



**MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 26th FEBRUARY 2019 AT LONGSTANTON VILLAGE INSTITUTE AT 7.34PM**

Those Present Cllr Street (Chairman), Cllr delaMare-Lyon, Cllr Sinclair, Cllr Burns, Cllr McPhater,
Cllr Ness

Parish Clerk Mrs Libby White

Members 6 **Vacancy** 0 **(Quorum 3)** **Parishioners** 0

18-19/119 To Receive and Approve Apologies for Absence

None

18-19/120 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

18-19/121 Open Forum for Public Participation (10min)

None

18-19/122 Approval of Minutes

It was **proposed** by Cllr McPhater, seconded by Cllr Street that the minutes of the 22nd January 2019 be signed as a true record of the meeting.

18-19/123 Clerk's Report (for information only)

- Cllr Sinclair has ensured that all procedures are noted to create the Monthly Financial report. Last month saw the first documentation of money being moved from earmarked reserves.
- Information from CAPALC about Digital Tax has been received, but does not really affect the council as not VAT registered.

18-19/124 CCLA

It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the Redemption Form be completed in the sum of £4,500.00 to transfer funds from the CCLA Current account to the Unity Current Account.

Action: Clerk to send completed form to CCLA

18-19/125 Bank Reconciliation

Bank statements were provided for bank accounts as at 31st January 2019 and the bank account monies stood at:

Current Account	£5,652.80
Home Farm Bank Account	£177,421.06
Section 106 Bank Account	£3,541.96
Optimum Pre-Paid Card	£300.00
CCLA Current Account	£199,315.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£621,230.82

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

18-19/126 Approval of Payments

Cllr Ness arrived at 7.41pm

It was **noted** that Cllr delaMare-Lyon and Cllr Sinclair 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 Sinclair, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £8,766.18 are approved and paid. Online payments to be authorised by Cllr McPhater and Cllr Burns.

Action: *Cllrs McPhater and Cllr Burns to authorise online payments.*

18-19/127 To Note Monies Received

Members **noted** that no money had been received since the January meeting.

18-19/128 Reports

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

18-19/129 Date of Next Meeting

Tuesday 26th March 2019

There being no further business, the meeting closed at 7.48pm.

Signed:

Chairman

Date:

DRAFT

Appendix 1 – 26th February 2019 – item 18-19/126

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net	Vat	Total
							£	£	£
18/257	TalkTalk	19338006	18-Feb-19	Telephone & Broadband	Current	DD	32.45	6.49	38.94
18/258	Eon	H16C7483AF	01-Feb-19	Village Green Electric Supply	Current	DD	8.70	0.44	9.14
18/259	Nest			February Pension Contributions	Current	DD	81.33	0.00	81.33
							122.48	6.93	129.41
18/260									
18/261	February Staff Costs			February Staff Costs	Current	BACS	1,990.19		1,990.19
18/262									
18/263	Konica Minolta	1141179011	29-Nov-18	Quarterly rental	Current	BACS	100.32	20.06	120.38
18/264	Brookfield Groundcare	12022	04-Jan-19	Tree works on Home Farm	Current*	BACS	230.00	46.00	276.00
18/265	Mervyn Lambert Plant Limited	13429	22-Nov-18	Traffic Management - Remembrance Sunday	Current	BACS	400.00	80.00	480.00
18/266	GDL Services	913	29-Jan-19	Litter Picking January 2019	Current	BACS	105.00	0.00	105.00
18/267	Longstanton Village Institute	100885	31-Jan-19	January Hall Hire	Current	BACS	574.67	0.00	574.67
18/268	SLCC	127874	31-Jan-19	Practitioners Conference 2019	Current	BACS	299.00	40.00	339.00
18/269	ESPO	5158862	05-Feb-19	Stationery and H&S Items	Current	BACS	24.65	4.93	29.58
18/270	Cambridgeshire County Council	423000620212	08-Feb-19	Streetlighting Oct 17 to Sept 18	Current	BACS	1,837.97	0.00	1,837.97
18/271	Canalbs	290	13-Feb-19	Mid Year Internal Audit	Current	BACS	145.50	0.00	145.50
18/272	Swavesey Parish Council	19-3047	18-Feb-19	50% contribution to Conference Mileage	Current	BACS	38.48	0.00	38.48
18/273	Enchanted Cinema		20-Feb-19	Deposit for Open Air Cinema	Current	BACS	2,700.00	0.00	2,700.00
						Sub Total	8,445.78	190.99	8,636.77
						TOTAL	8,568.26	197.92	8,766.18

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.