



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 21st AUGUST 2018 AT LONGSTANTON VILLAGE INSTITUTE AT 7:31pm**

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

18-19/48 To Receive and Approve Apologies for Absence

Absent: Cllr Ms Ness

Power

18-19/49 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

18-19/50 Open Forum for Public Participation (10min)

None

18-19/51 Approval of Minutes

It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **agreed** that the minutes of the 17th July 2018 being a true record of the meeting held be signed and note that on page 14 it should read Cllr Sinclair under item 42.

CARRIED

2 abstention

18-19/52 Clerk's Report (for information only)

- External Auditor has contacted the parish office with a query over the reports completed. After investigation, it appears that some figures on the main document have been taken from a print out prior to the work carried out to allocate Debtors and Creditors meaning there are some figures which are approximately £400 out. The External Auditor will note on the returned form that these figures will need to be restated.
- Correspondence has been received from Unity Bank confirming that all signatories have been updated as per the council's instructions.

18-19/53 CCLA

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the redemption form for CCLA be completed to transfer £8,500 into the Unity Current Account.

Action: Clerk to send completed form to CCLA.

18-19/54 Bank Reconciliation

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

Current Account	£4,458.62
Home Farm Bank Account	£179,403.19
Section 106 Bank Account	£3,331.70
Optimum Pre-Paid Card	£245.38
CCLA Current Account	£194,815.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£617,253.89

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

18-19/55 Approval of Payments

It was noted that Cllr Burns and Cllr delaMare-Lyon 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 delaMare-Lyon, seconded by Cllr Burns and RESOLVED by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £11,624.63 are approved and paid. Online payments to be authorised by Cllr Sinclair and Cllr Burns. Cheques signed by Cllr Burns and Cllr Street.

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

18-19/56 To Note Monies Received

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

Ref	Paid by	Description	Amount	Account	Stmt
R18/129	Jar Jar Drinks	Pavilion Rent	£ 375.00	Current	90
R18/130	CCLA	Dividend - Reserves Account	£ 35.84	Current	90
R18/131	CCLA	Dividend - Current Account	£ 98.98	Current	90
R18/132	CCLA	Dividend - S106 Account	£ 28.64	S106	51
R18/133	cCLA	Dividend - Home Farm Account	£ 47.74	Home Farm	51

18-19/57 Reports

It was noted that reports were circulated via email prior to the meeting. It was suggested by Cllr Sinclair that Northstowe costs should be added to the nominal code as costs are now being incurred.

Action: Clerk to set up nominal code

18-19/58 Date of Next Meeting

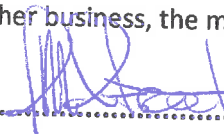
Tuesday 25th September 2018

There being no further business, the meeting closed at 7.55pm.

Signed:

Chairman

Date:

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 25/9/18



Appendix 1 – 21st August 2018 -- item 18-19/55

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £	Power
18/094	Longstanton Post Office			Postage	Optimum	Card	1.40	0.00	1.40	i
18/095	BT		31-Jul-18	Final Balance for Account	Optimum	Card	44.35	8.87	53.22	ii
18/096	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 5 of 10	Current	DD	98.00	0.00	98.00	iii
18/097	TalkTalk Business	18527442	22-Jul-18	Telephone and Internet	Current	DD	38.94	7.79	46.73	iv
18/098	BT	M065 H5	25-Jul-18	Telephone and Internet	Current	DD	38.60	7.72	46.32	v
18/099	TalkTalk Business	18577537	03-Aug-18	Telephone and Internet	Current	DD	16.32	3.26	19.58	vi
18/100	NEST			August Pension	Current	DD	81.33	0.00	81.33	vii
18/101	Fields In Trust		01-Aug-18	Annual Membership Fee	Current	DD	50.00	0.00	50.00	viii
18/102							368.94	27.64	396.58	
18/103	August Staff Costs			August Staff Costs	Current	BACS	1,981.40		1,981.40	ix
18/104										
18/105	Senior Citizens Christmas Lunch			Donation towards Costs	Current	Chq300766	400.00	0.00	400.00	x
18/106	Magpas Air Ambulance			Donation towards work carried out	Current	BACS	262.00	0.00	262.00	xi
18/107	GDL Services	877	30-Jul-18	Litter Picking for July	Current	BACS	205.00	0.00	205.00	xii
18/108	Longstanton Village Institute	100786	01-Aug-18	July Hall and Office Hire	Current	BACS	421.67	0.00	421.67	xiii
18/109	Brookfield Groundcare	11854	01-Aug-18	Grass Cutting 5 of 10	Current	BACS	990.00	198.00	1,188.00	xiv
18/110	Brookfield Groundcare	11855	01-Aug-18	Home Farm Grass Cutting 5 of 10	Current*	BACS	530.00	106.00	636.00	xv
18/111	Brookfield Groundcare	11856	01-Aug-18	Verge Cutting 5 of 10	Current	BACS	500.00	100.00	600.00	xvi
18/112	Glenn Darby			Work on wall at St Michael's Church	Current	Chq300767	3,870.00	0.00	3,870.00	xvii
18/113	xIPress	19100	06-Aug-18	LPC Annual Report 2018	Current	BACS	234.00	0.00	234.00	xviii
18/114	Brookfield Groundcare	11872	08-Aug-18	Tree work	Current*	BACS	1,160.00	232.00	1,392.00	xix
18/115	The Royal British Legion		09-Aug-18	Poppy Wreaths - Remembrance Sunday	Current	Chq300768	37.98	0.00	37.98	xx
					Sub Total		10,592.05	636.00	11,228.05	
					TOTAL		10,960.99	663.64	11,624.63	

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

Transfers

Description	From	To	Amount
* Home Farm Maintenance	Home Farm	Current	£ 1,210.00
Optimum Card Top Up	Current	Optimum	£ 54.62
			£ 1,264.62

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- i LGA 1972, s.150
 - ii LGA 1972, s.150
 - iii Finance Act 1982
 - iv LGA 1972, s.150
 - v LGA 1972, s.150
 - vi LGA 1972, s.150
 - vii LGA 1972, s.112

- viii Local Government (Miscellaneous Provisions) Act 1976, s.19
- ix LGA 1972, s.112
- x LGA 1972, s.137
- xi LGA 1972, s.137
- xii Litter Act 1983, ss.5-6
- xiii LGA 1972, s.150
- xiv Public Health Act 1875. S.164

- xv Public Health Act 1875. S.164
- xvi Highways Act 1980, s.96
- xvii LGA 1972, s.215
- xviii LGA 1972, s.150
- xix Public Health Act 1875. S.164
- xx Localism Act 2011, ss.1-8

