



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 21st FEBRUARY 2017 AT THE VILLAGE INSTITUTE AT 7.35PM**

Those Present Cllr McPhater (Chairman), Cllr Burns, Cllr Sinclair
Parish Clerk Mrs Libby White
Members 6 **Vacancy** 1 **(Quorum 3)** **Parishioners** 0

16-17/112 To Receive and Approve Apologies for Absence **Power Action**
 Apologies were received and accepted from Cllr Dr Sastry and Cllr Street (work commitments)

16-17/113 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

16-17/114 Open Forum for Public Participation (10min)
 None

16-17/115 Approval of Minutes
 It was noted by Cllr Burns and seconded by Cllr McPhater that the minutes of the 24th January 2017 are a true record and be signed.

16-17/116 Clerk's Report (for information only)

- Paying in cards have been received for all accounts for instances where cash is received. Only the Village Institute account and the Community Project Account was applied for.
- Pre-paid card has been received and the transfer covers the cost to purchase the laptop.

16-17/117 Journal
 The Clerk informed members that a journal had been created to move some money held in a duplicated nominal code to one code for pensions.
 It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that this journal be signed off.

16-17/118 Bank Reconciliation
 Bank reconciliations were provided for the following bank accounts as at 31st January 2017:

Current Account	£40,159.27
Home Farm Bank Account	£208,700.81
Section 106 Bank Account	£6,154.14
Community Reserves Bank Account	<u>£592.10</u>
	£255,606.32
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>
	£375,000.00

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

16-17/119 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 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 £4,490.19 are approved and paid. Online payments to be authorised by Cllr Sinclair and Cllr McPhater.

16-17/120 To Note Monies Received

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

Jar Jar Drinks	Pavilion Rent	£375.00
SCDC	Northstowe Admin	£448.05
Co-op Funeralcare	Burial	£262.50
CCLA Current Account	Dividend	£32.22
CCLA Home Farm Account	Dividend	£23.04
CCLA S106 Account	Dividend	£13.82
CCLA Reserves Account	Dividend	<u>£17.27</u>
		£1,171.90

16-17/121 Reports

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

16-17/122 Date of Next Meeting

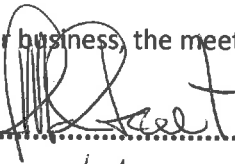
Tuesday 21st March 2017

There being no further business, the meeting closed at 8.05pm.

Signed:

Chairman

Date:


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21/3/17
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Appendix 1 – 21st February 2017 – item 16-17/119

Ref	Supplier	Inv No.	Inv Date	Cost Description	Pymt Method	Net	Vat	Total	Power
Payments made since the last meeting									
16/193	BT	M047 FM	25-Jan-17	Telephone and Internet	BACS	£ 55.90	£ 11.18	£ 67.08	i
Sub Total						55.90	11.18	67.08	
Payments for tonight's meeting:									
16/194	February Salary Costs			February Salary Costs	BACS	2,013.49	0.00	2,013.49	ii
16/195	February Salary Costs			February Salary Costs	BACS	2,013.49	0.00	2,013.49	ii
16/196	February Salary Costs			February Salary Costs	BACS	2,013.49	0.00	2,013.49	ii
16/197	February Salary Costs			February Salary Costs	DD				
16/198	Cambridge Print Solutions	24609	27-Jan-17	Flyers for Longstanton Life re hub	BACS	95.00	19.00	114.00	iii
16/199	Cambridge Print Solutions	24575	27-Jan-17	Business cards for Chairman & Vice Chair	BACS	30.00	6.00	36.00	iv
16/200	GDL Services	761	30-Jan-17	Litter Picking and bins Jan 17	BACS	105.00	0.00	105.00	v
16/201	Longstanton Village Institute	100490	31-Jan-17	Hall Hire for January	BACS	360.00	0.00	360.00	vi
16/202	Longstanton Village Institute	100491	31-Jan-17	Hall Hire for Planning Meeting	BACS	20.00	0.00	20.00	vii
16/203	Cambridgeshire County Council	10716494	02-Feb-17	Street Lighting Oct 15 - Sep 16	BACS	1,449.12	0.00	1,449.12	viii
16/204	SLCC Enterprises Limited	121894	03-Feb-17	Practitioners Conference 2017	BACS	249.00	23.20	272.20	ix
16/205	Konica Minolta	1129359709	13-Feb-17	Photocopier Qtrly charge Feb-May 17	BACS	100.32	20.06	120.38	x
Sub Total						4,421.93	68.26	4,490.19	
Total						4,477.83	79.44	4,557.27	

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

Transfers

Description	From	To	Amount
Funds for Tennis Court Donation	Unity S106	Unity Current	£ 3,085.92
Funds for pre-paid card + Laptop	Unity Current	Optium Card	£ 1,250.00

i LGA 1972, s.142
 ii LGA 1972, s.112
 iii LGA 1972, s.111
 iv LGA 1972, s.111
 v Litter Act 1983, ss.5-6
 vi LGA 1972, s.111
 vii LGA 1972, s.111
 viii Parish Councils Act 1957, s.3; Highways Act 1980, s.301