



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 25th APRIL 2017 AT THE VILLAGE INSTITUTE AT 7.34PM**

Those Present Cllr Street (Chairman), Cllr Burns, Cllr Sinclair, Cllr McPhater
Parish Clerk Mrs Libby White
Members 6 Vacancy 1 (Quorum 3) Parishioners 1

17-18/1 To Receive and Approve Apologies for Absence **Power Action**
 Apologies were received and accepted from Cllr Dr Sastry (work commitments)

17-18/2 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

17-18/3 Open Forum for Public Participation (10min)
 None

17-18/4 Approval of Minutes
 It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** that the minutes of the 21st March 2017 are approved and signed.

17-18/5 Clerk's Report (for information only)

- The Clerk confirmed that the first instalment of the Precept has been received. She will set up a transfer form to transfer to the CCLA account until required to cover payments.
- The fundraising event from Saturday raised £223.30 for the Community Hub. This was counted with Cllr Street at the event and paid into the Community Projects Accounts today.
- The Internal Audit was carried out today by Michael Williamson of Mijan in the presence of Cllr Sinclair. The report will be circulated at the next Council meeting, but there are no issues to report.

17-18/6 Journals
 The Clerk confirmed that journals had to be created to complete the Year End procedures ready for audit.

Following review, it was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that these journals be approved and initialled as seen. **Clerk**

17-18/7 Bank Reconciliation
 Bank reconciliations were provided for the following bank accounts as at 31st March 2017:

Current Account	£32,919.33
Home Farm Bank Account	£181,641.95
Section 106 Bank Account	£3,072.72
Community Reserves Bank Account	£876.20
CCLA Current Account	£140,000.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£593,510.20

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

17-18/8 Approval of Payments

It was noted that Cllr Sinclair and Cllr McPhater attended the parish office prior to the meeting to double check the figures on invoices were correct and that the payments set up were set up correctly.

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 £9,252.98 are approved and paid. Online payments to be authorised by Cllr Burns and Cllr Sinclair.

Cllrs Burns
/ Sinclair

17-18/9 To Note Monies Received

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

Cash	Fundraising	£223.30
Jar Drinks	Pavilion Rent	£375.00
Resident	Headstone Permit	£105.00
Precept	Part 1 of 2	£47,315.00
SCDC	Northstowe Admin	£258.30
Swavesey Parish Council	Mileage for conference	£36.90
CCLA Current Account	Dividend	£29.95
CCLA Home Farm Account	Dividend	£21.40
CCLA S106 Account	Dividend	£12.83
CCLA Reserves Account	Dividend	<u>£16.06</u>
		£48,393.74

17-18/10 Reports

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

17-18/11 Budget

Cllr Burns suggested that when it came to reviewing the budget for 2018/19, that figures from the last 3 years be considered including what had been budgeted and what had actually been spent. It was also noted that the Community-Led Plan will also help when budgeting.

It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote the final budget for 2016 be noted and initialled.

17-18/12 Date of Next Meeting

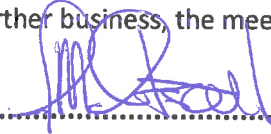
Tuesday 23rd May 2017

There being no further business, the meeting closed at 8.08pm.

Signed:

Chairman

Date:


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23/5/17
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Appendix 1 – 25th April 2017 – item 17-18/8

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
16/220	Unity Trust Bank		31-Mar-17	Bank Charges	Current	DD	25.65	0.00	25.65	i
16/221	Unity Trust Bank		20-Mar-17	Bank Charges	S106	DD	21.42	0.00	21.42	ii
16/222	Unity Trust Bank		20-Mar-17	Bank Charges	Home Farm	DD	21.87	0.00	21.87	iii
16/223	Screwfix		12-Mar-17	New Lock for Village Institute	Optimum	Card	37.50	7.49	44.99	iv
16/224	Longstanton Post Office		30-Mar-17	1st Class Postage	Optimum	Card	8.54	0.00	8.54	v
17/001	BT	M049 N&	25-Mar-17	Telephone and Internet	Current	DD	62.81	12.56	75.37	vi
17/002										
17/003	April Salary Costs			April Salary Costs	Current	BACS	2,022.68		2,022.68	vii
17/004										
17/005										
17/006	South Cambridgeshire District Council	3030117616	14-Mar-17	Tennis Club & Bowling Green Rates	Current		0.00	0.00	0.00	
17/007	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	89.22	0.00	89.22	viii
17/008	South Cambridgeshire District Council	3030103434	14-Mar-17	Hattons Road Cemetery Business Rates	Current	DD	58.50	0.00	58.50	ix
17/009	ESPO	4379539	16-Mar-17	Stationery	Current	BACS	71.42	14.28	85.70	x
17/010	Cambridge Water Company	7036527967	18-Mar-17	Water for Hattons Road Cemetery	Current	DD	13.93	0.00	13.93	xi
17/011	SLCC Enterprises Limited	122414	21-Mar-17	Local Council Administration 10th Edition	Current	BACS	73.60	0.00	73.60	xii
17/012	Cambridgeshire ACRE	5701	28-Mar-17	Payroll Charges Jan-Mar 17	Current	BACS	45.00	9.00	54.00	xiii
17/013	Longstanton Village Institute	100532	30-Mar-17	Hall Hire March 2017	Current	BACS	400.00	0.00	400.00	xiv
17/014	Richardson Tree Surgery Ltd	4245	31-Mar-17	Tree Work	Current*	BACS	1,135.00	227.00	1,362.00	xv
17/015	Connections Bus Project	01/17Long	31-Mar-17	Bus Visits - January - March 2017	Current	BACS	2,579.50	0.00	2,579.50	xvi
17/016	South Cambridgeshire District Council	5050/50010625	01-Apr-17	Trade Waste 2017	Current	BACS	416.00	0.00	416.00	xvii
17/017	GDL Services	781	31-Mar-17	Litter Collection March 2017	Current	BACS	100.00	0.00	100.00	xviii
17/018	Brookfield Groundcare	11321	04-Apr-17	Village Grass Cutting 1 of 10	Current	BACS	990.00	198.00	1,188.00	xix
17/019	Brookfield Groundcare	11322	04-Apr-17	Home Farm Grass Cutting 1 of 10	Current*	BACS	510.00	102.00	612.00	xx
Sub Total							8,682.64	570.34	9,252.98	

Key: DD = Direct Debit
BACS = online payment
Chq = cheque

Transfers

Description	From	To	Amount
* Tree Work & Grass Cutting Home Farm	Unity Home Farm	Unity Current	£ 1,555.00

ⁱ LGA 1972, s.111

ⁱⁱ LGA 1972, s.111

ⁱⁱⁱ LGA 1972, s.111

^{iv} LGA 1972, s.133

^v LGA 1972, s.111

^{vi} LGA 1972, s.142

^{vii} LGA 1972, s.112

^{viii} Local Government Finance Act 1988, s.43

^{ix} Local Government Finance Act 1988, s.43

^x LGA 1972, s.111

^{xi} Open Spaces Act 1906, ss.9-10

^{xii} LGA 1972, s.111

^{xiii} LGA 1972, s.112

^{xiv} LGA 1972, s.111

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

^{xvi} Local Government (Miscellaneous Provisions) Act 1976, s.19

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

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

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

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

at 12:32

Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
1076 Precept	94,630	128,000	94,630	94,630	0	0	94,630	0	0
1090 Interest Received Unity Bank	200	1,174	200	119	0	0	100	0	0
1091 CCLA Interest Received	0	0	0	1,257	0	0	1,400	0	0
1092 Other Income	0	0	0	360	0	0	0	0	0
1100 Northstowe Administration Inco	1,000	284	1,000	1,071	0	0	1,000	0	0
1105 WEEE Collection	0	144	0	0	0	0	0	0	0
Total Income	95,830	129,602	95,830	97,438	0	0	97,130	0	0
4000 Parish Clerk Salary	17,000	14,098	17,000	16,713	0	2,940	22,000	0	0
4002 Staff Pensions	500	0	500	312	0	64	500	0	0
4005 RFO Salary	1,500	338	1,500	0	0	0	0	0	0
4007 Payroll Charges	300	134	300	210	0	100	180	0	0
4025 Tax & NI	3,000	3,290	3,000	4,926	0	800	3,500	0	0
4027 Contingency	6,750	0	6,750	1,374	0	0	0	0	3,000
4030 Projects (next financial year)	0	0	0	0	0	0	11,759	0	0
4035 Training Staff & Councillors	1,500	165	1,500	1,819	0	225	1,500	0	0
4040 Clerk's Expenses	100	9	100	14	0	0	50	0	0
4045 Staff Travel	200	173	200	245	0	0	200	0	0
4050 Councillor Travel Expenses	200	41	200	40	0	0	200	0	0
4060 Insurance	2,000	1,369	2,000	1,437	0	0	2,000	0	2,000
4065 Legal Fees	4,000	228	4,000	0	0	0	0	0	0
4067 Bank Charges	50	6	50	194	0	0	150	0	0
4070 CAPALC Subscription	600	551	600	510	0	0	510	0	0
4071 ICO Registration	35	35	35	35	0	0	35	0	0

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4075 Audit Fees	1,000	1,400	1,000	1,400	0	0	1,000	0	0
4077 Bookkeeping/Accounting Charges	0	100	0	0	0	0	0	0	0
4080 Elections	4,000	0	4,000	165	0	0	0	0	2,000
4085 Annual Report	200	195	200	200	0	0	200	0	0
4090 SLCC Membership	180	167	180	177	0	0	177	0	0
4091 Cambridgeshire ACRE Subscripti	45	45	45	54	0	0	54	0	0
4092 National Playing Fields Subs.	50	50	50	50	0	0	50	0	0
4093 CCVS Annual Membership	0	0	0	60	0	0	60	0	0
4095 Publications	200	34	200	74	0	0	0	0	200
4100 Office Equipment	1,000	786	1,000	1,032	0	0	1,000	0	500
4102 Council Records	0	100	0	0	0	0	0	0	0
4103 Office Software and Support	1,500	1,426	1,500	652	0	0	800	0	0
4105 Office Supplies	500	416	500	337	0	0	500	0	0
4107 Postage	100	90	100	104	0	0	100	0	0
4108 Document Storage	0	0	0	32	0	0	0	0	0
4109 Office Waste - shredding	100	0	100	0	0	0	0	0	100
4110 Telephone & Internet	1,500	880	1,500	852	0	140	850	0	0
4112 Website Fees	150	77	150	77	0	0	1,500	0	0
4120 Office Maintenance	100	0	100	32	0	0	100	0	0
4125 Parish Office Rent	2,640	2,420	2,640	2,860	0	440	2,640	0	0
4127 Public Consultation Costs	2,000	303	2,000	395	0	0	2,000	0	0
4130 Photocopier	520	299	520	605	0	0	650	0	0
4135 Non Domestic Rates	1,300	816	1,300	823	0	0	820	0	0
4140 LPC Meetings Hall Hire	1,160	330	1,160	420	0	60	400	0	0
4145 Trade Waste	200	186	200	832	0	0	300	0	0

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150 Northstowe Costs	0	-511	0	0	0	0	0	0	0
4160 Hattons Charity Costs	0	212	0	0	0	0	0	0	0
4162 Gravel Pit Costs	0	640	0	0	0	0	0	0	0
Overhead Expenditure	56,180	30,898	56,180	39,061	0	4,769	55,785	0	7,800
Movement to/(from) Gen Reserve	39,650	98,703	39,650	58,377	0		41,345		
201 Burials									
1200 Burial Income	300	967	300	368	0	0	300	0	0
Total Income	300	967	300	368	0	0	300	0	0
4200 Burial Ground Maintenance	2,000	1,157	2,000	2,000	0	0	3,000	0	0
4201 St Michaels Churchyard Mainten	0	0	0	1,025	0	0	2,400	0	0
4205 Cemetery Business Rates	120	111	120	111	0	0	120	0	0
4210 Cemetery Water	40	32	40	42	0	0	40	0	0
Overhead Expenditure	2,160	1,299	2,160	3,178	0	0	5,560	0	0
Movement to/(from) Gen Reserve	(1,860)	(332)	(1,860)	(2,811)	0		(5,260)		
301 Parks & Open Spaces									
1300 S106 Public Open Space	0	251,983	0	-300	0	0	0	0	0
1305 S106 Community Facilities	0	409	0	0	0	0	0	0	0
4304 Recreation Ground Income	0	600	0	50	0	0	775	0	0
4314 Village Event Income	0	163	0	0	0	0	0	0	0
Total Income	0	253,155	0	-250	0	0	775	0	0
4101 Community Equipment	0	1,112	0	0	0	0	0	0	0

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300 Playground Maintenance	1,500	504	1,500	988	0	0	3,000	0	0
4305 Recreation Ground Maintenance	2,000	1,195	2,000	1,796	0	0	7,000	0	0
4307 S106 - open spaces	0	1,271	0	3,086	0	0	0	0	0
4310 Home Farm Maintenance	0	4,681	0	30,189	0	0	0	0	0
4315 Village Events	2,500	1,904	2,500	1,355	0	0	2,500	0	0
4320 Litter Collection	0	0	0	756	0	0	500	0	0
4402 Tree Maintenance	4,000	3,920	4,000	3,820	0	1,600	4,000	0	0
Overhead Expenditure	10,000	14,586	10,000	41,990	0	1,600	17,000	0	0
Movement to/(from) Gen Reserve	(10,000)	238,569	(10,000)	(42,240)	0		(16,225)		
401 Village Maintenance									
1205 Commuted sums - Home Farm	0	15,014	0	0	0	0	0	0	0
1400 Grass Cutting Grant CCC	2,400	2,630	2,400	2,630	0	0	2,400	0	0
Total Income	2,400	17,644	2,400	2,630	0	0	2,400	0	0
4400 Village Maintenance	10,000	4,496	10,000	7,675	0	6,200	10,000	0	0
4410 Street Lights	1,800	2,730	1,800	1,449	0	0	1,800	0	0
4415 Seasonal Maintenance	2,500	0	2,500	0	0	0	0	0	1,500
4420 Village Cleanup/Comm Litter Pi	200	48	200	45	0	0	100	0	0
4425 Highways Joint Project	15,000	1,000	15,000	0	0	0	0	0	0
4427 Highway Costs	0	250	0	0	0	0	0	0	0
4430 Grass Cutting	8,700	9,250	8,700	8,000	0	0	2,400	0	0
4435 Empty Village Bins	1,000	920	1,000	814	0	0	1,000	0	0
Overhead Expenditure	39,200	18,695	39,200	17,983	0	6,200	15,300	0	1,500
Movement to/(from) Gen Reserve	(36,800)	(1,051)	(36,800)	(15,353)	0		(12,900)		

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
501 Pavilion									
1500 Pavilion Income	4,500	4,871	4,500	4,474	0	0	4,500	0	0
Total Income	4,500	4,871	4,500	4,474	0	0	4,500	0	0
4500 Pavilion Maintenance	3,000	550	3,000	0	0	0	0	0	3,000
4510 Pavilion Legal Expenses	4,000	600	4,000	0	0	0	0	0	2,000
Overhead Expenditure	7,000	1,150	7,000	0	0	0	0	0	5,000
Movement to/(from) Gen Reserve	(2,500)	3,721	(2,500)	4,474	0		4,500		
601 Village Institute									
1600 Village Institute Income	0	213	0	99	0	0	60	0	0
Total Income	0	213	0	99	0	0	60	0	0
4610 Village Institute Hire Charges	2,000	1,130	2,000	1,404	0	0	1,500	0	0
4620 Village Institute F & F	0	112	0	38	0	0	0	0	0
Overhead Expenditure	2,000	1,242	2,000	1,442	0	0	1,500	0	0
Movement to/(from) Gen Reserve	(2,000)	(1,029)	(2,000)	(1,343)	0		(1,440)		
901 S137									
4900 Poppy Wreath Donation	30	17	30	17	0	0	20	0	0
4905 Donations	11,000	1,239	11,000	1,786	0	0	0	0	5,000
4910 Youth Provision	10,000	4,872	10,000	7,950	0	0	10,000	0	0
Overhead Expenditure	21,030	6,128	21,030	9,753	0	0	10,020	0	5,000
Movement to/(from) Gen Reserve	(21,030)	(6,128)	(21,030)	(9,753)	0		(10,020)		

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	103,030	406,452	103,030	104,758	0	0	105,165	0	0
Expenditure	137,570	73,999	137,570	113,407	0	12,569	105,165	0	19,300
Movement to/(from) Gen Reserve	<u>(34,540)</u>	<u>332,453</u>	<u>(34,540)</u>	<u>(8,648)</u>	<u>0</u>		<u>0</u>		