



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 19th DECEMBER 2017 AT LONGSTANTON VILLAGE INSTITUTE AT 7.54pm**

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

17-18/91 To Receive and Approve Apologies for Absence **Power**
 Apologies were received and approved from Cllr Dr Sastry (work commitments) and Cllr Street (personal)

17-18/92 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

17-18/93 Open Forum for Public Participation (10min)
 None

17-18/94 Approval of Minutes
 It was **proposed** by Cllr Sinclair and seconded by Cllr Burns that the minutes of the 21st November 2017 are signed as a true record of the meeting.

**CARRIED
1 abstention**

17-18/95 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 following the transfer of funds from the Community Project Reserves account to the Current account to allow the account to be closed, 20p has been deposited into the account as 'bank interest'. A letter needs to be signed by two authorised signatories to transfer the 20p to the current account and for the account to be formally closed.
- It was noted that Cllr McPhater and Cllr Sinclair had authorised an update of bank account details for the accounts software provider before the payment could be entered for approval prior to the meeting.
- Information still to be obtained for longer term investments.

17-18/96 Bank Reconciliation
 Bank reconciliations were provided for the following bank accounts as at 30th November 2017:

Current Account	£33,699.09
Home Farm Bank Account	£182,223.07
Section 106 Bank Account	£3,157.14
Community Reserves Bank Account	£0.00
Optimum Pre-Paid Card	£127.91
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>
	£641,522.21

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

17-18/97 Approval of Payments

It was **noted** that Cllr McPhater 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 Sinclair and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £6,423.24 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.

17-18/98 To Note Monies Received

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

Jar Jar Drinks	Pavilion Rent	£375.00
Dennis Easton Funerals	Interment	£84.00
Longstanton Village Institute	Recharges	£34.77
CCLA Current Account	Dividend	£44.60
CCLA Home Farm Account	Dividend	£23.81
CCLA S106 Account	Dividend	£14.25
CCLA Reserves Account	Dividend	£17.86
Unity Bank	S106 Interest	£0.68
Unity Bank	Home Farm Interest	£39.12
Unity Bank	Community Proj. Interest	<u>£0.20</u>
		£634.29

17-18/99 Reports

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

17-18/100 Budget

Recommendations from the December meeting of the full council had been included in the budget prior to the meeting, updated by the Clerk, and were considered by councillors. A further update to ensure that Northstowe residents are considered in the budget has been included and will be taken back to Full Council in January for final approval in order to raise a Precept.

Action: To be taken to full council in January.

17-18/101 Date of Next Meeting

Tuesday 23rd January 2018

There being no further business, the meeting closed at 8.25pm.

Signed:

Chairman

Date: 23/1/18

Appendix 1 – 19th December 2017 – item 17-18/97

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total	Power
							£	£	£	
17/185	Amazon.co.uk		24-Nov-17	Items for Christmas Lights Event	Optimum	Card	42.68	6.00	48.68	i
17/186	Amazon.co.uk		24-Nov-17	Items for Christmas Lights Event	Optimum	Card	33.29	6.66	39.95	ii
17/187	Booker Limited	213650	26-Nov-17	Items for Christmas Lights Event	Optimum	Card	65.96	13.19	79.15	iii
17/188	Longstanton Post Office		29-Nov-17	Wrapping paper	Optimum	Card	1.99	0.00	1.99	iv
17/189	Amazon.co.uk		29-Nov-17	REFUND	Optimum	Card	-5.99	0.00	-5.99	
17/190	Little Crafty Bugs Limited		28-Nov-17	Items for Christmas Lights Event	Optimum	Card	7.41	0.90	8.31	v
17/191	Co-op		02-Dec-17	Mulled wine for Christmas Lights Event	Optimum	Card	35.55	0.00	35.55	vi
17/192	Longstanton Post Office		06-Dec-17	1st Class Postage (LL)	Optimum	Card	6.86	0.00	6.86	vii
17/193	South Cambridgeshire District Council	3030106429	14-Mar-17	Parish Office Business Rates	Current	DD	88.00	0.00	88.00	viii
17/194	NEST			November Pension Contributions	Current	DD	32.62	0.00	32.62	ix
17/195	BT	M057 KC	25-Nov-17	Telephone and Internet	Current	DD	69.48	13.89	83.37	x
17/196	ICO			Data Protection Registration	Current	DD	35.00	0.00	35.00	xi
17/197							412.85	40.64	453.49	
17/198	Staff Costs			December Staff Costs	Current	BACS	2,039.78	0.00	2,039.78	xii
17/199										
17/200	Cllr John Street			December Reimbursements	Current	BACS	21.18	0.00	21.18	xiii
17/201	Screens & Graphics	39629	14-Nov-17	Advertising banners for Christmas Lights	Current	BACS	76.33	15.27	91.60	xiv
17/202	Rialtas Business Solutions Ltd	SM18442	16-Nov-17	Alpha Accounting Software Subscription	Current	BACS	116.00	23.20	139.20	xv
17/203	GDL Services	833	24-Nov-17	Litter Picking November	Current	BACS	90.00	0.00	90.00	xvi
17/204	ESPO	4669143	24-Nov-17	Office Stationery	Current	BACS	33.84	6.76	40.60	xvii
17/205	Konica Minolta	1134384350	24-Nov-17	Photocopier quarterly rental	Current	BACS	100.32	20.06	120.38	xviii
17/206	Konica Minolta	1134433956	28-Nov-17	Photocopier copy charges	Current	BACS	57.51	11.50	69.01	xix
17/207	Longstanton Village Institute	100657	30-Nov-17	Hall Hire Charges November	Current	BACS	470.00	0.00	470.00	xx
17/208	Cambridgeshire Cricket Ltd		05-Dec-17	Fertiliser Application on Recreation Ground	Current	BACS	200.00	0.00	200.00	xxi
17/209	Cambridge Marquees	7656	05-Dec-17	Marquee Hire	Current	BACS	740.00	148.00	888.00	xxii
17/210	Brookfield Groundcare	11638	06-Dec-17	Village Grass Cutting 9 of 10	Current	BACS	990.00	198.00	1,188.00	xxiii
17/211	Brookfield Groundcare	11639	06-Nov-17	Home Farm Grass Cutting 9 of 10	Current	BACS	510.00	102.00	612.00	xxiv
							5,444.96	524.79	5,969.75	
							5,857.81	565.43	6,423.24	

~17/34~

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

Transfers

	Description	From	To	Amount
T19	* Grass Cutting Home Farm	Unity Home Farm	Unity Current	£ 510.00
T20	Optimum Card Top Up	Unity Current	Optimum Card	£ 214.50
				£ 724.50

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- i LGA 1972, s.145(1)(a)
 - ii LGA 1972, s.145(1)(a)
 - iii LGA 1972, s.145(1)(a)
 - iv LGA 1972, s.145(1)(a)
 - v LGA 1972, s.145(1)(a)
 - vi LGA 1972, s.145(1)(a)
 - vii LGA 1972, s.150(2)
 - viii Local Government Finance Act 1988, s.43
 - ix LGA 1972, s.112
 - x LGA 1972, s.150(2)
 - xi LGA 1972, s.150(2)
 - xii LGA 1972, s.112
 - xiii LGA 1972, s.145(1)(a)
 - xiv LGA 1972, s.145(1)(a)
 - xv LGA 1972, s.150(2)
 - xvi Litter Act 1983, ss.5-6
 - xvii LGA 1972, s.150(2)
 - xviii LGA 1972, s.150(2)
 - xix LGA 1972, s.150(2)
 - xx LGA 1972, s.150(2)
 - xxi Public Health Act 1875, s.164
 - xxii LGA 1972, s.145(1)(a)
 - xxiii Public Health Act 1875, s.164
 - xxiv Public Health Act 1875, s.164