



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING  
HELD ON TUESDAY 25<sup>th</sup> SEPTEMBER 2018 AT LONGSTANTON VILLAGE INSTITUTE AT 7.56pm

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

- 18-19/59 **To Receive and Approve Apologies for Absence** Power  
Apologies were received and accepted from Cllr delaMare-Lyon and Cllr Ms Ness (work commitments) and Cllr Burns (personal)
- 18-19/60 **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
- 18-19/61 **Open Forum for Public Participation (10min)**  
None
- 18-19/62 **Approval of Minutes**  
It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** that the minutes of the 21<sup>st</sup> August 2018 be approved and signed.
- 18-19/63 **Clerk's Report (for information only)**
- External Auditor has completed the audit. The returned audit documents were circulated to members and there is a comment under section 3 noting that amended figures are needed next year. The Notice of Completion of Audit is displayed on the front notice board and on the parish council website
  - Correspondence has been received from Unity Bank confirming that from October, changes to the bank account can be made online.
  - The relevant documents are being completed to be sent to James Ryan Thornhill for the long term investment consideration.
- 18-19/64 **Budgetary Forecast**  
Cllr Sinclair wanted to demonstrate where the council is in respect to the budget for the year and the expected spend against previous years. He will keep the spreadsheet up to date and keep council members informed.
- 18-19/65 **CCLA**  
It had been anticipated to transfer money from the CCLA Current Account to the Unity account but it has been noted that as the second payment of the Precept has been received, this is no longer required.
- 18-19/66 **Bank Reconciliation**  
Bank were provided for bank accounts as at 31<sup>st</sup> August 2018:
- |                          |                    |
|--------------------------|--------------------|
| Current Account          | £9,612.70          |
| Home Farm Bank Account   | £178,920.93        |
| Section 106 Bank Account | £3,360.34          |
| Optimum Pre-Paid Card    | £421.25            |
| 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>  |
|                          | <b>£622,130.22</b> |
- It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the bank reconciliations for the month of August be approved and signed.

**18-19/67 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 Sinclair and RESOLVED by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £9,259.32 are approved and paid. Online payments to be authorised by Cllr Sinclair and Cllr Street. Cheque signed by Cllr Street and Cllr McPhater.

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

**18-19/68 To Note Monies Received**

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

Ref	Paid by	Description	Amount	Account	Stm t
R18/134	Longstanton Colts Football Club	Annual Fees 2018	£250.00	Current	91
R18/135	Longstanton Bowls Club	Annual Fees 2018	£50.00	Current	91
R18/136	Longstanton Tennis Club Longstanton Grasshoppers	Annual Fees 2018	£100.00	Current	91
R18/137	Cricket Club	Annual Fees 2018	£475.00	Current	91
R18/138	Jar Jar Drinks	Pavilion Rent	£375.00	Current	91
R18/139	Cambridgeshire County Council	Payment for Verge Maintenance	£2,630.25	Current	91
R18/140	CCLA	Dividend - Reserves Account	£40.77	Current	92
R18/141	CCLA	Dividend - Current Account	£108.96	Current	92
R18/142	CCLA	Dividend - Home Farm Account	£54.30	Home Farm	52
R18/143	CCLA	Dividend - S106 Account	£32.63	S106	52

**18-19/69 Reports**

It was noted that reports were circulated via email prior to the meeting. The Clerk noted that the nominal code for Northstowe is being work on.

*Action: Clerk to set up nominal code*

**18-19/70 Date of Next Meeting**

Thursday 18<sup>th</sup> October 2018

There being no further business, the meeting closed at 8.30pm.

Signed:  
Chairman  
Date:

*Neil S. McPhater*  
.....  
*18 Oct 2018*  
.....

**Appendix 1 – 25<sup>th</sup> September 2018 – item 18-19/67**

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £
18/116	Longstanton Post Office			Postage	Optimum	Card	8.04	0.00	8.04
18/117	Longstanton Post Office			Postage	Optimum	Card	7.07	0.00	7.07
18/118	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 6 of 10	Current	DD	98.00	0.00	98.00
18/119	TalkTalk Business	18632789	18-Aug-18	Telephone and Internet	Current	DD	35.53	7.11	42.64
18/120	TalkTalk Business	18753533	18-Sep-18	Telephone and Internet	Current	DD	32.45	6.49	38.94
18/121	Nest			September Pension Contributions	Current	DD	81.33	0.00	81.33
18/122							<b>262.42</b>	<b>13.60</b>	<b>276.02</b>
18/123	September Staff Costs			September Staff Costs	Current	BACS	1,986.22	0.00	1,986.22
18/124									
18/125	UK PowerNetworks			Electrical Supply to Village Green	Current	BACS	1,151.00	230.20	1,381.20
18/126	Cambridgeshire ACRE			Annual Membership	Current	BACS	46.25	9.25	55.50
18/127	CAPALC			GDPR Membership Scheme	Current	BACS	50.00	0.00	50.00
18/128	ESPO	4940622	08-Aug-18	Stationery	Current	BACS	32.89	6.58	39.47
18/129	The Royal British Legion		09-Aug-18	Poppies for Street Lights	Current	Chq	162.00	0.00	162.00
18/130	SurveyMonkey		19-Aug-18	Annual Subscription	Current	BACS	336.00	0.00	336.00
18/131	Konica Minolta	1139348040	23-Aug-18	Quarterly Rental of Photocopier	Current	BACS	100.32	20.06	120.38
18/132	Longstanton Village Institute	100800	24-Aug-18	August Hall Hire	Current	BACS	371.67	0.00	371.67
18/133	Konica Minolta	1139437434	29-Aug-18	Quarterly Consumables used Photocopier	Current	BACS	54.02	10.80	64.82
18/134	PKF Littlejohn	SB201800739	29-Aug-18	External Audit for 2017/18	Current	BACS	400.00	80.00	480.00
18/135	GDL Services	885	31-Aug-18	Emptying Bins and Litter Picks August	Current	BACS	175.00	0.00	175.00
18/136	Cambridge Print Solutions	27152	10-Sep-18	Printing of letter re charity merger	Current	BACS	129.00	25.80	154.80
18/137	Brookfield Groundcare	11898	12-Sep-18	Village Grass Cutting 6 of 10	Current	BACS	990.00	198.00	1,188.00
18/138	Brookfield Groundcare	11899	12-Sep-18	Home Farm Maintenance 6 of 10	Current*	BACS	530.00	106.00	636.00
18/139	Brookfield Groundcare	11900	12-Sep-18	Village Verges 6 of 8	Current	BACS	500.00	100.00	600.00
18/140	FLP Outdoor Play Solutions	SIN027564	14-Sep-18	Playground replacement parts	Current	BACS	12.20	2.44	14.64
18/141	VisionICT	8477	19-Sep-18	Website design 1 of 2	Current	BACS	973.00	194.60	1,167.60
					Sub Total		<b>7,999.57</b>	<b>983.74</b>	<b>8,983.31</b>
					TOTAL		<b>8,261.99</b>	<b>997.33</b>	<b>9,259.32</b>

T18/012	Transfers Description	From	To	Amount
	* Home Farm Maintenance	Home Farm	Current	£ 530.00
				<b>£ 530.00</b>

Longstanton Parish Council confirmed eligibility and adopted the General Power of Competence on 9<sup>th</sup> May 2016, reconfirmed on 14<sup>th</sup> May 2018. All decisions are taken using that power unless otherwise stated and paid for accordingly.

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

*Neil S. MP Actor 18 Oct 2018*

~18/23~