



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING  
HELD ON TUESDAY 20<sup>th</sup> MARCH 2018 AT LONGSTANTON VILLAGE INSTITUTE AT 7.39pm**

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

**17-18/124 To Receive and Approve Apologies for Absence** **Power**

Apologies were received and approved from Cllr Dr Sastry (work commitments) and Cllr McPhater (personal)

Absent: Cllr Mrs Cheung Johnson

**17-18/125 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

**17-18/126 Open Forum for Public Participation (10min)**

None

**17-18/127 Approval of Minutes**

It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the minutes of the 20<sup>th</sup> February 2018 are approved and signed.

**17-18/128 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. Still awaiting a volunteer.
- Information awaited on longer term investments.

**17-18/129 CCLA**

It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the Redemption Form be completed to transfer £10,000 to the current bank account.

Action: signed by JS and MS

**17-18/130 Bank Reconciliation**

Bank reconciliations were provided for bank accounts as at 28<sup>th</sup> February 2018:

Current Account	£16,319.44
Home Farm Bank Account	£181,146.57
Section 106 Bank Account	£3,210.21
Optimum Pre-Paid Card	£297.20
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>
	<b>£623,288.42</b>

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

**17-18/131 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 Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £23,488.94 are approved and paid. Online payments to be authorised by Cllr Sinclair and Cllr Burns.

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

**17-18/132 To Note Monies Received**

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

Jar Jar Drinks	Pavilion Rent	£375.00
CCLA Current Account	Dividend	£58.86
CCLA Home Farm Account	Dividend	£31.40
CCLA S106 Account	Dividend	£18.83
CCLA Reserves Account	Dividend	<u>£23.56</u>
		<b>£507.65</b>

**17-18/133 Reports**

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

**17-18/134 Date of Next Meeting**

Tuesday 24<sup>th</sup> April 2018

There being no further business, the meeting closed at 8.03pm.

Signed: .....

Chairman

Date: .....

Appendix 1 – 20<sup>th</sup> March 2018 – item 17-18/131

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/251	Longstanton Post Office		04-Feb-18	Postage (LL)	Optimum	Card	6.86	0.00	6.86	i
17/252	Longstanton Post Office		17-Feb-18	Postage 2nd class	Optimum	Card	13.44	0.00	13.44	ii
17/253	Wyatt Crocker Limited	1037626	27-Feb-18	Disabled Toilet sign for VI	Optimum	Card	7.22	1.44	8.66	iii
17/254	South Cambs District Council		01-Mar-18	Temporary Event Notice (for VI Customer)	Optimum	Card	21.00	0.00	21.00	iv
17/255	South Cambs District Council		09-Mar-18	Non-Dom Rates Tennis & Bowls	Current	DD	0.00	0.00	0.00	v
17/256	South Cambs District Council		09-Mar-18	Non-Dom Rates Cemetery 1 of 2	Current	DD	60.00	0.00	60.00	vi
17/257	South Cambs District Council		09-Mar-18	Non-Dom Rates - Parish Office 1 of 10	Current	DD	93.73	0.00	93.73	vii
17/258	NEST			March Pension Contributions	Current	DD	32.62	0.00	32.62	viii
17/259	BT	M060YH	25-Feb-18	Telephone and Internet	Current	DD	77.17	15.43	92.60	ix
<b>Sub Total</b>							<b>312.04</b>	<b>16.87</b>	<b>328.91</b>	
17/260	Staff Costs			March Staff Costs	Current	BACS	2,033.45	0.00	2,033.45	x
17/261										
17/262										
17/263	CBS Office Solutions	STI1058	16-Feb-18	Document Storage 2016 and 2017	Current	BACS	58.05	11.61	69.66	xi
17/264	Helping Hand Company	312567	19-Feb-18	Litterpickers & Handihoods	Current	BACS	809.50	161.90	971.40	xii
17/265	Cambridgeshire County Council	10783011	21-Feb-18	Village Gateways and Speed Limit Change	Current	BACS	13,364.36	2,672.88	16,037.24	xiii
17/266	Elite Industrial Supplies	286434	21-Feb-18	HiVis Vests	Current	BACS	172.49	34.50	206.99	xiv
17/267	Konica Minolta	1136105228	22-Feb-18	Photocopier Quarterly Rental Charge	Current	BACS	100.32	20.06	120.38	xv
17/268	GDL Services	850	23-Feb-18	Litter Collection February 2018	Current	BACS	65.00	0.00	65.00	xvi
17/269	Brookfield Groundcare	11703	26-Feb-18	Installation of Gate & tree trunks on Rec	Current	BACS	1,890.00	378.00	2,268.00	xvii
17/270	SLCC Enterprises Ltd	125052	26-Feb-18	Books for Parish Office	Current	BACS	142.32	0.00	142.32	xviii
17/271	Longstanton Village Institute	100705	28-Feb-18	Hall Hire February 2018	Current	BACS	370.00	0.00	370.00	xix
17/272	Longstanton Village Institute	100706	28-Feb-18	Hall Hire Planning Meeting	Current	BACS	10.00	0.00	10.00	xx
17/273	Keep Britain Tidy	114445	28-Feb-18	We're Watching You posters & stickers	Current	BACS	300.00	60.00	360.00	xxi
17/274	Konica Minolta	1136211538	28-Feb-18	Quarterly Photocopier consumables	Current	BACS	63.81	12.76	76.57	xxii
17/275	ESPO	4771871	01-Mar-18	Office Consumables	Current	BACS	235.61	47.12	282.73	xxiii
17/276	CBE Ltd	CB010318	06-Mar-18	PAT Testing	Current	BACS	31.90	6.38	38.28	xxiv
17/277	Jar Jar Drinks	93	12-Mar-18	Food For Litter Pick	Current	BACS	45.00	9.00	54.00	xxv
17/278	Cambridgeshire ACRE	6136	13-Mar-18	Payroll Costs	Current	BACS	45.00	9.00	54.00	xxvi
<b>Sub Total</b>							<b>19,736.81</b>	<b>3,423.22</b>	<b>23,160.03</b>	
<b>TOTAL</b>							<b>20,048.85</b>	<b>3,440.09</b>	<b>23,488.94</b>	

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

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- <sup>i</sup> LGA 1972, s.150
  - <sup>ii</sup> LGA 1972, s.150
  - <sup>iii</sup> LGA 1972, s.133
  - <sup>iv</sup> LGA 1972, s.133
  - <sup>v</sup> Local Government (Miscellaneous Provisions) Act 1976
  - <sup>vi</sup> LGA 1972, s.214(6)
  - <sup>vii</sup> LGA 1972, s.150
  - <sup>viii</sup> LGA 1972, s.112
  - <sup>ix</sup> LGA 1972, s.150
  - <sup>x</sup> LGA 1972,s.112
  - <sup>xi</sup> LGA 1972, s.150
  - <sup>xii</sup> Public Health Act 1875
  - <sup>xiii</sup> Highways Act 1980

- <sup>xiv</sup> Public Health Act 1875
- <sup>xv</sup> LGA 1972, s.150
- <sup>xvi</sup> Litter Act 1983
- <sup>xvii</sup> Public Health Act 1875
- <sup>xviii</sup> LGA 1972, s.150
- <sup>xix</sup> LGA 1972, s.150
- <sup>xx</sup> LGA 1972, s.150
- <sup>xxi</sup> Clean Neighbourhoods and Environment Act 2005, s.55
- <sup>xxii</sup> LGA 1972, s.150
- <sup>xxiii</sup> LGA 1972, s.150
- <sup>xxiv</sup> LGA 1972, s.150
- <sup>xxv</sup> Public Health Act 1875
- <sup>xxvi</sup> LGA 1972, s.112