOTAL							6,926.37	780.61	7,706.98	

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

Transfers

Description	From	To	Amount
T21 * Maintenance on Home Farm	Unity Home Farm	Unity Current	£ 720.00
			£ 720.00

~17/34~

ⁱ LGA 1972, s.150(2)

ⁱⁱ Local Government Finance Act 1988, s.43

ⁱⁱⁱ LGA 1972, s.112

^{iv} LGA 1972, s.150(2)

^v LGA 1972, s.112

^{vi} Public Health Act 1875, s.164

^{vii} LGA 1972, s.150(2)

^{viii} Local Government (Miscellaneous Provision) Act 1976, s.19

^{ix} LGA 1972, s.150(2)

^x Public Health Act 1875, s.164

^{xi} Litter Act 1983, ss.5-6

^{xii} LGA 1972, s.145(1)(a)

^{xiii} LGA 1972, s.150(2)

^{xiv} LGA 1972, s.112

^{xv} Local Government (Miscellaneous Provision) Act 1976, s.19

^{xvi} Public Health Act 1875, s.164

^{xvii} Public Health Act 1875, s.164

^{xviii} LGA 1972, s.150(2)