



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 22nd MAY 2018 AT LONGSTANTON VILLAGE INSTITUTE AT 8.00pm**

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

- 18-19/14 To Receive and Approve Apologies for Absence** **Power**
Apologies were received and approved from Cllr Ms Ness
- 18-19/15 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
- 18-19/16 Open Forum for Public Participation (10min)**
None
- 18-19/17 Approval of Minutes**
It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous that the minutes of the 24th April 2018 are approved and signed.
- 18-19/18 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.
 - All the relevant information for the online banking updates have been completed ready for councillor signature.
 - Information on longer term investments still to be investigated.
- 18-19/19 CCLA**
It was noted that the first instalment of the Precept for 2018/19 had been received. In order that the money can work its best and gain some interest, it was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the subscription form for CCLA be completed to transfer £40,000 into the CCLA Current Account.
- 18-19/20 Bank Reconciliation**
Cllr delaMare Lyon arrived at 8.07pm.
Bank reconciliations were provided for bank accounts as at 30th April 2018:
- | | |
|--------------------------|--------------------|
| Current Account | £49,290.48 |
| Home Farm Bank Account | £180,771.91 |
| Section 106 Bank Account | £3,251.37 |
| Optimum Pre-Paid Card | £188.64 |
| CCLA Current Account | £177,315.00 |
| CCLA Home Farm Account | £100,000.00 |
| CCLA Section 106 Account | £60,000.00 |
| CCLA Reserves Account | <u>£75,000.00</u> |
| | £645,817.40 |
- It was **proposed** by Cllr Sinclair, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote that the bank reconciliations for the month of April be approved and signed.

18-19/21 Approval of Payments

The Clerk informed members that there were some changes to the payments as follows:

Enchanted Cinema – reduced to only provide 200 headphones as sales were a little slower now and extra can be ordered up to 2 weeks prior to the event.

Zurich Insurance – premium required by 1st June to ensure insurance is live and valid.

xIPress – printing of tickets for cinema – would be overdue if left to June meeting.

It was **noted** that Cllr McPhater and Cllr Burns 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 McPhater and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £9,895.28 are approved and paid. Online payments to be authorised by Cllr Sinclair and Cllr Burns, cheque signed by Cllr Street and Cllr McPhater.

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

18-19/22 To Note Monies Received

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

Paid by	Description	Amount
CCLA	Dividend - Reserves Account	£ 25.91
CCLA	Dividend - Current Account	£ 63.58
CCLA	Dividend - Home Farm Account	£ 34.51
CCLA	Dividend - S106 Account	£ 20.75
Jar Jar Drinks	Pavilion Rent	£ 375.00
South Cambridgeshire District Council	Precept 1 of 2	£ 51,614.00
Youth Council	Fundraising St Georges Day	£ 46.50
Longstanton Village Institute	VI Reimbursements	£ 192.71
CCLA	Dividend - Reserves Account	£ 20.30
CCLA	Dividend - Current Account	£ 60.00
CCLA	Dividend - Home Farm Account	£ 42.85
CCLA	Dividend - S106 Account	£ 25.73
OAC5	Open Air Cinema Tickets	£ 22.00
OAC6	Open Air Cinema Tickets	£ 16.00
OAC7	Open Air Cinema Tickets	£ 16.00
OAC8	Open Air Cinema Tickets	£ 10.00
OAC9	Open Air Cinema Tickets	£ 8.00
OAC10	Open Air Cinema Tickets	£ 66.00
OAC11	Open Air Cinema Tickets	£ 20.00
		£52,679.84

18-19/23 Reports

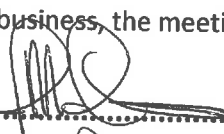
The members **noted** and reviewed the reports produced for Income & Expenditure and Cash flow for each of the accounts.

18-19/24 Date of Next Meeting

Tuesday 26th June 2018

There being no further business, the meeting closed at 8.19pm.

Signed:
Chairman


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Date:

26 June 18
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Appendix 1 – 22nd May 2018 – item 18-19/21

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £	Power
18/019	Longstanton Post Office		11-Apr-18	Postage	Optimum	Card	8.82	0.00	8.82	i
18/020	SETON	9302775696	18-Apr-18	Customised Sign for Emergency Gate on Rec	Optimum	Card	51.50	10.30	61.80	ii
18/021	County Archives		20-Apr-18	Photocopying Card (4 years)	Optimum	Card	10.00	0.00	10.00	iii
18/022	Co-Op Food		23-Apr-18	Refreshments for Annual Parish Meeting	Optimum	Card	12.84	0.00	12.84	iv
18/023	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 2 of 10	Current	DD	98.00	0.00	98.00	v
18/024	BT	M062 5V	25-Apr-18	Telephone and Internet	Current	DD	72.32	14.46	86.78	vi
18/025	NEST			May Pension	Current	DD	82.92	0.00	82.92	vii
18/026							336.40	24.76	361.16	
18/027	Staff Costs			May Staff Costs	Current	BACS	2,017.10		2,017.10	viii
18/028										
18/029	Resident			Refund for Cinema Tickets not needed	Current	Cheque	16.00	0.00	16.00	ix
18/030	CCVS	17/835	20-Apr-18	CCVS Membership 2018-2019	Current	BACS	60.00	0.00	60.00	x
18/031	Playmaintain Limited	448	25-Apr-18	Playground Inspections	Current	BACS	79.00	15.80	94.80	xi
18/032	GDL Services	857	30-Apr-18	Litter Collection Apr 18 and Maintenance	Current	BACS	145.00	0.00	145.00	xii
18/033	Longstanton Village Institute	100739	02-May-18	Hall Hire & Office Rental Apr 18	Current	BACS	451.67	0.00	451.67	xiii
18/034	Longstanton Village Institute	100740	02-May-18	Hall Hire for Planning Meeting	Current	BACS	30.00	0.00	30.00	xiv
18/035	Enchanted Cinema	22	01-May-18	Open Air Cinema 23 Jun 18	Current	BACS	2,970.00	0.00	2,970.00	xv
18/036	Brookfield Groundcare	11752	16-May-18	Home Farm Grass Cutting 2 of 10	Current*	BACS	530.00	106.00	636.00	xvi
18/037	Brookfield Groundcare	11753	16-May-18	Grass Cutting 2 of 10	Current	BACS	990.00	198.00	1,188.00	xvii
18/038	Brookfield Groundcare	11754	18-Apr-18	Verge Cutting 2 of 10	Current	BACS	500.00	100.00	600.00	xviii
18/039	Zurich Insurance Plc	31272884	13-Apr-18	Council Insurance 2018/19	Current	BACS	1,267.95	0.00	1,267.95	xix
18/040	xIPress	18474	17-May-18	Cinema Tickets	Current	BACS	48.00	9.60	57.60	xx
Sub Total							9,104.72	429.40	9,534.12	
TOTAL							9,441.12	454.16	9,895.28	

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

Transfers

Description	From	To	Amount
T18/002 Home Farm Maintenance	Home Farm	Current	£ 530.00
T18/003 Optimum Card Top Up	Current	Optimum	£ 111.36
			£ 641.36

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- i LGA 1972, s.150
 - ii Public Health Act 1875, s.164
 - iii LGA 1972, s.150
 - iv LGA 1975, Schedule 12, p.15
 - v LGA 1972, s.150
 - vi LGA 1972, s.150
 - vii LGA 1972, s.112

- viii LGA 1972, s.112
- ix LGA 1972, s.145(1)(b)
- x LGA 1972, s.150
- xi Public Health Act 1875, s.164
- xii Litter Act 1983, ss.5-6
- xiii LGA 1972, s.150
- xiv LGA 1972, s.150

- xv LGA 1972, s.145(1)(b)
- xvi Public Health Act 1875, s.164
- xvii Public Health Act 1875, s.164
- xviii Highways Act 1980, s.96
- xix LGA 1972, s.150
- xx LGA 1972, s.145(1)(b)