



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 21st NOVEMBER 2017 AT THE VILLAGE INSTITUTE AT 7.48pm

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

17-18/78 To Receive and Approve Apologies for Absence **Power**
Apologies were received and approved from Cllr Mrs Cheung Johnson and Cllr Dr Sastry (work commitments)

17-18/79 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

17-18/80 Open Forum for Public Participation (10min)
None

17-18/81 Approval of Minutes
It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and that the minutes of the 17th October 2017 are signed as a true record of the meeting.

CARRIED
1 abstention

17-18/82 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 information had been received from Unity Bank to say that they are changing the deposit accounts to Instant Access Accounts. All terms and conditions remain the same allowing instant access, 24 hours per day.
- Further information has been received from Unity to say that the interest rate has been increased on the Deposit/Instant Access accounts to 0.5%.
- Information still to be obtained for longer term investments.

17-18/83 Journal
The Clerk informed members that the journal had been created to move some figures from incorrect postings (nominal codes) within the accounts for pensions, tax and NI and poppy wreath donation.
It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the journal be approved.

17-18/84 Bank Accounts
It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that following the last meeting, the money from the community reserves account be transferred to the current account as per the transfer request set up by the Clerk.

Action: Cllrs to authorise with the payment run.

17-18/85 Bank Reconciliation
Bank reconciliations were provided for the following bank accounts as at 31st October 2017:

Current Account	£37,969.22
Home Farm Bank Account	£182,716.85
Section 106 Bank Account	£3,147.43
Community Reserves Bank Account	£1,147.97

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Optimum Pre-Paid Card	£18.94
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>
	£647,315.41

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

17-18/86 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 McPhater, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £6,941.95 are approved and paid along with transfers. Online payments to be authorised by Cllr McPhater and Cllr Burns.

Action: Cllrs McPhater and Burns to authorise online payments.

17-18/87 To Note Monies Received

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

Jar Jar Drinks	Pavilion Rent	£375.00
South Cambs District Council	Northstowe Admin	£267.24
Resident	Photocopying	£9.00
CCLA Current Account	Dividend	£30.40
CCLA Home Farm Account	Dividend	£16.22
CCLA S106 Account	Dividend	£9.71
CCLA Reserves Account	Dividend	<u>£12.20</u>
		£719.77

17-18/88 Reports

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

17-18/89 Budget

Work continued on the budget for 2018/19 in preparation for presenting to full council at the next meeting.

Action: Clerk to update budget proposal document and update some missing figures

17-18/90 Date of Next Meeting

Tuesday 19th December 2017

There being no further business, the meeting closed at 10.05pm.

Signed:
Chairman
Date:

Neil S. McPhater
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19 Dec 2017
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Appendix 1 – 21st November 2017 – item 17-18/84

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/154	Gravel Pit				Current		500.00	0.00	500.00	i
17/155	Longstanton Post Office		02-Oct-17	1st Class Postage	Optimum	Card	1.30	0.00	1.30	ii
17/156	Longstanton Post Office		03-Oct-17	Large 1st Class Postage (LL)	Optimum	Card	6.86	-	6.86	iii
17/157	Longstanton Post Office		11-Oct-17	1st Class Postage	Optimum	Card	1.30	0.00	1.30	iv
17/158	Longstanton Post Office		12-Oct-17	1st Class Postage (tender)	Optimum	Card	2.60	0.00	2.60	v
17/159	Longstanton Post Office		19-Oct-17	1st Class Postage	Optimum	Card	0.98	0.00	0.98	vi
17/160	LEGS Galore Limited		19-Oct-17	Pumpkin Pinata (Youth Council) via Amazon	Optimum	Card	15.50	0.00	15.50	vii
17/161	Super Utensil Ltd	263756	19-Oct-17	Locks for VI Cupboards via Amazon	Optimum	Card	5.43	1.09	6.52	viii
17/162	Party Perfecto	3754501	19-Oct-17	Halloween decs (Youth Council) via Amazon	Optimum	Card	4.04	0.86	4.90	ix
17/163	Longstanton Post Office		20-Oct-17	1st Class Postage (GP notarised doc)	Optimum	Card	0.98	0.00	0.98	x
17/164	Amazon.co.uk		20-Oct-17	Stationery & Halloween Decs	Optimum	Card	20.28	4.03	24.31	xi
17/165	Adobe Systems Software	17309240	27-Oct-17	Annual Subscription for Adobe Software	Optimum	Card	150.92	30.18	181.10	xii
17/166	Tesco		29-Oct-17	Refreshments for Youth Club Launch	Optimum	Card	34.71	0.00	34.71	xiii
17/167	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	xiv
17/168	NEST			November Pension Contributions	Current	DD	32.62	0.00	32.62	xv
17/169	BT	M056 GL	25-Oct-17	Telephone and Internet	Current	DD	80.49	16.09	96.58	xvi
17/170							946.01	52.25	998.26	
17/171	November Salary Costs			November Salary Costs	Current	BACS	2,011.51		2,011.51	xvii
17/172										
17/173	Jar Jar Drinks	90	06-Oct-17	Reimbursements after break in	Current	BACS	76.67	15.33	92.00	xviii
17/174	UK Amenity	2666	12-Oct-17	Weedkilling Recreation Ground	Current	BACS	220.80	44.16	264.96	xix
17/175	CPRE Cambridgeshire		20-Oct-17	Planning Seminar - 2 Cllr attending	Current	BACS	40.00	0.00	40.00	xx
17/176	Playmaintain Limited	366	23-Oct-17	Quarterly Inspection of Playgrounds	Current	BACS	60.00	12.00	72.00	xxi
17/177	GDL Services	821	27-Oct-17	Litter Picking October	Current	BACS	90.00	0.00	90.00	xxii
17/178	Glassworld		31-Oct-17	Replacement Glass for Pavilion Door	Current	BACS	140.00	28.00	168.00	xxiii
17/179	Longstanton Village Institute	100641	01-Nov-17	Hall Hire and Office Rental October	Current	BACS	370.00	0.00	370.00	xxiv
17/180	Aspinalls	A1538802	01-Nov-17	Padlock for Rec Car Park gate	Current	BACS	24.35	4.87	29.22	xxv
17/181	Cambridgeshire Cricket Ltd	85G/17	02-Nov-17	Aeration of Recreation Ground	Current	BACS	550.00	0.00	550.00	xxvi
17/182	Brookfield Groundcare	11600	06-Nov-17	Village Grass Cutting 8 of 10	Current	BACS	990.00	198.00	1,188.00	xxvii

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17/183	Brookfield Groundcare	11601	06-Nov-17	Home Farm Grass Cutting 8 of 10	Current	BACS	510.00	102.00	612.00	xviii	
17/184	Sherriff Amenity	5712413	15-Nov-17	Fertiliser for Recreation Ground	Current	BACS	380.00	76.00	456.00	xxix	
						Sub Total	5,463.33	480.36	5,943.69		
						TOTAL	6,409.34	532.61	6,941.95		

Transfers

Description	From	To	Amount
T16 * Grass Cutting Home Farm	Unity Home Farm	Unity Current	£ 510.00
T17 Optimum Card Top Up	Unity Current	Optimum Card	£ 281.06
			£ 791.06

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

- i Charities Act 2011, ss.298-303
- ii LGA 1972, s.150 (2)
- iii LGA 1972, s.150 (2)
- iv LGA 1972, s.150 (2)
- v LGA 1972, s.150 (2)
- vi LGA 1972, s.150 (2)
- vii Local Government (Miscellaneous Provisions) Act 1976, s.19
- viii LGA 1972, s.133
- ix Local Government (Miscellaneous Provisions) Act 1976, s.19
- x LGA 1972, s.150 (2)
- xi Local Government (Miscellaneous Provisions) Act 1976, s.19
- xii LGA 1972, s.150 (2)
- xiii Local Government (Miscellaneous Provisions) Act 1976, s.19
- xiv Local Government Finance Act 1988, s.43
- xv LGA 1972, s.112

- xvi LGA 1972, s.150 (2)
- xvii LGA 1972, s.112
- xviii Local Government (Miscellaneous Provisions) Act 1976, s.19
- xix Local Government (Miscellaneous Provisions) Act 1976, s.19
- xx LGA 1972, s.150 (2)
- xxi Public Health Act 1875, s.164
- xxii Litter Act 1983, ss.5-6
- xxiii Local Government (Miscellaneous Provisions) Act 1976, s.19
- xxiv LGA 1972, s.150 (2)
- xxv Road Traffic Regulation Act 1984, s.57(1)(b)
- xxvi Public Health Act 1875, s.164
- xxvii Public Health Act 1875, s.164
- xxviii Public Health Act 1875, s.164
- xxix Public Health Act 1875, s.164

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