



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 22nd JANUARY 2019 AT LONGSTANTON VILLAGE INSTITUTE AT 7.58PM

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

18-19/107 To Receive and Approve Apologies for Absence

Apologies were received and accepted from Cllr deMare-Lyon, Cllr Sinclair and Cllr Burns (work commitments)

18-19/108 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

18-19/109 Open Forum for Public Participation (10min)

None

18-19/110 Approval of Minutes

It was **proposed** by Cllr Street, seconded by Cllr McPhater that the minutes of the 20th November 2018 be signed as a true record of the meeting.

CARRIED
1 abstention

18-19/111 Clerk's Report (for information only)

- Since the closure of Cambridgeshire ACRE's payroll services, the Clerk has transferred everything to Red Shoes Accountancy Services who are keeping the prices the same as ACRE until December 2019. Other payroll providers were up anything up to twice as expensive. Service from Red Shoes will be monitored and currently is proving to be reliable.
- Though the meeting was not held in December, the £12,500 was transferred from the CCLA Current account to the Unity Current account in readiness for the payments which would have to be authorised at the full council meeting in January.
- Cllr Owen had attended the office prior to the Finance Committee meeting to check through the paid creditor invoices and bank statements for the quarter July – September 2018 and will report to full council in February.

18-19/112 CCLA

It was **proposed** by Cllr Ness, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the Redemption Form be completed in the sum of £8,000 to transfer funds from the CCLA Current account to the Unity Current Account.

Action: Clerk to send completed form to CCLA

18-19/113 Bank Reconciliation

Bank statements were provided for bank accounts as at 30th November 2018 and 31st December 2018. As at 31st December 2018, the bank account monies stood at:

Current Account	£14,325.21
Home Farm Bank Account	£177,887.87
Section 106 Bank Account	£3,504.04
Optimum Pre-Paid Card	£81.82
CCLA Current Account	£207,315.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£638,113.94

It was **proposed** by Cllr Ness, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the bank reconciliations for the months of November and December be approved and signed.

18-19/114 Approval of Payments

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

It was **proposed** by Cllr Ness, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £8,114.40 are approved and paid. Online payments to be authorised by Cllr McPhater and Cllr Street.

Action: Cllrs McPhater and Cllr Street to authorise online payments.

18-19/115 To Note Monies Received

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

Ref	Paid by	Description	Amount	Account	Stmt
R18/159	Jar Jar Drinks	Pavilion Rent	375.00	Current	95
R18/160	Jar Jar Drinks	Pavilion Rent	375.00	Current	95
R18/161	The Dale Residents	Donation to Youth Council Activities	86.70	Current	95
R18/162	CCLA	Dividend - Current Account	134.83	Current	95
R18/163	CCLA	Dividend - Reserves Account	44.68	Current	95
R18/164	Cash	Income from Christmas Lights & Mulled Wine	227.10	Current	95
R18/165	CCLA	Dividend - Home Farm Account	59.55	Home Farm	55
R18/166	CCLA	Dividend - S106 Account	35.70	S106	55
R18/167	Parish Pantry (old)	Donation to Toddler Groups	83.00	Current	96
R18/168	Unity Bank Interest	Interest Received	3.49	S106	56
R18/169	Unity Bank Interest	Interest Received	179.55	Home Farm	56
R18/170	Jar Jar Drinks	Pavilion Rent	375.00	Current	96
R18/171	CCLA	Dividend - Current Account	135.50	Current	96
R18/172	CCLA	Dividend - Reserves Account	47.38	Current	96
R18/173	CCLA	Dividend - S106 Account	37.92	S106	56
R18/174	CCLA	Dividend - Home Farm Account	63.19	Home Farm	56

18-19/116 Current Budget Review

The Clerk presented the budget for review by members and was signed by the Chairman.

18-19/117 Reports

It was noted that reports were circulated via email prior to the meeting.

18-19/118 Date of Next Meeting

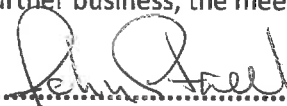
Tuesday 26th February 2019

There being no further business, the meeting closed at 8.18pm.

Signed:

Chairman

Date:

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 26/2/19

JS

Appendix 1 – 22nd January 2019 ~ item 18-19/114

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net £	Vat £	Total £	Notes
18/231	ICO			ICO Registration	Current	DD	35.00	0.00	35.00	Paid
18/232	Unity Bank PLC		31-Dec-18	Manual Credit Handling Charge	Current	DD	2.80	0.00	2.80	Paid
18/233	Unity Bank PLC		31-Dec-18	Bank charges	Current	DD	18.00	0.00	18.00	Paid
18/234	Longstanton Post Office		04-Dec-18	Postage	Optimum	Card	8.04	0.00	8.04	Paid
18/235	Longstanton Post Office		06-Dec-18	Postage	Optimum	Card	7.07	0.00	7.07	Paid
18/236	Argos Ltd		11-Dec-18	Board Games for Youth Council	Optimum	Card	21.60	4.32	25.92	Paid
18/237	Tesco		12-Dec-18	Refreshments for Youth Council gathering	Optimum	Card	22.24	0.00	22.24	Paid
18/238	Amazon	301353229	18-Dec-18	Gift for Website volunteer	Optimum	Card	29.15	5.83	34.98	Paid
18/239	South Cambridgeshire District Council		09-Mar-18	Non-Domestic Rates for Office 10 of 10	Current	DD	98.00	0.00	98.00	
18/240	TalkTalk	19116303	18-Dec-18	Telephone & Broadband	Current	DD	32.45	6.49	38.94	
18/241	Eon	H16A9638AA	01-Jan-19	Village Green Electric Supply	Current	DD	17.60	0.88	18.48	
18/242	Nest			January Pension Contributions	Current	DD	81.33	0.00	81.33	
18/243							373.28	17.52	390.80	
18/244	January Staff Costs			January Staff Costs	Current	BACS	1,974.49		1,974.49	
18/245										
18/246	South Cambridgeshire District Council	80002523	12-Dec-18	Hire of Dale Community Room 6 Aug 18	Current	BACS	15.00	0.00	15.00	
18/247	South Cambridgeshire District Council	80002525	12-Dec-18	Hire of Dale Community Room 21 May 18	Current	BACS	15.00	0.00	15.00	
18/248	Furnitubes	224826	13-Dec-18	Eastgate Bench for St Michaels	Current	BACS	743.00	148.60	891.60	
18/249	Redshoes Accounting Services	2963	13-Dec-18	Payroll Services	Current	BACS	15.00	3.00	18.00	
18/250	AR Aspinall & Sons Limited	A1566656	20-Dec-18	Sandbags for Northstowe Christmas Tree	Current	BACS	5.20	1.04	6.24	
18/251	Longstanton Village Institute	100869	21-Dec-18	December Hall and Office Rental	Current	BACS	441.67	0.00	441.67	
18/252	GDL Services	908	31-Dec-18	Litter Picking December 2018	Current	BACS	70.00	0.00	70.00	
18/253	Brookfield Groundcare	12026	07-Jan-19	Home Farm Maintenance 10 of 10	Current*	BACS	530.00	106.00	636.00	
18/254	Brookfield Groundcare	12027	07-Jan-19	Village Grass Cutting 10 of 10	Current	BACS	990.00	198.00	1,188.00	
18/255	Home-Start Cambridgeshire			Donation towards work	Current	BACS	1,300.00	0.00	1,300.00	
18/256	VisionICT	8904	17-Jan-19	Final Invoice for Design of Website	Current	BACS	973.00	194.60	1,167.60	
					Sub Total		7,072.36	651.24	7,723.60	
					TOTAL		7,445.64	668.76	8,114.40	

Transfers

Description	From	To	Amount
T18/022 Current Account Top Up	CCLA Current	Current	£8,000.00
T18/023 Optimum Card Top Up	Current	Optimum	£ 218.18
T18/024 Home Farm Maintenance	Home Farm	Current	£ 530.00
			£8,748.18

Transfer to be discussed under item 18/19-221

Longstanton Parish Council confirmed eligibility and adopted the General Power of Competence on 9th May 2016, reconfirmed on 14th May 2018. All decisions are taken using that power unless otherwise stated and paid for accordingly.

Longstanton Parish Council Current Year
Annual Budget - By Centre

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
1076 Precept	94,630	94,630	103,228	103,228	0	0	98,869	0	0
1090 Interest Received Unity Bank	100	222	75	426	0	0	0	0	0
1091 CCLA Interest Received	1,400	1,108	840	2,087	0	0	1,500	0	0
1092 Other Income	0	3,248	0	422	0	0	0	0	0
1093 Youth Council Income	0	0	0	189	0	0	0	0	0
1100 Northstowe Administration Inco	1,000	1,035	500	0	0	0	0	0	0
Total Income	97,130	100,243	104,643	106,352	0	0	100,369	0	0
4000 Parish Clerk Salary	22,000	21,747	21,965	16,339	0	0	22,626	0	0
4002 Staff Pensions	500	217	444	333	0	0	679	0	0
4007 Payroll Charges	180	180	180	120	0	0	180	0	0
4025 Tax & NI	3,500	1,875	1,935	1,722	0	0	1,960	0	0
4027 Contingency	3,000	882	3,000	0	0	0	0	0	0
4030 Projects (next financial year)	11,759	0	0	0	0	0	0	0	0
4035 Training Staff & Councillors	1,500	946	1,500	175	0	70	0	0	1,000
4040 Clerk's Expenses	50	10	50	3	0	0	25	0	0
4045 Staff Travel	200	323	300	172	0	0	200	0	0
4050 Councillor Travel Expenses	200	7	200	0	0	0	0	0	0
4060 Insurance	4,000	1,189	1,750	1,268	0	0	1,312	0	0
4065 Professional Fees	0	5,585	4,000	1,324	0	0	0	0	2,000
4067 Bank Charges	150	105	104	99	0	0	140	0	0
4070 CAPALC Subscription	510	511	511	584	0	0	620	0	0
4071 ICO Registration	35	35	35	35	0	0	40	0	0
4075 Audit Fees	1,000	-25	500	-10	0	0	475	0	0

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Longstanton Parish Council Current Year
Annual Budget - By Centre

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4080 Elections	2,000	0	2,000	165	0	0	0	0	0
4085 Annual Report	200	209	220	234	0	0	275	0	0
4090 SLCC Membership	177	185	180	0	0	0	249	0	0
4091 Cambridgeshire ACRE Subscripti	54	54	54	46	0	0	0	0	0
4092 National Playing Fields Subs.	50	50	50	50	0	0	50	0	0
4093 CCVS Annual Membership	60	60	60	60	0	0	60	0	0
4095 Publications	200	159	80	123	0	0	60	0	0
4100 Office Equipment	1,500	7	1,000	628	0	0	650	0	0
4102 Council Records	0	0	100	10	0	0	0	0	0
4103 Office Software and Support	800	575	450	578	0	0	895	0	0
4105 Office Supplies	500	164	250	157	0	0	250	0	0
4107 Postage	100	98	100	101	0	0	100	0	0
4108 Document Storage	0	26	110	0	0	0	50	0	0
4109 Office Waste - shredding	100	0	100	60	0	0	0	0	0
4110 Telephone & Internet	850	886	900	557	0	0	480	0	0
4112 Website Fees	1,500	80	320	1,082	0	0	528	0	0
4120 Office Maintenance	100	32	100	0	0	0	0	0	0
4125 Parish Office Rent	2,640	2,640	3,500	2,333	0	0	3,658	0	0
4127 Public Consultation Costs	2,000	310	4,000	1,513	0	0	350	0	0
4130 Photocopier	650	601	560	416	0	0	700	0	0
4135 Non Domestic Rates	820	881	1,080	878	0	0	1,080	0	0
4140 LPC Meetings Hall Hire	400	490	750	330	0	0	690	0	0
4145 Trade Waste	300	-144	560	442	0	0	450	0	0
4150 Northstowe Costs	0	0	0	687	0	0	24,691	0	0
4162 Gravel Pit Costs	0	3,925	0	7,200	0	0	0	0	0

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Longstanton Parish Council Current Year
Annual Budget - By Centre

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4163 Northstowe	0	0	8,800	3	0	0	0	0	0
Overhead Expenditure	63,585	44,877	61,798	39,817	0	70	63,523	0	3,000
Movement to/(from) Gen Reserve	33,545	55,366	42,845	66,535	0		36,846		
201 Burials									
1200 Burial Income	300	1,248	300	105	0	0	0	0	0
Total Income	300	1,248	300	105	0	0	0	0	0
4200 Burial Ground Maintenance	3,000	2,185	3,000	1,800	0	0	2,000	0	0
4201 St Michaels Churchyard Mainten	2,400	2,000	2,400	5,670	0	0	3,600	0	0
4205 Cemetery Business Rates	120	177	116	60	0	0	120	0	0
4206 Maintenance	0	11	0	0	0	0	0	0	0
4210 Cemetery Water	40	22	40	39	0	0	40	0	0
Overhead Expenditure	5,560	4,394	5,556	7,569	0	0	5,760	0	0
Movement to/(from) Gen Reserve	(5,260)	(3,146)	(5,256)	(7,464)	0		(5,760)		
301 Parks & Open Spaces									
1305 S106 Community Facilities	0	1,274	0	0	0	0	0	0	0
4304 Recreation Ground Income	775	975	875	875	0	0	0	0	0
4314 Village Event Income	0	0	0	193	0	0	0	0	0
4316 Open Air Cinema Income	0	0	0	1,555	0	0	0	0	0
Total Income	775	2,249	875	2,623	0	0	0	0	0
4300 Playground Maintenance	3,000	2,733	3,000	2,793	0	1,421	3,000	0	0
4302 Playground Refurbishment	0	0	3,000	0	0	0	0	0	0

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**Longstanton Parish Council Current Year
Annual Budget - By Centre**

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4305 Recreation Ground Maintenance	7,000	8,585	13,500	9,150	0	0	6,380	0	0
4306 Village Green Electric	0	0	0	1,015	0	0	0	0	0
4308 S106 - Community Facilities	0	1,274	0	0	0	0	0	0	0
4310 Home Farm Maintenance	0	6,827	0	3,515	0	150	0	0	0
4315 Village Events	2,500	1,351	8,000	2,662	0	0	8,250	0	0
4317 Open Air Cinema	0	0	0	3,972	0	0	0	0	0
4320 Litter Collection	500	955	1,200	1,225	0	0	1,800	0	0
4402 Tree Maintenance	4,000	1,245	3,000	1,430	0	950	2,525	0	0
Overhead Expenditure	17,000	22,971	31,700	25,762	0	2,521	21,955	0	0
Movement to/(from) Gen Reserve	(16,225)	(20,721)	(30,825)	(23,139)	0		(21,955)		
401 Village Maintenance									
1400 Grass Cutting Grant CCC	2,400	2,630	2,630	2,630	0	0	2,630	0	0
Total Income	2,400	2,630	2,630	2,630	0	0	2,630	0	0
4400 Village Maintenance	10,000	6,585	6,000	4,163	0	0	3,000	0	0
4405 Village Signage	0	0	250	0	0	0	0	0	250
4410 Street Lights	1,800	0	1,800	1,700	0	0	1,800	0	0
4415 Seasonal Maintenance	1,500	172	750	0	0	0	0	0	750
4420 Village Cleanup/Comm Litter Pi	100	45	100	0	0	0	0	0	50
4425 Highways Joint Project	0	0	1,100	0	0	0	0	0	1,100
4427 Highway Costs	0	13,634	2,500	1,694	0	0	0	0	0
4430 Grass Cutting	2,400	2,400	4,000	4,000	0	0	4,000	0	0
4435 Empty Village Bins	1,000	195	0	0	0	0	0	0	0
Overhead Expenditure	16,800	23,031	16,500	11,557	0	0	8,800	0	2,150

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**Longstanton Parish Council Current Year
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									
501 Pavilion	(14,400)	(20,401)	(13,870)	(8,926)	0		(6,170)		
501 Pavilion									
1500 Pavilion Income	4,500	4,500	4,500	2,625	0	0	4,500	0	0
Total Income	4,500	4,500	4,500	2,625	0	0	4,500	0	0
4500 Pavilion Maintenance	3,000	4,146	3,000	0	0	0	4,500	0	0
4510 Pavilion Legal Expenses	2,000	0	2,000	0	0	0	0	0	0
Overhead Expenditure	5,000	4,146	5,000	0	0	0	4,500	0	0
501 Pavilion	(500)	354	(500)	2,625	0		0		
501 Village Institute									
1600 Village Institute Income	60	227	0	-193	0	0	0	0	0
Total Income	60	227	0	-193	0	0	0	0	0
4610 Village Institute Hire Charges	1,500	1,321	1,560	830	0	0	1,421	0	0
4620 Village Institute F & F	0	228	0	0	0	0	0	0	0
Overhead Expenditure	1,500	1,549	1,560	830	0	0	1,421	0	0
501 Village Institute	(1,440)	(1,321)	(1,560)	(1,023)	0		(1,421)		
901 S137									
4900 Poppy Wreath Donation	20	34	34	38	0	0	40	0	0
4905 Donations	5,000	1,882	4,000	1,781	0	0	1,500	0	0
4910 Youth Provision	10,000	441	4,500	535	0	0	0	0	1,000
Overhead Expenditure	15,020	2,356	8,534	2,354	0	0	1,540	0	1,000

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**Longstanton Parish Council Current Year
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
Movement to/(from) Gen Reserve	<u>(15,020)</u>	<u>(2,356)</u>	<u>(8,534)</u>	<u>(2,354)</u>	<u>0</u>		<u>(1,540)</u>		
Total Budget Income	105,165	111,098	112,948	114,143	0	0	107,499	0	0
Expenditure	124,465	103,324	130,648	87,889	0	2,591	107,499	0	6,150
Movement to/(from) Gen Reserve	<u>(19,300)</u>	<u>7,773</u>	<u>(17,700)</u>	<u>26,254</u>	<u>0</u>		<u>0</u>		