



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 20th FEBRUARY 2018 AT LONGSTANTON VILLAGE INSTITUTE AT 7.40pm**

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

17-18/114 To Receive and Approve Apologies for Absence Power

Apologies were received and approved from Cllr Mrs Cheung Johnson (work commitments) and Cllr Dr Sastry (personal)

17-18/115 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

17-18/116 Open Forum for Public Participation (10min)

None

17-18/117 Approval of Minutes

It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the minutes of the 23rd January 2018 are approved and signed.

17-18/118 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.
- Councillors not on the Finance Committee have been asked to provide a check on the accounts for the quarter October-December 2017. Awaiting a volunteer.
- Work to repair the picnic benches which were in a state which would have caused injury to users has been a little more costly than anticipated due to work involved. Should these be damaged again, it would be prudent to look at a replacement.
- Information awaited on longer term investments.

17-18/119 Bank Reconciliation

Bank reconciliations were provided for bank accounts as at 31st January 2018:

Current Account	£22,131.55
Home Farm Bank Account	£181,111.60
Section 106 Bank Account	£3,189.22
Optimum Pre-Paid Card	£347.16
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>
	£629,094.53

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

17-18/120 Approval of Payments

It was **noted** that Cllr McPhater 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 McPhater, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £6,298.33 are approved and paid. Online payments to be authorised by Cllr Street and Cllr McPhater.

Action: Cllrs Street and Cllr McPhater to authorise online payments.

17-18/121 To Note Monies Received

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

Jar Jar Drinks	Pavilion Rent	£375.00
SCDC	Northstowe Admin	£314.00
CCLA Current Account	Dividend	£65.57
CCLA Home Farm Account	Dividend	£34.97
CCLA S106 Account	Dividend	£20.99
CCLA Reserves Account	Dividend	<u>£26.25</u>
		£836.78

17-18/122 Reports

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

17-18/123 Date of Next Meeting


Tuesday 20th March 2018

There being no further business, the meeting closed at 8.07pm.

Signed:

Chairman

Date:


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20 March 18
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Appendix 1 – 20th February 2018 – item 17-18/120

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £	Power
17/232	Longstanton Post Office		19-Jan-18	Postage (LL)	Optimum	Card	14.52	0.00	14.52	i
17/233	Longstanton Post Office		31-Jan-18	Youth Council/Club Refreshments	Optimum	Card	4.88	0.00	4.88	ii
17/234	NEST			February Pension Contributions	Current	DD	32.62	0.00	32.62	iii
17/235	BT			Telephone and Internet	Current	DD	74.08	14.81	88.89	iv
17/236							126.10	14.81	140.91	
17/237	Staff Costs			February Staff Costs	Current	BACS	1,972.06	0.00	1,972.06	v
17/238										
17/239	GDL Services	844	26-Jan-18	Litter picking Jan 18	Current	BACS	80.00	0.00	80.00	vi
17/240	Pear Technology	118755	29-Sep-17	Mapping Software Support (received Jan 18)	Current	BACS	225.00	45.00	270.00	vii
17/241	PlayMaintain Ltd	407	30-Jan-18	Quarterly Inspection	Current	BACS	75.00	15.00	90.00	viii
17/242	Longstanton Village Institute	100691	31-Jan-18	January Hall Hire	Current	BACS	450.00	0.00	450.00	ix
17/243	Longstanton Village Institute	100692	31-Jan-18	January Planning Meeting Hall Hire	Current	BACS	30.00	0.00	30.00	x
17/244	Cambridge Glass & Glazing	C14938	07-Feb-18	Replacement glass for Bus Shelter	Current	BACS	188.00	37.60	225.60	xi
17/245	SLCC Enterprises Limited	124793	08-Jan-18	Practitioners Conference	Current	BACS	269.00	29.80	298.80	xii
17/246	Birketts LLP	542837	06-Feb-18	Legal charges for ongoing advice	Current	BACS	725.00	145.00	870.00	xiii
17/247	Gravel Pit Charity			Loan to help pay legal fees	Current	BACS	915.60	0.00	915.60	xiv
17/248	Longstanton Village Market			Grant to help set up Market	Current	BACS	194.56	0.00	194.56	xv
17/249	GDL Services	847	13-Feb-18	Repair and refurb of playground picnic sets	Current	BACS	424.42	0.00	424.42	xvi
17/250	GDL Services	848	13-Feb-18	Repair and refurb of playground benches	Current	BACS	336.38	0.00	336.38	xvii
Sub Total							5,885.02	272.40	6,157.42	
TOTAL							6,011.12	287.21	6,298.33	

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

ⁱ LGA 1972, s.150(a)

ⁱⁱ Local Government (Miscellaneous Provisions) Act 1976, s.19

ⁱⁱⁱ LGA 1972, s.112

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

^v LGA 1972, s.112

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

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

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

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

^x LGA 1972, s.150(a)

^{xi} Local Government (Miscellaneous Provision) Act 1953, s.4

^{xii} LGA 1972, s.112

^{xiii} Charities Act 2011, ss.298-303

^{xiv} Charities Act 2011, ss.298-303

^{xv} LGA 1972, s.137

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

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