



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING  
HELD ON TUESDAY 17<sup>th</sup> OCTOBER 2017 AT THE VILLAGE INSTITUTE AT 7.50pm

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

- 17-18/65 **To Receive and Approve Apologies for Absence** Power  
Apologies were received and approved from Cllr McPhater and Cllr Dr Sastry (personal)
- 17-18/66 **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
- 17-18/67 **Open Forum for Public Participation (10min)**  
None
- 17-18/68 **Approval of Minutes**  
It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and that the minutes of the 26<sup>th</sup> September 2017 are signed as a true record of the meeting.
- 17-18/69 **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.
  - The clerk informed members that there had been an error in the recording of the Microsoft software on the accounts. This has been rectified by creation of a journal and amendments to reimbursements. She confirmed that the error had occurred due to confusion with the pre-paid card and whether it was accepted by Microsoft.
- 17-18/70 **Journals**  
The Clerk informed members that the journal had been created to move some figures from incorrect postings (nominal codes) within the accounts.  
It was **proposed** by Cllr Burns, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote that the journal be approved.
- 17-18/71 **Bank Accounts**  
It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that to tidy up the accounts, the funds from the Community Projects Account be transferred to the current account and the old account closed. Records would be kept with respect to what money was held in this account and the reason why.  
**Action:** The clerk to action.  
It was suggested that an agenda item be added to the next council meeting to consider longer term investment for one of the accounts. The clerk will get some information prior to the meeting.
- 17-18/72 **Bank Reconciliation**  
Bank reconciliations were provided for the following bank accounts as at 30<sup>th</sup> September 2017:
- |                                 |             |
|---------------------------------|-------------|
| Current Account                 | £49,918.46  |
| Home Farm Bank Account          | £177,495.87 |
| Section 106 Bank Account        | £3,138.83   |
| Community Reserves Bank Account | £1,147.97   |
| Optimum Pre-Paid Card           | £210.69     |

CCLA Current Account	£187,315.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	<b>£654,226.82</b>

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

**17-18/73 Approval of Payments**

It was **noted** that Cllr Sinclair and Cllr Burns double checked the figures on invoices were correct and that the payments have been set up accurately, prior to the meeting.

It was **proposed** by Cllr Burns, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £6,981.73 are approved and paid along with transfers. Online payments to be authorised by Cllr Burns and Cllr Street.

**Action:** Cllrs Burns and Street to authorise online payments.

**17-18/74 To Note Monies Received**

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

Jar Jar Drinks	Pavilion Rent	£375.00
CCLA Current Account	Dividend	£27.01
CCLA Home Farm Account	Dividend	£14.38
CCLA S106 Account	Dividend	£8.60
CCLA Reserves Account	Dividend	£10.87
SCDC	Precept Part 2	£47,315.00
Unity Bank	S106 A/c Interest	£0.39
Unity Bank	Com Proj A/c Interest	£0.14
Unity Bank	Home Farm Interest	<u>£22.49</u>
		<b>£47,773.88</b>

**17-18/75 Reports**

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

**17-18/76 Budget**

- It was **proposed** by Cllr Burns, seconded by Cllr Cheung Johnson and **RESOLVED** by a unanimous vote that the budget be signed as having been considered and noted by the committee.
- Work commenced on the budget for 2018/19. The Clerk will bring this back to committee in November.

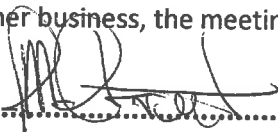
**Action:** Clerk to update budget and bring to next meeting

**17-18/77 Date of Next Meeting**

Tuesday 21<sup>st</sup> November 2017

There being no further business, the meeting closed at 9.30pm.

Signed:  
Chairman  
Date:

.....  
  
 .....  
 21/11/17  
 .....

**Appendix 1 – 17<sup>th</sup> October 2017 – item 17-18/73**

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/132	Unity Bank		30-Sep-17	Current Account Service Charge	Current	BACS	27.45	0.00	27.45	i
17/133	Longstanton Post Office		30-Sep-17	1st Class Large Stamps	Optimum	Card	9.32	0.00	9.32	ii
17/134	Microsoft		23-Sep-17	Microsoft Office 365 Annual Renewal	Optimum	Card	66.66	13.33	79.99	iii
17/135	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	iv
17/136	NEST			October Pension Contributions	Current	DD	32.62	0.00	32.62	v
17/137	BT	M055 C3	25-Sep-17	Telephone and Internet	Current	DD	76.23	15.24	91.47	vi
17/138	Cambridge Water Business	8037018988	23-Sep-17	Cemetery water March - Sep 17	Current	DD	21.52	0.00	21.52	vii
17/139							<b>321.80</b>	<b>28.57</b>	<b>350.37</b>	
17/140	Staff Costs			October Staff Costs	Current	BACS	1,966.96	0.00	1,966.96	viii
17/141										
17/142	Hampton Parish Council		09-Sep-17	Chairmanship Training	Current	BACS	200.00	0.00	200.00	ix
17/143	Birketts LLP	525604	18-Sep-17	Legal fees re Recreation Ground Charity	Current	BACS	1,097.00	219.40	1,316.40	x
17/144	CAPALC	540	31-Aug-17	Councillor Training	Current	BACS	105.00	0.00	105.00	xi
17/145	GDL Services	815	29-Sep-17	Litter Picking	Current	BACS	105.00	0.00	105.00	xii
17/146	Longstanton Village Institute	100629	29-Sep-17	September Hall Hire and Office Rental	Current	BACS	370.00	0.00	370.00	xiii
17/147	Brookfield Groundcare	11548	02-Oct-17	Grass Cutting 7 of 10	Current	BACS	990.00	198.00	1,188.00	xiv
17/148	Brookfield Groundcare	11549	02-Oct-17	Home Farm Grass Cutting 7 of 10	Current	BACS	510.00	102.00	612.00	xv
17/149	CAPALC	551	03-Oct-17	Councillor Training	Current	BACS	105.00	0.00	105.00	xvi
17/150	CAPALC	574	05-Oct-17	Annual Catchup Day: Cllrs Street & McPhater	Current	BACS	50.00	0.00	50.00	xvii
17/151	BT		29-Sep-17	BT Kiosk Adoption - Magdalene	Current	Chq 300763	1.00	0.00	1.00	xviii
17/152	Brookfield Groundcare	11567	12-Oct-17	Fixing Recreation Ground gate	Current	BACS	320.00	64.00	384.00	xix
17/153	Rapid Secure	80650	05-Oct-17	Call out - ordered by Police - Pavilion	Current	BACS	190.00	38.00	228.00	xx
							<b>6,009.96</b>	<b>621.40</b>	<b>6,631.36</b>	
							<b>6,331.76</b>	<b>649.97</b>	<b>6,981.73</b>	

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

**Transfers**

	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
T13	* Grass Cutting Home Farm	Unity Home Farm	Unity Current	£ 510.00
T14	Optimum Card Top Up	Unity Current	Optimum Card	£ 89.31
T15	Home Farm 16-17 VAT	Unity Current	Unity Home Farm	£ 5,716.60
				<u>£ 6,315.91</u>

- i LGA 1972, s.150 (2)
- ii LGA 1972, s.150 (2)
- iii LGA 1972, s.150 (2)
- iv Local Government Finance Act 1988, s.43
- v LGA 1972, s.112
- vi LGA 1972, s.150 (2)
- vii LGA 1972, s.150 (2)
- viii LGA 1972, s.112
- ix LGA 1972, s.150 (2)
- x LGA 1972, s.150 (2)

- xi LGA 1972, s.150 (2)
- xii Litter Act 1983, 22.5-6
- xiii LGA 1972, s.150 (2)
- xiv Public Health Act 1875, s.164
- xv Public Health Act 1875, s.164
- xvi LGA 1972, s.150 (2)
- xvii LGA 1972, s.150 (2)
- xviii LGA 1972, s.150 (2)
- xix Public Health Act 1875, s.164
- xx LGA 1972, s.133