



MINUTES OF THE LONGSTANTON PARISH COUNCIL FINANCE COMMITTEE MEETING
HELD ON TUESDAY 26th MARCH 2019 AT LONGSTANTON VILLAGE INSTITUTE AT 7.37PM

Those Present Cllr McPhater (Chairman), Cllr delaMare-Lyon, Cllr Burns, Cllr Ness
Parish Clerk Mrs Libby White
Members 6 Vacancy 0 (Quorum 3) Parishioners 0

18-19/130 To Receive and Approve Apologies for Absence

Apologies were received and accepted from: Cllr Street and Cllr Sinclair (personal)

18-19/131 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

18-19/132 Open Forum for Public Participation (10min)

None

18-19/133 Approval of Minutes

It was **proposed** by Cllr Burns, seconded by Cllr Ness and **RESOLVED** by a unanimous vote that the minutes of 26th February 2019 be approved and signed.

18-19/134 Clerk's Report (for information only)

- Correspondence has been received from Unity reiterating the charges for money paid into the bank account:

Cash – 50p (per £100, or part thereof, for each payment)

Cheques – 30p per item

Currently we are not incurring charges but this may change with the Cinema in June.

- Cllr Sinclair and the Clerk attended an online demonstration of an upgrade in accounting software on 18th March 2019 to be covered under item 18-19/136.

18-19/135 CCLA

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns 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.

18-19/136 Finance Software

The Clerk informed attendees that she and Cllr Sinclair had attended an online demonstration of the Omega software provided by the Council's current supplier for accounting software. This software is more comprehensive than the current software providing the opportunity to create purchase orders, allocate purchase orders to budget and see commitments against budget, create invoices, remittance advice and receipts. In addition, it would save the Clerk time on a monthly basis where currently some tasks are duplicated for ease of reporting to council. The software would also produce more detailed reports for both the Finance Committee and the Council as a whole.

After lengthy discussion was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the purchase of the Omega software be recommended to Full Council for their consideration at the April meeting but prior to this the Clerk is to contact the software provider to negotiate the annual support cost which if at the same rate as currently (40%) would be £356, that the money already paid for 2019 be deducted from the quote and as the council has been with them for 6 years already.

Action: Clerk to liaise with Rialtas and put item on the agenda for the April council meeting

18-19/137 Bank Reconciliation

Bank statements were provided for bank accounts as at 28th February 2019 and the bank account monies stood at:

Current Account	£2,174.73
Home Farm Bank Account	£177,256.47
Section 106 Bank Account	£3,581.23
Optimum Pre-Paid Card	£277.93
CCLA Current Account	£194,815.00
CCLA Home Farm Account	£100,000.00
CCLA Section 106 Account	£60,000.00
CCLA Reserves Account	<u>£75,000.00</u>
	£613,105.36

It was **proposed** by Cllr Ness, seconded by Cllr de la Mare-Lyon and **RESOLVED** by a unanimous vote that the bank reconciliations for the month of February be approved and signed.

18-19/138 Approval of Payments

It was **noted** that Cllr Burns and Cllr de la Mare-Lyon 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 de la Mare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the invoices and payments as listed in appendix 1 in the sum of £5,828.09 are approved and paid. Online payments to be authorised by Cllr Burns and Cllr McPhater. It was noted that the payment for Northstowe Sports & Wellbeing is approved but held until such time that the group confirms its bank details by way of official paperwork.

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

18-19/139 To Note Monies Received

Members **noted** monies received since the February meeting as listed below.

Ref	Paid by	Description	Amount	Account	Stmt
R18/175	CCLA	Dividend - Current Account	£ 134.05	Current	98
R18/176	CCLA	Dividend - Reserves Account	£ 49.06	Current	98
R18/177	CCLA	Dividend - Home Farm Account	£ 65.41	Home Farm	58
R18/178	CCLA	Dividend - S106 Account	£ 39.27	S106	58
R18/179	Jar Jar Drinks	Pavilion Rent	£ 375.00	Current	98
R18/180	CCLA	Dividend - Current Account	£ 120.70	Current	98
R18/181	CCLA	Dividend - Reserves Account	£ 45.50	Current	98
R18/182	CCLA	Dividend - Home Farm Account	£ 60.67	Home Farm	58
R18/183	CCLA	Dividend - S106 Account	£ 36.38	S106	58

18-19/140 Reports

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

18-19/141 Date of Next Meeting

Tuesday 23rd April 2019

There being no further business, the meeting closed at 8.20pm.

Signed:

.....Neil J. McPhater.....

Chairman

Date:

.....23 April 2019.....

Appendix 1 – 26th March 2019 – item 18-19/138

Ref	Supplier	Inv No.	Inv Date	Cost Description	Account	Pymt Method	Net		Vat		Total Notes
							£	£	£	£	
18/274	Longstanton Post Office		01-Feb-19	1st Class Postage	Optimum	Card	8.04	0.00	0.00	8.04	Paid
18/275	Longstanton Post Office		05-Feb-19	Postage - LL	Optimum	Card	7.07	0.00	0.00	7.07	Paid
18/276	Longstanton Post Office		22-Feb-19	2nd Class Postage	Optimum	Card	6.96	0.00	0.00	6.96	Paid
18/277	TalkTalk	19450059	18-Mar-19	Telephone & Broadband	Current	DD	32.52	6.50	6.50	39.02	
18/278	Eon	H16E386D4E	01-Mar-19	Village Green Electric Supply	Current	DD	7.03	0.35	0.35	7.38	
18/279	Nest			March Pension Contributions	Current	DD	81.33	0.00	0.00	81.33	
18/280							142.95	6.85	6.85	149.80	
18/281	March Staff Costs			March Staff Costs	Current	BACS	1,970.99	0.00	0.00	1,970.99	
18/282											
18/283	Northstowe Social Committee			Donation to Social Activities	Current	BACS	625.00	0.00	0.00	625.00	
18/284	SLCC		02-Jan-19	SLCC Membership for Clerk	Current	BACS	249.00	0.00	0.00	249.00	
18/285	GDL Services	918	23-Feb-19	Litter Picking February 2019	Current	BACS	85.00	0.00	0.00	85.00	
18/286	Brookfield Groundcare	12060	25-Feb-19	Home Farm Border work	Current*	BACS	875.00	175.00	175.00	1,050.00	
18/287	Konica Minolta	1142741580	21-Feb-19	Quarterly rental of photocopier	Current	BACS	100.32	20.06	20.06	120.38	
18/288	Konica Minolta	1142818527	26-Feb-19	Copy charges for Nov 18 - Feb 19	Current	BACS	117.47	23.49	23.49	140.96	
18/289	Longstanton Village Institute	100904	27-Feb-19	February Hall and Office Rental	Current	BACS	481.67	0.00	0.00	481.67	
18/290	Brookfield Groundcare	12063	04-Mar-19	Tree work to Eaton Way & village green	Current*	BACS	150.00	30.00	30.00	180.00	
18/291	Northstowe Sports & Wellbeing Group			Donation to new exercise classes	Current	BACS	230.00	0.00	0.00	230.00	
18/292	Red Shoes Accounting	3254	14-Mar-19	Quarterly Payroll Charges	Current	BACS	45.00	9.00	9.00	54.00	
18/293	Vision ICT	9258	18-Mar-19	Website charges for Operation London Bridge	Current	BACS	35.00	7.00	7.00	42.00	
18/294	Keystone Marketing	SI-1415501	18-Mar-19	25% Deposit for Survey work	Current	BACS	312.50	62.50	62.50	375.00	
18/295	East of England Ambulance Service	8113422	15-Mar-19	Replacement Defibrillator Pads	Current	BACS	61.90	12.38	12.38	74.28	
Sub Total							5,338.85	339.44	339.44	5,678.29	
TOTAL							5,481.80	346.29	346.29	5,828.09	

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

Transfers

Description	From	To	Amount
T18/027 Current Account Top Up	CCLA Current	Current	£ 4,500.00
T18/028 Home Farm Maintenance	Home Farm	Current	£ 1,025.00
T18/029 Optimum Card Top Up	Current	Optimum	£ 22.07
			<u>£ 5,547.07</u>

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.

~18-36~

A.S. MAP

23 April 2019